

*Thought for the Day: "I think the next best thing to solving a problem is finding some humor in it."*

*Author: Frank A. Clark*

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

**DATE:** Tuesday, January 27, 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).

**AGENDA**

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

**II. Consent Item**

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

**III. Action Item**

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

B. Selection of Community Action Board Representative and Alternate

C. Selection of Committee Representatives

1) Head Start Personnel/Bylaws Committee Representatives

2) Head Start Budget/Planning Committee Representatives

- 3) Head Start Social/Hospitality/Fundraiser Committee
- 4) Program Area Committees
  - A) Early Child Development and Health Services Committee
  - A) Family and Community Partnership/Training Committee
  - B) Monitoring & Evaluation (Self-Assessment) Committee
- 5) Appointment of Representatives to Advisory Committee on Perinatal and Infant Health
- 6) Appointment of Representative and Alternate to the Maternal, Child and Adolescent Health Advisory Board
- 7) Appointment of Three Representatives to the Sacramento County Dental Health Advisory Committee
- 8) Early Head Start Committee
  
- D. Selection of Representative to the SETA Head Start Community Partnerships Advisory Committee (CPAC)
  
- E. Selection of Representative and Alternate to the SETA Head Start Health Advisory Committee (HSAC)

#### **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
  - Community Resources/Recognitions -Catherine Goins/ Policy Council Members
  - 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 (January, April, July, October): Mr. Kim Peck
  - Parent/Staff Recognitions
  - Grandparent/Foster Parent Report – Ms. Willie Williams and Ms. Mary Lenoir
  
- B. Fiscal Monitoring Reports
  - Del Paso Heights School District
  - Elk Grove Unified School District
  
- 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 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 – Vacant
  - Maternal, Child and Adolescent Health Board – Vacant
  - Community Action Board: Vacant
- F. Health and Dental Report
  - Sacramento County Dental Health Advisory Committee Reps: Ms. Mary Lenoir, Ms. Darlene Anderson, Ms. Victoria Benson
- G. Open Discussion and Comments
- H. Public Participation

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

- Approval of Eligible list for: Head Start Cook/Driver
  
- Report out of Closed Session

VIII. **Adjournment**

**DISTRIBUTION DATE: WEDNESDAY, JANUARY 21, 2004**

ITEM I - CALL TO ORDER/ROLL CALL

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

- \_\_\_\_\_ Cassandra Tye, Elk Grove Unified School District
- \_\_\_\_\_ Tyrone Rhinehart, Meadowview Community Action
- \_\_\_\_\_ Mai Yong Lee, Meadowview Community Action
- \_\_\_\_\_ Oma Reed, Playmate Child Development Center
- \_\_\_\_\_ Veronica Alacron, Sacramento City Unified School District
- \_\_\_\_\_ Marisol Gavia, Sacramento City Unified School District
- \_\_\_\_\_ 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
- \_\_\_\_\_ 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:

- \_\_\_\_\_ Diana Flores, Elk Grove Unified School District
- \_\_\_\_\_ Harriet Oden, Elk Grove Unified School District
- \_\_\_\_\_ Zuleyma Guzman, Del Paso Heights
- \_\_\_\_\_ Denise Nelson, SETA Operated Program

**\*\* 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 DECEMBER 23, 2003 REGULAR POLICY  
COUNCIL MEETING

BACKGROUND:

Attached are the minutes of the December 23, 2003 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: \_\_\_\_\_ Abstain: \_\_\_\_\_

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

### **Minutes/Synopsis**

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

Tuesday, December 23, 2003  
9:00 a.m.

- I. **Call to Order/Welcome:** Ms. Garrett called the meeting to order at 9:20 a.m. Ms. Willie Williams read the thought of the day. Ms. Beverly Shah was asked to act as Secretary.

#### **Members Present:**

Cassandra Tye, Elk Grove Unified School District  
Oma Reed, Playmate Child Development Center  
Marisol Gaviria, Sacramento City Unified School District  
Kama Meredith, SETA-Operated Program  
Betty Walker, SETA-Operated Program  
LaRisa Yarbrough SETA-Operated Program  
Darlene Anderson, 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  
Van Huynh, Alternate, Child Health and Disability Prevention Program  
Rochella Garrett, Outgoing Chair  
Gary Rauscher, CAMP Representative

#### **Newly Seated Members:**

Tyrone Rhinehart, Meadowview Community Action  
Mai Yong Lee, Meadowview Community Action  
Diane Miller, San Juan Unified School District  
Akilah Parks, Del Paso Heights  
Hasan McWhorter, SETA-Operated Program

#### **Members Absent:**

Veronica Alacron, Sacramento City Unified School District (Unexcused)  
Jennifer Lozano, SETA-Operated Program (Excused)  
Lyle LeTourneau, Past Parent Representative (Excused)  
Victoria Benson, Child Health and Disability Prevention Program (Excused)  
Diana Flores, Elk Grove Unified School District (Unexcused)  
Eric Betts, San Juan Unified School District (Unexcused)  
Chanda Shephard, Sacramento City Unified School District (Unexcused)  
Zuleyma Guzman, Del Paso Heights Unified School District (Unexcused)  
Elizabeth Gomez, SETA Operated Program (Unexcused)

Mr. Gary Rauscher is still serving in the CAMP seat until they have their elections.

**II. Consent Item**

- A. Approval of the Minutes of the November 18, 2003 Special Policy Council Meeting

Minutes were reviewed. Some minor corrections were made to the minutes. Ms. Garrett stated that the minutes stand approved as corrected.

Ms. Akilah Parks was seated at 9:30 a.m.

**III. Information Items**

- A. Ice Breaker: Board members played an icebreaker entitled "Win, Lose or Draw".
- B. Head Start and Program Governance Overview: Ms. Norma Johnson, Deputy Director, Head Start Children and Family Services

Ms. Jacoolla Moody was seated at 10:00 a.m.

Ms. Norma Johnson reviewed the Policies and Procedures for the Head Start program and the SETA-Operated program.

- C. How to Present and Make a Motion: Ms. Rochella Garrett, Chair, reviewed the process by which board members make motions.

**IV. Action Items**

The board took a break from 10:20 to 10:32 a.m.

Ms. Garrett made a clarification as to the correct way in which to make motions.

Ms. Sharon Neese provided a California Head Start Association report. There will be a conference January 21-24, 2004, in San Francisco.

Ms. Catherine Goins, manager of Early Head Start and Special Projects, introduced herself and spoke briefly of her responsibilities.

Ms. Garrett went off agenda and took item B.

- B. Selection of Representatives and Alternates to Attend the California Head Start Association Conference

Ms. Desha stated that the Agency will be responsible for lodging, transportation and meals. In addition, the Agency will pay a portion of the childcare depending upon the number of children. Ms. Desha urged people to bring calling cards to use instead of utilizing the hotel's telephone.

Mr. Tyrone Rhinehart will be attending the conference representing MCA because he has been elected Parent of the Year by CHSA.

Moved/Rauscher, second/Meredith, that a vote be taken by ballot, and those receiving the highest number will be representatives and the remaining will be alternates.

Voice Vote: Unanimous approval.

Those interested in attending: Oma Reed, LaRisa Yarbrough, Akilah Parks, Cassandra Tye, Willie Williams, Janet Foster, Jacoolla Moody, Diane Miller (alternate only), and Kama Meredith (alternate only). Those interested in attending spoke briefly regarding their interest.

Ms. Janet Foster and Ms. Jacoolla Moody will be attending the conference representing the Early Head Start program. Other board members attending the conference: Ms. Reed, Ms. Parks, Ms. Tye, Ms. Williams, and Ms. Yarbrough. All conference representatives are to notify Ms. Desha immediately if they cannot attend the conference.

Mr. Bob Silva, distributed information on a Grandparent/Foster Parent scrapbooking activity. Mr. Silva congratulated the board members for taking CAMP information back to their centers. Mr. Silva provided a brief overview of the December 19 CAMP meeting. There is interest in having a day-long conference on employment and small business development, including how to write small business plans. It is hoped that this will be held in April, 2004.

A. Election of Policy Council Officers for Program Year 2003-2004

Moved/Shah, second/Rauscher, that a vote be taken by ballot, and that the person receiving the highest number of votes be selected to serve as the appropriate officer.

Voice Vote: Unanimous approval.

Those interested in running for **Chair**: Darlene Anderson, Beverly Shah, Margie Mitchell. Each candidate spoke regarding their interest in serving and what they would focus on during the coming year. A vote was taken.

Ms. Garrett stated that she had a wonderful experience during her three years on the Head Start boards.



Ms. Desha inquired of PC members of their availability to attend the PC/PAC orientation tentatively scheduled for Friday, January 16, beginning at 8:30 a.m. Board members indicated their willingness to attend on that date. Officers elected today need to speak with Ms. Desha about officer training.

Results of the vote for **Chair**: Margie Mitchell

The following members were excused from the meeting: Kama Meredith, Diane Miller and Mary Lenoir.

Ms. Margie Mitchell took over the meeting as Chair.

Those interested in **Vice Chair**: Darlene Anderson. Since there was no competition, Ms. Anderson was seated as **Vice Chair**.

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

The board was in closed session from 11:53 a.m. until 12:33 p.m. At 12:33 p.m., Ms. Mitchell reported that the following action was taken during closed session: Approval of Eligible lists for: Head Start **Coordinator (Health) (Non-Supervisory)**, Head Start **Child Care Teacher**, and Head Start **Teacher Assistant**.

A. Election of Policy Council Officers for Program Year 2003-2004 (Continued)

Those interested in **Secretary**: Willie Williams. Since there was no competition, Ms. Williams was seated as **Secretary**.

Those interested in serving as **Treasurer** included: Betty Walker, LaRisa Yarbrough, Cassandra Tye. Candidates spoke of their interest. A vote was taken.

Results of the Vote for **Treasurer**: Cassandra Tye

Those interested in **Parliamentarian**: Jacoolla Moody, Akilah Parks, and Hasan McWhorter. Candidates spoke of their interest in serving. A vote was taken.

Result of the vote for **Parliamentarian**: Hasan McWhorter

III. **Information Items** (Continued)

D. Standing Information Items

⇒ Introduction of Staff

⇒ Upcoming Meetings, Training, Conferences and Events

- Ms. Alma Walton, Mr. Robert Silva, and Ms. Belinda Malone
- PC/PAC Orientation, Tuesday, January 6, 2004, (8:30 a.m. – 3:30

- p.m.) *CANCELED* – New date/time pending.
- ✿ PC/PAC Delegate Agency Officer Training, Wednesday, January 7, 2004, 8:30 a.m. – 12:00 p.m. *CANCELED* – New date/time pending.
- ✿ 6<sup>th</sup> Annual California Head Start Association Conference, January 21-24, 2004, (Wednesday-Saturday), at the Argent Hotel in San Francisco
- ⇒ Community Resource/Recognitions: Ms. Catherine Goins/Policy Council Members: No additional comments.
- ⇒ California Head Start Association Report: Provided earlier in the meeting.

All items were tabled through to Open Discussion and Comments.

- ⇒ Region IX Head Start Association Report: There will be no report.
- ⇒ Sacramento City Unified School District's Citizen's Title I/SCE Program Advisory Committee Report: Tabled.
- ⇒ Fiscal Report: Tabled.
- ⇒ Parent/Staff Recognitions: This was not tabled. Ms. Norma Johnson and Ms. Desha offered a gift to Ms. Garrett for the splendid job she did this year.
- ⇒ Grandparent/Foster Parent Report: No report.

E. SETA Governing Board Minutes: Tabled.

F. Fiscal Monitoring Reports: Tabled.

**V. Committee Reports**

A. Executive: Tabled.

**VI. Other Reports**

A. SETA Executive Director's Report: Tabled.

B. Chair's Report: Tabled.

C. Head Start Deputy Director's Report: Tabled.

D. Head Start Managers' Report: Tabled.

E. Community Agency Report: Tabled.

I. Health and Dental Report: Tabled.

J. Open Discussion and Comments: No comments.

K. Public Participation: No comments.

**VII. Adjournment: Meeting adjourned at 12:58 p.m.**

ITEM III-A – ACTION

ELECTION OF REGION IX HEAD START ASSOCIATION REPRESENTATIVE AND  
ALTERNATE

BACKGROUND:

This agenda item is for the selection of a representative and an alternate to serve as members to the Region IX Head Start Association.

Staff will be available to answer questions.

RECOMMENDATION:

Elect one representative and one alternate to serve as members to the Region IX Head Start Association.

**NOTES:**

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

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

ITEM III-B – ACTION

ELECTION OF REPRESENTATIVE AND ALTERNATE TO THE  
COMMUNITY ACTION BOARD

BACKGROUND:

The SETA Community Action Board is comprised of representatives from the Private, Public and Low-Income Sectors. The duties of the Board include recommending allocations of Community Services Block Grant (CSBG) funds to community services agencies throughout Sacramento County. Attached for your review is a CAB overview.

In the past, Darlene Anderson served as the Head Start representative from the Low-Income Sector. Policy Council representatives to the Community Action Board receive a meeting reimbursement.

RECOMMENDATION:

That the Council elect a representative and alternate to serve as Low-Income Sector representatives to the Community Action Board.

**NOTES:**

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

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

## **COMMUNITY ACTION BOARD OVERVIEW**

The Community Action Board (CAB) is a twelve-person board representing a number of public, private and low-income interests. SETA, as the designated Community Action Agency for Sacramento County, receives Community Services Block Grant (CSBG) and funds from the U. S. Department of Health and Human Services through California's Department of Community Services and Development. SETA administers CSBG programs with the advice of the tri-partite Community Action Board.

The SETA CAB was established as an advisory body to the SETA Governing Board and is entrusted with a mission to make the entire community respond to the needs and interests of the poor. Its members assess the needs of the low-income community, receive and review proposals for CSBG funding, and made recommendations to the Governing Board to fund programs which most effectively address those needs.

The long-range objective of the CSBG program is to enable individuals to deal with the problems of poverty and attain self-sufficiency. Because the social needs in SETA's service delivery area are diverse - from drug abuse among youth to the problems of seniors - and because funding for programs is relatively scarce, Board members exercise great care in setting program priorities, allocating funds and evaluating program performance.

## **MEETING SCHEDULE**

Regular meetings of the Community Action Board are held on the second Wednesday of each month at 10:00 a.m., 925 Del Paso Blvd. Meetings seldom exceed one hour in length with the exception of annual funding meetings.

## **COMPOSITION OF THE COMMUNITY ACTION BOARD**

The Community Action Board is composed of twelve members with four members representing each of three constituent groups: 1) Public Officials or their representatives; 2) Private Sector, consists of business, industry, labor, religious groups, welfare, education, or other major groups and interests in the community; and 3) Low Income Sector, or representatives of the poor residents within the Community Action Board jurisdiction.

## SECTOR PROFILES

Public - Public officials bring expertise in public relations, meetings, administration, funding and fiscal affairs. They represent the interests of the general public, yet can also serve as ambassadors of goodwill to the client groups.

Low Income - Representatives of the poor are the fundamental source of information on conditions and problems of poverty. Their participation and involvement on the Board, on its committees and at neighborhood levels is critical to Community Action efforts. Also important is their ability to help develop public and institutional understanding of, and support for, the programs -- and the positive effects those programs can have on the community.

Private - Representatives of the private sector provide good decision-making capabilities. They normally have business, management and fiscal expertise. They are major sources of funds and other resources. Finally, they provide balance to the Board by representing the remainder of the community.

## APPLICATION/APPOINTMENT PROCESS

Those wishing to apply for membership on the CAB are asked to fill out an application form available at 925 Del Paso Blvd., Sacramento, CA 95815, Attention: Nancy Hogan (Phone 263-3827). Completed applications should be returned to SETA. These applications go through an application/appointment process for each sector. CAB members serve one-year terms beginning in January of each year.

## CONFLICT OF INTEREST

Upon appointment, each applicant is required to submit a completed Statement of Conflict of Interest (form provided by SETA).

ITEM III-C – ACTION

SELECTION OF COMMITTEE REPRESENTATIVES

BACKGROUND:

The following committees require Policy Council representatives be appointed. It is hoped every member will participate on at least three (3) committees.

**1) Head Start Personnel/Bylaws Committee Representatives (3 representatives)**

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_

**2) Head Start Budget/Planning – Program Design and Management Committee Representatives (3 Representatives)**

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_

**3) Head Start Social/Hospitality/Fundraiser Committee (3 Representatives)**

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_

A description of each of these committees is included in the Policy Council bylaws. Staff will be available to provide an oral report and answer questions.

**4) Program Area Committees**

The Performance Standards are structured around comprehensive program content areas of Early Childhood Development and Health Services, Family and Community Partnership, and Program Design and Management. The new program areas provide additional support to quality services and family and community partnerships. Each program area will be composed of one staff and a minimum of three parents shall be selected by the Policy Council to plan and review each program area as well as participate in the writing of program plans and narratives.

The Training Committee will provide an opportunity for parents to work with staff in developing and planning continued high quality Head Start program trainings.

The Program Monitoring and Evaluation (Self-Assessment) Committee is designed to assist the SETA Head Start Monitoring/Evaluation staff in conducting on-center evaluations throughout the program year. Committee members will have the opportunity to visit and evaluate classroom(s) throughout the County. They will also be responsible for the end of the year assessment which will be held in April (formally know as the (OSPRI).

A) Early Child Development and Health Services Committee (3 Representatives)

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

B) Family and Community Partnership/Training Committee (3 Representatives)

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

C) Monitoring/Evaluation (Self-Assessment) Committee

Policy Council members will participate as a Committee of the Whole.

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

The Infant Mortality Reduction/Prevention Committee would like to have four parents in the Committee. The group addresses women, infants, children and adolescent health issues. They serve as an advisory group for black infant health issues and campaigns. They also serve in an advisory capacity for the recommendations that come forth from the fetal and infant death reviews from the entire county. The meetings are held monthly on the second Wednesday, from noon to 2:00 p.m., at the Community Services Planning Council, 909 – 12<sup>th</sup> Street in the downstairs conference room. If you have any questions, please contact Brenda Flores, 263-3881.

One Representative: \_\_\_\_\_

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

The Sacramento County Maternal, Child and Adolescent Health Advisory Board has requested one representative and one alternate to serve from Head Start. Current health issues are addressed, providing an opportunity for Head Start parents to contribute in the discussion and receive valuable information for Head Start. Staff will provide an oral report on the dates that the meetings will be held.



The meetings are held at 9333 Tech Center Drive, Suite 800, Sacramento, CA, from 8:00 – 10:00 a.m. If you have any questions, please contact Brenda Flores, 263-3881.

One Representative: \_\_\_\_\_

One Alternate: \_\_\_\_\_

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

The Sacramento County Dental Health Advisory Committee has requested three representatives from Head Start to serve this year. The committee discusses the dental needs of all residents in Sacramento County and the needs of children are frequently reviewed. Parents will commit to three (3) meetings during the next year which are generally held on Wednesdays from 4:00 – 5:30 p.m. at the Community Services Planning Council office, 909 – 12<sup>th</sup> Street, Suite 200. The next meeting has not been announced as of yet. Those interested in dental health would be appropriate members of this committee. If you have any questions, please contact Brenda Flores, 263-3881.

Three Representatives: 1) \_\_\_\_\_

2) \_\_\_\_\_ 3) \_\_\_\_\_

**8) The Early Head Start Committee will provide an opportunity for parents to work with staff in planning, reviewing and overseeing program monitoring and evaluation**

**Early Head Start Committee (3 Representatives)**

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

**RECOMMENDATION:**

As each committee is reviewed, interested Council members will be added to that committee. After all committee slots are filled, it is recommended that the Policy Council ratify the committee membership.

**NOTES:**

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

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

ITEM III-D – ACTION

SELECTION OF REPRESENTATIVE AND ALTERNATE TO THE SETA HEAD START  
COMMUNITY PARTNERSHIPS ADVISORY COMMITTEE (CPAC)

BACKGROUND:

The Policy Council is requesting to select one (1) Representative and one (1) Alternate to serve on the Community Partnership Advisory Committee (CPAC). This advisory committee is an advisory group to the Head Start social services program area of Head Start. Members of this committee include Head Start staff, parents and social services professionals from the community with an interest in the Head Start Program. Each program year a PC Representative is selected to sit on this committee. The CPAC meetings will be held semi-annually; time and date will be announced when determined. Having an interest in social service collaboration would be appropriate for those wishing to serve on this committee.

Staff will be available to share additional information and answer questions.

RECOMMENDATION:

That the Policy Council selects one (1) Community Partnership Advisory Committee Representative and one (1) Alternate to serve on the committee.

**NOTES:**

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

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

ITEM III-E – ACTION

SELECTION OF A REPRESENTATIVE AND ALTERNATE TO  
SETA HEAD START HEALTH SERVICES ADVISORY COMMITTEE (HSAC)

BACKGROUND:

The Policy Council is requested to select one (1) Representative and one Alternate to serve on the Head Start Health Services Advisory Committee. This committee is an advisory group to the health program area plan, assists with creation of policies, and serves as one of our primary community resources for health information. Members on the committee include Head Start staff and parents and health professionals from the community with an interest in Head Start. The group meets two times per year for a luncheon or dinner. Meeting location and time to be announced. An interest in health would be appropriate for those serving on this committee. Ms. Brenda Flores will be available to share information and answer questions.

RECOMMENDATION:

That the Policy Council selects one (1) Health Services Advisory Committee Representative and one (1) Alternate to serve on the committee.

**NOTES:**

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

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

## 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
- Community Resources/Recognitions -Catherine Goins/ Policy Council Members
- 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 (January, April, July, October): Mr. Kim Peck
- Parent/Staff Recognitions
- Grandparent/Foster Parent Report – Ms. Willie Williams and Ms. Mary Lenoir

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: Mr. Dave Pascoa** **DATE: January 8, 2004**  
**FROM: Greg P. Tayros, SETA Fiscal Monitor**  
**RE: On-Site Fiscal Monitoring of Del Paso Heights School District**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic/T & TA	\$ 1,473,694	9/30/02-09/29/03	9/30/02-9/29/03
Head Start	Prog. Improvement	86,000	9/30/02-09/29/03	9/30/02-9/29/03

**Monitoring Purpose: Initial**  **Follow-Up**  **Special**  **Final**   
**Dates of review: 8/13, 8/22, 8/27/03, & 12/19/03**

	<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	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	X			

**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 verified and appeared to be in order.
- 2) The district inadvertently over-reported the Head Start Basic expenditures by \$ 1,050.00, which were T & TA expenditures reported separately but were not deducted from the Basic fiscal report.
- 3) Adult meals amounting to \$2,609.60 for August, 2002 and \$ 3,052.50 for September, 2002 are disallowed costs as they were costs of the prior year. Also, the adult meals amounting to \$ 2,470.80 for October, 2002 were recorded twice in the general ledger.
- 4) We are questioning adult meal expenditures from December, 2002 to June, 2003 amounting to \$ 14,094.20 due to lack of supporting documents.
- 5) The Catering Request Form, which showed a summary of the adult meals from August, 2002 to June, 2003, indicated a cost allocation of 80% to Head Start and 20% to State Pre-School. However, there was no allocation in the general ledger as the total amount was charged to Head Start. In view of this, we are questioning 20% of the expenditures charged to Head Start from October, 2002 to June, 2003 which amounted to \$3,681.24 .
- 6) 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) Adjust your records and reimburse SETA from non-SETA funds, \$ 1,050.00 for the T &TA expenditures and \$ 8,132.90 for the adult meals or a total of \$ 9,182.90. Ensure that all expenditures charged to the Head Start contract are incurred within the program year. We also recommend that a separate resource code be created in the general ledger for each Head Start contract (including T & TA, although it is combined with Basic) to record and summarize expenditures pertaining to each contract thereby facilitating the preparation of a separate fiscal report for each contract and avoiding a double reporting of expenditures.
- 2) Submit documents showing adult meal counts for the months in question. The documents should also show how the cost for each month was computed.
- 3) Submit documents justifying the charge of 100% of the adult meals to Head Start despite a cost allocation of 20% to State Pre-School indicated in the Catering Request Form or reimburse \$ 3,681.24 to SETA from non-SETA funds.

cc: Kathy Kossick  
Governing Board  
Policy Council

**MEMORANDUM**

**TO:** Ms. Nancy Lucia **DATE:** January 13, 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	\$ 1,498,560	9/30/02-9/29/03	9/30/02-9/29/03
Head Start	T & TA	7,500	9/30/02-9/29/03	9/30/02-9/29/03
Head Start	Basic (Carry-over)	95,000	9/30/02-9/29/03	9/30/02-9/29/03
Head Start	Prog. Impv.	33,180	9/30/02-9/29/03	9/30/02-9/29/03

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** 12/16/03 & 1/9/04

	<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, 2002 to September 29, 2003 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

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**

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

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

Thursday, December 4, 2003  
10:00 a.m.

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

**Members Present:**

Don Nottoli, Chairperson, SETA Governing Board; Member, Board of Supervisors (arrived at 10:15 a.m.)

Robbie Waters, Vice Chairperson Councilmember, City of Sacramento

Sophia Scherman, SETA Governing Board; Public Representative

Illa Collin, Member, Board of Supervisors

Bonnie Pannell, Councilmember, City of Sacramento

II. **Consent Items**

The consent calendar included approval of the minutes of the November 20, 2003 regular board meeting, and approval of claims and warrants for the period 11/14/03 – 11/25/03. There were no comments or corrections.

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

Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Approval of Temporary Reclassification for the Position of Community Services Coordinator

Mr. Rod Nishi reviewed this item which requests a temporary reclassification for Ms. Maria Steele to continue in this position to the conclusion of the Nurse Workforce Initiative Program, March 5, 2004.

Moved/Collin, second/Pannell, to extend the temporary appointment of Ms. Maria Steele as outlined above.

Voice Vote: Unanimous approval.

2. Retroactive Approval to Purchase Insurance for General Liability and Sexual Abuse Liability

Mr. Nottoli arrived at 10:15 a.m.

Mr. Peck reviewed the error in the initial insurance premium. In addition, at the November 20 meeting, the Board discussed the sexual abuse liability insurance. Staff is requesting retroactive approval of the sexual abuse liability. Mr. Thatch recommended the highest amount of liability insurance.

Moved/Collin, second/Scherman, to retroactively approve the increase in the premium and choose the \$2 million dollar Sexual Liability Insurance policy.  
Voice Vote: Unanimous approval.

3. Approval to Participate in American Express Credit Cards

Mr. Peck reviewed this item. The credit cards will be utilized by the SETA travel department and the purchasing department only. The card will be used in the purchasing department for smaller purchases. Mr. Peck stated that this particular card was chosen because there is no annual charge and American Express provide a business-related reporting system which is useful. Mr. Waters asked that staff request that the agency receive points on the card to be utilized on business travel.

Moved/Scherman, second/Collin, to authorize Mr. Peck to enter the corporate services agreement with American Express to allow the agency to participate in this program.  
Voice Vote: Unanimous approval.

Mr. Waters turned the meeting over to Mr. Nottoli. Everyone sang Happy Birthday to Mr. Nottoli.

- ◆ Recognition of Long-Term Employees: Mr. Ed DeHerrera, Employment Services Supervisor, was presented with a gift in recognition of his 15 years with SETA.
- ◆ Recognition of Sophia Scherman: Ms. Scherman, outgoing chairperson, was acknowledged for her year as Chairperson. Ms. Kossick thanked Ms. Scherman for her leadership and particularly when she had to reschedule a flight in June to make a quorum. Board members spoke of their feelings toward her.

**B. WORKFORCE INVESTMENT ACT:** No items.

**C. HEAD START**

1. Approval of Modifications to the Head Start/Early Head Start Policy Council Bylaws

Ms. Norma Johnson reviewed this item. Ms. Scherman stated that she liked the modifications to Article 5.

Moved/Collin, second/Waters, to approve the modifications to the Policy Council bylaws as outlined in the board packet.

Voice Vote: Unanimous approval.

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

**E. REFUGEE PROGRAMS:** No items.

**IV. Information Items**

A. Fiscal Monitoring Reports: No comments.

B. Dislocated Worker Update: Mr. Walker reported that the 300 IRS layoffs were call center employees.

**V. Reports to the Board**

A. Chair: No comments.

B. Executive Director

Ms. Kossick stated that staff is in the process of sending out thank you cards to many of the partners in the community as part of SETA's 25<sup>th</sup> anniversary. The Agency received a contribution from Sacramento-Sierra's Building and Construction Trades Council in the amount of \$500 for postage and the printing.

Mr. Thatch stated that the Board needs to make a determination on a 4/5 vote of the board to review an item that came up after the agenda was posted. If this is approved, a second vote must be taken to either accept or reject the contribution.

Moved/Collin, second/Pannell, to hear the off-agenda item.

Voice Vote: Unanimous approval.

Moved/Collin, second/Pannell, to accept the \$500 donation from the Sacramento-Sierra's Building and Construction Trades Council with gratitude.

Voice Vote: Unanimous approval.

Ms. Kossick invited the board to an Agency potluck that will be held December 22, from 11:30 a.m. – 12:30 p.m. in the atrium.

C. Counsel: No report.

- D. Members of the Board: Ms. Kossick reported that the Governing Board will have a meeting on December 18.
- E. Public: No comments.
- VI. **Adjournment**: Meeting adjourned at 10:45 a.m.

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

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

Thursday, December 18, 2003  
10:00 a.m.

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

Illa Collin, Member, Board of Supervisors

Bonnie Pannell, Councilmember, City of Sacramento

- ◆ Recognition of Long-Term Employee: Ms. Celia Lopez, Head Start Facilities Specialist Supervisor, was presented a gift in recognition of her 15 years at SETA. Ms. Lopez thanked all of her supervisors in the past and thanked her peers at the warehouse.

II. **Consent Items**

The consent calendar included approval of the minutes of the December 4, 2003 regular board meeting, and approval of claims and warrants for the period 11/26/03 – 12/10/03. There were no questions or corrections.

Moved/Scherman, second/Pannell, to approve the consent calendar.  
Voice vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Approval of Workers' Compensation Insurance

Mr. Jim Toner stated that there is no proposal because they are negotiating with the various markets for workers' compensation insurance. Notwithstanding what he said last month, there will be a 10% increase in the premium. There was discussion with staff to go forward and look at other options to conventionally cover workers compensation. SETA is large enough to consider being self-insured. Mr. Toner will come back during the course of the next several months after looking at alternatives.

Moved/Collin, second/Waters, to authorize the Executive Director to purchase workers' compensation insurance and consider what our options will be in the coming year.

Voice Vote: Unanimous approval.

2. Approval to Purchase Smartware 2000

Ms. Kossick stated that this is a request to procure the Smartware 2000 software. The Shasta County PIC no longer uses the software. Staff have offered \$25,000 for the source code pending Governing Board approval. If the purchasing of the source code is approved, SETA will be sharing it with Riverside and East Bay Works who also utilize the Smartware software.

Moved/Scherman, second/Pannell, to make a sole source finding that Smartware 2000 is available only through the Shasta County PIC and approve the purchase of the source code in the amount of \$25,000.

Voice Vote: Unanimous approval.

3. Approval of Third Amendment to Grant Agreements between Casey Family Programs and the Sacramento Employment and Training Agency

Ms. Robin Purdy stated that this item is asking for modification to accept additional funds to serve 275 additional youth that are transitioning out of the foster care program. Mr. DeWayne Norris was recognized for his outstanding work in the program.

Moved/Colin, second/Pannell, to authorize the Executive Director to execute the third amendment to the grant agreement between Casey Family Programs and SETA and any subsequent modifications.

Voice Vote: Unanimous approval.

**B. WORKFORCE INVESTMENT ACT**

1. Appointment of Required Partner Member to the Sacramento Works, Inc. Board of Directors

Due to the resignation of Ms. Cheryl Davis, Ms. Jane Rasmussen has been recommended to the Required Partner seat representing the Department of Human Assistance.

Moved/Collin, second/Scherman, to appoint Ms. Jane Rasmussen to the vacant required partners seat on the Sacramento Works, Inc. Board.

Voice Vote: Unanimous approval.

**C. HEAD START: No items.**



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

**E. REFUGEE PROGRAMS**

1. Approval of Funding Augmentation for Refugee Employment Social Services

Mr. Roy Kim reported that staff finished the close out for the last fiscal year and have identified some unspent funds. Based on the funding recommendations, staff is recommending funding augmentations as shown in Attachment 1 in the board packet.

Moved/Collin, second/Scherman, to approve staff funding augmentation recommendations for Refugee Employment Social Services, PY2003-2004, as outlined in the board packet.

Voice Vote: Unanimous approval.

**IV. Information Items**

A. Fiscal Monitoring Reports: No additional questions.

B. Presentation of the 2003/2004 Occupational Outlook & Training Directory: Mr. Harden distributed the most current directory.

**V. Reports to the Board**

A. Chair: Mr. Mark Snaer was featured in the spotlight of the United Way newsletter.

B. Executive Director: Ms. Purdy acknowledged Mr. Snaer and received a plaque for the Youth Council as an Architect of Change. The Youth Council will be recognized by the California Legislature later in the year. Mr. Snaer thanked the board for the support of the Youth Council.

Mr. Kim Peck and Ms. Leslie Cox distributed a copy of the most current audit which indicated no disallowed costs. Ms. Kossick publicly acknowledged Mr. Peck and Ms. Cox for their work during the audit.

The most current Critical Industries Newsletter was distributed and staff was thanked for working to keep this successful.

C. Counsel: No report.

D. Members of the Board: Wished everyone happy holidays.

E. Public: No comments.

**VI. Adjournment:** Meeting adjourned at 10:55 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 December 23, 2003 Policy Council meeting.

<b>Good</b>	<b>Needs Improvement</b>
Participation by members.	<b>Cell phones off during meeting.</b>
Ice Breaker	<b>Punctuality.</b>
Norma Johnson, Deputy Director's overview of Head Start program.	<b>Attendance.</b>
Excellent participation by staff.	
Positive attitudes.	
Partnering with members.	
Elections went well.	

- 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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**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 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.

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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 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

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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 – Vacant
  - Maternal, Child and Adolescent Health Board –Vacant
  - Community Action Board – Vacant
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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. Mary Lenoir, Ms. Darlene Anderson 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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ITEM III-F – ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:





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

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 1/20/04*