

*Thought for the Day: "Every victory empowers your heart to shape your destiny."
Author: Unknown*

GOVERNING BOARD

BONNIE PANNELL
Council Member
City of Sacramento

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County of Sacramento

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Board of Supervisors
County of Sacramento

SOPHIA SCHERMAN
Public Representative

ROBBIE WATERS
Council Member
City of Sacramento

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

DATE: Tuesday, March 23, 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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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 February 24, 2004 Regular Meeting
- III. **Action Item**
 - A. Selection of Representatives and Alternates to Attend the Public Policy Symposium
 - B. Approval of Community Representative
 - C. Election of Treasurer for the Policy Council

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
 - ◆ NHSA Annual Training Conference, April 21-24 (Wednesday-Saturday), Anaheim, CA
 - ◆ Annual Parent Leadership Institute - May 12-14 (Wednesday – Friday), Hilton Hotel, Concord, CA
 - ◆ NHSA/Region IX – Head Start Education Awards & Scholarships
- 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
- Community Resources/Recognitions -Catherine Goins/ Policy Council Members
- Parent/Staff Recognitions
- Grandparent/Foster Parent Report – Ms. Willie Williams and Ms. Mary Lenoir

B. 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

VIII. Adjournment

DISTRIBUTION DATE: TUESDAY, MARCH 16, 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
- _____ Jessie Ramos, Playmate Child Development Center
- _____ Oma Reed, Playmate Child Development Center
- _____ Tawfiq Alnassiri, Sacramento City Unified School District
- _____ Juan Ibarra, Sacramento City Unified School District
- _____ Diane Miller, San Juan Unified School District
- _____ 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:

- _____ 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
- _____ Vacant, Del Paso Heights

**** 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	3/23							
A. Parks (12/23)	DP		X	X	X								
J. Ramos (2/24)	PLAY				X								
G. Rauscher (8/26)	CAMP	U	X	X	X								
O. Reed (11/18)	MCA	X	X	X	X								
T. Rhinehart (12/23)	MCA		X	X	X								
B. Shah (11/18)	GRAND	X	X	X	X								
C. Tye (11/18)	EG	X	X	X	U								
B. Walker (11/18)	SOP	X	X	X	X								
W. Williams (11/18)	GRAND	X	X	X	X								
L. Yarbrough (11/18)	SOP	X	X	X	X								
M. Yong Lee (12/23)	MCA		X	E	X								
V. Benson (11/18)	CHDP	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

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE FEBRUARY 24, 2004 REGULAR POLICY
COUNCIL MEETING

BACKGROUND:

Attached are the minutes of the February 24, 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 reflect the actual progression of the meeting.)

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

Tuesday, February 24, 2004
9:00 a.m.

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

Ms. Mitchell called the meeting to order at 9:20 a.m. Ms. Diane Miller read the thought for the day. Ms. Willie Williams called the roll and seated new representatives. Members were asked to contact their alternate, Ms. Mitchell, Ms. Desha, or the Clerk if they are unable to attend the meeting.

Members Present:

Harriett Oden, Elk Grove Unified School District
Akilah Parks, Del Paso Heights Unified School District (arrived at 9:35 a.m.)
Tyrone Rhinehart, Meadowview Community Action
Oma Reed, Playmate Child Development Center
Diane Miller, San Juan Unified School District
Jennifer Lozano, SETA-Operated Program (arrived at 9:22 a.m.)
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)
Beverly Shah, Grandparent Representative
Willie Williams, Grandparent Representative
Gary Rauscher, CAMP Representative (arrived at 9:21 a.m.)
Victoria Benson, Child Health and Disability Prevention Program

Newly Seated Members:

Tawfiq Alnassiri, Sacramento City Unified School District
Juan Iberra, Sacramento City Unified School District
Jessie Ramos, Playmate Child Development Center

Members Absent:

Cassandra Tye, Elk Grove Unified School District (Unexcused)
Jacolla Moody, Early Head Start (SETA) (Unexcused)
Mary Lenoir, Foster Parent Representative (Excused)
Jesus Esquilin, Early Head Start (Sacramento City USD) (Unexcused)
Stan Thompson, Sacramento City USD (Unexcused)

II. Consent Item

A. Approval of the Minutes of January 27, 2004 Regular Meeting

The minutes were reviewed; no corrections. Ms. Mitchell stated that the minutes stand approved as distributed.

Mr. Lyle LeTourneau inquired about the number of seats that were available for the National Head Start Training Conference. The Council went off agenda to review the information items while Ms. Norma Johnson was located.

IV. Information Items

A. Standing Information Items

- Introduction of New Staff: No new employees.
- Upcoming Meetings, Training, Conferences and Events
 - ✿ Ms. Alma Walton, Mr. Robert Silva, Ms. Belinda Malone and Ms. Julita Bentz
 - 1) Parent Resource Assistants have the first training on Friday, February 27 at the Del Paso office, Oak Room 1-3 p.m.
 - 2) Ms. Malone requested that Council members save the date for a “How to Keep Your Children Safe” workshop which will be held March 19, 9 a.m. – 4:00 p.m.

Ms. Alma Walton announced that the Grandparent/Foster Parent support group would meet, March 1, 9-11:30 a.m. Victor Bonanno, Neighborhood Services Coordinator, will be doing this training. Ms. Walton reviewed the planned events.

The Family Literacy Involvement Program (FLIP) is a literacy program through Head Start where books are distributed on a monthly basis to children. This month, the book is called “The Way I Feel”. Several PC members requested an extra book for their children. Ms. Walton stated that as she and their staff attend meetings, take books with them and distribute the books at the meetings. Ms. Mitchell stated that the past parents do not have an opportunity to get the book at meetings.

Ms. Victoria Benson inquired who could attend the safety workshop. Ms. Engstrom stated that while the workshop is not open to the general public, it is open to Head Start parents and board members.

III. Action Item

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

Ms. Norma Johnson stated that there is \$10,000 available to send eight people; four from the PAC and four from the PC. Because one of the four going from the PAC is a male, there has to be a separate room for him. Ms. Johnson reviewed the budget for this conference.

Moved/Walker, second/Yarbrough, that a vote be taken by ballot, with the top three voted as the representatives and the remaining will be the first, second, third alternate.

Ms. Desha provided information on this conference and stated that the Agency will be responsible for the flight, meals, room and upon return, childcare will be paid. Nominees were reminded that if they are elected to go to the conference, it is important to go to the meetings and workshops and decide ahead of time what workshops will be attended so that there is no duplication. There will be a travel meeting; Ms. Desha will send out a note indicating the time/place of the meeting. Ms. Mitchell reviewed the requirements of the conference reports.

There was discussion of extra funds in the Early Head Start budget to send a person. Ms. Desha stated that there is \$2,200 available for this conference in the Early Head Start budget. One person can be selected from the Early Head Start representatives. To be fair, one Early Head Start person needs to be selected from PAC. Ms. Janet Foster will be going as the Early Head Start representative from the PC.

Voice Vote: Unanimous approval.

Ms. Desha reminded attendees to make sure childcare is taken care of and if they are not able to attend, to let Ms. Desha know immediately.

Those interested in attending: Akilah Parks, LaRisa Yarbrough, Harriett Oden, Mai Yong Lee, Lyle LeTourneau, Willie Williams, Tyrone Rhinehart, Darlene Anderson. Ms. Mitchell asked who had already attended an out-of-state conference. Ms. Darlene Anderson and Ms. Willie Williams replied affirmatively.

According to the guidelines, the people given the first consideration will be Harriett, Lyle, LaRisa, Mai, Tyrone, Akilah and then Willie and Darlene because they have already gone to out-of-state meetings. Those interested spoke of interest to go to this conference. Mr. Rhinehart withdrew his name and supported Mai to go to the conference because of his interest in encouraging diversity and allowing a Hmong person to attend.

The members voted by ballot. Ms. Mitchell stated that she would not vote.

A drawing for prizes was held. Ms. Desha was asked to pull out a number for the drawing and Ms. Betty Walker was presented with a Head Start pin. Another

number was drawn and Ms. Harriett Oden was presented with a Head Start Circle of Friends pin.

IV. **Information Items** (Continued)

A. Standing Information Items

- Average Daily Attendance (ADA) Report – Ms. Elsie Bowers reviewed the monthly ADA reports that were included in the packet. She provided an overview of how the ADA statistics are compiled. If the ADA falls below 85% the center needs to evaluate the reason for so much absenteeism. Ms. Bowers answered questions from the Council.
- Monthly Special Education Report – Members were asked to contact Ms. Beverly Sanford at 263-3056 if there are any questions. Other copies of other months were distributed at the meeting.
- CHSA Conference Reports – Ms. Desha stated that the CHSA conference reports are attached and provided for the members' information.

Result of the Vote for Item III-A:

Representatives: Mai Yong Lee, Lyle LeTourneau, and Harriett Oden

Alternates: Akilah Parks, Darlene Anderson, and LaRisa Yarbrough.

The Council took a break from 10:47 a.m. to 11:07 a.m.

IV. **Information Items**

A. Standing Information Items (Continued)

- Region IX Head Start Report: Ms. Akilah Parks stated that there was no report.
- Sacramento City Unified School District's Citizen's Title I/SCE Program Advisory Committee Report: Ms. Darlene Anderson reported that she has attended two meetings since she was seated on this committee. She urged more people from Sacramento City Unified School District to become involved and stated that parent involvement must be continued even after her tenure is up.

Ms. Diane Miller was excused at 11:15 a.m.

Ms. Akilah Parks was excused at 11:22 a.m.

- Fiscal Report: A report will be provided next month.
- Community Resources/Recognitions: No report.
- Parent/Staff Recognitions: Birthdays for the months of January, February and March will be recognized at the March PC meeting.

Ms. Betty Walker was excused at 11:27 a.m.

- Grandparent/Foster Parent Report – Ms. Willie Williams provided an oral report. Ms. Williams spoke of the earned income tax credit preparation program. Contact Lori Black at 263-4086 if there are questions.

Ms. Jennifer Lozano was excused at 11:30 a.m.

- B. Fiscal Monitoring Reports: No questions or comments.
- C. SETA Governing Board Minutes: Ms. Norma Johnson was recently recognized for 25 years of service.

V. Committee Reports

- A. Executive: Ms. Darlene Anderson read the critique of last month's meeting.
- B. Personnel/Bylaws: No report.
- C. Budget/Planning: Ms. Shah provided an update on the most recent meeting where committee members were provided with a copy of the current budget. The next meeting will be March 2.
- D. Hospitality: No report.
- E. Program Area Committees

Early Childhood Development and Health Services: No report.

Family & Community Partnerships/Training: This committee met on February 12. Ms. Yarbrough reported on how to go about getting scholarships and ways of informing parents about scholarships.

Ms. Mitchell stated that there was a question regarding bus tokens and this will be looked at in the budget to see if it can be increased.

Monitoring & Evaluation: No report.

Early Head Start: No report.

- F. Community Advocating Male Participation: Mr. Gary Rauscher reported on the most recent activity which was a "Daddy and Me" trip to the California Railroad Museum. There were 78 participants, 24 of whom were fathers. Their next activity will be announced in March. March 12 is the next CAMP meeting in the Redwood Room. In April, it is hoped that a Head start Fatherhood Conference will be held. More information will be provided in March.

VI. Other Reports

- A. SETA Executive Director's Report: No report.
- B. Chair's Report: Ms. Marie Desha reported on the recent illness of Sharon Neese, who has been with Head Start for 14 years. Ms. Desha requested prayers for Ms. Neese. Ms. Desha sent a card on behalf of the PAC and the PC to Ms. Neese. Also announced that Nathaniel Brown lost his father. Ms. Datisha Tarvon recently had a baby and the baby needed heart surgery.

- C. Head Start Deputy Director's Report: No report.
- G. Open Discussion and Comments: Ms. Anderson reported on a legislative Act that is going to go through legislation. Ms. Anderson will distribute copies to members of the board.
- H. Public Participation: Ms. Shah reported when she went to the session for Ed Condon that the representatives are very aware of voter participation. Low-income people often do not vote and if they do register they do not vote. It is crucial to vote in order to advocate for Head Start.
- C. Head Start Managers' Report: No report.
- E. Community Agency Reports
- Women Escaping a Violent Environment - Vacant
 - Child Health and Disability Prevention Program – Ms. Victoria Benson distributed several flyers. Ms. Benson advocated that there be a change in the “No Nit” policy at school. There are now herbal remedies for head lice.
 - Community Services Planning Council - Vacant
 - Advisory Board of Perinatal & Infant Health Committee: No report.
 - Maternal, Child and Adolescent Health Board: Ms. Shah stated that this board has not yet met.
 - Community Action Board: Ms. Anderson stated that this board has not met.
- F. Health and Dental Report: No report.

Mr. LeTourneau asked who to talk to about having the Masons in attendance at the Safety Fair to fingerprint children. Ms. Desha suggested that he speak with Ms. Norma Johnson.

- VII. Adjournment:** The meeting was adjourned at 12:02 p.m.

ITEM III-A – ACTION

SELECTION OF REPRESENTATIVES AND ALTERNATES TO
ATTEND THE PUBLIC POLICY SYMPOSIUM

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to select five (5) representatives and five (5) alternates to attend the Public Policy Symposium, Wednesday, April 21, 2004, at the Sacramento Convention Center and State Capitol. See attached information.

Representatives:

1. _____
2. _____
3. _____
4. _____
5. _____

Alternates:

1. _____
2. _____
3. _____
4. _____
5. _____

RECOMMENDATION:

That the Policy Council approves the selection of five (5) representatives and five (5) alternates to attend the Public Policy Symposium.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-B – ACTION

APPROVAL OF COMMUNITY REPRESENTATIVE

BACKGROUND:

The Policy Council may establish an elect, by a two-thirds (2/3) vote, additional voting delegates who shall serve as Community Representatives of the Policy Council. (Policy Council Bylaws – Article III, Membership; section 3: Other Provisions.) Ms. Akilah Parks is relinquishing her seat as Delegate Agency Representative for the Del Paso Heights USD Head Start program and is requesting the Council to consider her for a Community Representative position.

RECOMMENDATION:

That the Policy Council approve Ms. Akilah Parks as a Community Representative.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-C - ACTION

ELECTION OF TREASURER FOR THE POLICY COUNCIL

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to elect a Treasurer for the 2003-2004 program year. The duties of the Policy Council officers shall be as prescribed in the Policy Council Bylaws, Article V, Section 3 – Duties of Officers. These duties are as follows:

Section 3: **Duties of Officers**

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

- D. The Treasurer shall keep such records, files and accounts as may be necessary to expedite the Policy Council's business, work with the Staff/Council Secretary and oversee the Budget/Planning Committee. The Treasurer shall be a member of the Social/Hospitality/Fundraising Committee.

RECOMMENDATION:

That the Policy Council elect a Treasurer.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

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
 - ◆ NHSA Annual Training Conference, April 21-24 (Wednesday-Saturday), Anaheim, CA
 - ◆ Annual Parent Leadership Institute - May 12-14 (Wednesday – Friday), Hilton Hotel, Concord, CA
 - ◆ NHSA/Region IX – Head Start Education Awards & Scholarships
 - 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
 - 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
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, February 5, 2004
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli asked that the presentations be heard before the call to order.

Mr. Nottoli presented the following staff with a present in recognition of their long-term employment at SETA: Emma Ercila, Head Start Head Teacher, Francine Bell, Head Start Teacher Assistant, Valerie Dill, Head Start Head Teacher, Linda Randall, Head Start Teacher Assistant, and Norma Johnson, Deputy Director. Staff spoke of their experiences during their employment at SETA.

- Presentation by Dr. Robert Fountain, Sacramento Regional Research Institute

Dr. Fountain provided an update on the regional economic status and answered questions. Mr. Ryan Sharp, Research Director, was introduced and provided information as well. Dr. Fountain stated that the final reports will be given in the next couple of months.

Mr. Nottoli called the meeting to order at 10:52 a.m.

Members Present:

Don Nottoli, Chairperson, SETA Governing Board; Member, Board of Supervisors
Robbie Waters, Vice Chairperson, Councilmember, City of Sacramento
Illa Collin, Member, Board of Supervisors

Members Absent:

Sophia Scherman, SETA Governing Board; Public Representative
Bonnie Pannell, Councilmember, City of Sacramento

- II. **Consent Items**

The consent calendar included approval of the minutes of the January 15, 2004 regular board meeting, approval of claims and warrants for the period 1/9/04 through 1/29/04, and approval of the Sacramento County Annual Investment Policy of the Pooled Investment Fund-Calendar Year 2004. There were no questions or comments.

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

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Audit Services Contract Extension

Mr. Kim Peck reviewed this item. This will be the third year for this contract.

Moved/Waters, second/Collin, to approve the extension of the audit services contract with Gilbert Associates, Inc. for a fee not to exceed \$28,754.

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

2. Approval of Revised Procurement Policies and Procedures

Mr. Peck reported that we have changed a few things to conform to what the county and city have done recently. Mr. Peck reviewed the modifications. Mr. Thatch stated that our Joint Powers Authority (JPA) agreement requires that anything over \$100,000 go to the Board of Supervisors and City Council for approval. If the board desires, the agreement can be modified to increase the amount. After discussion, the board decided to continue with the current JPA agreement, which was prepared in 1978.

Moved/Waters, second/Collin, to approve the revised Sacramento Employment and Training Agency Procurement Policies and Procedures.

Voice Vote: Unanimous approval.

3. Approval of Out-of-State Travel to the Pathways to Adulthood Conference in Washington, D. C.

Ms. Christine Welsch reviewed this item and offered to answer questions.

Moved/Collin, second/Waters, to approve the out-of-state travel for one staff to attend the Pathways to Adulthood Conference in Washington, D. C.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Approval of the Submission of a Public Sector Re-Employment Initiative WIA 25% Governor's Discretionary Grant Application

Ms. Robin Purdy read a list of partners working with SETA in this application which request approval to submit an application for \$786,200 to

provide transferable skills assessment for public sector employees being dislocated.

Staff was recently notified that on May 15 the first wave of layoff notices would be sent out to 500 CALTRANS employees. There are 1,200 jobs in the region that are being considered to be cut. Staff will receive the listing of job classifications to be dislocated in the next 15 days

Moved/Collin, second/Waters, to approve the submission of the WIA Governor's 25% Discretionary Public Sector Reemployment Initiative Grant application for Fiscal Year 2004-2005.

Voice Vote: Unanimous approval.

C. HEAD START

1. Approval of Lease Agreement for Early Learning Center at Phoenix Park

Ms. Brenda Flores stated that this child care center is formerly the Franklin Villa Apartments. This site will serve 60 preschool children and will start with eight Early Head Start children and may go as high as 16 children Early Head Start.

Moved/Collin, second/Waters, to approve a lease agreement for the Phoenix Park Early Learning Center based on the terms and conditions as outlined in the board packet.

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

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of Resolution to Accept Program Year 2004/05 Community Services Block Grant Funds

Ms. Cindy Sherwood-Green reviewed this item which requests approval of a resolution accepting 2004-2005 funds. The final appropriation is not currently known; however, the agency has received 25% of the allocation which is approximately \$388,000. There were no questions or comments.

Moved/Collin, second/Waters, to approve the resolution accepting Community Services Block Grant funds for 2004-2005.

Voice Vote: Unanimous approval.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Head Start Quarterly Report

Ms. Norma Johnson reviewed the quarterly report which ends December, 2003. A book from the Family Literacy Involvement Program (FLIP) program was distributed to board members. Staff is always looking for books translated in an assortment of languages to accommodate the variety of languages spoken by SETA Head Start children and families. Books are distributed on a monthly basis.

B. Fiscal Monitoring Reports: No questions or comments.

C. Dislocated Worker Update

Mr. Walker reviewed the updated dislocated worker report and answered questions regarding the Super Shuttle layoffs.

V. Reports to the Board

A. Chair: No report.

B. Executive Director

Ms. Kossick recognized Ms. Collin's birthday and everyone sang Happy Birthday.

C. Counsel: No report.

D. Members of the Board: No report.

E. Public

Ms. May Lee stated that The Year of the Monkey is here. On February 19, a fundraiser dinner will be held and will be honoring Fred Teichert.

Mr. Lyle LeTourneau, past parent on the Policy Council, spoke before the board.

VI. Adjournment – Meeting adjourned at 11: 48 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, February 19, 2004
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** The meeting was called to order at 10:07 a.m.

Members Present:

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

Ms. Kossick requested that the board consider an emergency item. This item would be to approve a resolution honoring Sharon Neese by naming Plaza Del Paso Early Learning Center after her. Ms. Neese is currently in hospice care. The boards needs a unanimous vote of the board to add this to the agenda.

Moved/Scherman, second/Waters, to hear an off agenda item that has arisen after the agenda was released and posted.
Voice Vote: Unanimous approval.

Ms. Kossick reported that staff just found out that Ms. Neese was released to hospice care. This happened very rapidly. The action item would be to name the Early Learning Center in honor of Sharon Neese. The Clerk read the resolution into the record.

Moved/Waters, second/Pannell, to approve the resolution honoring Sharon Neese by naming the Plaza Del Paso Sharon Neese Early Learning Center after her.
Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0 (Ms. Collin not yet present.)

II. **Consent Items**

The consent calendar included approval of the minutes of the February 5, 2004 regular board meeting, and approval of claims and warrants for the period 1/30/04 – 2/11/04. There were no questions or comments.

Moved/Waters, second/Nottoli, to approve the consent calendar.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Out-of-State Travel for Novell's Annual BrainShare Conference in Salt Lake City

Mr. John Valdez offered to answer questions.

Moved/Scherman, second/Waters, to approve out-of-state travel for Richard Davis, Network Engineer, to attend the Annual BrainShare 2004 Conference in Salt Lake City.

Voice Vote: Unanimous approval.

Ms. Collin arrives at 10:15 a.m.

D. WORKFORCE INVESTMENT ACT

1. Appointment of New Member to the Sacramento Works, Inc. Board

Ms. Kossick stated that the Workforce Investment Board has voted to increase the size of the board with the intention to add another labor member to the board. There were no questions.

Moved/Collin, second/Pannell, to appoint Matt Kelly to the Sacramento Works, Inc. board of directors.

Voice Vote: Unanimous approval.

C. HEAD START – No items.

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 provided two updates to the printed report. Folsom Lake Used Car Outlets will be closing their facility that has 48 employees. The SuperShuttle layoffs have declined services with SETA because they are changing their business model by allowing their employees to become independent contractors.

V. Reports to the Board

- A. Chair: No comments.
- B. Executive Director: Ms. Kossick distributed a copy of a publication by the California Workforce Association. SETA was one of 12 areas that were highlighted. This is a statewide publication.
- C. Counsel: No report.
- D. Members of the Board: Ms. Pannell asked if we had a booth at the Black Expo. Mr. Walker reported that normally SETA does but they sold booths for a three-day block and there was not enough staff to keep it going for three days.

Ms. Scherman thanked everyone for the cards and prayers.

- E. Public: No comments.

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 10:21 a.m. Mr. Nottoli stated that there would be no report out of closed session and that the meeting would be adjourned in honor of Sharon Neese.

- VII. 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 February 24, 2004 Policy Council meeting.

Good	Needs Improvement
Attendance	Side Barring (Representatives talking during the meeting).
Acknowledgement of Chair.	Timeliness of meetings.

- 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.

ITEM V- COMMITTEE REPORTS (Continued)

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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

Catherine Goins: 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.
