



Sacramento
Employment and
Training
Agency

REGULAR MEETING OF THE SETA GOVERNING BOARD

GOVERNING BOARD

ILLA COLLIN
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

ROBBIE WATERS
Councilmember
City of Sacramento

KATHY KOSSICK
Executive Director

925 Del Paso Blvd.
Sacramento, CA 95815

Main Office
916-263-3800

Head Start
916-263-3804

Website: <http://www.seta.net>

DATE: Thursday, October 6, 2005

TIME: 10:00 a.m.

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

While the SETA Governing Board welcomes and encourages participation in the Governing Board meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under jurisdiction of the SETA Governing Board 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 Governing Board limits testimony on matters not on the agenda to five minutes per person and not more than fifteen 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.

A G E N D A

I. Call to Order/Roll Call/Pledge of Allegiance

- ✓ Recognition of Long-Term Employees: Linda Oliver and Lisa Ball (10 years); Donna Elmore (15 years)

II. Consent Items

- A. Minutes of the September 1, 2005 Regular Board Meeting
- B. Approval of Claims and Warrants

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Compensation Package for Executive Director (Kathy Kossick)

“Preparing People for Success: in School, in Work, in Life”

2. Approval to Accept Third Year Funding (FY 2005-2006) in the Amount of \$73,500 for the Disability Program Navigator Project (Robin Purdy)

B. WORKFORCE INVESTMENT ACT

1. Appointment of Sacramento Works, Inc. Board Members (Kathy Kossick)
2. Approval to Implement the Self-Sufficiency Calculator in Sacramento County (Robin Purdy)
3. Approval to Authorize the SETA Executive Director to Submit, Accept and Enter into Subcontracts for Workforce Investment Act Governor's Discretionary Funds (Robin Purdy)

C. HEAD START

1. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council (Norma Johnson)

D. COMMUNITY SERVICES BLOCK GRANT – No items.

E. REFUGEE PROGRAMS – No items.

1. Acceptance of Targeted Assistance Discretionary (TAD) Funds to Serve Long-Term Refugees, and Approval to Augment Targeted Assistance Subgrants, PY 2005-2006 (Roy Kim)

IV. Information Items

- A. Fiscal Monitoring Reports (Rick Pryor)
- Galt Joint Union High School District
 - Greater Sacramento Urban League Corp. Inc.
 - Sacramento County Office of Education
- B. Dislocated Worker Update (William Walker)

V. Reports to the Board

- A. Chair
- B. Executive Director
- C. Counsel
- D. Members of the Board
- E. Public

VI. CLOSED SESSION: PURSUANT TO GOVERNMENT CODE SECTION 54957:
PUBLIC EMPLOYEE PERFORMANCE EVALUATION: EXECUTIVE DIRECTOR

VII. Adjournment

DISTRIBUTION DATE: FRIDAY, SEPTEMBER 30, 2005

ITEM II-A - CONSENT

MINUTES OF THE SEPTEMBER 1, 2005 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the September 1, 2005 regular SETA Governing Board meeting for your review.

RECOMMENDATION:

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

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

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

Thursday, September 1, 2005
10:00 a.m.

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

Members Present:

Robbie Waters, Chair, SETA Governing Board; Councilmember, City of Sacramento

Bonnie Pannell, Councilmember, City of Sacramento

Sophia Scherman, SETA Governing Board; Public Representative

Don Nottoli, Member, Board of Supervisors (arrived at 10:30 a.m.)

Member Absent:

Illa Collin, Vice Chair, SETA Governing Board; member, Board of Supervisors

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: VeRonica Busby

Employee Organization: AFSCME Local 146

Unrepresented Position: Program Coordinator

**CLOSED SESSION: PURSUANT TO GOVERNMENT CODE
SECTION 54957**

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION:
EXECUTIVE DIRECTOR**

**CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL –
EXISTING LITIGATION**

Pursuant to Government Code Section 54956.9

Claimant: Jeffrey Malik Brown

The Board went into closed session at 10:15 a.m. and back into open session at 10:30 a.m. Mr. Larsen reported that Closed Session: Conference with Labor Negotiator that no action took place and Closed Session: Pursuant to Government Code Section 54957 that no action took place and that this item will be continued. Closed Session: Conference with Legal Counsel-Existing Litigation was denied. Mr. Larsen will be preparing a legal report.

- Recognition of Long-Term Employee: Ms. Joanne Dixon, Site Supervisor at the Mather Head Start center, was presented with a gift in recognition of her 10 years of service with SETA. Ms. Elizabeth Uda, Program Officer at the Del Paso office, was presented with a gift in recognition of her 15 years of service with SETA.

II. Consent Items

The consent calendar included approval of the minutes of the August 4, 2005 regular board meeting, and approval of claims and warrants for the period of 7/29/05 through 8/24/05. There were no questions or comments.

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

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Adoption of Resolution Modifying the Salary Range for the Classification of Program Coordinator

Ms. Kossick told the board the purpose is to adjust the salary range so that the internal relationship is maintained with other supervisors with similar duties and responsibilities.

Moved/Scherman, second/Nottoli, to approve the attached resolution modifying the salary range for the Program Coordinator.
Voice Vote: Unanimous approval.

2. Approval to Remove the Program Coordinator Position from the Unrepresented Confidential and Management Unit and to Add the Position to the Supervisory Bargaining Unit

Mr. Larsen stated that the approval to remove the Program Coordinator from the Unrepresented Confidential and Management Unit and to add the position to the Supervisory bargaining unit has gone through extensive discussion and review. It has been determined that the board can make the decision to approve this change or reject making this change.

Moved/Waters, second/Scherman, to reject taking action on placement of the Program Coordinator classification into the Supervisory Unit.
Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

This item was reopened under Item III-A later on in the meeting.

Moved/Waters, second/Scherman, to approve the 5% salary increase retroactive to August 19, 2004 when this increase was first presented to the Board for action.

3. Approval of Compensation Package for Executive Director

Item to be continued to October 6, 2005 SETA Governing Board meeting.

Moved/Nottoli, second/Scherman, to continue this item to the October 6, 2005 agenda.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Appointment of Sacramento Works, Inc. Board Members

Item to be continued to October 6, 2005 SETA Governing Board meeting.

Moved/Pannell, second/Nottoli, to continue this item to the October 6, 2005 agenda.

Voice Vote: Unanimous approval.

C. HEAD START

1. Approval to Enter into Subgrant with U. C. Berkley Investigators to Implement Early Childhood Math Curriculum in Head Start

Ms. Johnson reported that SETA Head Start and San Juan Unified School District state preschool were selected as partners to pilot math curriculum. Berkeley has allocated funds in the grant to cover all costs of training (including substitutes) averaging approximately \$25,000 per year totaling \$75,000 for the three year implementation.

Moved/Scherman, second/Nottoli, to provide the Executive Director authority to sign an agreement/subgrant, pending Legal Counsel review, with U.C. Berkeley Principal Investigators to implement the Early Childhood Math Literacy curriculum in the Head Start program.

Voice Vote: Unanimous approval.

2. Approval to Continue Participation with the Child and Adult Care Food Program

Ms. Johnson explained that the Sacramento Employment and Training Agency Head Start Program participate in the Child and Adult Care Food Program. This program is one of several publicly funded programs, wholly/partly funded by Federal, State, or local dollars in which the agency participates. Last year, the CACFP accounted for \$1,105,023 of Head Start revenues. As a result of new

requirements, SETA Head Start will need to establish a method of collecting relevant information from all of the agency principals, in order to fill out the required certifications during the reapplication process to the CACFP.

Moved/Nottoli, second/Scherman, to authorize the renewal for participation in the Child and Adult Care Food program, and authorize the SETA Chairperson to sign the renewal application.

Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT

1. Appointment of Low-Income Sector Representative to the Community Action Board

This item is to be moved to November 3, 2005 SETA Governing Board meeting.

Moved/Scherman, second/Pannell, to continue this item to the November 3, 2005 agenda.

Voice Vote: Unanimous approval

2. Approval to Release the Community Services Block Grant Request for Proposals for 2006

Ms. Sherwood-Green stated that, subject to the Board's approval, the Community Services Block Grant Request for Proposals will be released tomorrow. Fifty percent of the available funds are planned for each of the two categories of services, Family Self-Sufficiency, outcome-based services designed to move clients toward self-sufficiency, and emergency Safety-Net services for families in crisis. Safety-Net services have been increased by 50% for low-income families. This RFP will target low-income, youth, seniors, and the homeless. It is now mandatory that all proposers attend the Offeror's Conference.

Moved/Pannell, second/Nottoli, to approve the CSBG RFP for 2006.

Voice Vote: Unanimous approval

E. REFUGEE PROGRAMS

1. Approval of Staff Funding Recommendations for the Refugee Employment Social Services and Targeted Assistance Programs, Program Year 2005-2006

Mr. Kim stated that nearly \$2,000,000 is available. All 26 proposals were evaluated by a reader's team which included SETA staff and staff from the California Department of Social Services, Office of Refugee Programs Bureau. On August 10, 2005, a public hearing was held and the proposers were given the opportunity to clarify their proposals and answer questions/concerns developed

by the Reader's team. A total of \$60,008 will be set aside for additional SA & CO services, including services for elderly refugees during PY 05-06. Ms. Scherman requested a map and back-up data for this funding.

Speakers before the board:

Jacqueline Matranga, Old Marshall School
Ia Moua, Hmong Women's Heritage Association
May Chan, Sacramento Lao Family
Steve Ly, Asian Resources, Inc.
Laura Leonelli, South East Asian Assistance Center
Susan Orr, Project Pomoc of Opening Doors

Moved/Nottoli, second/Scherman, to approve staff funding recommendations for the Refugee Employment Social Services (RESS) and Targeted Assistance (TA) programs, program year 2005-2006.

Voice Vote: Unanimous approval.

IV. Information Items

- A. Fiscal Monitoring Reports: No questions or comments.
- B. Dislocated Worker Update: Ms. Purdy provided the board with an update on the Worker Adjustment and Retraining Notification notices.

V. Reports to the Board

- A. Chair: No report
- B. Executive Director: Ms. Kossick told the board that a SETA employee Richard Merry passed away due to illness last week. Our thoughts and prayers are with his family. Ms. Johnson mentioned that Family Day will be held on Friday, October 21, 2005 at Cal Expo. Ms. Pannell raised the issue of parking fees. Ms. Johnson said that were trying to take care of the first 1,000 cars into Cal Expo.
- C. Counsel: No report
- D. Members of the Board: Mr. Nottoli mentioned that he will be out of town for the next meeting.

Ms. Scherman asked that the meeting be adjourned in the memory of her father who died last Thursday and Richard Merry.

- E. Public: No report

VII. Adjournment: The meeting was adjourned at 11:35 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 8/25/05 through 9/29/05, and all expenses appear to be appropriate.

ITEM III-A – 1 – ACTION

APPROVAL OF COMPENSATION PACKAGE FOR EXECUTIVE DIRECTOR

BACKGROUND:

The Board will consider the Compensation Package of the SETA Executive Director.

RECOMMENDATION:

Take appropriate action regarding the compensation package for the Executive Director.

ITEM III-A – 2 - ACTION

APPROVAL TO ACCEPT THIRD YEAR FUNDING (FY 2005-2006) IN THE AMOUNT OF \$73,500 FOR THE DISABILITY PROGRAM NAVIGATOR PROJECT

BACKGROUND:

In April of this year, SETA staff applied for and received continued funding for the Disability Program Navigator Project through the State of California, Employment Development Department. This funding is made available to local Workforce Investment Areas to focus information and referral services on disabled job seekers within their communities. Additionally, these funds are to be used to insure that services are accessible and necessary accommodations at the Career Centers are available when needed. SETA was awarded \$73,750 to provide these services. As a part of this contract with EDD, SETA will sub-contract with Crossroads Diversified Services, Inc., in the amount of \$34,100 to assist SETA Navigators in the development of a Countywide Strategic/Business Plan, assist SETA in becoming an Employment Network through the Social Security Administration, and assist with the training of SWCC staff on issues relating to the disabled. Staff will be available to answer questions concerning this project.

RECOMMENDATION:

Approve the staff recommendation to accept the amount of \$73,500 from the State of California, Employment Development Department for the Disability Program Navigator Project for Fiscal Year 2005-2006.

ITEM III-B - 1 – ACTION

APPOINTMENT OF SACRAMENTO WORKS, INC. BOARD MEMBERS

BACKGROUND:

There are four Private Business sector seats now vacant on the Sacramento Works, Inc. Board of Directors due to the recent resignation of four members.

Enclosed under separate cover are copies of the applications received from the nominees for the Private Business sector seats. Legal counsel has reviewed all applications.

The Sacramento Works Executive Committee met on Monday, September 26 to review the applications and to provide a recommendation to this Board. This committee recommends the nominees as follows:

Nancy Bernardi
Gary King
Tim Ray
Terry Wills
Lynn Connor

A fifth name has been recommended in the case of a resignation.

Staff will be available to answer questions.

RECOMMENDATION:

Review the staff report, review the applications, and appoint four Private Business sector appointments to the Workforce Investment Board operating as Sacramento Works, Inc.

ITEM III-B – 2 - ACTION

APPROVAL TO IMPLEMENT THE SELF-SUFFICIENCY CALCULATOR IN SACRAMENTO COUNTY

BACKGROUND:

The Self-Sufficiency Standard was developed by Californian's for Economic Self-Sufficiency, a program of the National Economic Development Law Center in Oakland, California. The Self-Sufficiency Standard identifies what it actually costs to live in Sacramento County for families of different sizes (one adult, one adult/one infant, two adults/preschooler/school age child, etc...) and established the hourly wage needed to pay the bills or to be "self-sufficient". The Self-Sufficiency standard is based on the premise that there are two ways to attain economic self-sufficiency:

- Increasing wages through job training and higher education
- Decreasing costs through work supports, including food stamps, medical assistance programs, child care subsidies, affordable housing, public benefit programs, and tax credits

In 2001, Sacramento Works, Inc. approved the use of the Self-Sufficiency standard as a tool to use to counsel job seekers regarding the wages that they will need to earn to become self-sufficient and the types of training that will enable them to seek jobs that pay a self-sufficiency wage, including which industries and occupations pay a self-sufficiency wage.

Recently, Californian's for Economic Self-Sufficiency developed an on-line tool to be used by counselors and job seekers called the Self-Sufficiency Calculator. The Calculator has been developed for 9 San Francisco Bay Area Counties and new counties are being recruited for the next phase of the implementation process. The Self-Sufficiency Calculator is a four-page, on-line questionnaire that collects information on family size, income, and expenses and compares the information with the Sacramento County Self-Sufficiency Standard. The result is a print-out which includes all of the work supports a job seeker is eligible for, income/expense information, and income as a percent of self-sufficiency wage. The results from the tool can be used to assist counselors and jobs seeker to assess wage adequacy, develop wage goals based on family expenses, identify work supports for which a family is eligible, create educational and career goals, benchmark individual achievements and measure progress towards self-sufficiency. Because the tool is on-line, once it is implemented in Sacramento County it can be used by any partner with a website or access to the internet.

SETA/Sacramento Works is seeking approval to be the lead partner for implementation of the Self-Sufficiency Calculator in Sacramento County. As lead partner, SETA/Sacramento Works would be responsible for:

- ✓ Convening local Calculator Collaborative for Sacramento County
- ✓ Updating local contact information
- ✓ Verifying local eligibility formulas
- ✓ Training partners
- ✓ Participating in statewide advisory committees

Local partners for the project would include Child Action, Inc., the Community Services Planning Council, the Sacramento County Department of Human Assistance and the Sacramento Housing and Redevelopment Agency. It is anticipated that the cost of implementing the Self-Sufficiency Calculator will be between \$1,500 and \$5,000 and that a half-time staff will be needed to update local contact information and eligibility formulas.

More information on the Self-Sufficiency Calculator can be found at www.nedlc.org

RECOMMENDATION:

Approve the implementation of the Self-Sufficiency Calculator in Sacramento County.

ITEM III-B – 3 - ACTION

APPROVAL TO AUTHORIZE THE SETA EXECUTIVE DIRECTOR TO SUBMIT, ACCEPT AND ENTER INTO SUBCONTRACTS FOR WORKFORCE INVESTMENT ACT GOVERNOR'S DISCRETIONARY FUNDS

BACKGROUND:

The Employment Development Department of the State of California is accepting proposals in response to a solicitation for WIA Governor's Discretionary funds. The funding is available for four categories, including:

1. Growth – Industries – High Wage, High Skill Job Training
2. Industries with a Statewide Need – Nursing Shortage in Healthcare
3. Advancing Workers with Barriers to Employment
4. Veterans Employment-Related Assistance Program (VEAP)

SETA/Sacramento Works staff participated in two collaborations to develop and submit proposals in response the Request for Solicitation.

The Success Skills Institute is a collaboration consisting of Los Rios Community College, the California Association of Employers, and SETA/Sacramento Works to create a Success Skills Institute that will:

- ⊙ Bring together business, industry, labor, education and government to address the emerging issues focused on the work success skills;
- ⊙ Coordinate the resources and efforts of organizations such as non-profit educational providers and employer associations;
- ⊙ Create a system of certification in which current and potential employees may complete a series of courses and receive official recognition
- ⊙ Identify locations where workers can assess their success skills and identify areas for improvement;
- ⊙ Develop, offer, evaluate and continuously improve credit and not-for-credit courses in critical work success skills;
- ⊙ Work with the community college system to develop new, for-credit courses and programs
- ⊙ Provide a single point of contact for employers looking for courses for new employees and current employees who need to upgrade their skills;
- ⊙ Create web-based sites, courses and other supporting offerings to help people identify and improve their skills.

SETA is the lead applicant and fiscal agent for the grant and is requesting \$500,000 to develop the Success Skills Institute and serve 125 job seekers or incumbent workers and 20 employers. The grant includes three subcontractors: Los Rios Community College (\$96,444), California Association of Employers (\$105,000), and National Economic Development Law Center (\$5,000).

SETA was also a lead collaborator in a second proposal, Targeting Industries with a Statewide Need—Nursing Shortage in Healthcare. SETA staff, working closely with the Nursing program at California State University, Sacramento, wrote a proposal seeking \$800,000 in funding to implement an accelerated 18-month BSN program for 70 students who already possess a Baccalaureate degree in another field. The partners include SETA, CSUS, UC Davis Medical Center and the major healthcare systems in Sacramento County. Students will be prepared for the RN licensure exam and complete a BSN degree in half the time as the generic student. CSUS has the capacity to graduate 140 BSN's annually. This project will increase the BSN slots by 50% in the Sacramento region. California State University, Sacramento is the lead agency for this proposal and SETA is included in the budget as a subgrantee for \$300,000.

Both grants were submitted to the State of California, Employment Development Department on September 26, 2005 and are included under separate cover. If one or both of these proposals are recommended for funding by the State of California, staff is requesting that the board authorize the SETA Executive Director to enter into an agreement with the State of California and/or California State University, Sacramento.

RECOMMENDATION:

Authorize the SETA Executive Director to submit and accept WIA Governor's Discretionary grant funds from the State of California, Employment Development Department and to execute contracts with the State of California and California State University, Sacramento.

ITEM III-C-1 – ACTION

APPROVAL OF MODIFICATIONS TO THE BYLAWS OF THE SACRAMENTO
COUNTY HEAD START/EARLY HEAD START POLICY COUNCIL

BACKGROUND:

The Personnel/Bylaws Committee met three times to review and recommend revisions to the bylaws of the Sacramento County Head Start/Early Head Start Policy Council.

Additions are indicated by *italic* type and deletions are indicated by ~~strikethrough~~.

A public hearing was opened at the August 23, 2005 meeting and the Policy Council closed the public hearing and approved the modified bylaws at their September 27, 2005 meeting.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the modifications to the Policy Council bylaws as attached.

BYLAWS OF THE SACRAMENTO COUNTY

HEAD START/EARLY HEAD START POLICY COUNCIL (PC)

Policy Council First Reading: 8/23/05
Policy Council Final Approval: 9/27/05
Governing Board Approval:

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**BYLAWS FOR THE SACRAMENTO COUNTY
HEAD START/EARLY HEAD START POLICY COUNCIL (PC)**

ARTICLE I

Name

This Council shall be named the Sacramento County Head Start/Early Head Start (EHS) Policy Council, hereinafter referred to as the Policy Council (PC).

ARTICLE II

Purpose, Powers, Duties and Functions

Section 1: Purpose

The purpose of the ~~Policy Council~~ (PC) shall be to promote the objectives of the Head Start/EHS Child Development Program of Sacramento County, State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the ~~Policy Council~~ (PC) shall include, but not necessarily be limited to:

- A. The encouragement and promotion of parent participation in the process of making policy decisions about the nature and operation of Head Start/EHS programs in Sacramento County.

45 CFR 1306.3 (h): A Head Start/EHS parent means a Head Start/EHS child's mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending final adoption decree. All future reference of parent will be defined as such.

- B. Aiding and assisting local Parent Policy Committees in performing meaningful roles and functions in the operation of local Head Start/EHS programs.
- C. Initiating suggestions and ideas for Head Start/EHS program improvement.
- D. Serving as a channel of communication among organizations and agencies, both public and private, and individuals and groups interested in the aims, goals, and objectives of Head Start/EHS Child Development Programs.
- E. Aiding and assisting both the enrolled child and his or her family in obtaining the full benefits of programs and facilities established to aid and improve educational, economic, and health status of the low-income population.

Section 2: Powers, Duties and Functions

The ~~Policy Council~~ (PC) must perform the following powers, duties, and functions directly:

- A. Serve as a link to the Parent Committees, Grantee and Delegate Agency governing bodies, public and private organizations, and the communities they serve;
- B. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in EHS and Head Start and to encourage their participation in the program.
- C. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities; ~~and~~.
- D. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- E. Federal regulations state that the ~~Policy Council~~ (PC) must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:
 - 1. All funding applications and amendments to funding applications for EHS and Head Start, including administrative services, prior to the submission of such applications to the Department of Health and Human Services (DHHS).
 - 2. Procedures describing how the governing body and the appropriate policy group will implement shared decision making.
 - 3. Procedures for program planning in accordance with this part and the requirements of 45 CFR 1305.3.
 - 4. The program's philosophy and long- and short-range program goals and objectives.
 - 5. The selection of delegate agencies and their service areas.
 - 6. The composition of the ~~Policy Council~~ (PC) and the procedures by which policy group members are chosen.
 - 7. Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR Part 1305.

8. The annual self-assessment of the Grantee progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review.
 9. The annual independent audit that must be conducted in accordance with 45 CFR 1301.12.
 10. Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, and volunteers.
 11. Decisions to hire or terminate the Head Start/EHS Director of the Grantee agency.
 12. Decisions to hire or terminate any person who works primarily for the Head Start/EHS program of the grantee agency. (For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the ~~SETA-Operated Program (SOP)~~ may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the ~~Policy Council (PC)~~ on an annual basis.)
 13. ~~Policy Council (PC)~~ reimbursement for reasonable expenses incurred by members conducting ~~Policy Council (PC)~~ business.
 14. Grantee policies that define the roles and responsibilities of the governing body members and informs them of the management procedures and functions necessary to implement a high quality program.
 15. Internal dispute resolution. ~~Policy Council (PC)~~ must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and the policy group.
 16. Establish and maintain procedures for hearing and working with the grantee agency to resolve community complaints about the program.
- F. Individual members while representing the ~~Policy Council (PC)~~, shall not engage in any activities or assume any such powers, duties, or functions that are contrary to, or inconsistent with the goals and objectives of the Head Start/EHS Child Development Program, as established by either local, State or Federal laws, regulations or SETA policies.

ARTICLE III
Membership

Section 1: Parent Representatives

- A. The Parent Membership shall consist of:
- Six (6) Representatives elected from the ~~SETA-Operated Program (SOP)~~ (PAC)
 - Three (3) Representatives from Sacramento City Unified School District
 - Two (2) Representatives from San Juan Unified School District
 - Two (2) Representatives from Elk Grove Unified School District
 - Two (2) Representatives from Del Paso Heights Unified School District
 - Two (2) Representatives from Meadowview Community Action (MCA)
 - Two (2) Representatives from Women’s Civic Improvement Club/Playmate (WCIC)
 - Two (2) Representatives from Home Base Option
 - One (1) Representative from EHS - ~~SETA-Operated Program (SOP)~~
 - One (1) Representative from EHS - Sacramento City Unified School District
 - One (1) Representative from EHS - San Juan Unified School District

The above parent representatives must be a parent of children currently enrolled in the Head Start Program.

B. Community Representatives

Additional ~~Policy Council (PC)~~ members will include:

- One (1) Representative elected by the ~~Committee~~ Community Advocating Male Participation (CAMP) - This representative may or may not be a current parent.
- Three (3) Past Parent Representatives - elected by the outgoing ~~Policy Council (PC)~~. The Past Parent elected to the ~~Policy Council (PC)~~ may not have a child/children enrolled in the Head Start/~~Early Head Start~~ EHS Program. There will be three (3) Past Parent alternate positions.
- One (1) Outgoing ~~Policy Council (PC)~~ Chair - may not be held by any other party.
- Three (3) Community Representatives appointed by agencies.
- Two (2) Foster Parent Representatives - elected by the outgoing ~~Policy Council (PC)~~. These representatives must be a current or past parent of SOP or a ~~Delegate~~ Agency. There will be two (2) Foster Parent alternate positions.
- Two (2) Grandparent Representatives - elected by the outgoing ~~Policy Council (PC)~~. These representatives must be a current or past parent of SOP or a ~~Delegate~~ Agency. There will be two (2) Grandparent alternate positions.

Section 2: Alternates

Each representative holding membership on the ~~Policy Council (PC)~~ shall additionally be entitled to have one alternate. An alternate shall be elected/selected by the committee/agencies s/he represents.

- A. Alternates may be seated as voting members of the ~~Policy Council (PC)~~ only in the absence of the voting representative for whom they serve as alternate.
- B. Alternates may be seated as voting members upon recognition of their voting status by the ~~Policy Council (PC)~~ Chair at any meeting.
- C. Alternates may not hold an office.
- D. Alternates are encouraged to attend meetings of the ~~Policy Council (PC)~~.
- E. Alternates are excluded from attending the following conferences: The National Head Start Association Parent Training Conference, the Region IX Head Start Association Annual Conference, the National Head Start Association Conference (NHSA).

Section 3: Other Provisions

- A. At least 51% of the voting membership of the ~~Policy Council (PC)~~ shall consist of parents/guardians whose children are currently enrolled in the program.
- B. The ~~Policy Council (PC)~~ may establish and select additional voting delegates who shall serve as community representatives of the ~~Policy Council (PC)~~ by a two-third (2/3) vote.
- C. Community Agency Representatives wishing to be reappointed must express their desire to remain on the ~~Policy Council (PC)~~. Otherwise, the Agency may designate a replacement for that representative.
- D. The seating of representatives shall take place at the annual meeting. These representatives shall then serve as voting members.
- E. No SETA or Delegate Agency Head Start staff shall serve on the ~~Policy Council (PC)~~ except parents who occasionally substitute for regular EHS or Head Start staff.
- F. Additional members may be added by a 2/3 vote to ensure all program options are proportionally represented on the ~~Policy Council (PC)~~.

Section 4: ~~Region IX Head Start Association Representatives~~

~~One representative and one alternate shall be elected by the incoming Policy Council to serve as the parent representative to the Region IX Head Start Association. Representative must have a child currently enrolled in the program.~~

Section 5 4: Terms

The ~~Policy Council (PC)~~, Policy Committee, and the Parent Advisory Committee must limit the number of one-year terms any individual may serve on either body to a combined total of three (3) program years. During the term of office, voting representatives (or alternates) shall serve as members (or alternates) of the ~~Policy Council (PC)~~ until their voluntary termination or until replaced by the committee/agency they represent or until termed out. Representatives must continue to represent center or agency they were chosen from. The term for Community Agency Representative shall be for one (1) program year. A Community Agency Representative may not sit more than three (3) program years.

Section 6 5: Attendance

- A. **Absences:** Any member (or alternate/alternate replacement) in a voting capacity, missing two consecutive regular meetings without an excused absence or missing a total of three meetings (regular/special, excused or unexcused) will automatically be removed. An excused absence shall include but not be limited to sickness or death in the family.

A member requesting an excused absence must call the Social Services/Parent Involvement (SS/PI) Coordinator, ~~Policy Council (PC)~~ Board Chair, or the Clerk of the Boards, prior to the meeting, if known, for an alternate to attend.

- B. **Reinstatement:** The representative agency/group may request that a member who has been removed due to absences be reinstated. This request must be in writing and submitted to the Chair/SS/PI Coordinator within seven (7) calendar days. It is the final decision of the ~~Policy Council (PC)~~ Executive Committee whether any representative shall be reinstated. In the event the representatives' Early Learning Center/Agency is temporarily closed, or representatives' child/children have transitioned out of the program, the ~~Policy Council (PC)~~ Executive Committee shall have the sole decision to reinstate.

1. A member who has resigned and held an Executive office and wants to be reinstated must provide a written notice to the ~~Policy Council (PC)~~ Chair within seven (7) calendar days. It shall be the final decision of the Executive Committee whether the member be reinstated. If the member is reinstated, member is not reinstated to their former Executive position.

- C. **Punctuality:** Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator. Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.

- D. **Policy Council/Policy Committee Business**: Members conducting ~~Policy Council (PC)~~/Policy Committee business and not at the ~~Policy Council (PC)~~ meeting, shall be neither present nor absent, but rather identified as “~~Policy Council (PC)~~/Policy Committee.”

Section 7 6: Removal

A ~~Policy Council (PC)~~ member may be removed by two-thirds vote of all members present and voting whenever, in the judgment of the Council, the best interest of the Council would be served. Action to remove a member must be on the agenda.

ARTICLE IV Meetings

Section 1: Meetings

A. **Annual Meeting**

The annual meeting of the ~~Policy Council (PC)~~ shall be held on the fourth Tuesday in November of each year. If an emergency exists that prohibits the annual meeting on the fourth Tuesday in November, then the annual meeting will be scheduled the following Tuesday or as soon thereafter as possible.

B. **Regular Meetings**

Unless notice is otherwise provided, regular meetings of the ~~Policy Council (PC)~~ shall be held on the fourth Tuesday of each month at 9:00 a.m. at the SETA Board Room.

C. **Special Meetings**

Special meetings of the ~~Policy Council (PC)~~ may be called at anytime by the SETA Governing Board, ~~Policy Council (PC)~~ Chair, Head Start Deputy Director, SETA Executive Director, or upon petition by at least a majority of the members of the ~~Policy Council (PC)~~.

D. **Quorum**

For the purpose of transacting the business of the ~~Policy Council (PC)~~ at any annual, regular or special meeting, a quorum of the ~~Policy Council (PC)~~ shall be necessary. A quorum shall be a majority of those entitled to vote. Vacant positions on the ~~Policy Council (PC)~~ shall not be considered in establishing a quorum. A majority (51%) of the quorum must be current parents.

Section 2: Meeting Notice

Meeting notices shall include an agenda for the next meeting, and Council members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting as soon as possible.

A. Annual and Regular Meetings:

Notice of annual and regular meetings of the ~~Policy Council~~ (PC) shall be in writing, provided to all members of the ~~Policy Council~~ (PC), and posted at least 72 hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

B. Special Meetings:

Members of the ~~Policy Council~~ (PC) must be notified of special meetings not less than twenty-four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least 72 hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at special meetings of the ~~Policy Council~~ (PC), excepting that business and/or discussion for which the special meeting was called.

C. Emergency Meetings:

The ~~Policy Council~~ (PC) may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section A or Section B of this Article IV, provided that the ~~Policy Council~~ (PC) determines that an emergency situation as defined in the Ralph M. Brown Act exists.

D. Committees Meetings:

Members of the ~~Policy Council~~ (PC) must be notified in writing of committee meetings. Notice of regularly scheduled meetings of the Executive Committee shall be provided in compliance with Section A, above. Notice of special meetings of other committees shall be provided in compliance with Section B, above, shall be delivered personally, or by mail, and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

Any member (or alternate) missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused will be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PC

business. A member requesting an excused absence must call the PC Chair, SS/PI Coordinator or the Clerk of the Boards and request an excused absence prior to the meeting.

Section 3: **Open Meetings**

The ~~Policy Council (PC)~~ shall conduct meetings, regular, annual, special and emergency, in conformance with the Ralph M. Brown Act, California Government Code Section 54950, et. seq.

Section 4: **Mailing Address**

Notices to all meetings of the ~~Policy Council (PC)~~ shall be in writing and delivered personally or by mail to the ~~Policy Council (PC)~~ members' addresses, as recorded in the ~~Policy Council (PC)~~ records. The Council members, their alternates and Community Members, shall be personally responsible for the accuracy of mailing address. Updated contact information should be submitted to ~~Social Services/Parent Involvement~~ SS/PI Coordinator or Clerk of the Boards within seven (7) calendar days of change.

Section 5: **Rules of Procedure**

Except as specifically provided herein, Robert's Rules of Order¹ shall govern procedures in all meetings of the ~~Policy Council (PC)~~. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these ~~Bylaws~~ or Robert's Rules of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

¹ Robert's Rules of Order: Simplified and Applied, 2nd ed., Copyright, 2001.

Section 6: Nominations/Elections

~~Policy Council (PC)~~ Board Members or candidates must be present to be nominated or elected.

Section 7: Voting

Each ~~Policy Council (PC)~~ Board Member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on, the matter. Actions of the ~~Policy Council (PC)~~ may be taken only by a majority vote of all of the ~~Policy Council (PC)~~ members present, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, but his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention. Results of the voting will be announced by the Chair.

Section 8: Meeting Reimbursement

Each ~~Policy Council (PC)~~ member will receive reimbursement for child care and transportation. This amount is determined by the Head Start Division in the amount of \$25.

Parents are encouraged not to bring small children to the meetings. If small children are present, members will be reimbursed \$10 for transportation only.

- A. Members will receive reimbursement for child care and transportation for attendance to the meetings/functions listed below:
1. ~~Policy Council (PC)~~ (regularly scheduled, annual, emergency and special meetings)
 2. Interview/screening/exam panels
 3. Standing committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Hospitality)
 4. PRISM Training/Review (reimbursement for training received after completion of first review-Monitoring/Evaluation Committee)
 5. Program Area Committees
 6. Community Partnership Advisory Committee (CPAC)
 7. Health Services Advisory Committee (HSAC)
 8. Ad Hoc (special) Committee meetings
 9. Community Action Board meetings (CAB)
 10. Governing Board Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
- B. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for

attending meetings. A lunch reimbursement or meal will be provided if meetings exceed four (4) hours and/or member attends more than one meeting.

ARTICLE V

Officers

Section 1: Officers

The Officers of the ~~Policy Council~~ (PC) shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Section 2: Election and Term of Office

- A. Election of the new officers shall be held at the next meeting following the annual meeting of the newly seated ~~Policy Council~~ (PC) by a plurality vote of the ~~Policy Council~~ (PC) members present and voting. At least 51% of the officers must be current parents. Officers elected shall take office immediately following election.
- B. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP and Delegate Agencies shall serve as an officer.

Section 3: Duties of Officers

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

- A. The Chair of the ~~Policy Council~~ (PC) shall preside over all meetings of the ~~Policy Council~~ (PC) and implement all policies and programs of the ~~Policy Council~~ (PC). The Chair shall act as the official agent of the ~~Policy Council~~ (PC) in all matters relating to the ~~Policy Council~~ (PC), and shall be the chief spokesperson and public relations officer for the ~~Policy Council~~ (PC). The Chair shall have the power to appoint, both in and out of the ~~Policy Council~~ (PC), any additional positions as needed with ratification of the ~~Policy Council~~ (PC). The Chair shall represent the ~~Policy Council~~ (PC) at the National Head Start Association Conference (as funds allow for representation). The Chair shall be an ex-officio member of all committees and shall represent the ~~Policy Council~~ (PC) at all Governing Board meetings, but shall adhere to Article IV, Section 7 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the ~~Policy Council~~ (PC) in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, a meeting will be held within fourteen (14) calendar days to replace both. The Secretary shall preside over the election in this event.

- C. The Secretary shall keep records of the current and preceding minutes at each meeting, record resolutions or motions adopted, as may be necessary to expedite the ~~Policy Council's (PC)~~ business. The Secretary shall oversee the Social/Hospitality/Fundraising Committee.
- D. The Treasurer shall keep such records, files and accounts as may be necessary to expedite the ~~Policy Council's (PC)~~ 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.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. *If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.*

Section 4: Vacancy

In the event an officer is unable to perform his/her duties, the ~~Policy Council (PC)~~ Chair shall appoint an interim officer until the officer returns to duty or is replaced by a special election to be held within fourteen (14) calendar days. (The appointment of the officer must be made from among the membership of the ~~Policy Council (PC)~~ if an alternate is not eligible.)

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.
- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the ~~Policy Council (PC)~~.

ARTICLE VI
Committees

There is hereby created standing committees of the ~~Policy Council (PC)~~. At least 51% of all Committees shall be current parents. The quorum of any committee shall be 51% of the Committee membership. No committee meeting shall have a majority of ~~Policy Council (PC)~~ members present without proper public notice. All absentee policies apply to all committees.

Section 1: Standing Committees

- **Executive Committee**

The Executive Committee shall be comprised of all elected officers. The Executive Committee shall perform such powers, duties, and functions as provided in these bylaws and such other powers, duties, and functions as established by the Policy Council. The

Executive Committee shall meet at the discretion of the ~~Policy Council (PC)~~ Chair or ~~Policy Council (PC)~~. Notice of an Executive Committee meeting shall be sent to all ~~Policy Council (PC)~~ members no less than three (3) calendar days before the meeting. The Committee shall report, in writing, all actions at the next meeting of the full ~~Policy Council (PC)~~. In the event of an emergency, the Executive Committee will act on behalf of the Board pending ratification by the ~~Policy Council (PC)~~ at the next meeting.

• **Budget/Planning Committee**

- A. Budget/Planning Committee composed of the Treasurer and other members who shall be selected after each annual meeting by the ~~Policy Council (PC)~~. This Committee shall assist in the development and review of all Head Start budgets for the Head Start funding year and submit their review to the full ~~Policy Council (PC)~~ for approval. A periodic report shall be provided to the ~~Policy Council (PC)~~ on the fiscal status of the Head Start budget.
- B. It is recommended that all ~~SETA-Operated SOP~~ Head Start Budget issues are approved by the ~~Parent Advisory Committee PAC~~ prior to ~~Policy Council (PC)~~ approval. At a minimum, the PAC Budget Committee should review said documents.

• **Personnel/Bylaws Committee**

The Personnel/Bylaws Committee shall be composed of the Parliamentarian and members who shall be selected after each annual meeting by the ~~Policy Council (PC)~~. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws.

• **Social/Hospitality/Fundraising Committee**

Social/Hospitality/Fundraising Committee shall be composed of the Secretary, Treasurer and other members who shall be selected after each annual meeting of the ~~Policy Council (PC)~~. The duty of this committee shall be to plan for all social activities and to oversee fundraising activities of the ~~Policy Council (PC)~~. It shall be the duty of this Committee to be responsible for all funds raised by the ~~Policy Council (PC)~~ and to report the expenditure of funds raised by the ~~Policy Council (PC)~~.

Section 2: Program Area Committees

There is hereby created Program Area Committees of the ~~Policy Council (PC)~~. The following are Program areas: Early Childhood Development and Health Services, Family and Community Partnerships/Training, Monitoring and Evaluation.

- Early Childhood Development and Health Services Committee is composed of one (1) staff and a minimum of three (3) representatives who shall plan and review the Early Childhood Development and Health Services Pprogram area.

- Family and Community Partnerships Committee/Training Committee shall be comprised of one (1) staff and a minimum of three (3) representatives who shall plan and review the Family and Community Partnerships/Training program area and review the program trainings.
- The Monitoring and Evaluation Committee shall be comprised of one (1) staff and a minimum of three (3) representatives who shall plan, review and oversee program monitoring and evaluation.
- ◆◆ The ~~Early Head Start~~ EHS Committee shall be comprised of one (1) staff and a minimum of two (2) representatives from the ~~Early Head Start~~ EHS program who shall plan, review and oversee program monitoring and evaluation.

~~Policy Council (PC)~~ member representatives shall select ~~one (1)~~ two (2) Program Area Committee to serve on as described above. Under no circumstances shall a ~~delegate representative~~ select more than ~~two (2)~~ three (3). *The Executive Committee shall be counted as a committee.* All ~~Policy Council (PC)~~ members must be on a Program Area Committee. Special circumstances may be excused by the Chair.

Section 3: Special Committees:

When necessary to carry on the work of the ~~Policy Council (PC)~~, other committees such as Ad Hoc (special committees), shall be appointed by the Chair. Such committees must have a purpose and time frame for committee appointment. All elected Board meeting members attending approved special committee meetings will receive the standard reimbursement.

ARTICLE VII
Bylaws Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the ~~Policy Council (PC)~~ present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the ~~Policy Council (PC)~~. Proposals to amend these Bylaws must originate at least one full calendar month prior to the final ~~balloting~~ voting and acceptance or rejection of the proposals.
- C. Written notice of the intention to amend these Bylaws be forwarded to members of the ~~Policy Council (PC)~~ at least five (5) calendar days prior to the regular, annual or special meeting when ~~balloting~~ voting is to take place.
- D. The notice of intention to ~~ballot~~ vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be ~~balloted~~ voted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.

- E. No ~~balloting~~ *voting* on Bylaws amendments may take place excepting at a regular, annual or special meeting of the ~~Policy Council~~ (PC).
- F. Any amendments must also be approved by the SETA Governing Board.
- G.

Current a/o 7/28/05

ITEM III-E – 1 - ACTION

ACCEPTANCE OF TARGETED ASSISTANCE DISCRETIONARY (TAD) FUNDS TO SERVE LONG-TERM REFUGEES, AND APPROVAL TO AUGMENT TARGETED ASSISTANCE SUBGRANTS, PY 2005-2006

BACKGROUND:

The State Refugee Programs Branch (RPB) was recently informed that the federal Office of Refugee Resettlement (ORR) has approved continuation funding for the Targeted Assistance Discretionary Grant, FFY 2005.

Sacramento County has been allocated \$95,573 to provide employment services to long-term refugees residing in the United States for over 60 months. SETA plans to provide the following services:

- ✓ Vocational English-as-Second Language (VESL)/On-the-Job Training (OJT)
- ✓ Stand alone Employment Services (ES)

VESL/OJT and ES are services that are currently provided with TA Formula Funding to newly arriving refugees. Staff is recommending augmenting service providers funded under the Targeted Assistance program's VESL/OJT and ES components. A total of \$12,466 will be reserved for Administrative costs.

RECOMMENDATION:

Accept Targeted Assistance Discretionary Grant funds to serve long-term refugees, PY2005-2006.

Approve augmenting Targeted Assistance Subgrants, PY05-06, as shown on the attached chart.

**SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
REFUGEE PROGRAM**

Staff funding augmentation Recommendations, PY 2005-2006

Component: VESL/OJT

AGENCY NAME	CURRENT FUNDING PY05-06	FUNDING AUGMENTATION RECOMMENDATION PY05-06			
		TA DISCRETIONARY	TOTAL	# TO BE SERVED	
				STANDARD	DISCRETION
Asian Resources	\$97,900	\$7,308	\$105,208	89	7
Grant JUHSD	70,000	7,308	77,308	64	7
Sacramento Lao Family	70,000	7,308	77,308	64	7
Sacramento City USD	58,000	7,308	65,308	53	7
Sacramento Occ. Adv. Res.	58,000	6,264	64,264	61	6
Bach Viet	46,100	6,057	\$52,157	52	6
TOTALS	\$400,000	\$41,553	\$441,553	383	40

**SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
REFUGEE PROGRAM**

Staff funding augmentation Recommendations, PY 2005-2006

Component: VESL/OJT

AGENCY NAME	CURRENT FUNDING PY05-06	FUNDING AUGMENTATION RECOMMENDATION PY05-06			
		TA DISCRETIONARY	TOTAL	# TO BE SERVED	
				STANDARD	DISCRETION
Grant JUHSD	\$109,200	\$12,154	\$121,354	42	5
Bach Viet	99,200	9,800	109,000	43	4
Asian Resources Sacramento Occ. Adv. Res.	62,400	9,800	72,200	24	4
	99,200	9,800	109,000	42	4
TOTALS	\$370,000	\$41,554	\$411,554	151	17

ITEM IV-A - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information are copies of the latest fiscal monitoring reports.

Staff will be available to answer questions.

MEMORANDUM

TO: Ms. Darlene Waddle **DATE:** September 12, 2005
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Galt Joint Union High School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA Title I	Youth-(In-School)	\$ 191,883	7/1/04-6/30/05	7/1/04-6/30/05

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 8/26/05

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

Program Operator: Galt Joint Union High School District

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2004 to June 30, 2005 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.
- 3) The findings mentioned in our previous monitoring report dated August 25, 2004 have been corrected and are now considered closed.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. James Shelby **DATE: September 2, 2005**
FROM: Anthony Yu, SETA Fiscal Monitor
RE: On-site Fiscal Monitoring of Greater Sacramento Urban League Corp., Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OJT	\$150,000	07/01/2004-06/30/2005	07/01/2004-06/30/2005
WIA	DHA/OSS	50,000	07/01/2004-06/30/2005	07/01/2004-06/30/2005
WIA	DHA/OJT	29,729	07/01/2004-06/30/2005	07/01/2004-06/30/2005
CSBG	Safety Net	\$20,000	01/01/2005-12/13/2005	01/01/2005-06/30/2005

Monitoring Purpose: Initial Follow-up _____ Special _____ Final _____
Date of review: 08/02/2005 and various dates
Period covered: See above

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

Program Operator: Greater Sacramento Urban League Corp., Inc.

Findings and General Observations:

(1) Reconciliation of the accrued WIA-OJT expenses with the actual expenses disclosed an overstated cost of \$4,380.58. It appeared that several OJT employers submitted the final invoices to the subgrantee after the closeout report period and the actual expenses incurred were less than the previous estimates. Subsequent to the initial fiscal monitoring visit, the subgrantee has refunded the overstated expenses to SETA on August 22, 2005.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Tammy Sanchez **DATE:** September 12, 2005

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of S C O E

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA Title I	One-Stop Svcs-Adult	\$ 120,000	7/01/04-06/30/05	7/01/04-6/30/05
DHA C W	One-Stop Services	100,000	7/01/04-06/30/05	7/01/04-6/30/05
DHA JC/JS	One-Stop Services	80,000	7/01/04-06/30/05	7/01/04-6/30/05

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 7/7/05 and various dates

AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
	YES	NO	YES	NO
1 Accounting Systems/Records	X			
2 Internal Control	X			
3 Bank Reconciliation		N/A		
4 Disbursement Control	X			
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		N/A		
12 Equipment Records		N/A		

Program Operator: Sacramento County Office of Education

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2004 to June 30, 2005 for WIA and DHA have been traced to the subgrantee's 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

ITEM IV-B – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

Attached is a copy of the most current dislocated worker update. Staff will be available to answer questions.

Dislocated Worker Information PY 2005/2006

The following is an update of information as of September 27, 2005 on the Worker Adjustment and Retraining Notification (WARN) notices and Non WARN notifications in Sacramento County

WARN Status	Month Received Notice	Company and Address	Dislocation Date	# of Affected Workers	SETA's Intervention
Official	6/30/05	Qualex Inc. 125 Main Avenue Sacramento, Ca. 95838	9/18/05	93	8/11/05
Unofficial	7/12/05	Meadowview Community Action Inc, Home Start Program 2251 Florin Road, Suite #156 Sacramento, CA 95822 Florin Meadow Head Start Program 7501 29 th St. Sacramento, CA 95822	8/12/05	12	8/12/05
Unofficial	6/02/05	Cintas Corporation 1231 National Drive Sacramento, CA 95834	11/15/05	30	Pending
Official	8/01/05	National Imaging Associates, Inc. (NIA) 11050 Olson Drive, Rancho Cordova, California	9/30/05	51	Pending
Official	8/03/05	*Cingular Wireless 10000 Goethe Rd. Sacramento, California	9/27/05	1	Pending
Official	9/09/05	Sprint/Nextel 3075 Prospect Park Drive Rancho Cordova, CA. 95670	9/26/05	20	Restructuring
Official	9/15/05	*Cingular Wireless 2729 Prospect Park Drive, Suite 200 Rancho Cordova, California	10/25/05	1	Pending
Unofficial	9/19/05	Fidelity National Agency Sales and Posting 8801 Folsom Boulevard, Suite 230 Sacramento, CA. 95626	10/31/05	40	Pending
			Total # of Affected Workers	248	

ITEM V - REPORTS TO THE BOARD

- A. CHAIR'S REPORT: The Chair of the SETA Governing Board, on a regular basis, receives numerous items of information concerning employment and training legislation, current programs, agency activities, and miscellaneous articles about human service programs throughout the nation, and attends meetings pertinent to SETA business.

The important information from the material received and meetings attended will be shared with the entire Board and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Board to provide input on items that may require future action.

- B. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director to report to the Board 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 SETA Governing Board Packet. The Executive Director's Report also allows the opportunity for the SETA Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.

- C. COUNSEL REPORT: The SETA Legal Counsel is the firm of Gregory D. Thatch, Attorney at Law. This item provides the opportunity for Agency Counsel to provide the SETA Governing Board with an oral or written report on legal activities

- D. MEMBERS OF THE BOARD: This item provides the opportunity for SETA Governing Board members to raise any items for consideration not covered under the formal agenda. It also provides the opportunity for Board members to request or to ask that certain items be placed on the next Governing Board agenda.

- E. PUBLIC PARTICIPATION: Participation of the general public at SETA Governing Board meetings is encouraged. The SETA Governing Board has decided to incorporate participants of the audience as part of its agenda for all meetings. Members of the audience are asked to address their requests to the Chairperson, if they wish to speak.