

*Thought of the Day: "Teamwork is the Goal  
for the Policy Council."*

**GOVERNING BOARD**

BONNIE PANNELL  
Council Member  
City of Sacramento

DON NOTTOLI  
Board of Supervisors  
County of Sacramento

ILLA COLLIN  
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, January 25, 2005

**TIME:** 9:00 a.m.

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

While the SETA/Head Start Policy Council welcomes and encourages participation in the Council meetings, it would be appreciated if you would limit your comments to three minutes so that everyone may be heard. Matters under jurisdiction of the SETA/Head Start Policy Council and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA/Head Start Policy Council limits testimony on matters not on the agenda to three minutes per person and not more than ten minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: [www.seta.net](http://www.seta.net).

**ADMINISTRATION**

925 Del Paso Blvd., Suite 200  
Sacramento, CA 95815  
Tel: (916) 263-3804  
Fax: (916) 263-3779  
Website:  
[www.headstart.seta.net](http://www.headstart.seta.net)

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 December 21, 2004 Special Meeting

**III. Action Items**

A. Appointment of Representative and Alternate to the Community Action Board

B. Selection of Representatives and Alternates to Attend the Public Policy Symposium

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

##### A. Standing Information Items

- Introduction of New Staff
- Annual Parent Leadership Institute – February 16-18, 2005 (Wednesday – Friday), Hilton Hotel, Concord, CA
- 7<sup>th</sup> Annual California Head Start Association (CHSA) Conference, - February 10-12, 2005 (Thursday – Saturday), Pasadena, CA
- Upcoming Meetings, Training, Conferences and Events
  - ✿ Ms. Alma Walton, Mr. Robert Silva, Ms. Belinda Malone and Ms. Julita Bentz
- Average Daily Attendance (ADA) Report – Ms. Elsie Bowers
- Monthly Special Education Report – Ms. Beverly Sanford
- CHSA Report
- Region IX Head Start Report – Ms. Norma Johnson
- Fiscal Report (January, April, July, October) – Mr. Kim Peck
- Community Resources/Recognitions - Policy Council Members/Staff
- Parent/Staff Recognitions
- Grandparent/Foster Parent Report – Ms. Willie Williams and Ms. Nora Mott

B. National Reporting System (NRS) – Ms. Norma Johnson

C. Monitoring/Evaluation Report (2003-2004) – Ms. Denise Lee

D. Governing Board Minutes

E. Fiscal Monitoring Reports

- ➔ Del Paso Heights School District
- ➔ Women's Civic Improvement Club

#### **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. Michael Thompson

## 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. Carol Schaefer
  - Community Services Planning Council - Vacant
  - Advisory Board of Perinatal & Infant Health Committee – Ms. Denise Nelson
  - Maternal, Child and Adolescent Health Board – Ms. Beverly Shah
  - Community Action Board:
- F. Health and Dental Report
  - Sacramento County Dental Health Advisory Committee Reps: Ms. Carol Schaefer, Ms. Toni Allen and Ms. Michelle Walton
- G. **Open Discussion and Comments**
- H. Public Participation

## III. Action Items (Continued)

- C. **CLOSED SESSION: PERSONNEL** - Pursuant to Government Code Section 54957
  - ➔ Approval of Eligible List for the following positions: Head Start **Cook/Driver**, and Head Start **Family Services Worker**
  - Report out of Closed Session

## VII. Adjournment

**DISTRIBUTION DATE: TUESDAY, JANUARY 18, 2005**

ITEM I - CALL TO ORDER/ROLL CALL

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

- \_\_\_\_\_ Toni Allen, Sacramento City Unified School District
- \_\_\_\_\_ Tawfiq Alnassiri, Sacramento City Unified School District
- \_\_\_\_\_ Felicia Harris, Meadowview Community Action
- \_\_\_\_\_ Maria Tijernia, Meadowview Community Action
- \_\_\_\_\_ Dani Saulsberry, San Juan Unified School District
- \_\_\_\_\_ Michele Walton, San Juan Unified School District
- \_\_\_\_\_ Art Arroyo, SETA-Operated Program
- \_\_\_\_\_ Antonette Dinges, SETA-Operated Program
- \_\_\_\_\_ Mary Frutoz, SETA-Operated Program
- \_\_\_\_\_ Minerva Gillette, SETA-Operated Program
- \_\_\_\_\_ Betty Walker, SETA-Operated Program
- \_\_\_\_\_ Beverly Shah, Past Parent Representatives
- \_\_\_\_\_ LaRisa Yarbrough, Past Parent Representatives
- \_\_\_\_\_ Janet Foster, Early Head Start (San Juan USD)
- \_\_\_\_\_ Mystee Marquez, Early Head Start (SETA)
- \_\_\_\_\_ Penny Campbell-Mays, Foster Parent Representative
- \_\_\_\_\_ Denise Nelson, Foster Parent Representative
- \_\_\_\_\_ Nora Mott, Grandparent Representative
- \_\_\_\_\_ Willie Williams, Grandparent Representative
- \_\_\_\_\_ Michael Thompson, CAMP Representative
- \_\_\_\_\_ Carol Schaefer, Child Health and Disability Prevention Program

Members to be Seated:

- \_\_\_\_\_ Michelle Yost, Elk Grove Unified School District
- \_\_\_\_\_ Dominique Evans, Past Parent Representatives
- \_\_\_\_\_ Tinisha Euwing, Playmate Child Development Center
- \_\_\_\_\_ Brenda Polite, Playmate Child Development Center
- \_\_\_\_\_ Jacqueline Casanova, SETA-Operated Program
- \_\_\_\_\_ Emma Vaziri, Sacramento City Unified School District
- \_\_\_\_\_ Barbara Franklin, Del Paso Early Childhood Development Center
- \_\_\_\_\_ Z. Guzman, Del Paso Early Childhood Development Center

Vacant Seats:

- \_\_\_\_\_ Vacant (Coleman), Elk Grove Unified School District

**\*\* Please call your alternate, the Policy Council Chair (Willie Williams: 422-6935) or Head Start Staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. \*\***



## GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
ACTION	Child Action
ALTA	Alta California Regional Center
CAMP	Community Advocating Male Participation
CHDP	Child Health and Disability Prevention Program
CR	Community Representative
CSPC	Community Services Planning Council
DHA	Department of Human Assistance
DP	Del Paso Heights School District
EHS	Early Head Start
ELK	Elk Grove Unified School District
FOSTER	Foster Parent Representative
GRAND	Grandparent Representative
HB	Home based Option
MCA	Meadowview Community Action
PAST	Past Parent Representative
SAC	Sacramento City Unified School District
SJ	San Juan Unified School District
SOP	SETA-Operated Program
WCIC	Women's Civic Improvement Club/Playmate Child Care Center

**X:** Present

**E:** Excused

**U:** Unexcused Absence

**S/B/S:** Should be Seated

**AP:** Alternate Present

**E/PCB:** Excused, Policy Council Business

**E/PCB:** Excused, Policy Committee Business

*Current a/o 1/13/05*

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE DECEMBER 21, 2004 SPECIAL POLICY  
COUNCIL MEETING

BACKGROUND:

Attached are the minutes of the December 21, 2004 Policy Council meetings for your review.

RECOMMENDATION:

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

**NOTES:**

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

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

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

### Minutes/Synopsis

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

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

Tuesday, December 21, 2004  
9:00 a.m.

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

Ms. Mitchell called the meeting to order at 9:15 a.m. Antonette read the thought of the day. Ms. Williams was asked to serve as Secretary. Mr. Thompson was asked to serve as Parliamentarian. Ms. Williams called the roll. The following new members were seated: Felicia Harris, Mystee Marquez, and Nora Mott.

#### **Members Present:**

Toni Allen, Sacramento City Unified School District  
Tawfiq Alnassiri, Sacramento City Unified School District (arrived at 9:44 a.m.)  
Maria Tijernia, Meadowview Community Action  
Dani Saulsberry, San Juan Unified School District  
Michelle Walton, San Juan Unified School District  
Antonette Dinges, SETA-Operated Program  
Betty Walker, SETA-Operated Program  
Beverly Shah, Past Parent Representative  
LaRisa Yarbrough, Past Parent Representative  
Denise Nelson, Foster Parent Representative  
Janet Foster, Early Head Start, San Juan Unified School District  
Mystee Marquez, Early Head Start, SETA Operated Program  
Jacoola Moody, Early Head Start, SETA-Operated Program  
Michael Thompson, CAMP Representative  
Willie Williams, Grandparent Representative  
Carol Schaefer, Child Health and Disability Prevention Program  
Margie Mitchell, Outgoing Chair

#### **Members Absent:**

Mary Frutoz, SETA-Operated Program  
Art Arroyo, SETA-Operated Program  
Minerva Gillette, SETA-Operated Program

#### **II. Consent Item**

- A. Approval of the Minutes of November 29, 2004 Special Meeting

No corrections. Ms. Mitchell stated that the minutes stand approved as presented.

#### **III. Information Items**

- A. Ice Breaker: Ms. Belinda Malone distributed an ice breaker. The goal is to meet people that you do not know. The board was given 10 minutes for the ice



breaker. Winners were announced: LaRisa Yarbrough, first place, second Nora Mott, second place, and Antonette Dinges, third place.

- C. How to Present and Make a Motion: Ms. Margie Mitchell reviewed the process by which motions are made and seconded. The Board practiced making and seconding motions.
- B. Head Start and Program Governance Overview: Ms. Norma Johnson, Deputy Director, Head Start Children and Family Services, reviewed the Head Start program and the history behind it.

The Policy Council took a break from 10:35 a.m. -10:43 a.m.

#### **IV. Action Items**

- A. Election of Policy Council Officers for Program Year 2004-2005

Ms. Mitchell reviewed the duties of officers.

Moved/Shah, second/Marquez, to elect Chair, Vice Chair, Secretary, Treasurer and Parliamentarian, by ballot, with the persons receiving the highest votes be the that particular position

Vote: 17: Nay: 0, Abstentions: 0

Those interested in serving as chair: Beverly Shah, Willie Williams, Antonette Dinges, Michael Thompson.

Nominees spoke regarding their interest in serving. A vote was taken.

#### **III. Information Items (Continued)**

- D. Standing Information Items:

- Introduction of New Staff: None

- Upcoming Meetings, Training, Conferences and Events

- Annual Parent Leadership Institute, February 16-18, 2005, Hilton Hotel, Concord, CA: Ms. Desha stated that members of the Policy Council, delegate agencies and committee members will be invited. Betsy Haas has been invited and will be the keynote speaker. Lodging, transportation and meals will be provided by the agency.

- Ms. Alma Walton, Mr. Robert Silva, Ms. Belinda Malone and Ms. Julita Bentz

Mr. Bob Silva, Male Involvement Specialist, introduced Michael Thompson who is the CAMP representative. The CAMP meetings are held the second Wednesday of each month. He also spoke about the Daddy and Me events. The next activity will be Fishing in the City, January 8 at William Land Park pond. Lunch will be provided as well as fishing tackle.

Ms. Belinda Malone distributed information on a Know Your Rights legal clinic to be held January 28. She reviewed the different topics that will be covered. The clinic will be a Hometown Buffet. Call Ms. Malone at 263-4078 to reserve a slot.

Ms. Julita Bentz stated that she is an Education Specialist and helps parents to recognize what is going on with their kids. She goes out to the centers and is available to make presentations.

Ms. Alma Walton distributed a threefold flyer on Grandparent/Foster Parent program. Their next meeting will be January 12. Ms. Shah will be doing a workshop on flower arranging. There will also be a man called The Geezer who will talk about aging gracefully. This year, the group will be going on fieldtrips to two other groups in the state.

Ms. Walton reviewed the information on the FLIP program which encourages parents to read to their children. This year, she will be distributing some books and flyers about activities with the children. She distributed information on staff available to give workshops at delegate agencies.

#### **IV. Action Items**

##### **A. Election of Policy Council Officers for Program Year 2004-2005 (Continued)**

Result of the vote for **Chair**: Willie Williams

Ms. Mitchell turned the gavel over to Ms. Willie Williams.

Ms. Williams requested names of those interested in serving as Vice Chair: Those interested included: Denise Nelson, Beverly Shah, and Antonette Dinges. Those interested in running spoke of their interest. A vote was taken.

#### **III. Information Items (Continued)**

##### **D. Standing Information Items:**

- PC/PAC Orientation, Ms. Desha urged members to attend this orientation scheduled for Tuesday, January 4, 2005, in the SETA Board Room. It is important for members to attend this meeting.
- PC/PAC Delegate Agency Officer Training, Thursday, January 13, 2005, Redwood Room. Ms. Desha stated that this will be officer training for Delegate Agencies and Policy Council and PAC officers.
- 7<sup>th</sup> Annual California Head Start Association Conference, February 10-12, 2005 Pasadena, CA: This conference was reviewed. Board members will be receiving more information on this conference in the mail.

#### IV. Action Items

##### A. Election of Policy Council Officers for Program Year 2004-2005 (Continued)

Results of the vote for **Vice Chair**: Denise Nelson.

It was announced that Ms. Nelson is the PAC Chair this program year.

Ms. Williams requested names for those interested in serving as Secretary. Those interested included: Beverly Shah and Mystee Marquez. A vote was taken. Ms. Williams announced that she would not be voting.

#### III. Information Items (Continued)

##### D. Standing Information Items:

➤ Community Resource/Recognitions – No comments.

➤ Parent/Staff Recognitions: Ms. Shah thanked the board for prayers for herself and her daughter.

Ms. Mitchell announced that St. Paul Baptist Church will be having an audio training conference. The training will be held January 14-15, 8 a.m. – 4:30 p.m. at St. Paul. Call 737-7070 for additional information.

#### IV. Action Items

##### A. Election of Policy Council Officers for Program Year 2004-2005 (Continued)

Results of the vote for **Secretary**: Beverly Shah

Ms. Williams requested names for those interested in serving as Treasurer. Those interested in Treasurer: Antonette Dinges, LaRisa Yarbrough (it was decided that Ms. Yarbrough could not run because she was not a Present Parent), Felicia Harris, and Janet Foster. Nominees spoke of their interest in this position. A vote was taken.

##### D. Selection of Committee Representatives (item taken out of order)

Ms. Williams reviewed some of the committees. Ms. Desha asked that the board go forward to choose their committee membership.

1) Head Start Personnel/Bylaws Committee Representatives: Ms. Desha reviewed the purpose of this committee and what it does throughout the year. Those interested in serving: Nora Mott, Antonette Dinges, and the Parliamentarian will sit on this committee.

A. Election of Policy Council Officers for Program Year 2004-2005 (Continued)

Results of the vote for **Treasurer**: Felicia Harris

Those interested in Parliamentarian: Antonette Dinges, Betty Walker. A vote was taken.

D. Selection of Committee Representatives (continued)

2) Head Start Budget/Planning Committee Representatives: Ms. Desha stated that members of this committee will be taught how to read a budget and provide input on the budget. The first meeting will be January 7, 9 a.m. in the Oak Room. The Treasurer automatically sits on this committee.

Those interested in this committee: Felicia Harris, LaRisa Yarbrough, and Beverly Shah.

3) Head Start Social/Hospitality/Fundraiser Committee: Ms. Desha reviewed what this committee does. The Secretary oversees this committee.

Those interested in this committee: Felicia Harris and Beverly Shah, Nora Mott.

A. Election of Policy Council Officers for Program Year 2004-2005 (Continued)

Results of the Vote for **Parliamentarian**: Betty Walker

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

The Policy Council went into Closed Session at 11:58 a.m. At 12:21 p.m., the Policy Council went back into open session. Ms. Williams reported that the following action was taken in closed session: Approval of Eligible List for the following positions: Head Start Coordinator – Education (Supervisory), Site Supervisor, Associate Teacher, and Head Start Manager.

D. Selection of Committee Representatives (continued)

4) Program Area Committees: Ms. Buffie Engstrom gave an overview of what these committees are.

A) Early Child Development and Health Services Committee: Maria Tijernia, Janet Foster, and Mystee Marquez.

- B) Family and Community Partnership/Training Committee: Toni Allen, Denise Nelson, Maria Tijernia.
  - C) Monitoring & Evaluation (Self-Assessment) Committee: The entire Policy Council will serve on this committee.
- 5) Appointment of Representatives to Advisory Committee on Perinatal and Infant Health: Ms. Betty Walker was appointed to this committee. Ms. Walker said that it would conflict with her schedule so Denise Nelson was appointed.
  - 6) Appointment of Representative and Alternate to the Maternal, Child and Adolescent Health Advisory Board: Ms. Beverly Shah will be the representative with Ms. LaRisa Yarbrough as the alternate.
  - 7) Appointment of Three Representatives to the Sacramento County Dental Health Advisory Committee: Representatives will be Carol Schaefer, Toni Allen, and Michelle Walton.
  - 8) Early Head Start Committee: Representatives include: Tawfiq Alnassiri, Michelle Walton, and Janet Foster.

Moved/Walker, second/Marquez, to ratify the committee membership list  
Show of Hands Vote: Aye: 15, Nay: 1 (Thompson), Abstentions: 1 (Williams)

Mr. Michael Thompson attempted to make a motion on an item not agendized. Ms. Williams noted that Mr. Thompson was out of order during the meeting. Mr. Thompson was reminded that this board is governed by the Brown Act which prohibits action being taken on non-agendized matters.

- E. Selection of Representative to the SETA Head Start Community Partnerships Advisory Committee (CPAC)

Mystee Marquez and Beverly Shah indicated interest in this committee.

Moved/ Nelson, second/ Walton, to ratify Mystee Marquez as representative, and Beverly Shah as alternate to the Community Partnerships Advisory Committee.  
Show of Hands Vote: Aye: 15, Nay: 1 (Thompson), Abstentions: 1 (Williams)

- F. Selection of Representative and Alternate to the SETA Head Start Health Advisory Committee (HSAC)

Willie Williams will be the representative with Denise Nelson to serve as alternate.

Moved/Nelson, second/Mott, to ratify the appointments of Willie Williams and Denise Nelson to serve as representative and alternate respectively for the HSAC.

Show of Hands Vote: Aye: 14, Nay: 2 (Yarbrough and Shah), Abstentions: 1 (Williams)

B. Election of Representatives and Alternates to Attend the 7<sup>th</sup> Annual California Head Start Association Conference

Ms. Desha reviewed this conference and stated that there will be a travel conference held before the conference.

Those interested in attending the conference: Nora Mott, Michelle Walton, Beverly Shah, LaRisa Yarbrough, Janet Foster, Willie Williams, Felicia Harris, Mystee Marquez, and Tawfiq Alnassiri. The Council was asked to vote for four people to be the representative. Ms. Williams will not be voting. Ms. Williams explained that the people that do not get the vote will be the alternate.

Ms. Desha stated that there is \$1,000 for Early Head Start for Ms. Foster. Ms. Foster's program would be paying for everything but registration.

After a great deal of discussion regarding the general pool and EHS pool, it was Four representatives first and vote for the EHS separately.

Mr. Thompson left at 12:53 p.m. Mr. Alnassiri left at 1:15 p.m.

III. **Information Items** (Continued)

E. Governing Board Minutes: Tabled.

V. **Committee Reports**

A. Executive: Tabled.

VI. **Other Reports**

A. SETA Executive Director's Report: Tabled.

B. Chair's Report: Tabled.

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

D. Head Start Managers' Report: Tabled.

E. **Open Discussion and Comments: Tabled.**

F. Public Participation

IV. **Action Items** (Continued)

G. Election of Representative and Alternate to the Community Action Board (CAB): This will be continued to January.

B. Election of Representatives and Alternates to Attend the 7<sup>th</sup> Annual California Head Start Association Conference (Continued)

Results of the vote for CHSA: Representatives: LaRisa Yarbrough, Michelle Walton, and Tawfiq Alnassiri. There was a three-way tie between Ms. Shah, Ms. Harris, and Ms. Williams.

Moved/Mott, to accept the names for the names for the California Head Start Association Conference, with the first four receiving the highest number of votes serve as representatives and the remaining serve as alternates. There was no second to the motion.

Moved/Shah, second/Saulsberry, to approve an amended motion voting for four representatives, and four alternates and one EHS representative, to attend the California Head Start Association Conference.

Show of Hands vote: Aye: 14, Nay: 0, Abstentions: 1 Williams

The fourth representative will be Willie Williams.

Alternates: Beverly Shah, Felicia Harris, Nora Mott, and Janet Foster.

There was a tie between Mystee Marquez and Janet Foster for the EHS slot. A vote was taken. Ms. Marquez was selected as the representative and Ms. Foster as the alternate.

There was discussion whether Mr. Alnassiri's selection for the conference was legitimate because he left before the meeting was over. It was decided after reviewing the bylaws that the appointment stood.

**VII. Adjournment:** Meeting adjourned at 1:50 p.m.

ITEM III-A – ACTION

ELECTION OF REPRESENTATIVE AND ALTERNATE TO THE  
COMMUNITY ACTION BOARD

BACKGROUND:

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

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

RECOMMENDATION:

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

**NOTES:**

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

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



## **COMMUNITY ACTION BOARD OVERVIEW**

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

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

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

## **MEETING SCHEDULE**

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

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

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

## SECTOR PROFILES

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

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

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

## APPLICATION/APPOINTMENT PROCESS

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

## CONFLICT OF INTEREST

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

ITEM III-B – 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 20, 2005, 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 approve 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 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.

- Introduction of New Staff
- Annual Parent Leadership Institute – February 16-18, 2005 (Wednesday – Friday), Hilton Hotel, Concord, CA
- 7<sup>th</sup> Annual California Head Start Association (CHSA) Conference, - February 10-12, 2005 (Thursday – Saturday), Pasadena, CA
- Upcoming Meetings, Training, Conferences and Events
  - ✿ Ms. Alma Walton, Mr. Robert Silva, Ms. Belinda Malone and Ms. Julita Bentz
- Average Daily Attendance (ADA) Report – Ms. Elsie Bowers
- Monthly Special Education Report – Ms. Beverly Sanford
- CHSA Report
- Region IX Head Start Report – Ms. Norma Johnson
- Fiscal Report (January, April, July, October) – Mr. Kim Peck
- Community Resources/Recognitions - Policy Council Members/Staff
- Parent/Staff Recognitions
- Grandparent/Foster Parent Report – Ms. Willie Williams and Ms. Nora Mott

#### **NOTES:**

ITEM IV-B - INFORMATION

NATIONAL REPORTING SYSTEM (NRS)

BACKGROUND:

This agenda item provides an opportunity for Ms. Norma Johnson, Deputy Director Head Start Children and Family Services, to share information on the National Reporting System.

**NOTES:**

ITEM IV-C - INFORMATION

MONITORING/EVALUATION (2003-2004) REPORT

BACKGROUND:

This agenda item provides an opportunity for Ms. Denise Lee, Head Start Manager – Grantee Operations, to share information on the Annual Program Self Assessment 2003-2004.

**NOTES:**

ITEM IV-D – 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, December 2, 2004  
10:00 a.m.

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

**Members Present:**

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

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

Bonnie Pannell, Councilmember, City of Sacramento

Sophia Scherman, SETA Governing Board; Public Representative

Don Nottoli, Member, Board of Supervisors

- ♦ **Recognition of Long Term Employees: Judy Davis**, Head Start Family Service Worker, **Mary Degnan**, Head Start Teacher, **Tomeki Hopkins**, Head Start Family Services Worker: Mr. Robbie Waters presented these employees with a gift in recognition of their 10 years of service. Each spoke of their experiences working with Head Start.

**II. Consent Items**

Minutes of the November 18, 2004 regular board meeting, and approval of claims and warrants for the period 11/11/04 – 11/23/04. There were no questions or corrections.

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

Voice Vote: Unanimous approval.

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

1. Approval of Procurement of Workers' Compensation Insurance

Mr. Kim Peck reviewed this item. He introduced Mr. Jim Toner from Arthur Gallagher. Mr. Toner reported that 11 companies were solicited for workers' compensation insurance and AIG was the only company that



responded back on a guaranteed cost plan. Staff is requesting authorization to procure this workers' compensation insurance.

Mr. Jim Toner explained why there are so few companies willing to respond to public agencies regarding workers' compensation insurance.

Ms. Collin arrives at 10:25 a.m.

Moved/Nottoli, second/Pannell, to authorize the procurement of workers' compensation insurance with AIG and include a determination of noncompetitive procurement finding.

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

2. Approval to Contract a Higher Deductible Worker's Compensation Plan

Mr. Peck explained that a 'higher deductible' plan would have caps on the per incident costs, and that there are some risks with this alternate plan. However, there is an opportunity to significantly reduce costs. Mr. Peck stated that two companies have responded to this particular plan (AIG and Traveler's). Mr. Larsen requested that the proposals from the two companies be presented as a option to the board. Staff will report back in two weeks to compare the companies for workers compensation.

Moved/Nottoli, second/Pannell, to rescind the action on Item III-A-1 and refer back to staff for reconsideration and additional information.

Voice Vote: Unanimous approval.

Moved/Nottoli, second/Pannell, to continue III-A-1 and II-A-2 to the December 16, 2004 agenda. Ms. Kossick reported that this will be presented in one board item with three options.

Voice vote: Unanimous approval.

Mr. Toner introduced Beverly Griggs who works with him on the SETA insurance coverage procurement. Ms. Pannell requested information on how many agencies AIG and Traveler's serve.

**B. WORKFORCE INVESTMENT ACT**

1. Approval to Augment Sacramento City Unified School District's One-Stop Services Contract

Ms. Cindy Sherwood Green reviewed this item. Staff is requesting approval to augment the healthcare career center for a full time staff to assist customers seeking health care industry information.

Moved/Pannell, second/Scherman, to approve the augmentation of Sacramento City Unified School District's One-Stop Services Contract for \$45,000 in NWI funding to staff the Healthcare Career Center at Lemon Hill.

Voice Vote: Unanimous approval.

2. Approval of Proposal for Regional Workforce Study: This item was dropped from the agenda.

**C. HEAD START** – No items.

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

**E. REFUGEE PROGRAMS** – No items.

**IV. Information Items**

A. NWI Newspaper Article: Ms. Kossick stated that this is a more personal success story on one of our graduates.

B. WorkKeys Skills Certification System: Ms. Kossick stated that this is going to be a assessment program at three of the career centers. The system will be tested and if it does work, it will be very cost effective and will be implemented at other centers.

C. Partnership for Prosperity: An Economic Development Strategy for the Greater Sacramento Area: The Sacramento Works Board heard this item and is considering investing in this program.

**V. Reports to the Board**

A. Chair: Mr. Waters announced that Mr. Nottoli's birthday will be celebrated on December 4. The Board sang "Happy Birthday" to Mr. Nottoli.

B. Executive Director: Ms. Kossick stated that the newest edition of the Critical Industries newsletter will be e-mailed to board members.

C. Counsel: No report.

D. Members of the Board: Ms. Scherman, thanked Ms. Juanita Sendejas Lopez for sending her the calendar of training opportunities at the South County Career Center. Ms. Scherman talked about the Cap to Cap trip and feels that it is urgent for Ms. Kossick to attend a future trip. It was suggested that a sponsor be found in order to pay for Ms. Kossick's travel expenses.

E. Public: Ms. Cheryl Powell distributed information for the MLK Celebration which will be held Monday, January 17, 2005 at the Sacramento Convention Center.

She also distributed information to a Martin Luther King activity in the Northeast area.

Ms. May Lee announced that Asian Resources will be celebrating its 25-year anniversary in February, 2005.

**VI. Adjournment:** Meeting adjourned at 11:10 a.m.

ITEM IV-E – INFORMATION  
FISCAL MONITORING REPORTS

**BACKGROUND:**

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

**NOTES:**

**MEMORANDUM**

**TO: Mr. Dave Pascoa DATE: January 10, 2005**  
**FROM: Greg P. Tayros, SETA Fiscal Monitor**

**RE: On-Site Fiscal Monitoring of Del Paso Heights School District**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
Head Start	Basic, COLA, Quality	\$ 1,491,852	9/30/03-09/29/04	9/30/03-9/29/04
Head Start	T & TA	7,500	9/30/03-09/29/04	9/30/03-9/29/04
Head Start	Prog. Impv.	86,000	9/30/03-09/29/04	9/30/03-0/29/04

**Monitoring Purpose: Initial**  **Follow-Up**  **Special**  **Final**   
**Dates of review: 12/6/04 & 12/17/04**

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

**Findings and General Observations:**

The total costs as reported to SETA from September 30, 2003 to September 29, 2004 have been traced to the delegate's records. The records were verified and appeared to be in order.

The school district was granted \$86,000 for Program Improvement but spent only \$18,800 or only 22% of the total budget. These funds are granted by ACF only after a careful consideration and review of the proposals because of limited funding. Therefore, it is incumbent upon each delegate to ensure that its proposal takes into account all the details of the work and accurately estimated so that the budget is utilized to the fullest.

The finding mentioned in our previous monitoring report dated June 8, 2004, was corrected and the record was adjusted. This is now considered closed.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board  
Policy Council

**MEMORANDUM**

**TO:** Ms. Edenausageboye Davis **DATE:** January 5, 2005  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of WCIC

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA, Quality	\$ 540,263	9/30/03-9/29 /04	9/30/03-9/29/04
Head Start	T & TA	7,500	9/30/03-9/29/04	9/30/03-9/29 /04
Head Start	Prog. Imprv.	135,000	9/30/03-9/29/04	9/30/03-9/29/04

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

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

**Program Operator:** WCIC

**Findings and General Observations:**

The total costs as reported to SETA from September 30, 2003 to September 29, 2004 have been traced to the subgrantee's records. The records were verified and appeared to be in order.

The amount of \$8,339.00 claimed for the payment of incentive pay is disallowed as it did not meet the conditions of OMB Circular A-122 for the payment of incentive compensation ; which are, a) the overall compensation is determined to be reasonable, b) such costs are paid or accrued pursuant to an agreement entered into in good faith between the organization and the employees before the services were rendered, and c) it is paid pursuant to an established plan followed by the organization so consistently as to imply, in effect, an agreement to make such payment. However, the amount of \$8,339 is allowable as COLA payment provided WCIC follows the COLA payment plan, which means that each staff receives a 1.5% pay plus the corresponding payroll taxes. Any amount in excess of the COLA payment plan should be returned to SETA. All documents related to this compensation should refer to COLA and all references to incentive pay should be deleted.

**Recommendations for Corrective Action:**

Delete all references to incentive pay in the documents pertaining to the payment of COLA and return to SETA any amount in excess of the amount required by the COLA payment plan.

cc: Kathy Kossick  
Governing Board  
Policy Council



ITEM V- COMMITTEE REPORTS

- A. EXECUTIVE COMMITTEE:** This item provides the opportunity for the Executive Committee to submit an oral report to the Policy Council.

The Executive Committee met and evaluated the December 21, 2004 Policy Council meeting.

<b>Good</b>	<b>Needs Improvement</b>
Attendance	Timeliness of meeting.
Staff support	Courtesy of members.
Program Overview: Ms. Norma Johnson.	

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

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

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ITEM V- COMMITTEE REPORTS (Continued)

Page 2

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

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**E. PROGRAM AREA COMMITTEES:**

☀ Early Childhood Development & Health Services

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☀ Family & Community Partnerships/Training

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☀ Monitoring & Evaluation Committee (Self-Assessment)

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☀ Early Head Start

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

Please see the attached report.

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ITEM VI- OTHER REPORTS

BACKGROUND:

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

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

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- B. CHAIR'S REPORT:** The Chair of the Head Start Policy Council (Ms. Willie Williams), on a regular basis, receives numerous items of information concerning legislation, current programs and agency activities.

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

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

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

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ITEM VI- OTHER REPORTS (Continued)

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

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

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

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

- Sacramento County Dental Health Advisory Committee Representatives:  
Ms. Carol Schaefer, Ms. Toni Allen, Ms. Michele Walton
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**G. OPEN DISCUSSION AND COMMENTS:** This item provides an opportunity for Head Start Policy Council members to bring up topics for discussion. Members are asked to address their requests to the Chair if they wish to speak. No action is to be taken on any item that is discussed during this meeting; the board may direct staff to place agenda items on upcoming agendas for action.

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**H. PUBLIC PARTICIPATION:** Participation of the general public at Head Start Policy Council meetings is encouraged. Members of the audience are asked to address their requests to the Chair if they wish to speak.

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ITEM III-C- ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: