

Thought of the Day: "Whoever wants to reach a distant goal must take many small steps."

Author: Helmut Schmidt

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, June 28, 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.

ADMINISTRATION

925 Del Paso Blvd., Suite 200
Sacramento, CA 95815
Tel: (916) 263-3804
Fax: (916) 263-3779
Website: 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 May 13, 2005 Special Meeting
- III. **Action Items**
 - A. Approval of Policy Council/Parent Advisory Committee Joint Parent Activity

IV. Information Items

A. Standing Information Items

- Introduction of New Staff
- Upcoming Meetings, Training, Conferences and Events
 - ✱ Ms. Alma Walton Hawkins, 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 Association Report
- Fiscal Report (January, April, July, October) – Mr. Kim Peck
- National Head Start Association (NHSA) Annual Training Conference Reports Event – May 24-27, 2005, Orlando, Florida
- Head Start Parent Mentor Program
- Community Resources/Recognitions - Policy Council Members/Staff
- Parent/Staff Recognitions
- Grandparent/Foster Parent Report – Ms. Willie Williams and Ms. Nora Mott

B. Fiscal Monitoring Reports

- Del Paso Heights School District
- Sacramento City Unified 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), Committee of the Whole

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 – Vacant
- Community Services Planning Council - Vacant

- Advisory Board of Perinatal & Infant Health Committee – Ms. Toni Allen
 - 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 and Ms. Toni Allen
- G. Open Discussion and Comments
- H. Public Participation

III. Action Items (Continued)

B. **CLOSED SESSION: PERSONNEL** - Pursuant to Government Code Section 54957

- Approval of Eligible List for the Classifications of: Head Start Home Visitor, Associate Teacher and Bilingual Aide (Spanish)
 - PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
- Report out of Closed Session

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, JUNE 23, 2005

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Angelica Navarrette, Elk Grove Unified School District
- _____ America Obregon, Elk Grove Unified School District
- _____ Toni Allen, Sacramento City Unified School District
- _____ Tawfiq Alnassiri, Sacramento City Unified School District
- _____ Dani Saulisberry, San Juan Unified School District
- _____ Michele Walton, San Juan Unified School District
- _____ Tinisha Euwing, Playmate Child Development Center
- _____ Art Arroyo, SETA-Operated Program
- _____ Mary Bishop, SETA-Operated Program
- _____ Antonette Dinges, 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:

- _____ Loretta McClendon, SETA-Operated Program
- _____ Terri Williams, Playmate Child Development Center

Seats Vacant:

- _____ Vacant (Evans), Past Parent Representatives
- _____ Vacant (Franklin), Del Paso Early Childhood Development Center
- _____ Vacant (Guzman), Del Paso Early Childhood Development Center
- _____ Vacant (Vaziri), Sacramento City Unified School District
- _____ Vacant (Harris), Meadowview Community Action
- _____ Vacant (Tijernia), Meadowview Community Action

**** Please call your alternate, the Policy Council Chair (Willie Williams: 410-1562) or Head Start Staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. ****

**The 2004-2005 Board was seated on November 29, 2004 and
December 21, 2004**

POLICY COUNCIL - BOARD MEETING ATTENDANCE - PROGRAM YEAR 2004-2005

BOARD MEMBER	SITE	11/29	12/21	1/25	2/22	3/22	4/4	4/13	5/13	6/28						
T. Allen (11/29)	SAC	X	X	X	X	X	X	X	X							
T. Alnassiri (11/29)	SAC	X	X	X	X	X	X	X	X							
A. Arroyo (11/29)	SOP	X	U	X	X	X	AP	X	U							
M. Bishop (s/b/s 3/22)	SOP					E	X	E	X							
P. Campbell-Mays (11/29)	FOSTER	X	E	X	X	X	X	X	X							
A. Dinges (11/29)	SOP	X	X	X	X	E	E	X	X							
T. Euwing (s/b/reseated 4/4)	PLAY						X	X	E							
J. Foster (11/29)	EHS/SJ	X	X	X	X	X	X	X	X							
M. Gillette (11/29)	SOP	X	E	X	X	X	X	X	X							
F. Harris (s/b/s 11/29, seated 12/21)	MCA	U	X	X	E	X	X	X	E							
M. Marquez (12/21)	EHS/HB		X	X	X	X	X	X	E							
L. McClendon (s/b/s 6/28/05)	SOP															
N. Mott (s/b/s 11/29, seated 12/21)	GRAND	E	X	X	E	X	X	X	X							
A. Navarrette (seated 5/13)	ELK								X							
D. Nelson (11/29)	FOSTER	X	X	X	X	X	X	X	X							
A. Obregon (s/b/s 4/13, seated 5/13)	ELK								X							
D. Saulisberry (11/29)	SJ	X	X	X	E	X	X	E/PCB	E							
B. Shah (11/29)	PAST	X	X	X	X	X	X	X	X							
M. Thompson (11/29)	CAMP	X	X	X	X	E	U	E/PCB	X							
M. Tijerina (11/29)	MCA	X	X	X	X	X	X	X	X							
B. Walker (11/29)	SOP	X	X	X	X	X	X	X	X							

BOARD MEMBER	SITE	11/29	12/21	1/25	2/22	3/22	4/4	4/13	5/13	6/28					
M. Walton (reinstated 4/29)	SJ								X						
K. Williams (4/13)	SAC							X	X						
T. Williams <i>s/b/s 5/13</i>	WCIC								U						
W. Williams (11/29)	GRAND	X	X	X	X	X	X	X	X						
L. Yarbrough (11/29)	PAST	X	X	X	X	X	X	X	U						
C. Schaefer (11/29)	CHDP	X	X	X	X	X	E	AP	AP						
<i>Vacant</i>	<i>WEAVE</i>														
<i>Vacant</i>	<i>CSPC</i>														

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 6/21/05

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MAY 13, 2005 SPECIAL POLICY COUNCIL
MEETING

BACKGROUND:

Attached are the minutes of the May 13, 2005 Policy Council meeting for your review.

RECOMMENDATION:

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

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(The minutes reflect the actual progression of the meeting.)

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

Friday, May 13, 2005
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Williams called the meeting to order at 9:06 a.m. Ms. Shah called the roll. Ms. Williams seated two board members: America Obregon, Elk Grove USD; Kimberly Williams is the third person from Sacramento City. Ms. Michele Walton was seated at 9:12 a.m.

Members Present:

Toni Allen, Sacramento City Unified School District
Tawfiq Alnassiri, Sacramento City Unified School District
Kimberly Williams, Sacramento City Unified School District
Michele Walton, San Juan Unified School District
Angelica Navarrette, Elk Grove Unified School District (arrived at 9:30 a.m.)
America Obregon, Elk Grove Unified School District
Maria Tijernia, Meadowview Community Action
Mary Bishop, SETA-Operated Program
Antonette Dinges, SETA-Operated Program
Minerva Gillette, SETA-Operated Program
Betty Walker, SETA-Operated Program
Beverly Shah, Past Parent Representative
Penny Campbell-Mays, Foster Parent Representative
Denise Nelson, Foster Parent Representative
Willie Williams, Grandparent Representative
Nora Mott, Grandparent Representative
Michael Thompson, CAMP Representative
Janet Foster, Early Head Start, San Juan Unified School District
Van Huyhn, Alternate, Child Health and Disability Prevention Program

Members Absent:

Mystee Marquez, Early Head Start, SETA Operated Program (Excused)
Felicia Harris, Meadowview Community Action (Excused)
Tinisha Euwing, Playmate Child Development Center (Excused)
Art Arroyo, SETA-Operated Program (Unexcused)
Dani Saulisberry, San Juan Unified School District (Excused)
LaRisa Yarbrough, Past Parent Representative (Unexcused)
Carol Schaefer, Child Health and Disability Prevention Program (alternate present)
Terri Williams, Playmate Child Development Center (Unexcused)

II. Consent Item

A. Approval of the Minutes of April 13, 2005 Special Meeting

The minutes were reviewed; there were no corrections.

Moved/Nelson, second/Mott, to approve the minutes, with a show of hands vote.
Show of hands vote: Aye: 12, Nay: 0, Abstentions: 2 (Walker and Williams).

III. Action Items

A. Approval of County-wide Head Start/Early Head Start Program Options for Fiscal Year 2005-2006 (Continued item from meeting of April 13, 2005)

Ms. Johnson stated that the program will begin August 1. She reviewed the charts for the Delegate Agency programs and the SETA Operated programs.

In response to a question from Mr. Thompson, Ms. Williams stated that the last Budget/Planning Committee met on April 1; see Ms. Johnson for the minutes from the committee meeting.

Show of hands vote: Aye: 14, Nay: 0 Abstentions: 4 (Tijernia, Dinges, Walker, Williams).

B. Approval of Fiscal Year 2005-2006 SETA Head Start/Early Head Start Program Options and Tracks (Revised)

Ms. Norma Johnson answered some questions regarding this item.

Moved/Campbell-Mays, second/Alnassiri, to approve the revised Fiscal Year 2005-2006 Head Start Program Options and Tracks, by show of hands vote.

Ms. Navarrette arrived at 9:30 a.m.

Show of Hands Vote: Aye: 16, Nay: 0, Abstentions: 3 (Walker, Williams, Dinges)

C. Approval of Fiscal Year 2005-2006 Head Start/Early Head Start Budget (Revised)

Ms. Norma Johnson stated that this is an item to clean-up language and some arithmetic errors. Ms. Johnson read off some revisions to the budget.

Moved/Alnassiri, second/Walton, to approve the revised Head Start/Early Head Start Budget for Fiscal Year 2005-2006.

Mr. Thompson wanted to note that the Budget/Planning committee did not meet on this item.

Ms. Johnson made some corrections to the funding allocations to the grantee programs. A corrected document will be provided to the Policy Council at the next meeting.

Show of hands vote: Aye: 15, Nay: 1 (Thompson), Abstentions 3: (Shah, Walker, Williams)

IV. Information Items

A. Standing Information Items

- Introduction of New Staff: None
- Upcoming Meetings, Training, Conferences and Events
 - ✿ Ms. Alma Walton, Mr. Robert Silva, Ms. Belinda Malone and Ms. Julita Bentz

Ms. Belinda Malone reminded members of the Family and Community Partnership Committee that a meeting will be held on May 17. This is the beginning of planning for Family Day in the Park scheduled for October 7.

Mr. Silva stated that there was no CAMP meeting on Wednesday, May 11 because he was asked to participate in a meeting regarding a Male Wellness Fair; the next meeting will be in June. River Cats event will be changed to June 19, 1:00 p.m. Staff is in the process of getting funding for this event. It is hoped to have a BBQ at Crocker Park. This is still tentative.

Ms. Julita Bentz spoke of the School Readiness Steering Committee. They will be meeting on the 17th and requested assistance to fill the pencil boxes for children transitioning to kindergarten. The Committee will be putting together the white envelopes that go to the sites to help the parents in the transitioning of their children.

- Average Daily Attendance Report – No report.
- Monthly Special Education Report – Ms. Beverly Sanford reviewed the special education report that was distributed to board members. Call her at 263-3056 if there are any questions. Ms. Johnson stated that San Juan had the highest numbers in services to children with disabilities.
- CHSA Report: Ms. Johnson would like to have the e-mails from CHSA sent to the Policy Council members regarding the various bills being presented in Washington, D. C.
- Public Policy Symposium Reports: Ms. Walton spoke of the symposium; she took a lot of information back to her Policy Committee and her community. She feels that a lot of the parents will suffer if they are not involved in policy regarding their children.

- National Head Start Annual Training Conference: A travel meeting will be on Friday, May 20. Written reports are June 10 in order to be included in the agenda packet.
- KinderVision National Child Safety Education Program: This information was sent to the community; this information is provided free to families.
- Region IX Head Start Report: Ms. Johnson stated there was no report. Mr. Thompson asked about switchover in the classifications at San Juan School District. Mr. Thompson asked about staffing changes/bumping rights at the school districts. Ms. Johnson will be speaking to Maria Fort regarding this. They oppose moving regular staff into the Head Start program because of the higher standards in Head Start.
- Fiscal Report: No report.
- Community Resources/Recognitions - None.
- Parent/Staff Recognitions: Ms. Mary Lenoir has completed her six-month stint as parent liaison with Head Start. Ms. Lenoir stated that it has been great working with SETA and Head Start. Ms. Desha stated that she really appreciated her working with her and has been a great assistance. Several board members spoke of how Ms. Lenoir had touched their life.
- Grandparent/Foster Parent Report (conference) – Ms. Nora Mott reported on the grandparent conference which turned out very nice. The keynote speaker was Janet Foster and Ms. Foster spoke of foster parenting. Ms. Foster stated that she spoke of Early Head Start. She likes the way that there is a 45-day assessment in the program.

III. Action Items (Continued)

D. CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE Pursuant to Government Code Section 54957

The Board went into closed session at 10:18 a.m. and adjourned into a break at 10:50 a.m. At 11:11 a.m., Ms. Williams called the meeting back into open session are reported out of closed session that the board approved the following:
Approval of Eligible List for the Position of: Associate Teacher; and **PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE.**

V. Committee Reports

- A. Executive: Ms. Nelson read the Executive Committee critique.
- B. Community Advocating Male Participation: Mr. Michael Thompson provided a CAMP report. He spoke of the Fatherhood Conference. He thought it was focused by the goals. The goals will be revised and submitted for approval to the Policy Council. He has some suggested modifications to the bylaws that will force staff to get more involved.

Ms. Desha stated that CAMP goals and objectives were forwarded to CAMP by the Budget/Planning Committee for modification. Mr. Thompson said that the

goals for the CAMP would be referred to the CAMP committee. Since there have been so few men involved in the CAMP committee, he was the only one that would have approved it.

VI. Other Reports

- A. SETA Executive Director's Report: No report.
- B. Chair's Report: Ms. Williams has information regarding the reauthorization of Head Start. She spoke of the Head Start Parent Mentor meeting. There is a workshop being planned. See her for more information. The Policy Council meeting has been canceled for the 24th. A Parent Leadership training will be held on 5/24. If Policy Council members attend, there will be a \$25 training reimbursement paid after the training. She has information on this training. A NHSA Conference travel meeting will be held on 20th for people going to Orlando, Florida.

Some Youth Resource Guides were distributed at the Grandparent Conference. Ms. Williams has one copy and is willing to have copies made to distribute to the kids. This guide provides information on crisis intervention, job development, crisis management and many other types of services.

Ms. Desha stated that she has applications for the Parent Leadership Training. She read off a list of the various committees meetings during the month.

- C. Head Start Deputy Director's Report: Ms. Desha reported that SETA Head Start received a very good review from the PRISM review team. Ms. Desha stated that the reviewer stated that this is one of the best and is a model program. The full report will be provided next month.
- D. Open Discussion and Comments: Ms. Tijerina stated that this is her last meeting. She will be going to Mexico for three months.

Ms. Shah stated that she has voter registration forms. She spoke about a Youth in Focus article. She suggested those interested view their web site at: www.youthinfoocus.org

- E. Public Participation: Ms. Desha stated that it has been called to her attention that some board members put food aside before all of the board members get an opportunity to eat. The food is made available for board members and staff who attend the meeting. First priority is that the members of the Policy Council have an opportunity to eat. Please DO NOT horde food. If there is food left over, it is supposed to be thrown away for health and safety reasons.

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

ITEM III-A - ACTION

APPROVAL OF POLICY COUNCIL/PARENT ADVISORY COMMITTEE
JOINT PARENT ACTIVITY

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to discuss and approve a joint parent activity with the Parent Advisory Committee. Information on the parent activity will be shared at the Board meeting. See attached information on parent activity.

RECOMMENDATION:

That the Policy Council approves a joint parent activity with the Parent Advisory Committee.

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.

- A. Standing Information Items
- Introduction of New Staff
 - Upcoming Meetings, Training, Conferences and Events
 - ✿ Ms. Alma Walton Hawkins, 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
 - Fiscal Report (January, April, July, October) – Mr. Kim Peck
 - National Head Start Annual (NHSA) Training Conference Reports Event – May 24-27, 2005, Orlando, Florida
 - Head Start Parent Mentor Program
 - 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
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:** May 23, 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	\$ 1,270,192	9/30/04-09/29/05	9/30/04-3/31/05
Head Start	T & TA	7,500	9/30/04-09/29/05	9/30/04-3/31/05

Monitoring Purpose: Initial Follow-Up Special Final
Dates of review: 5/ 5/05 & 5/18/05

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	X			
12 Equipment Records	X			

Memorandum
Fiscal Monitoring Findings
Page 2

Findings and General Observations:

The total costs as reported to SETA from September 30, 2004 to March 31, 2005 have been traced to the delegate's records. The records were verified and appeared to be in order.

There are no findings.

Recommendations for Corrective Action:

1) None.

cc: Kathy Kossick
Governing Board
Policy Council

Program Operator: Sacramento City Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from September 30, 2004 to March 31, 2005 have been traced to the delegate's records. The records were reviewed and appeared to be in order.
- 2) The District has revised its Personnel Activity Reports (PARs) in compliance with our recommendation mentioned in our previous monitoring report dated January 18, 2005. The Early Head Start Department, however, still uses the same PARs.

Recommendations for Corrective Action:

- 1) Implement the new method of time allocation, being utilized by the Head Start staff, for the Early Head Start staff, as applicable.

cc: Kathy Kossick
Governing Board
Policy Council

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: WCIC

Findings and General Observations:

The total costs as reported to SETA from September 30, 2004 to March 31, 2005 have been traced to the subgrantee's records. The records were verified and appeared to be in order.

There are no findings.

The finding mentioned in our previous monitoring letter dated January 5, 2005 has been corrected and is now considered closed.

Recommendations for Corrective Action:

1) None.

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 May 13, 2005 Special Policy Council meeting.

Good	Needs Improvement
Meeting started on time.	Side Barring.
Timely meeting.	Members' participation in making motions.
Attendance.	Recognition of Chair before speaking.

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

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

ITEM V- COMMITTEE REPORTS (Continued)

Page 2

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

E. PROGRAM AREA COMMITTEES:

☼ Early Childhood Development & Health Services

☼ Family & Community Partnerships/Training

☼ Monitoring & Evaluation Committee (Self-Assessment)

☼ Early Head Start

F. COMMUNITY ADVOCATING MALE PARTICIPATION (CAMP)

ITEM VI- OTHER REPORTS

BACKGROUND:

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

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

- B. CHAIR'S REPORT:** The Chair of the Head Start Policy Council (Ms. 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.

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

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

ITEM VI- OTHER REPORTS (Continued)

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

Brenda 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

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. Toni Allen (appointed by Chair)
 - Maternal, Child and Adolescent Health Board – Ms. Beverly Shah
 - Community Action Board – Vacant
-
-
-

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 and Ms. Toni Allen
-
-
-

G. OPEN DISCUSSION AND COMMENTS: This item provides an opportunity for Head Start Policy Council members to bring up topics for discussion. Members are asked to address their requests to the Chair if they wish to speak. No action is to be taken on any item that is discussed during this meeting; the board may direct staff to place agenda items on upcoming agendas for action.

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

ITEM III-B- ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: