

Thought of the Day: "Nothing great was ever achieved without enthusiasm."

Author: Ralph Waldo Emerson

GOVERNING BOARD

BONNIE PANNELL
Council Member
City of Sacramento

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Board of Supervisors
County of Sacramento

ILLA COLLIN
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County of Sacramento

SOPHIA SCHERMAN
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ROBBIE WATERS
Council Member
City of Sacramento

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

DATE: Tuesday, October 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.

ADMINISTRATION

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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 September 27, 2005 Regular Meeting
- III. **Action Items**
 - A. Review of Applications and Election of Past Parent Representatives and Alternates
 - B. Review of Applications and Election of Grandparent Representatives and Alternates

- C. Review of Applications and Election of Foster Parent Representatives and Alternates

IV. Information Items

A. Standing Information Items

- Introduction of New Staff
- Upcoming Meetings, Training, Conferences and Events
 - ✱ Ms. Alma 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
- California Head Start Association (CHSA) Report
- Head Start Awareness Day/Family Day in the Park, Friday, October 21, 2005, William Land Park, 10:00 a.m. – 2:00 p.m. (see attachment)
- PC/PAC Annual Appreciation, Saturday, October 29, 2005, Shriner’s Hospitals for Children, Sacramento, CA (see attachment)
- Region IX Head Start Report
- 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. Governing Board Minutes

V. Committee Reports

A. Executive

B. Personnel/Bylaws

C. Budget/Planning

D. Hospitality

E. Program Area Committees

- Early Childhood Development and Health Services
- Family & Community Partnerships/Training
- Monitoring & Evaluation (Self-Assessment)
- Early Head Start

F. Community Advocating Male Participation (CAMP): Vacant

VI. Other Reports

A. SETA Executive Director's Report

B. Chair’s Report

C. Head Start Deputy Executive 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: Ms. Janet Foster
- 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)

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

- Approval of Eligible Lists for the following positions: Head Start Parent Intern, Staff Support Officer, Head Start Typist Clerk II, Head Start Family Services Worker, Head Start Bilingual Aide (Spanish), Head Start Clinical Social Worker, Associate Teacher, and Program Officer

- Report out of Closed Session

VII. Adjournment

DISTRIBUTION DATE: TUESDAY, OCTOBER 18, 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
- _____ Kimberly Williams, Sacramento City Unified School District
- _____ Mary Frutoz, SETA-Operated Program
- _____ Minerva Gillette, SETA-Operated Program
- _____ Loretta McClendon, 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
- _____ Carol Schaefer, Child Health and Disability Prevention Program

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
- _____ Vacant (Saulisberry), San Juan Unified School District
- _____ Vacant (Walton), San Juan Unified School District
- _____ Vacant (Euwing), Playmate Child Development Center
- _____ Vacant (T. Williams), Playmate Child Development Center
- _____ Vacant (Thompson), CAMP Representative
- _____ Vacant (Bishop), SETA-Operated Program

**** 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. ****

BOARD MEMBER	SITE	11/29	12/21	1/25	2/22	3/22	4/4	4/13	5/13	6/28	7/26	8/23	9/27	10/25	
L. Yarbrough (11/29)	<i>PAST</i>	X	X	X	X	X	X	X	U	X	X	X	X		
C. Schaefer (11/29)	<i>CHDP</i>	X	X	X	X	X	E	AP	AP	X	X	X	X		
<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 10/17/05

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE SEPTEMBER 27, 2005 REGULAR POLICY
COUNCIL MEETING

BACKGROUND:

Attached are the minutes of the September 27, 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: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL
Minutes/Synopsis

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

Tuesday, September 27, 2005
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Willie Williams called the meeting to order at 9:12 a.m. Roll was called; quorum confirmed. Thought for the Day read by Ms. Nora Mott.

Members Present:

Angelica Navarrette, Elk Grove Unified School District (Arrived at 10:00 a.m.)
America Obregon, Elk Grove Unified School District
Toni Allen, Sacramento City Unified School District
Tawfiq Alnassiri, Sacramento City Unified School District (Arrived at 9:23 a.m.)
Kimberly Williams (Arrived at 9:28 a.m.)
Michele Walton, San Juan Unified School District
Mary Frutoz, SETA-Operated Program
Minerva Gillette, SETA-Operated Program (Arrived at 9:23 a.m.)
Betty Walker, SETA Operated Program
Beverly Shah, Past Parent Representative
LaRisa Yarbrough, Past Parent Representative
Janet Foster, Early Head Start (San Juan USD)
Rocio Lomeli, Early Head Start (SETA) (Alternate)
Penny Campbell-Mays, Foster Parent Representative
Denise Nelson, Foster Parent Representative
Nora Mott, Grandparent Representative
Willie Williams, Grandparent Representative
Carol Schaefer, Child Health and Disability Prevention Program

Members Absent:

Tinisha Euwing, Playmate Child Development Center (Excused)
Loretta McClendon, SETA Operated Program (Excused)
Mystee Marquez, Early Head Start (SETA) (Alternate present)

New Members Seated: No new members.

II. **Consent Item**

- A. Approval of the Minutes of August 23, 2005 Policy Council meeting.

Ms. Willie Williams read the background information and shared that she had spelling corrections to the minutes which she will give to the Policy Council Secretary (Clerk).

Motion by Ms. Denise Nelson, seconded by Ms. Mary Frutoz, to review, modify if necessary, and approve the minutes of August 23, 2005, by show of hands. Seconded by Ms. Mary Frutoz.

There was no discussion. Ayes: 11. Nays: 0. Abstentions: 2 (Ms. Willie Williams and Ms. Betty Walker.) Motion carried. The minutes were approved as modified.

III. **Action Items**

- A. **TIMED ITEM: 9:00 A.M. AND PUBLIC HEARING:** Second and Final Reading of the Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council. (Background information read.)

Motion by Ms. Penny Campbell-Mays, seconded by Ms. Nora Mott, to hear any additional testimony, close the public hearing and approve the amendments to the Policy Council Bylaws as attached by show of hands.

There was no discussion. Ayes: 11. Nays: 0. Abstentions: 2 (Ms. Willie Williams and Ms. Betty Walker.) Motion carried.

IV. **Information Items**

- A. Standing Information Items

➤ PRISM 2005 Response - (Tabled pending Ms. Norma Johnson's arrival.)

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

Ms. Williams read the guidelines for absences and procedures for cell phones.

IV. **Information Items** (Continued.)

- A. Standing Information Items

➤ Introduction of New Staff – No new staff.

➤ Upcoming Meetings, Training, Conferences and Events

✿ Ms. Alma Hawkins, Mr. Robert Silva, Ms. Belinda Malone and Ms. Julita Bentz – (Item tabled pending arrival of Social Services/Parent Involvement Specialists.) Ms. Marie Desha shared that the Region IX Travel Meeting will be October 14, 1:30 p.m. in the Oak Room. All those elected to go please attend.

➤ Average Daily Attendance Report – No report.

➤ Monthly Special Education Report – No report.

➤ California Head Start Association (CHSA) Report, Parent Ambassadors Project – Ms. Willie Williams read the letter on Parent Ambassadors. The letter and Parent Ambassador Application handout was provided by Ms. Akilah Parks, former Policy Council member, CHSA volunteer and AmeriCorps member, who is working closely with Mr. Ed Condon. Application deadline is October 7, 2005.

(Ms. Rocio Lomeli, Alternate for Mystee Marquez - SETA EHS, was seated.)

Ms. Janet Foster shared some of her positive experiences as a Parent Ambassador from the orientation in November 2004. She asked Members to fill out and turn in the applications.

- Region IX Head Start Association Report – Tabled. (Not covered.)
- Head Start Awareness Day/Family Day in the Park – Friday, October 21, 2005, 10:00 a.m. – 2:00 p.m. The location has changed back to William Land Park.
- PC/PAC Annual Appreciation – Saturday, October 29, 2005, Shriner's Hospitals for Children, Sacramento. (See attachment.) Money for guest(s) dinner is due Thursday, September 29th at the latest. Confirmation of menu selection requested by the end of the meeting.
- Fiscal Report (January, April, July, October) – No report.
- Community Resources/Recognitions - Policy Council Members/Staff – Ms. Shah shared that on the 3rd Saturday of each month products in the Campbell Soup employee store on Franklin and 47th are sold for half price.

Ms. Nelson shared that the SMUD has new income guidelines for monthly assistance with electric bills. Call 1-866-675-6624. For weatherization services (home owners and renters) call 732-5659. A 30 percent discount is available for those who have electrically powered devices for medical reasons. Call 1-888-742-7683. SMUD pamphlets were provided.

Ms. Shah went to the Sacramento Housing Alliance meeting. They are trying to force the developers who want to get out of the required 15 percent (low income housing units) for the unincorporated and Sacramento City areas. There is also a new organization called Run Rancho Cordova which is trying to get the city council to implement a program requiring that 20 percent of all new housing be low income. She will update as information comes in.

- Parent/Staff Recognitions – None.
- Grandparent/Foster Parent Report – Ms. Nora Mott shared that there was a Grandparent meeting celebration September 14th at the fire house on Grand. Grandparents received massages, blood pressure readings and conversed with other parents. They had a good time.

Ms. Nelson shared that Ms. Julita Bentz did a good job helping out. There was a lot of networking. She was invited to Franklin Boulevard's grandparent meeting. They had excellent food.

Ms. Campbell-Mays shared she enjoyed the food and massages. She loves the support groups and thinks they are helpful. She has pictures on her computer that she'll forward to Ms. Bentz.

Ms. Shah shared that Mr. Donald Clark gave a presentation on 5 Fruits and Vegetables a Day. He received a good response to the questionnaires for promoting the project.

- B. Governing Board Minutes – The minutes of January through August 2005 are attached for review.

(10-minute break)

V. Committee Reports

- A. Executive: Ms. Nelson read the Executive Committee critique.

IV. Information Items (Continued.)

- B. Standing Information Items

- Upcoming Meetings, Training, Conferences and Events - Mr. Robert Silva reported that Family Day has changed back to William Land Park again this year. There will be busing from St. Paul's Baptist Church every 20 to 30 minutes. Arrive at 9:15 for the first bus. 10 Parent volunteers are needed to work 1-hour shifts. Call Ms. Bentz at 263-8124. Family Day flyers were distributed in Spanish and English. (Inform Mr. Silva if flyers are needed in Hmong and Russian.)

Last Saturday was the Daddy and Me fishing and kite activity. Over 80 people attended, including parents from Walnut Grove and Galt.

San Juan had a great family celebration event called Community Unity. There were clowns, food, and a Disney D.J. It was a great recruiting tool.

The next CAMP event is tomorrow, September 28th. There will be an upcoming Harvest Fest with pumpkin carving. Date to be announced.

CAMP will be working with Senator Deborah Ortiz at the Wellness Fair (Mutual Assistance Program, 815 Grand Avenue), October 8, 2005, 10:00 a.m. – 2:00 p.m. Volunteers are needed. Call Mr. Silva at 263-3809.

Ms. Walker shared that she attended the CAMP fishing and kite activity. Her children had a great time. Ms. Kimberly Williams shared that her teenagers attended and enjoyed the event.

The next Grandparent Support Group meeting is November 8, 2005, 9:30 a.m., Redwood Room.

Ms. Julita Bentz reported that the next School Readiness Transition Steering Committee meeting is Friday, September 30, 2005, 10:00 a.m. – 12 noon in the Redwood Room. Agenda flyers distributed. RSVP by Thursday.

V. Committee Reports (Continued.)

- C. Personnel/Bylaws Committee – No meetings.
- D. Budget/Planning Committee – No meetings.

- E. Hospitality Committee: No meetings. The Committee will shop Thursday, October 13th at 10:00 a.m., and will frame certificates Wednesday, October 12th after PAC Executive meeting, around 2:00 p.m. Those on the committees please plan to attend.
- F. Program Area Committees:
- Early Childhood Development & Health Services – No meetings.
 - Family and Community Partnerships/Training – The next meeting is October 18th, 9:30 a.m.
 - Monitoring and Evaluation – (Committee of the Whole) – No meetings.
 - Early Head Start – No meetings.
- G. Community Advocating Male Participation (CAMP) – The next meeting is tomorrow, September 28, 2005.

VII. Other Reports

- A. SETA Executive Director's Report – Ms. Johnson was unable to attend the meeting. Ms. Desha asked the Committee to read the Response to PRISM 2005 Findings attached.
- B. Chair's Report – Ms. Williams asked the Committee to keep the evacuees from Louisiana on their hearts.

Ms. Williams attended Advocacy Day with Ms. Janet Foster at the Sacramento Community Center. They were given a lot of time and information on the CHSA update/reauthorization. She has a copy of the meeting agenda for those interested. Keynote Speaker - Mr. Rob Reiner. Ms. Foster shared that they gave different techniques for talking about Preschool for All; who to talk to, where, etc. She also attended a meeting last week at the County Supervisor's Board Room. It will be on the ballot in 2006.

- C. Head Start Deputy Director's Report - No report.
- D. Head Start Manager's Reports - No reports.
- E. Community Agency Report:
- Women Escaping a Violent Environment – Vacant.
 - Maternal, Child and Adolescent Health Board – No meetings until September.
 - Child Health and Disability Prevention Program – Ms. Carol Schaefer reported that a new Deputy Director, Ms. Cheryl Teruya was hired. In October (Dental Hygiene Month) providers will be sent a dental kit and Halloween flyers for children receiving wellness exams.
 - Community Services Planning Council – Vacant.

- Advisory Board of Perinatal & Infant Health Committee – Ms. Toni Allen shared that there is no chair so they are just having discussions. Discussion handouts were provided on fetal/infant mortality statistics. Ms. Gwen Metzenburg (phonetically spelled) oversees the meetings. Different community members come to the meetings. Meetings are each month at 4600 Broadway, (Martin Luther King Jr. and Stockton Blvds.).
- Maternal, Child and Adolescent Health Board – Ms. Shah has not attended the meetings because she has not been notified of any dates or times; she only received her membership notification. Ms. Schaefer apologized and shared that they have not been having meetings, except in September. She will make sure Ms. Shah is placed on the notification list.
- Community Action Board – Ms. Foster shared that they met Wednesday, August 10th. It was approved that 5 percent of funding from each approved applicant would be put in a general fund. The next meeting is October 12th, 2005.

F. Health and Dental Report – Ms. Schaefer shared that the last meeting was in April, 2005. The next meeting is in October.

III. **Action Items** (Continued.)

B. **CLOSED SESSION: PERSONNEL – PURSUANT TO GOVERNMENT CODE SECTION 54957** - The Policy Council had closed session at 10:39 a.m.

At 10:53 a.m. Ms. Williams reported out of closed session that the Board approved the eligibility lists for the following positions:

- 1.) Associate Teacher
- 2.) Early Head Start Educator
- 3.) Head Start Teacher

VI. **Other Reports** (Continued.)

H. Open Discussion and Comments – Ms. Shah attended a community fair at a San Juan School District elementary school which promoted C.A.M.P., Grandparents, and Head Start. Mr. Michael Thompson, San Juan Policy Committee Chair, MC'd the program. He was also the MC at the Citrus Heights Metropolitan Pageant.

Ms. Allen shared that Kim Creed, Betty Walker and Janet Foster were invited for the Parent Mentor Program on the 27th. They are officially Parent Mentors.

H. Public Participation – Ms. Desha shared that the Policy Council and Parent Advisory Committee agenda sheets will be available in Spanish from now on.

VII. **Adjournment:** The meeting was adjourned at 11:02 a.m.

ITEM III-A – ACTION

REVIEW OF APPLICATIONS AND ELECTION OF PAST PARENT REPRESENTATIVES AND ALTERNATES

BACKGROUND:

This agenda item provides an opportunity for Policy Council Past Parent Applications to be reviewed and candidates elected for Program Year 2005-2006.

RECOMMENDATION:

That the Policy Council elects three (3) Past Parent Representatives and three (3) Alternates.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-B – ACTION

REVIEW OF APPLICATIONS AND ELECTION OF GRANDPARENT
REPRESENTATIVES AND ALTERNATES

BACKGROUND:

This agenda item provides an opportunity for Policy Council Grandparent Applications to be reviewed and candidates elected for Program Year 2005-2006.

RECOMMENDATION:

That the Policy Council elects two (2) Grandparent Representatives and two (2) Alternates.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-C – ACTION

REVIEW OF APPLICATIONS AND ELECTION OF FOSTER PARENT
REPRESENTATIVES AND ALTERNATES

BACKGROUND:

This agenda item provides an opportunity for Policy Council Foster Parent Applications to be reviewed and candidates elected for Program Year 2005-2006.

RECOMMENDATION:

That the Policy Council elects two (2) Foster Parent Representatives and two (2) Alternates.

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 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
 - California Head Start Association (CHSA) Report
 - Head Start Awareness Day/Family Day in the Park, Friday, October 21, 2005, William Land Park, 10:00 a.m. – 2:00 p.m. (see attachment)
 - PC/PAC Annual Appreciation, Saturday, October 29, 2005, Shriner's Hospitals for Children, Sacramento, CA (see attachment)
 - Region IX Head Start Report
 - 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

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

A copy of the Governing Board minutes is attached for your review.

NOTES:

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

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

Thursday, 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 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 September 27, 2005 Special Policy Council meeting.

Good	Needs Improvement
Attendance – excellent.	Cell phones OFF during meeting.
Participation by many members on making motions.	Asking Chair for point of personal privilege.
Chair for moving meeting.	Punctuality.
Good job by Vice Chair, Secretary and Parliamentarian.	Side barring.
Mr. Calvin McGee’s information shared during closed session was excellent.	

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

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

ITEM V- COMMITTEE REPORTS (Continued)

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

E. PROGRAM AREA COMMITTEES:

Early Childhood Development & Health Services

Family & Community Partnerships/Training

Monitoring & Evaluation Committee (Self-Assessment)

Early Head Start

F. COMMUNITY ADVOCATING MALE PARTICIPATION (CAMP)

ITEM VI- OTHER REPORTS

BACKGROUND:

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

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

- B. CHAIR'S REPORT:** The Chair of the Head Start Policy Council (Ms. 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 EXECUTIVE DIRECTOR'S MONTHLY REPORT:** This item is set aside to allow the Head Start Deputy Executive 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 Executive 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 – Ms. Janet Foster
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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 and Ms. Toni Allen
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G. OPEN DISCUSSION AND COMMENTS: This item provides an opportunity for Head Start Policy Council members to bring up topics for discussion. Members are asked to address their requests to the Chair if they wish to speak. No action is to be taken on any item that is discussed during this meeting; the board may direct staff to place agenda items on upcoming agendas for action.

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

ITEM III-D- ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: