

Thought of the Day: "Life isn't about the breathe we take, it's about the moments that take our breath away.

Author: Heidi Wills

GOVERNING BOARD

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

DATE: Tuesday, September 27, 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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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 August 23, 2005 Meeting
- 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

IV. Information Items

A. Standing Information Items

- PRISM 2005 Response (see attachment)
- 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 – No report.
- Monthly Special Education Report – No report.
- California Head Start Association (CHSA) Report
 - Parent Ambassadors Project
- Region IX Head Start Association Report
- Head Start Awareness Day/Family Day in the Park, Friday, October 21, 2005, 10:00 a.m. – 2:00 p.m., William Land Park
- PC/PAC Annual Appreciation, Saturday, October 29, 2005, Shriner's Hospitals for Children, Sacramento (see attachment)
- 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 & 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)

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

- Approval of Eligible List for the following positions: Associate Teacher, Early Head Start Educator, Head Start Teacher, and Head Start Parent Intern.
- Report out of Closed Session

VII. Adjournment

DISTRIBUTION DATE: TUESDAY, SEPTEMBER 20, 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
- _____ Michele Walton, San Juan Unified School District
- _____ Tinisha Euwing, Playmate Child Development Center
- _____ 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 (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		
L. Yarbrough (11/29)	PAST	X	X	X	X	X	X	X	U	X	X	X			
C. Schaefer (11/29)	CHDP	X	X	X	X	X	E	AP	AP	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 9/16/05

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE AUGUST 23, 2005 REGULAR POLICY COUNCIL
MEETING

BACKGROUND:

Attached are the minutes of the August 23, 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

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

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

Tuesday, August 23, 2005
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Williams called the meeting to order at 9:14 a.m. Ms. Beverly Shah called the roll. Members were reminded that if they will not be in attendance to contact their alternate, Ms. Desha or the Clerk of the Boards.

Members Present:

America Obregon, Elk Grove Unified School District
Tawfiq Alnassiri, Sacramento City Unified School District
Toni Allen, Sacramento City Unified School District
Kimberly Williams, Sacramento City Unified School District (Arrived at 9:38 a.m.)
Michele Walton, San Juan Unified School District
Tinisha Ewing, Playmate Child Development Center
Mary Bishop, SETA-Operated Program
Mary Frutoz, SETA Operated Program.
Minerva Gillette, SETA-Operated Program
Betty Walker, SETA Operated Program
Beverly Shah, Past Parent Representative
LaRisa Yarbrough, Past Parent Representative
Janet Foster, Early Head Start
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:

Loretta McClendon, SETA Operated Program (Excused)
Angelica Navarrette, Elk Grove Unified School District (Excused)
Michael Thompson, CAMP Representative (Unexcused)
Mystee Marquez, Early Head Start (Unexcused)

II. **Consent Item**

- A. Approval of the Minutes of July 26, 2005 Regular Meeting

The minutes were reviewed; there were no corrections.

Moved/Walker, second/Yarbrough, that the Policy Council approve the minutes with show of hands vote.

Show of hands vote: Aye: 14, Nay: 0, Abstentions: 2 (Walker and Nelson)

III. Action Items

A. TIMED ITEM: 9:00 A.M. AND PUBLIC HEARING: First Reading of the Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council

Ms. Nelson read the board item.

Moved/Yarbrough, second/Euwing, to open a public hearing, and continue this item to the next Policy Council meeting where the action of the Policy Council will be to close the public hearing and approve the amendments to the PC Bylaws.

Ms. Williams stated that these bylaws have been reviewed at many meetings. She reviewed some of the changes to the bylaws.

Ms. Desha read the PAC bylaws regarding the duties of Parliamentarian. The board decided to make this modification to include the duties of Parliamentarian as outlined in the PAC bylaws. Board members indicated their interest in the modification affirmatively.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 2 (Walker and Williams)

Ms. Kimberly Williams arrived at 9:38 a.m.

B. Selection of Representatives and Alternates to Attend the Region IX Head Start Association Annual Training Conference

Ms. Williams reviewed the details of this conference. Attendees must attend a travel meeting on October 14, in the Oak Room.

Moved/Nelson, second/Allen, that the Policy Council select two representatives and two alternates to attend the Region IX Head Start Association Annual Training Conference in Pasadena, CA, by show of hands vote.

Ms. Desha reviewed the travel expenses for which the Agency is responsible. Those interested in attending the conference: Nora Mott, Penny Campbell-Mays, Tawfiq Alnassiri, Janet Foster, Denise Nelson, LaRisa Yarbrough, Beverly Shah. Tinisha Euwing and Minerva Gillette indicated their interest in the alternate slot.

After a show of hands vote, the representatives selected are: Nora Mott (6 affirmative votes) and Penny Campbell-Mays (4 affirmative votes). First Alternate will be Janet Foster (2 affirmative votes).

Votes were taken for alternate. After a tie vote, Ms. Minerva Gillette was announced as the second alternate (4 affirmative votes).

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 2 (Walker and Williams)

IV. Information Items

A. Standing Information Items

- Introduction of New Staff: No new staff.
- Upcoming Meetings, Training, Conferences and Events

Mr. Bob Silva reported on the July 30 Daddy and Me event at the California Railroad Museum. He reported that 190 showed up, and breakfast and lunch were provided for attendees. There will not be a Daddy and Me event in August. They are hoping to go to the Sacramento Zoo in September. There will be a CAMP meeting on August 31; this will be a planning meeting for the upcoming year. Lunch will be provided for attendees.

Ms. Alma Walton-Hawkins reported on Grandparent/Foster Parent support group. The next one we will be collaborating with North Sacramento Grandparents. The meeting will be held at the Firehouse, 810 Grand Avenue, September 14, 2005, 10:00 a.m.

The literacy program will take off next month. Some books and bug catchers have been ordered.

- Average Daily Attendance Report – No report.
- Monthly Special Education Report – No report.
- California Head Start Association Report
 - Information Update for Head Start Parent Leaders: Ms. Akilah Parks, former PC member, wrote the letter regarding Head Start.
- PC/PAC Annual Parent Activity Reports – Family History Center, Saturday, August 20, 2005: Attendees visited the Mormon Family History Center. Ms. Denise Nelson found information about her mother's father and her mother's mother. She said it was a good experience and she is going back after today's meeting. Ms. Shah found it to be an enjoyable experience as well.
- Head Start Awareness Day/Family Day in the Park, Friday, October 7, 2005: Ms. Desha stated that the event was going to be at Discovery Park but it is now under discussion to find a safer place.
- PC/PAC Annual Appreciation, Saturday, October 29, 2005, Shriner's Hospitals for Children: The menu for the appreciation dinner was distributed. Ms. Desha asked that all money for guests be in to her by 9/29.

V. Committee Reports

- A. Executive: Ms. Denise Nelson reviewed the Executive Committee critique. Ms. Williams commended the board member for their excellent attendance.
- B. Personnel/Bylaws: No more meetings for the year.
- C. Budget/Planning: No more meetings for the year.
- D. Hospitality: Next meeting will be 9/7 in the Oak Room.
- E. Program Area Committees:
 - ➔ Early Childhood Development and Health Services: No meeting
 - ➔ Family & Community Partnerships/Training: Next meeting will be 9/20, at 9:30 a.m..
 - ➔ Monitoring & Evaluation (Self-Assessment): Committee of the whole
 - ➔ Early Head Start: No meeting.
- F. Community Advocating Male Participation: No report.

The Board took a five minute break from 10:17 a.m. to 10: 22 a.m.

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

The Board went into closed session at 10:23 a.m. At 10:39 a.m., Ms. Williams called the meeting back into open session and reported that the following action was taken in closed session: Approval of Eligible List for the Positions of: Head Start Home Visitor, Site Supervisor, and Associate Teacher. Also, action taken regarding termination of employee has been approved to be continued. Regarding a separate case of termination, information regarding termination was reviewed and the employee had been terminated.

IV. Information Items (Continued)

- A. Standing Information Items
 - Region IX Head Start Association Report: No report.
 - Fiscal Report: No report.
 - Community Resources/Recognitions: None
 - Parent/Staff Recognitions: None.
 - Grandparent/Foster Parent Report : Ms. Mott reported the topic for the August was fruit and vegetables, presented by Susan Jaffe. Tofu smoothies were made and the recipe was distributed. Mr. Donald Clark gave a presentation on the Five A Day nutrition program, which highlights eating five vegetables and five fruits a day.

Ms. Penny Campbell-Mays reported that she came upon a site called www.fosterparents.com. There are training programs and certificates can be earned through the training programs and a lot of different resources can be found at this site.

VI. Other Reports

- A. SETA Executive Director's Report: No report.

- B. Chair's Report: Ms. Williams received information regarding current and former Head Start parents. She spoke of applications being sought for Past Parent, Grandparent and Foster Parent representatives. All applications must be submitted by Tuesday, September 27. Contact Marie Desha for additional information. Contact Ms. Akilah Parks at 444-7760 to receive information on Parent Ambassadors. Board members were urged to sign up for the parent appreciation dinner at Shriner's Hospital.
- C. Head Start Deputy Director's Report: No report.
- D. Head Start Managers' Report: No report.
- E. Community Agency Report
- Women Escaping a Violent Environment - Vacant
 - Child Health and Disability Prevention Program – Ms. Carol Schaefer reported that a new deputy director has been hired. Ms. Cheryl Teruya will be coming on board September 5. CHDP is continuing with school readiness fairs and follow-up as needed.
 - Community Services Planning Council - Vacant
 - Advisory Board of Perinatal & Infant Health Committee – Ms. Allen said that the topic of the meeting was about improving infant mortality rates. She distributed information on this topic.
 - Maternal, Child and Adolescent Health Board: No meeting this month.
 - Community Action Board: Ms. Janet Foster attended the July 29 CAB retreat where she learned about the CSBG program. The next meeting is 8/24 at 10:00 a.m.
- F. Health and Dental Report
- Sacramento County Dental Health Advisory Committee Reps: No meeting.
- G. Open Discussion and Comments: Ms. Michele Walton spoke of a program she participates in at American River College and that she is running for College president. San Juan will be celebrating 40th year of Head Start, September 10 at Marvin Marshall.

Ms. Gillette urged board members to shred or burn their membership roster after they are through with it. She spoke of receiving harassing, late night phone calls.

- H. Public Participation: Mr. Alnassiri inquired about the color of the agenda packet. Ms. Desha explained that the person covering for a vacationing Leticia used the wrong agenda cover color in error.

Ms. Yarbrough announced that Mary Bishop will be moving to Alaska and this is her last meeting.

Ms. Desha thanked the Policy Council members that assisted in getting out the recruitment letters for Head Start. She really appreciated the help.

- VIII. **Adjournment**: Meeting adjourned at 11:05 a.m.

ITEM III-A – ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: SECOND AND FINAL READING OF
MODIFICATIONS TO THE BYLAWS OF THE HEAD START/EARLY HEAD START
POLICY COUNCIL

BACKGROUND:

The Personnel/Bylaws Committee met five times to review and recommend revisions to the bylaws of SETA Operated Head Start/Early Head Start Parent Advisory Committee.

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

A public hearing was opened on August 23, 2005 to hear testimony on modifications to the bylaws.

RECOMMENDATION:

Hear any additional testimony, close the public hearing and approve the amendments to the Policy Council Bylaws as attached.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

BYLAWS OF THE SACRAMENTO COUNTY

HEAD START/EARLY HEAD START POLICY COUNCIL (PC)

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

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

ARTICLE I

Name

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

ARTICLE II

Purpose, Powers, Duties and Functions

Section 1: Purpose

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

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

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

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

Section 2: Powers, Duties and Functions

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

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

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

ARTICLE III
Membership

Section 1: Parent Representatives

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

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

B. Community Representatives

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

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

Section 2: Alternates

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

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

Section 3: Other Provisions

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

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

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

Section 5 4: Terms

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

Section 6 5: Attendance

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

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

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

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

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

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

Section 7 6: Removal

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

ARTICLE IV
Meetings

Section 1: Meetings

A. **Annual Meeting**

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

B. **Regular Meetings**

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

C. **Special Meetings**

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

D. **Quorum**

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

Section 2: Meeting Notice

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

A. Annual and Regular Meetings:

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

B. Special Meetings:

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

C. Emergency Meetings:

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

D. Committees Meetings:

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

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

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

Section 3: **Open Meetings**

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

Section 4: **Mailing Address**

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

Section 5: **Rules of Procedure**

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

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

Section 6: Nominations/Elections

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

Section 7: Voting

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

Section 8: Meeting Reimbursement

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

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

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

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

ARTICLE V

Officers

Section 1: Officers

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

Section 2: Election and Term of Office

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

Section 3: Duties of Officers

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

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

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

Section 4: Vacancy

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

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

ARTICLE VI
Committees

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

Section 1: Standing Committees

- **Executive Committee**

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

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

• **Budget/Planning Committee**

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

• **Personnel/Bylaws Committee**

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

• **Social/Hospitality/Fundraising Committee**

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

Section 2: Program Area Committees

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

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

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

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

Section 3: Special Committees:

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

ARTICLE VII
Bylaws Amendment

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

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

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

Current a/o 7/28/05

ITEM 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.

- PRISM 2005 Response (see attachment)
- 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 – No report.
- Monthly Special Education Report – No report.
- California Head Start Association (CHSA) Report
 - Parent Ambassadors Project
- Region IX Head Start Association Report
- Head Start Awareness Day/Family Day in the Park, Friday, October 21, 2005, 10:00 a.m. – 2:00 p.m., William Land Park
- PC/PAC Annual Appreciation, Saturday, October 29, 2005, Shriner's Hospitals for Children, Sacramento (see attachment)
- 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 & 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, January 20, 2005
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Robbie Waters called the meeting to order at 10:19 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

Member Absent:

Don Nottoli, Member, Board of Supervisors

Ms. Kossick introduced new staff members Gail White, Accountant III and Jim O'Bra, Senior Personnel Analyst.

II. **Consent Items**

The consent calendar included approval of the minutes of the December 16, 2004 regular board meeting and approval of claims and warrants for the period 12/10/04 through 1/13/05. There were no corrections.

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

Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Amendment of Rules of Procedure of the Governing Board

Mr. Thatch stated that these rules have been modified to indicate that the board would be having one meeting per month rather than two. Due to the requirements of the Brown Act, the language referencing the posting of agendas must be reinstated in its original form.

Moved/Scherman, second/Pannell, to approve a Resolution, which re-adopts the current Rules of Procedure with non-substantive, technical amendments. The wording on Rule 21 (b) will NOT be changed and will remain the same, indicating that agendas will continue to be posted in the lobby of the agency administration building.

Voice Vote: Unanimous approval

B. WORKFORCE INVESTMENT ACT – No items.

C. HEAD START

1. Approval of Out-of-State Travel for the Head Start Hispanic Institute

There were no questions or comments on this item.

Moved/Pannell, second/Scherman, to approve out-of-state travel for three persons to attend the National Head Start Hispanic Conference in Albuquerque, New Mexico from January 31-February 4, 2005 at an approximate cost of \$1,167 per person.

Voice vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of Resolution to Accept Program Year 2005 Community Services Block Grant Funds

There were no questions or comments on this item.

Moved/Scherman, second/Pannell, to approve a resolution accepting funds for Program Year 2005.

Voice vote: Unanimous approval.

E. REFUGEE PROGRAMS - No items.

IV. Information Items

- A. Head Start Quarterly Report

The Head Start quarterly report was reviewed by Ms. Johnson.

Ms. Collin arrived at 10:31 a.m.

Ms. Scherman asked about having the Family Day in the Park at Elk Grove Park. Ms. Johnson stated that the event is held at William Land Park because it is more centrally located.

Ms. Pannell asked about the grand opening of Nedra Court. A Sacramento Bee reporter will be doing a story on the Nedra Court center.

Ms. Johnson provided an update on the language development and literacy assessment tool.

Ms. Johnson stated that there is an expansion in general child care dollars which allows classes to stay open longer.

B. Fiscal Monitoring Reports: No questions or comments.

C. The Hire Hope Project

Mr. William Walker reported that in May 2004, Cal Works funds were utilized to serve ex-offenders. Staff from this project were introduced: Juanita Sendejas Lopez, Warren Murphy, Ed Johnson, and Jennifer Grove. The Board received an overview of this program, which has a very high success rate.

Mr. Matthew Gold, a December graduate of this program, spoke of how supportive staff are of the participants.

Mr. Walker stated that this program will be replicated at the downtown jail.

V. Reports to the Board

A. Chair

Ms. Collin indicated that she and Mr. Nottoli both have concerns in that the Governing Board days are the same day as SACOG meetings. She and Mr. Nottoli have talked about having to leave the board since participation on the SACOG board is crucial. Mr. Thatch suggested that the board consider changing the regular meeting day as the first Thursday of the month.

Moved/Pannell, second/Scherman, to reconsider the item III-B-1.

Voice vote: Unanimous

Moved/Scherman, second/Pannell, to modify Rule 6 to reflect the first Thursday of the month to be the regular meeting of the SETA Governing Board.

Voice Vote: Unanimous approval.

B. Executive Director

Ms. Kossick discussed the Convergence handout from Los Rios. This is an economic and workforce development effort. It has been distributed to show how SETA and Los Rios have worked together.

Mr. John Harden provided an oral report on the Occupational Outlook and Training Directory. A very user-friendly compact disc is available with the books. This report will be utilized at all of the career centers and will be disseminated to a number of public and private organizations such as libraries and high schools. Staff is in the process of posting a PDF version of this directory on the SETA web site.

A SACTO economic profile was distributed. SETA has been active with our regional partners to provide summary information on how to contact workforce areas.

Ms. Pannell, Mr. Waters and Ms. Collin all celebrated birthdays recently and everyone sang Happy Birthday.

C. Counsel: No report.

D. Members of the Board

Ms. Scherman reported that the City of Elk Grove was able to partner with the local Wal Mart store to take a group of underprivileged youth from Elk Grove to a Kings game. The participants will be eating at Wal Mart first before going to the Kings game.

Ms. Kossick was asked whether she has found a sponsor to enable her to attend the Capitol to Capitol trip; Ms. Kossick replied that she has not pursued it herself; Mr. Waters indicated that a sponsor should be found.

E. Public

Ms. May Lee distributed an invitation for Asian Resources' 25th anniversary. The Lunar Dinner will be February 24 at Happy Gardens Restaurant.

VI. **Adjournment**: The meeting was adjourned at 11:25 a.m.

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

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

Thursday, February 3, 2005
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Robbie Waters called the meeting to order at 10:11 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

Don Nottoli, Member, Board of Supervisors

Bonnie Pannell, Councilmember, City of Sacramento

Sophia Scherman, SETA Governing Board; Public Representative

- Recognition of Long-Term Employees: Ms. Joan Kidwell and Ms. Sandy Lee were presented with gifts in honor of their years of service to SETA.

II. Consent Items

The consent calendar included approval of minutes of the January 20, 2005 regular board meeting and approval of claims and warrants for the period 1/14/05 to 1/27/05. There were no questions or comments.

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

Voice Vote: Unanimous approval.

III. Action Items

- A. GENERAL ADMINISTRATION/SETA** – No items.

B. WORKFORCE INVESTMENT ACT

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

Ms. Kossick reported that the Sacramento Works Executive Committee is recommending the appointment of Walter DiMantova for the Economic Development sector slot.

Moved/Pannell, second/Scherman, to appoint Mr. Walter DiMantova to an Economic Development sector slot on the Workforce Investment Board operating as Sacramento Works, Inc.

Voice vote: Unanimous approval.

2. Appointment of Youth Council Members

Ms. Christine Welsch stated that all of the applicants are graduates of our program or the Casey programs. The applicants were interviewed by several members of the Youth Council and Julie Davis-Jaffe. The applicants range in age from 15 to 20 years.

Mr. Nottoli arrives at 10:17 a.m.

Moved/Pannell, second/Scherman, to appoint Matthew Avery, Brittany Hall, and Kamika Whetstone to the Sacramento Works Youth Council.

Voice Vote: Unanimous approval.

C. HEAD START

1. Approval to Apply for State Department of Education Child Care and State Preschool Expansion Funds

Ms. Norma Johnson stated that this item requests additional funds and can be 'wrapped around' some Head Start services.

Ms. Collin arrived at 10:21 a.m.

Ms. Johnson stated that all of the sites are being reviewed to see where expansion could be achieved. Ms. Pannell stated that it is important to expand the full day programs to serve more children.

Moved/Panel, second/Scherman, to approve the submission of an application to the State Department of Education, Child Development Division for expansion of full- and part-day services to children and families.

Voice Vote: Unanimous approval.

In response to a question as to how many more children will be served, Ms. Johnson stated that 76 more children will be served in general child care and 80 in State Preschool.

D. COMMUNITY SERVICES BLOCK GRANT – No items.

E. REFUGEE PROGRAMS – No items.

IV. Information Items

- A. Fiscal Monitoring Reports: No questions.
- B. Workforce Investment Act Reauthorization: Ms. Purdy reviewed this item. She stated that HR27 was introduced called the "Job Training Improvement Act" and another called "The Life-Long Education Act" which also deals with WIA. The biggest changes proposed will be in the youth program. The emphasis of the WIA will change to serve out-of-school youth, particularly high-risk. An update will be given to the board in advance of the capitol-to-capitol trip.
- C. California Head Start Fact Sheet: Ms. Johnson stated that this gives a picture of Head Start on a national level. She is hoping to have information on the Head Start reauthorization later this month. Sixty-six percent of California Head Start children are of Hispanic heritage.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reminded the board that this coming Saturday is the beginning of the Voluntary Income Tax Assistance program. Career centers and program operators will be offering this service until April 15.

Ms. Kossick provided a gift to Mr. Nottoli as out-going chair. It was a colorful tie of children's hands.

- C. Counsel: Mr. Larry Larsen talked about Pat Cooke's retirement on February 4. Mr. Larsen stated that Ms. Cooke has been integral to the success of the agency. She has been an excellent source of support to legal counsel.
- D. Members of the Board: Ms. Collin reported that February 9 is the Chinese New Year, which will be the year of the rooster. A program will be held at CSUS and it covers all Asian cultural things.

Ms. Pannell announced the Sweet Potato Festival which will be at the Pannell Center.

- E. Public: Ms. Christine Welsch spoke about the WIA reauthorization, specifically regarding youth funds. The Youth Council has been struggling with the aspect of dealing with the flip of needs from in-school youth to out-of-school youth. The Youth Council will continue to look at this issue over the coming months.

- VI. Adjournment:** Meeting adjourned at 10:35 a.m.

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

Minutes/Synopsis

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

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

Thursday, March 3, 2005
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: Peggy Finger and Gisela Weissman were presented with gifts in recognition of their years of service to SETA.

II. Consent Items

- A. Minutes of the February 3, 2005 Regular Board Meeting and approval of claims and warrants for the period 1/27/05 through 2/24/05. There were no questions or comments.

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

Voice Vote: Unanimous approval.

VI. CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Pursuant to Government Code Subdivision (a) of Section 54956.9

Name of Case: SETA/AFSCME Arbitration; Grievant: Judy Heater

CSMCS Case #: ARB-03-1863

CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: VeRonica Busby

Employee Organization: AFSCME Local 146

The Board went into closed session at 10:15 a.m. and back into session at 10:39 a.m. Mr. Thatch stated that there would be no report out of closed session.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval Selection of Audit Firm

Ms. Gail White reviewed this item and stated that staff is recommending Gilbert and Associates for approval. Ms. Kossick stated that Gilbert and Associates has been our auditor for the past three years.

Moved/Collin, second/Pannell, to approve the selection of Gilbert Associates, Inc. for audit services for SETA for the fiscal year ending June 30, 2005 for the fee not to exceed \$29,000.

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

2. Approval to Submit Quote for SMARTware Services to the County of Merced

Ms. Kossick reviewed this item. SMARTware was purchased by SETA in 2003. Merced has asked to become part of our system. Earl Sullaway developed a proposal for Merced County. This quote would be \$40-50,000 for the first year.

Moved/Scherman, second/Collin, to approve the submission of a proposal to the Merced County Department of Workforce Investment for a SMARTware Client Tracking and Case Management System license.

Voice Vote: Unanimous approval.

Mr. Nottoli stated that he appreciates that staff is recovering costs to keep this investment going.

3. Approval to Submit Proposals to the County Department of Human Assistance, Program Year 2005-2006

Ms. Christine Welsch reviewed this item which is in response to a Request for proposals released by the County Department of Human Assistance. For the past eight years, the Hillsdale Career Center has provided Job Club/Job Search services. Staff is requesting approval to submit the proposal.

In response to a question from the Board, Ms. Welsch stated that the amount of the request is not yet known because the budget has not yet been developed. Services will be provided at a new location. Once the proposal has been finalized, staff will come to the Board with the total proposal.

Moved/Collin, second/Pannell, to approve the submission of a proposal to the County DHA, and authorize SETA's Executive Director to execute any DHA agreements, adjustments, modifications or other documents required by DHA.
Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT – No items.

C. HEAD START – No items.

D. COMMUNITY SERVICES BLOCK GRANT – No items.

E. REFUGEE PROGRAMS – No items.

IV. Information Items

A. Fiscal Monitoring Reports: No comments.

B. Dislocated Worker Update: Mr. Walker reported that Levitt Bros. is being bought out and all of the employees are being rehired. Ms. Scherman asked that staff work to help in the hiring of Big Lots staff.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Cindy Sherwood Green reported that the Nurse Workforce Initiative program is in the 3rd and final year of operation. Staff is anticipating that the goals will be exceeded. Credit for the success is due in part to comprehensive assessment, case management and contacts with the participants. She spoke of a former NWI participant that is a neonatal nurse making \$56 per hour. Ms. Maria Steele and Ms. Melanie Klinkamon were recognized for their excellent work in this program. Ms. Pannell asked that this information be sent to Mayor Fargo.

Information on the WIA reauthorization was distributed. This information will also be sent to the participants in the Capitol to Capitol trip in April.

C. Counsel: No report.

D. Members of the Board: Ms. Collin stated that the Camellia Festival will be held at the Memorial Auditorium.

Ms. Pannell stated that the Volunteer Income Tax Assistance program will be held at the Pannell Center this weekend.

E. Public: Ms. Willie Williams, chair of the Policy Council, introduced herself.

VII. Adjournment: The meeting was adjourned at 10:58 a.m.

**SPECIAL MEETING OF THE SACRAMENTO EMPLOYMENT AND TRAINING
AGENCY GOVERNING BOARD**

Minutes/Synopsis

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

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

Thursday, March 31, 2005
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Waters called the meeting to order at 10:18 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

Sophia Scherman, SETA Governing Board; Public Representative

Members Absent:

Don Nottoli, Member, Board of Supervisors

Bonnie Pannell, Councilmember, City of Sacramento

- Recognition of Long-Term Employees: Ms. Reta Kiersey and Ms. Deborah Wacker were presented with gifts in recognition of their years of service to SETA.

II. Consent Items

The consent calendar includes approval of the minutes of the March 3, 2005 regular board meeting and approval of claims and warrants for the period 2/24/05 through 3/24/05. There were no questions or corrections.

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

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Temporary Reclassification for the Position of Employment Services Supervisor

Ms. Jeanie Ross offered to answer questions.

Moved/Collin, second/Scherman, to extend the temporary appointment to Employment Services Supervisor for Terri Carpenter until July 22, 2005.
Voice Vote: Unanimous approval.

2. Approval of Temporary Reclassification for the Position of Employment Training Analyst III

Moved/Collin, second/Scherman, to extend the temporary appointment as Employment Training Analyst III for Dora Lindsey until July 8, 2005.
Voice Vote: Unanimous approval.

3. Approval of Out-of-State Travel for staff to attend "The Awarding Monitoring SubAwards under Federal Grants" Conference in Las Vegas, Nevada

Ms. Purdy reviewed this item and answered questions.

Moved/Scherman, second/Collin, to approve out-of-state travel for Bette Blanchard, Program Officer, to attend the Awarding and Monitoring Subawards under Federal Grants, May 12-13, 2005, at an approximate cost of \$1,220.
Voice Vote: Unanimous approval.

4. Approval of Out-of-State travel for Staff to attend The Government Finance Officers Association National Training Seminar in Portland, Oregon

Ms. Gail White stated that staff will learn how to receive the Governor's Certificate of Excellence. This will assist SETA staff to receive this incentive award.

Moved/Collin, second/Scherman, to approve out-of-state travel for Rick Pryor and Gail White to attend the GFOA's National Training Seminar May 2-5, 2005, at an approximate cost of \$3,700.
Voice Vote: Unanimous approval.

5. Approval of Agreement with the Sacramento County Department of Human Assistance

Ms. Robin Purdy stated that this is a good news item. DHA approved the one stop share of costs for \$2,562,000. This will assist to provide services in the one stop centers.

Moved/Collin, second/Scherman, to approve entering into an agreement for \$2,562,000 with the County Department of Human Assistance to continue One-Stop Services to CalWORKs customers.
Voice Vote: Unanimous approval.

6. Approval to Submit a Proposal for Federal Highway Transportation Program funding through the California Department of Transportation for Construction Pre-Apprenticeship Program Renewal

Ms. Purdy stated that this is an annual item. Staff is seeking approval to submit a proposal to the California Department of Transportation which in turn will submit the proposal to the Federal government. It is expected that 100 individuals will be served with this grant.

Moved/Collin, second/Scherman, to approve the submission of a proposal to the California Department of Transportation to continue the Capital Area Transportation Industry Training Initiative for federal fiscal year 2005 not to exceed \$500,000 and authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the State of California.

Voice Vote: Unanimous approval.

7. Approval to Amend Existing Contract with the California Department of Transportation to Accept Funds for the Construction Career Awareness Day

Ms. Purdy reviewed this item. This is an augmentation to our current contract to put on construction career awareness day for high school students.

Moved/Collin, second/Scherman, to amend the existing contract with the California Department of Transportation to accept \$70,000 in Department of Transportation funds for the Construction Career Awareness Day. In addition, authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the State of California.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Approval to Amend Workforce Investment Act One Stop Services Subgrant Agreements

Ms. Purdy stated that this is a housekeeping item. This item requests approval to make contract modifications to several career centers subgrants. The amounts vary between the career centers.

Moved/Collin, second/Scherman, to approve the revisions to the authorized amounts for Scholarships to the Broadway, Citrus Heights, Mather, and South County Career Centers.

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

C. HEAD START – No items.

D. COMMUNITY SERVICES BLOCK GRANT – No items.

E. REFUGEE PROGRAMS – No items.

IV. Information Items

A. Dislocated Worker Update: Mr. William Walker answered questions regarding the report. Ms. Scherman asked about Big Lots in Elk Grove and requested that SETA staff to see if we can help with their staff recruitment.

B. Update on WIA Governor's Discretionary Grant Applications: Ms. Purdy stated that there were three pots of money in the governor's discretionary fund. Ms. Purdy reviewed the various sources of funds that SETA was awarded.

Staff is in the process of opening up two healthcare career centers. One will be at Del Paso and one at Lemon Hill Career Center. Bilingual/bicultural customers will be sought in order to increase the number of people that speak languages other than English.

SETA partnered with LEED and NCCT to submit a proposal. This proposal was funded in the amount of \$800,000 with LEED as the lead agency.

Ms. Purdy stated that in the future, staff will offer grant writing assistance to the Vietnam Veterans organization.

Ms. Scherman inquired about the bilingual/bicultural nursing program recruits. She inquired whether there would be a background check to ensure that the recruits are really trained in the nursing field. Ms. Purdy stated that there would be a background check plus they will be enrolled in the courses to ensure that they will receive training. Staff will assist the trainees in getting jobs. The six local hospitals are affiliated in this program and have committed to hire the trainees.

C. Report Back: Proposal Submitted to the County Department of Human Assistance, Program Year 2005-2006: At the March 3 meeting, the Board asked for a report back on the job search proposal submitted. Ms. Purdy reviewed the budget for this proposal. Staff has not yet heard about the funding recommendations.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Norma Johnson reviewed the Capitol-to-Capitol trip.

It was reported that Ms. Kossick is doing well and is expected to be back on April 20.

- C. Counsel: No report.
- D. Members of the Board: Ms. Scherman reported that fundraisers in Elk Grove are working together to have one major fundraiser instead of competing among themselves. SETA staff was asked to touch base with Tim Taylor and Juanita Sendejas Lopez to see if we can help locate a building to have this event.
- E. Public: Ms. Denise Nelson, chair of the Parent Advisory Committee, introduced herself.

Ms. Willie Williams, Chair of the Policy Council, introduced herself. She is also a Parent Ambassador.

- VI. **Adjournment**: Meeting adjourned at 10:48 a.m.

**SPECIAL MEETING OF THE SACRAMENTO EMPLOYMENT AND TRAINING
AGENCY GOVERNING BOARD**

Minutes/Synopsis
(As corrected 6/2/05.)

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

May 5, 2005
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Waters called the meeting to order at 10:17 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~~

Sophia Scherman, SETA Governing Board; Public Representative

Don Nottoli, Member, Board of Supervisors

Bonnie Pannell, Councilmember, City of Sacramento

Members Absent:

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

~~Don Nottoli, Member, Board of Supervisors~~

~~Bonnie Pannell, Councilmember, City of Sacramento~~

Recognition of Long Term Employee: Mario Montes was presented with a gift in recognition of his years of service to SETA. Ms. Scherman recounted how she first met Mario at the Galt Career Center. Mr. Nottoli also spoke of his experiences working with Mario.

- Recognition of Former Community Action Board Member: Cliff Bales

Ms. Kossick stated that Mr. Bales has been on the CAB since 1990 and has been a very gracious and faithful volunteer. Mr. Bales was presented with a plaque in honor of his membership on the CAB.

II. Consent Items

The consent calendar included approval of the minutes of the March 31, 2005 special board meeting, and approval of claims and warrants. There were no questions or comments.

Moved/Scherman, second/Waters, to approve the minutes as distributed.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Out-State Travel to Attend the Pathways to Adulthood 2005: National Independent Living Transitional Living Conference in Atlanta, Georgia

Ms. Walker reviewed this item. There were no questions or comments.

Moved/Pannell, second/Scherman, to approve out-of-state travel for Ken Broughton, Employment Service Specialist, to attend Pathways to Adulthood 2005: National Independent Living Transitional Living Conference on May 18-20, 2005 at an approximate cost of \$1,500.

Voice Vote: Unanimous approval.

2. Approval to Extend Lease Agreement for Sacramento Works Hillsdale Career Center

Ms. Purdy reviewed this item and answered questions. Legal Counsel will prepare the extension.

Moved/Pannell, second/Nottoli, to approve the renewal of the leased space for 5655 Hillsdale Blvd., Suite 8 for an additional 5 years.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Concurrence with Sacramento Works, Inc. to Approve the Resource Allocation Plan for Fiscal Year 2005/2006

This is a concurrence item with Sacramento Works. The resource allocation plan went to the Executive Committee for approval and is forwarded to this board.

The allocations have gone up over \$600,000; Ms. Purdy read off the increases to the various allocations. Staff anticipates a decrease in the discretionary grants and the rapid response allocations.

Moved/Scherman, second/Pannell, to concur with Sacramento Works, Inc. to approve the following Resource Allocation Plan for FY2006, as outlined in the board packet.

Voice Vote: Unanimous approval.

2. Approval to Deobligate WIA 15% Nurse Workforce Initiative Funding From San Joaquin County Employment and Economic Development Department

Ms. Cindy Sherwood-Green reviewed this item. The funds will be returned to SETA and utilized in other case management services. The funds have to be used for services, case management and support services.

Moved/Pannell, second/Scherman, to approve the deobligation of WIA 15% Nurse Workforce Initiative funds from San Joaquin County Employment and Economic Department in the amount of \$64,611.

Voice Vote: Unanimous approval.

3. Approval to Accept Workforce Investment Act (WIA) 15% Discretionary and Wagner-Peyser Act 10% Funding for a Nurses Training Project

Ms. Cindy Sherwood-Green reported that SETA received \$800,000 for a 24-month project for the healthcare industry. The goal is to increase the nurse training capacity by training 60 new nurses and recruit 20 immigrants that have patient care and have experienced a difficult time finding employment.

Moved/Scherman, second/Nottoli, to accept the WIA 15% and Wagner-Peyser 10% funding in the amount of \$800,000 and authorize the execution of subcontracts with Los Rios Community College for \$360,000 to train 40 nurses and CSU, Sacramento for \$180,000 to train 20 nurses.

Voice Vote: Unanimous approval.

4. Appointment of Required Partner Members to the Sacramento Works, Inc. Board

Applications for two of the required partner seats were received from Mr. Mike Micciche and Mr. Bruce Wagstaff. Both applicants have many years of experience in workforce development.

Moved/Waters, second/Scherman, to appoint Mr. Mike Micciche and Mr. Bruce Wagstaff to the vacant required partner seats on the Sacramento Works, Inc. Board of Directors.

Voice Vote: Unanimous approval.

5. Approval to Terminate WIA, Title I, Youth Funds Contract with the Stanford Home for Children (Older Youth), Program Year 2004-2005

Ms. Purdy reviewed this item. The termination of this contract is at the request of Stanford Home for Children. The returning funds (\$8,024) will go back to the WIA youth funds and will be used in next year's program.

Moved/Pannell, second/Nottoli, to terminate Stanford Home for Children's \$8,024 WIA, Title I, Older Youth contract. Staff will return to the Board with a recommendation on reallocating these funds for the next program year.

Voice Vote: Unanimous approval.

C. HEAD START – No items.

1. Approval of Out-of-State Travel to Attend the New Education Manager's Orientation

Ms. Norma Johnson reviewed this item which requests out-of-state travel for Denise Lee to attend training specifically targeting new managers in education

Moved/Nottoli, second/Scherman, to approve out-of-state travel for Denise Lee to attend the New Education Manager's Orientation in Dallas, Texas, June 21-23, 2005, at an amount not to exceed \$1,200.

Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT – No items.

E. REFUGEE PROGRAMS – No items.

IV. Information Items

- A. Fiscal Monitoring Report: No questions.

- B. Head Start Quarterly Report

Ms. Norma Johnson reviewed the quarterly report. The PRISM review team included 40 people from around the country. The review went very well. There were over 2,000 items included in the review. There were no findings in the fiscal review. This is only the third program in 12 years to have zero findings.

Ms. Denise Lee is the new manager for Head Start Operations.

Ms. Johnson reviewed the quarterly report. She spoke of the incident at Countrywoods Estates. Ms. Pannell stated that she is working with the owners to install security cameras in order to prevent another occurrence.

Opening of Nedra Court, May 18, 10-11:30 a.m. The invitation was distributed.

Mr. Nottoli stated that the letter included in the quarterly report was very heartfelt.

V. Reports to the Board

- A. Chair: Mr. Nottoli was complimented on his tie.
- B. Executive Director: Board members were invited to the Cinco de Mayo luncheon in the atrium.
- C. Counsel: No report.
- D. Members of the Board: Ms. Scherman welcomed Ms. Kossick back.

- E. Public: Ms. Juanita Sendejas Lopez distributed Strategies for Success which was developed between SETA and Manpower that was written to assist school district layoffs.

Yolanda Perez, Elk Grove Unified School District, spoke of a youth project mapping project. They distributed information on the mapping project. The pocket packets were printed so that the kids can keep it in their pockets and their purse. It's a very convenient size.

Mr. Nottoli suggested that there be plenty of copies of this mapping project because lots of people will need extra copies Ms. Senjejas Lopez stated that most of the money went to the youth participants and they are looking at outside sources for the printing costs. Ms. Sendejas Lopez stated that the Youth participants learned how to use the career centers.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: VeRonica Busby

Employee Organization: AFSCME Local 146

CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Pursuant to Government Code §54956.8

Property: 60 Nedra Court, Sacramento, CA

Negotiating Party: EPO Development, LLC

Under Negotiation: Lease rates and term

- VII. Adjournment** The meeting was adjourned into closed session 11:10 a.m. Mr. Thatch stated that there would not be a report out of closed session.

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

Minutes/Synopsis

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

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

June 2, 2005
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Waters called the meeting to order at 10:15 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

Sophia Scherman, SETA Governing Board; Public Representative

Don Nottoli, Member, Board of Supervisors

Bonnie Pannell, Councilmember, City of Sacramento

IV. Information Item

- A. Volunteer Income Tax Assistance (VITA) Project Statistics

Mr. Roy Kim provided an update on the Volunteer Income Tax Program. The IRS, Department of Human Assistance and SETA and several other partners have worked on this program which returned over \$5 million to the region. Mr. Kim read the names of the individuals that participated in this program and thanked the people 'behind the scenes' that helped keep the computers running.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: VeRonica Busby

Employee Organization: AFSCME Local 146

The board went into closed session at 10:25 a.m. and back to order at 10:41 a.m.

II. Consent Items

- A. Minutes of the May 5, 2005 Regular Board Meeting
- B. Approval of Claims and Warrants
- D. Approval to Submit Application to Become an Employment Network Under the Ticket-to-Work and Self-Sufficiency Program
- E. Approval to Submit a Proposal to the U.S. Department of Justice for the

- F. Continuation of the Youth Development and Crime Prevention Program
Approval to Apply for Targeted Assistance Discretionary Grant Funds to
Serve Elderly Refugees, Program Year 2005-2006

The consent calendar was reviewed. Corrections to the minutes were noted by the Clerk: Mr. Nottoli and Ms. Pannell need to be shown as present and Ms. Collin was NOT present

Mr. Thatch requested that item IIC be dealt with separately.

Moved/Collin, second/Scherman, to approve the consent calendar, with the corrections noted, with the exception of Item II-C.
Voice Vote: Unanimous approval.

- C. Approval to Extend the SMARTWare Services Contract with Mark
Montalvo, Network Technologies

Moved/Collin, second/Scherman, to approve this item.
Roll Call Vote: Aye: 5, Nay: 0, Absentions: 0

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** First Reading of the
Proposed Sacramento Employment and Training Agency Budget for Fiscal Year
2005-2006

Ms. Kossick announced that Mr. Rick Pryor will be serving as the acting Fiscal
Department Chief on a temporary basis.

The June budget provides authority to operate in the fiscal year. The final budget
will be presented on August 4 for approval. The county has requested that the
budget be delivered in August.

Moved/Collin, second/Pannell, to open a public hearing on the Agency budget to
receive input, and continue to August 4, 2005, where the public hearing will be
closed and the Agency budget adopted.

Voice vote: Unanimous approval.

2. Approval of Resolution Regarding Retiree Health Insurance Program

Ms. Kossick reviewed this item and is recommending adoption of a resolution to
continue the annual subsidies at the same rate that is currently being paid.

Speakers before the board: Dale Willes and Clarita Lackey, both SETA retirees. The speakers urged the support of this board item.

Mr. Nottoli stated that the County Board of Supervisors is addressing this same situation. The fiscal impact is great and solutions are being sought.

Mr. Thatch read a modification to the resolution.

Moved/Nottoli, second/Scherman, to approve the resolution, with the modifications as outlined by legal counsel.

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

3. Approval to Participate in the California Access to Recovery Effort (CARE) Program

Ms. Christine Welsch introduced Marsha Strode who reviewed this item. This program provides vouchers for substance abusing youth for drug or alcohol treatment. SETA is very interested in participating in this program because it provides free alcohol and drug counseling for any youth, with no regard to income level. There are assessment centers that have already been approved by the state. The services would be provided at all of the career centers.

Moved/Collin, second/Nottoli, to approve the application and participation in the Sacramento California Access to Recovery Effort (CARE) program.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Approval of Funding Extension Recommendations for the WIA, Title I, Youth Program, for FY 2005-2006

Ms. Christine Welsch stated that the Youth Council reviewed this to ensure that we are serving the youth of Sacramento County. The Youth Council elected to continue the current design of the program based on several factors. The current program performance was reviewed and the Youth Council felt comfortable with the extensions. Ms. Welsch stated that the YDCP program will be integrated and more youth specialists will be added to the career centers.

Ms. Welsch provided an update on the youth scholarship program. The youth participants chose to take the summer off. It is hoped that the group be going to summer school but staff want to meet at least twice over the summer.

Moved/Nottoli, second/Scherman, to concur with the WIB and approve staff funding recommendation extensions for the WIA, Title I, Youth Program, FY

2005-2006. Funding extension recommendations are subject to satisfactory program performance reviews. The Youth Council retains the right to augment or modify contracts based on the performance review by August 2005, with concurrence by the Governing Board
Roll call Vote: Aye: 5, Nay: 0, Abstentions: 0

2. Approval to Extend Workforce Investment Act, Title I, Adult and Dislocated Worker Subgrant Agreements

Ms. Robin Purdy reviewed this item. All of these activities are used to provide services to customers in the career centers. This includes an extension for the Sacramento Urban League. A correction to the chart was noted.

Moved/Collin, second/Scherman, to approve this item as follows:

1. Extend the Workforce Investment Act Title 1 Adult and Dislocated Worker Subgrant Agreements through June 30, 2006 as shown on
Attachment 1: One-Stop Services Extension Recommendation
Attachment 2: On-the-Job Training Extension Recommendation
Attachment 3: Workforce Skills Preparation Extension Recommendation
Roll Call vote: Aye: 5, Nay: 0, Abstentions: 0

C. HEAD START

1. Approval of Fiscal Year 2005-2006 Head Start/Early Head Start Grant Application

Ms. Norma Johnson reviewed this item. More funds have been included in our dental program to contract with dentists in the area to take care of children that have not received dental care.

Ms. Pannell thanked and commended everyone for the Nedra Court opening.

Moved/Pannell, second/Scherman, to approve the Head Start Fiscal Year 2005-2006 Basic Grant Application for both Head Start and Early Head Start (Basic Grant and Training/Technical Assistance).
Roll Call vote: Aye: 5, Nay: 0, Abstentions: 0

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of the 2006-2007 Community Services Block Grant Community Action Plan

Ms. Sherwood-Green reviewed this item. This plan includes a needs assessment of what affects the low income population in the county. There is a significant change over previous plans in that lack of affordable housing in the

county is a top priority. Affordable rental properties in the area is also a great need. Funding for housing/rental deposits will be included next year. The top requested need is for housing. For the next Request for Proposals, 60% of the funds for CSBG will be allocated to case management and 40% to the safety net services. The plan is due in to the State by the end of the month. CAB chair Elizabeth Mitchell and lead planner Victor Bonanno were introduced.

Ms. Collin asked to have the information about providing services to emancipated foster youth. A variety of sources were utilized to get the data to assist in the writing of this Community Action Plan.

Moved/Pannell, second/Nottoli, to approve the 2006/07 Community Services Block Grant Community Action Plan.

Roll call vote: Aye: 5, Nay: 0, Abstentions: 0

E. REFUGEE PROGRAMS

1. Approval of the Three-Year Plan for Refugee Employment Social Services (RESS) and Targeted Assistance (TA) Programs, PY 2005-2006

Mr. Roy Kim stated that this item is for the three-year RESS and TA plan for Sacramento County. SETA has not yet received final allocations of the coming year. Mr. Long Nguyen was acknowledged for the preparation of this plan.

Ms. Scherman requested an article in the paper to inform the public regarding the services that we provide, especially that we provide serves for refugees. Ms. Kossick stated that the board recently approved a contract with MMC; they are developing articles in newspapers and will include the articles that are in the paper.

Moved/Collin, second/Scherman, to approve the Three Year Plan for the Refugee Employment Services and Targeted Assistance programs, program year 2005-2008, as described in a separate packet.

Roll call vote: Aye: 5, Nay: 0, Abstentions: 0

2. Approval of the Release of the Request for Proposals (RFP) for the Refugee Employment Social Services and Targeted Assistance Programs, Program Year 2005-2006

Mr. Kim reviewed this item; there were no questions or comments.

Moved/Scherman, second/Collin, to approve the release of the Request for Proposals for the Refugee Employment Social Services and Targeted Assistance programs, program year 2005-2006 as described in a separate packet.

Voice Vote: Unanimous approval.

IV. Information Items (Continued)

- B. Fiscal Monitoring Reports: No comments.
- C. Update on Partnership For Prosperity: Ms. Kossick provided an oral report. As the project moves along, staff will keep the board informed.
- D. Third Quarter One Stop Career Center Performance Reports, Fiscal Year 2004-2005: This report will be sent every quarter.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick introduced Mr. Calvin McGee, the new Senior Personnel Analyst.
- C. Counsel: No report.
- D. Members of the Board: Ms. Collin stated that she would not be present at the July meeting

Ms. Scherman expressed how much she enjoyed SETA's Cinco de Mayo pot luck.

- E. Public: No comments.

VII. Adjournment: Meeting adjourned at 11:49 a.m.

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

Minutes/Synopsis

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

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

July 7, 2005
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Illa Collin called the meeting to order at 11:25 a.m.

Members Present:

Illia Collin, Vice Chair, SETA Governing Board; Member, Board of Supervisors
Don Nottoli, Member, Board of Supervisors
Bonnie Pannell, Councilmember, City of Sacramento

Members Absent:

Robbie Waters, Chair, SETA Governing Board; Councilmember, City of Sacramento
Sophia Scherman, SETA Governing Board; Public Representative

- Recognition of Long-Term Employee: Mr. King Tunson was presented with a gift in appreciation for his years of service to SETA.

II. Consent Items

The consent calendar included approval of the minutes of the June 2, 2005 Regular Board Meeting and approval of claims and warrants for the period 5/27/05 – 6/30/05. There were no questions or corrections.

Moved/Nottoli, second/Pannell, 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
- and -
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

Ms. Kossick requested that items A1 and A2 be moved to the August 4, 2005 agenda.

Moved/Pannell, second/Nottoli, to continue Items III-A-1 and III-A-2 to the August 4, 2005 agenda.

Voice Vote: Unanimous approval.

3. Approval of Appropriations Adjustment Request and Authorization for the Executive Director to Approve Budget Transfers

There were no questions or comments on this item.

Moved/Pannell, second/Nottoli, to approve the \$1.8 million Appropriations Adjustment Request and provide the Executive Director appropriations adjustment authority to adjust expenditures between expenditure objects.

Voice Vote: Unanimous approval.

4. Approval of Procurement for HVAC Unit at Mather Head Start

There were no questions on this item.

Moved/Pannell, second/Nottoli, to approve the selection of CAL-AIR for replacing the HVAC unit at Mather Head Start for \$81,896 and authorize the Executive Director to enter into a contract.

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

5. Approval to Augment Sacramento City Unified School District's Fiscal Year 2006 One-Stop Services Contract

There were no questions or comments on this item.

Moved/Pannell, second/Collin, to approve the augmentation of Sacramento City Unified School District's One Stop Services contract with \$33,737 in Workforce Investment Act adult funding.

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

B. WORKFORCE INVESTMENT ACT: No items.

C. HEAD START

1. Approval to Augment Delegate Agency Contracts

There were no questions or comments on this item.

Moved/Nottoli, second/Pannell, to approve a \$90,000 augmentation to the San Juan Unified School District and a \$10,000 augmentation to the Women's Civic Improvement Club/Playmate.

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

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Fiscal Monitoring Reports: No questions.

B. Dislocated Worker Update: Mr. William Walker reported that Qualex will be closing their facility and will be laying off 94 line staff and 8 supervisors.

C. Legislative Update from the California Workforce Association: Ms. Kossick stated that this is the very latest information.

D. Sacramento Works, Inc. Marketing Information: Mr. William Walker played a radio spot that will be heard on local radio stations KFBK and KXJZ.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kossick reported that the first Community Action Board retreat will be held on 7/29. This retreat will be held at the Radisson Hotel.

Mr. Walker reported on the job fair held at Antioch Church. There were 50 employers and eight training providers in attendance. All of the employers were very happy with the people that showed up.

C. Counsel: No report.

D. Members of the Board: No reports.

E. Public: Ms. Collin thanked everyone for their patience.

VI. Adjournment: Meeting adjourned at 11:41 a.m.

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

Minutes/Synopsis

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

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

August 4, 2005
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Waters called the meeting to order at 10:20 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

Don Nottoli, Member, Board of Supervisors

Bonnie Pannell, Councilmember, City of Sacramento

Sophia Scherman, SETA Governing Board; Public Representative

- Recognition of Long-Term Employees: Ms. Marsha Strode and Ms. Angela Stevens were presented with gifts in recognition of years of service to SETA.

II. Consent Items

The consent calendar included approval of the minutes of the July 7, 2005 regular board meeting, and approval of claims and warrants for the period 6/30/05 to 7/28/05. 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 – and -
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. Rod Nishi reviewed this item. In August 2004, the agency came forward with an item to modify salary ranges for Program Coordinator and Purchasing Analyst. The salary modification was approved for the Purchasing Analyst position. The issue of the appropriate placement in the bargaining unit for the Program Coordinator position was raised at that time. He recommends these two board items which are products of the agreement between the union and the agency. The three incumbents would be moved to the Supervisory Unit from the unrepresented confidential unit. Mr. Nishi reviewed the various compensation changes that would occur with the adoption of the two items.

The step increases on the resolution is a 5% increase to the salary range as it existed in 2004 plus the additional 2% COLA that occurred in July of this year. This is a 7% total increase.

Donna Hubbs spoke before the board.

Ms. Kossick stated that this issue has been discussed since last August. Duties have been reviewed by the union. A tentative agreement was signed pending board approval with the understanding that the duties and responsibilities are not confidential.

Mr. Thatch stated that this is a bargaining issue and it is within the Board's prerogative not to agree. He suggested continuing this item to the next meeting in order to have a closed session with the labor negotiator.

Mr. Don Nottoli asked that this item be reviewed in closed session; he has several questions. Ms. Collin stated that it troubles her that there are not classified or confidential people in bargaining units. She wants to know about the differentiation of duties. Mr. Thatch will report back on these issues.

Ms. Hubbs requested that the 5% supervisory increase be approved. Mr. Thatch asked that the Board not approve this item and to review the entire matter before the next meeting.

Moved/Collin, second/Pannell, to continue III-A-1 and III-A-2 to the September 1 meeting.

Voice Vote: Unanimous approval.

3. Approval of 2005-2006 Compensation Recommendations for Unrepresented Confidential and Management Personnel

Ms. Kossick stated that this document was distributed with the board packet. Ms. Kossick read the suggested raises to the health benefits and salary rates.

Moved/Pannell, second/Nottoli, to approve the report, and adopt the resolution to authorize the implementation of the proposed 2005-2006 salary and benefit increases for unrepresented confidential and management employees on the effective date given in the report.

Voice Vote: Unanimous approval.

4. **TIMED ITEM 10:00 a.m. AND PUBLIC HEARING:** Final Reading and Approval of the Sacramento Employment and Training Agency Budget for Fiscal Year 2005 –2006

Mr. Thatch reminded the board that the public hearing opened in June has been continued. Mr. Rick Pryor reviewed the budget. SETA's agency budget totals over \$72 million, which is a net increase of over \$200,000 over last fiscal year. Congress is still in the process of reauthorizing WIA and Head Start. Retirement rates increased 3% starting July 2005. SETA is exploring a new accounting system that would be separate from the county's COMPASS system.

Moved/Pannell, second/Scherman, to close the public hearing and approve the 2005-2006 agency budget.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Approval to Accept a Contract with LEED Sacramento for Workforce Investment Act 15% Funding for a Construction Training Project

Ms. Christine Welsch reviewed this year. In November 2004, an RFP was released for construction training programs. SETA will be a subcontractor of LEED for \$355,000; SETA will be able to hire two staff to work specifically in the construction project.

Moved/Scherman, second/Pannell, to approve entering into a contract with LEED, Sacramento for WIA 15% funds and authorize the Executive Director to execute the contract for \$355,000.

Voice Vote: Unanimous approval.

2. Approval to Submit a Rapid Response Application to the Employment Development Department for Fiscal Year 2005/2006

Mr. William Walker reviewed this item and answered questions.

Moved/Pannell, second/Scherman, to approve the submission of the Rapid Response application for Fiscal Year 2005/2006.

Voice Vote: Unanimous approval.

IV. Information Items

- B. Dislocated Worker Update: Mr. Walker stated that QUALEX, a subsidiary of Kodak, is a photo processing plant. As digital cameras get better, the actual need for developing film is decreasing, resulting in staff layoffs.

Mr. Walker stated that staff have been doing outreach to MCA as to what their employees need. SETA staff will be working with MCA staff to find other employment.

III. Action Items (Continued)

B. WORKFORCE INVESTMENT ACT

3. Approval of Workforce Investment Act Local Plan Modification, Fiscal Year 2006

Ms. Purdy reviewed the modifications in the local plan. This is an update on our five year plan.

Moved/Nottoli, second/Scherman, to approve the local plan modification to extend the Strategic 5-year Plan for the Sacramento Workforce Investment Area and authorize the Governing Board Chair to sign the local plan.

Voice Vote: Unanimous approval.

Ms. Ginger Brunson was acknowledged for her work on the WIA planning.

4. Approval to Accept CalWORKs Funds from the County Department of Human Assistance and Augment On-the-job training under the Workforce Investment Act (WIA), 2005-2006

Mr. Roy Kim reviewed this item. The County Department of Human Assistance is extending its agreement with SETA for an additional year to pay up to \$200,000 in wages for up to 55 CalWORKs customers who need subsidized employment as part of their Welfare-to-Work plan.

Moved/Scherman, second/Collin, to approve the extension of the agreement with the County Department of Human Assistance, PY2005-2006. In addition, approve staff recommendations to augment WIA OJT subgrantees as shown in a chart included in the board packet.

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

5. Approval to Augment Subgrant Agreements to increase services to Special Populations

Ms. Robin Purdy reviewed this item. These funds will assist to provide services to ex-offenders and non-English speaking customers. Staff requests approval to augment two career center subgrants.

Moved/Scherman, second/Collin, to augment the WIA One Stop Services subgrant agreements for La Familia Counseling Center (\$215,000) and Elk Grove Unified School District (\$195,000).

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

C. HEAD START

1. Approval to Accept Funding from the State Department of Education for an Infant/Toddler/Preschool Child Development Program

Ms. Norma Johnson reviewed this item. Because of financial losses that St. Patrick's has incurred, the State has asked SETA to take over the grant for preschool children. Staff is requesting approval to assume the grant with St. Patrick's as of August 1 for 30 children. We are able to locate these children at the Job Corps and Crossroads centers.

Mr. Nottoli inquired if there was a possibility that the slots will be extended? The interim contract will be turned into a final grant with the State Department of Education. Mr. Nottoli asked if there a way of having the program relocated in the old town Florin area. Ms. Johnson stated that as a result of a recent needs assessment, additional services need to be in the Elk Grove School District and the Citrus Heights area. Mr. Nottoli stated that there is block grant funding to assist SETA in locating a child care center in the old Florin town area. Ms. Collin agreed to try to relocate a child care center in this area.

Moved/Nottoli, second/Collin, to approve the agreement with the California Department of Education for \$308,000 to serve 30 infants/toddlers/preschool children and authorize the Executive Director to sign the agreement.

Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT

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

Moved/Pannell, second/Collin, to continue this item to the September 1, 2005 meeting.

Voice Vote: Unanimous approval.

E. REFUGEE PROGRAMS

1. Declaration of Non-Responsive Proposal for the Refugee Employment

Social Services (RESS) Program, Program Year 2005-2006

Mr. Roy Kim stated that SETA received 26 proposals and only one was not in compliance with the RFP (Slavic Community Center). The RFP required that those submitting a proposal follow a certain process. Ms. Collin asked if there are other groups that will be serving this community and Mr. Kim stated that he believes that there will be other programs that will serve this population. Mr. Long Nguyen was acknowledged for his work on this program.

Moved/Collin, second/Scherman, to declare the submission of the revised Subgrant Agreement (Proposal 26) by the Slavic Community Center, Inc. as non-responsive to the RESS/TA Request for Proposals.
Voice Vote: Unanimous approval.

IV. Information Items

- A. Fiscal Monitoring Reports: No questions or comments.
- C. Head Start Quarterly Report

Ms. Norma Johnson clarified that MCA has laid off three central office staff but none of the teaching staff. SETA Head Start has teaching staff vacancies and once we know which staff will be laid off at MCA, these individuals will be offered employment opportunities with SETA.

Staff have been going through a number of reviews, all of which received positive results. A report from the PRISM review will be presented to the board.

A report regarding the progress of children in Head Start was reviewed. The progress of the children has been very good.

Ms. Johnson reviewed some of the Federally proposed changes to the Head Start program.

The Family Day at the Park will be at Discovery Park this year on Friday, October 7. The different location was needed because we have outgrown William Land Park. This is the 40th year of Head Start and there will be special events planned.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director

Ms. Kossick provided a healthcare brochure that was developed to show the employment and training opportunities in the healthcare industry.

Ms. Kossick spoke of an issue regarding a compensation cap compliance issue. Over the last several years, there have been certain public employees that have received exorbitant salaries and have had large travel bills. Congress has enacted a new compensation cap for staff. This means that several of our delegate agencies may have problems with this. The cap is now at \$162,000. Ms. Kossick stated that even with her, when you add up benefits, salary, retirement, workers comp, the compensation above the cap would have to be charged to another funding source. This will be an issue in the future because it includes all compensation: workers comp, social security, auto allowance, retirement. The intent of the new law was to put a cap on salary, not particularly the other compensation. This issue will be explored more completely. The author of the bill will be asked to consider changing the word compensation to salary.

C. Counsel: No report.

D. Members of the Board

Ms. Collin stated that she would like further information on the poverty rates map. She wants to know if there is any explanation on the poverty rates, especially in certain ZIP codes. Why is there such high poverty rates in those ZIP codes? Ms. Pannell asked that the census chart be added to the CSBG Community Action Plan.

E. Public

Ms. Juanita Sendejas Lopez thanked the Board for the continued support of their program at Elk Grove, especially to assist the ex-offenders. A chart was distributed that includes a list of 47 employers that have received services through their career center.

VI. **Adjournment:** The meeting was adjourned at 11:40 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 August 23, 2005 Special Policy Council meeting.

Good	Needs Improvement
Lori Black's transcription of Amber Steven's meeting notes were excellent.	Side barring.
Attendance – fantastic.	Staff talking in break room.
Sharing of information (concerns and information)	
Marie Desha's guidance and support at <u>all</u> meetings 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)

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 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
-
-
-

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: