

Thought of the Day: Take a chance, expect the best, and see things in a different way."

Author: Anonymous

GOVERNING BOARD

BONNIE PANNELL
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City of Sacramento

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Council Member
City of Sacramento

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

DATE: Tuesday, August 22, 2006

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

AGENDA

- I. **Call to Order/Roll Call/Review of Board Member Attendance**
- II. **Consent Item**
 - A. Approval of the Minutes of July 25, 2006 Regular Meeting
- 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

IV. Information Items

A. Standing Information Items

- Introduction of New Staff
- Upcoming Meetings, Training, Conferences and Events
 - ✓ Ms. Alma Hawkins, Mr. Robert Silva, Ms. Belinda Malone, Ms. Julita Bentz, Ms. Cathy Spivey or Ms. Judy Weber
- “Second Time Around”, grandparents conference, Saturday, September 9, 2006, 8:30 a.m. – 2:30 p.m., American River College
- PC/PAC Parent Activity-Family History Center, 2745 Eastern Ave., Sacramento, CA, Saturday, September 16, 2006, from 9:00 a.m. to 12:00 p.m. (see attached flyer)
- Head Start Family Day, Friday, October 6, 2006, William Land Park from 10:00 a.m. to 1:30 p.m. (see attached flyer)
- Region IX Head Start Association Professional Development Conference, October 11-13, 2006 will be held at the Atlantis Casino Resort and Spa Hotel in Reno, Nevada
- PC/PAC Annual End of Year Parent Appreciation, Saturday, October 21, 2006 from 6:00-9:00 p.m., at the Hilton Hotel-Sacramento Arden West, located at 2200 Harvard Street (see attached flyer)
- Average Daily Attendance (ADA Report – Ms. Elsie Bowers
- Monthly Special Education Report - Ms. Beverly Sanford
- Program Content Area/Disabilities Services Report – Ms. Beverly Sanford (February, April, June, August, October)
- Program Content Area/Mental Health Report – Ms. Melanie Nicholas (February, April, June, August, October)
- CHSA Report
- Region IX Head Start Association Report
- Fiscal Report (February, May, August, November) – Mr. Kim Peck
- Community Resource/Recognitions – PC Representatives/Staff
- Parent/Staff Recognitions
- Grandparent/Foster Parent Report – Ms. Felicia Harris

B. Child Action, Inc. Presentation

C. Governing Board Minutes

V. Other Reports

A. Executive

B. Personnel/Bylaws

C. Budget/Planning

D. Hospitality

E. Program Area Committees

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

- F. Community Advocating Male Participation (CAMP) Representative – Mr. Roy Shier
- G. Community Partnerships Advisory Committee (CPAC) – Mr. Alvin Fincher
- H. Health Services Advisory Committee (HSAC) – Ms. Rita Laux

VI. Other Reports

- A. SETA Executive Director's Report
- B. Chair's Report
- C. Head Start Deputy Director's Report
- D. Head Start Managers' Report
- E. Community Agency Report
 - Women Escaping a Violent Environment - Vacant
 - Child Health and Disability Prevention Program – Ms. Carol Schaefer
 - Community Services Planning Council - Vacant
 - Perinatal Child Health Advisory Committee – Ms. Sherry Gangloff
 - Maternal, Child and Adolescent Health Board – Ms. Victoria Camargo
 - Community Action Board: Mr. Donald Clark
 - Sacramento Housing Alliance – Mr. Alvin Fincher
- F. Health and Dental Report:
 - Sacramento County Dental Health Advisory Committee Reps: Ms. Zebadeisha Grooms, Ms. Penny Campbell-Mays, and Ms. Carol Schaefer
- 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: Head Start Coordinator Health (Non-Supervisory), Family Services Worker, Head Start Cook Driver
 - ➔ Report out of Closed Session.

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, AUGUST 16, 2006

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Natalie Cordova, Playmate Child Development Center
- _____ Victoria Camargo, Sacramento City Unified School District
- _____ Rita Laux, Sacramento City Unified School District
- _____ Ronald Montez, Sacramento City Unified School District
- _____ Janet Foster, San Juan Unified School District
- _____ Alma Garcia, San Juan Unified School District
- _____ Donald M. Clark, SETA-Operated Program
- _____ Sherry Gangloff, SETA-Operated Program
- _____ Kenesha Gray, SETA-Operated Program
- _____ Zebadeisha Grooms, SETA-Operated Program
- _____ Ana Melara, SETA-Operated Program
- _____ Paula Stackhouse, SETA-Operated Program
- _____ Natasha Toolate, Early Head Start (San Juan)
- _____ Penny Campbell-Mays, Past Parent Representative
- _____ Denise Nelson, Past Parent Representative
- _____ Roy Shier, CAMP Representative
- _____ Carol Schaefer, Child Health and Disability Prevention Program
- _____ Alvin Fincher, Sacramento Housing Alliance

Seats Vacant:

- _____ Vacant (Ruiz), Elk Grove Unified School District
- _____ Vacant (Martinez), Elk Grove Unified School District
- _____ Vacant (Emerson), Del Paso Early Childhood Development Center
- _____ Vacant (Weissman), Del Paso Early Childhood Development Center
- _____ Vacant (Neal), Meadowview Community Action
- _____ Vacant (Jennings), Playmate Child Development Center
- _____ Vacant, Meadowview Community Action
- _____ Vacant (Green), Early Head Start
- _____ Vacant (Marquez), Early Head Start (SETA)
- _____ Vacant (Harris), Foster Parent Representative
- _____ Vacant (Gillette), Past Parent Representative

**** Please call your alternate, the Policy Council Chair (Denise Nelson, 427-9226) or Head Start Staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. ****

POLICY COUNCIL - BOARD MEETING ATTENDANCE – PROGRAM YEAR 2005-2006

The 2005-2006 Board was seated on **November 22, 2005** and
December 21, 2005

BOARD MEMBER	SITE	11/22	12/21	1/24	2/28	3/28	5/2	5/23	6/27	7/25	8/22			
V. Camargo (12/21)	SAC		X	X	X	X	X	X	X	X				
P. Campbell- Mays (11/22)	PAST	X	X	X	E	X	X	X	X	X				
D. Clark (11/22)	SOP	X	E	E	X	X	X	X	X	X				
N. Cordova (3/28)	WCIC					X	X	X	E	E				
J. Foster (11/22)	SJ	X	X	X	X	X	X	X	X	X				
S. Gangloff (11/22)	SOP	X	X	X	X	X	X	X	X	X				
A. Garcia (5/2/06)	SJ						X	E	U	X				
K. Gray (11/22)	SOP	X	U	X	X	X	X	X	X	X				
Z. Grooms (11/22)	SOP	X	X	X	X	X	U	X	X	X				
F. Harris (12/21)	FOSTER	U	X	E	X	X	X	X	X	E				
R. Laux	SAC								E	X				
L. Martinez (11/22)	ELK	X	X	X	X	X	U	X	E	E				
A. Melara s/b/s 1/24	SOP			U	X	X	U	X	X	X				
R. Montez (5/2)							X	X	AP	E				
D. Nelson (11/22)	PAST	X	X	X	X	X	X	X	X	X				
E. Ruiz (3/28)	EG					X	U	X	U	E				
P. Stackhouse (5/2/06)	SOP						X	X	U	X				

BOARD MEMBER	SITE	11/22	12/21	1/24	2/28	3/28	5/2	5/23	6/27	7/25	8/22			
N. Toolate (3/28)	SJ/EHS					X	X	X	X	X				
A. Fincher (12/21)	SHA		X	X	E	X	E	X	X	X				
R. Shier (3/28)	CAMP					X	X	X	E	X				
C. Schaefer (2/28)	CHDP				X	X	X	X	X	X				
Vacant	WEAVE													
Vacant	CSPC													

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
SHA	Sacramento Housing Alliance
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 7/28/06

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JULY 25, 2006 REGULAR POLICY COUNCIL
MEETING

BACKGROUND:

Attached are the minutes of the July 25, 2006 Policy Council meeting for your review.

RECOMMENDATION:

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

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL
Minutes/Synopsis

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

Tuesday, July 25, 2006
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Denise Nelson called the meeting to order at 9:07 a.m. Ms. Carol Schaefer read the thought of the day. Ms. Kenesha Gray called the roll. Ms. Rita Laux was seated on the Policy Council.

Members Present:

Victoria Camargo, Sacramento City Unified School District
Rita Laux, Sacramento City Unified School District
Alma Garcia, San Juan Unified School District
Janet Foster, San Juan Unified School District
Sherry Gangloff, SETA-Operated Program
Kenesha Gray, SETA-Operated Program
Zebadeisha Grooms, SETA-Operated Program
Ana Melara, SETA Operated Program (arrived at 9:14 a.m.)
Paula Stackhouse, SETA Operated Program
Natasha Toolate, Early Head Start (San Juan)
Penny Campbell Mays, Past Parent Representative
Donald Clark, SETA-Operated Program (arrived at 9:31 a.m.)
Denise Nelson, Past Parent Representative
Roy Shier, CAMP Representative
Carol Schaefer, Child Health & Disability Prevention Program
Alvin Fincher, Sacramento Housing Alliance

Members Absent:

Erica Ruiz, Elk Grove Unified School District (Excused)
Lupe Martinez, Elk Grove Unified School District (Excused)
Natalie Cordova, Playmate Child Development Center (Excused)
Felicia Harris, Foster Parent (Excused)
Ronald Montez, Sacramento City Unified School District (Excused)

II. **Consent Item**

- B. Approval of the Minutes of June 27, 2006 Regular Meeting

Ms. Nelson read the board item.

Moved/Gangloff, second/Campbell-Mays, to approve the minutes as distributed.
Show of hands vote: Aye: 12, Nay: 0, Abstentions: 2 (Grooms and Nelson)

III. Action Items

A. Selection of a Representative and Alternate to SETA Head Start Health Services Advisory Committee (HSAC)

Mr. Alvin Fincher read the board item.

Moved/Campbell-Mays, second/Stackhouse, to elect one Health Services Advisory Committee Representative and one Alternate.

Ms. Brenda Campos reviewed the purpose of this committee.

Ms. Ana Melara arrived at 9:14 a.m.

Show of hands vote: Aye: 13, Nay: 0, Abstentions 2 (Grooms and Nelson)

Those interested in serving on this committee: Rita Laux and Carol Schaefer (as the alternate only).

Show of hands vote for Rita as representative and Carol as alternate
Aye: 15, Nay: 0, Abstentions: 0

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

Ms. Alma Garcia read the board item. Ms. Nelson reviewed the travel responsibilities of the Agency.

Moved/Gray, second/Toolate, to select two representatives and two alternates to attend the Region IX Head Start Association Annual Training Conference in Reno, Nevada, October 11-13, 2006.

Ms. Marie Desha stated that conference attendees are required to submit a written report upon their return. All members who had attended an out-of-state conference were asked to raise their hands.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 2 (Grooms and Nelson)

Those interested in attending: Natasha Toolate, Denise Nelson, Alvin Fincher, Penny Campbell-Mays, Kenesha Gray. Nominees spoke of their interest in attending the conference.

Votes: Natasha (4); Denise (5); Alvin (1); Penny (2), Kenesha (3)

Representatives will be Denise Nelson and Natasha Toolate.
Alternates will be Kenesha Gray and Penny Campbell-Mays.

IV. Information Items

A. Standing Information Items

- Introduction of New Staff: None.
- Upcoming Meetings, Training, Conferences and Events
 - Ms. Alma Hawkins, Mr. Robert Silva, Ms. Belinda Malone, Ms. Julita Bentz, Ms. Cathy Spivey or Ms. Judy Weber: No report.
- Average Daily Attendance (ADA Report): No report.
- Monthly Special Education Report: No report.
- Program Content Area/Disabilities Services Report: No report.
- Program Content Area/Mental Health Report: No report.
- CHSA Report: No report.
- Region IX Head Start Association Report: No report.
- Fiscal Report: No report.
- Community Resource/Recognitions: No report.
- Parent/Staff Recognitions: No report.
- Grandparent/Foster Parent Report – Ms. Janet Foster reported the committee met on July 12 and the topic was ADD/ADHD. Ms. Beverly Shah attended and showed pictures of her work in New Orleans. The yearly grandparent conference will be at September 9, 2006, at American River College.

Mr. Donald Clark arrived at 9:31 a.m.

B. Governing Board Minutes: No questions.

C. Fiscal Monitoring Report: No questions.

V. Other Reports

A. Executive: Ms. Kenesha Gray read the Executive Committee critique.

C. Personnel/Bylaws: Next meeting will be July 27, 9:00 a.m.

C. Budget/Planning: No more meetings.

D. Hospitality: The next meeting will be August 2, 1:00 p.m. Ms. Gray reported that September 16 will be the parent activity at the Family History Center, with lunch at Macaroni Grill. The end-of-year event will be at the Hilton on Harbor Blvd., Saturday, October 21. Theme will be "A Time for Remembering". She read the menu. Information will be in the next PC agenda for the end-of-year event as well as the parent activity.

E. Program Area Committees

- Early Childhood Development and Health Services: Next meeting will be August 10, 1:30 p.m.
- Family & Community Partnerships/Training: Next meeting will be August 15, 9:30 a.m. Ms. Sherry Gangloff provided a report from the last meeting. They discussed the Family Day in the Park event and the logistics surrounding it. Lunch will be BBQ chicken and there will be lunch tickets for attendees. Tee shirts will be provided at each center.

- Monitoring & Evaluation – Committee of the Whole: No report.
- Early Head Start: Next meeting will be August 17, 10:00 a.m.
- F. Community Advocating Male Participation (CAMP) Representative – Mr. Roy Shier reported there will be a Daddy and Me activity at the Discovery Museum in Old Sacramento, July 30, from 2:00 – 4:00 p.m.
- G. Community Partnerships Advisory Committee: No report.
- H. Health Services Advisory Committee: Next meeting will be November 1.

VII. Other Reports

- A. SETA Executive Director's Report: Ms. Kathy Kossick reported that at the last Governing Board meeting, the board approved a resolution naming the Norwood Early Learning Center the Norma Johnson Early Learning Center. A dedication will be held shortly. Recruitment for the Deputy Director's position will close 7/31.
- B. Chair's Report: Ms. Nelson stated that she had voter registration cards. She stated that a free diabetic testing kit can be received by calling 1-800-368-5511.
- C. Head Start Deputy Executive 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 in the last month, CHDP has conducted audiometric training for their providers. They can do hearing screenings in their office. This must be done every three years. She has flyers from Western Career College for dental hygienist program. They are offering dental cleaning for children and adults. Clinics will be held frequently during the fall.
 - Community Services Planning Council - Vacant
 - Perinatal Child Health Advisory Committee – Ms. Gangloff reported that the meeting focused on black infant health. The committee is concentrating on getting the message out and finding a solution for the high mortality rate of African American babies. She will have more of a report at the next meeting.
 - Maternal, Child and Adolescent Health Board: No report.
 - Community Action Board: Mr. Donald Clark stated that the City and County of Sacramento receive Community Development Block Grant (CDBG) funds. There was a news release about how CDBG funds are going to be distributed differently. He hopes that the different way of distribution will assist Sacramento in receiving our fair share of the funds. All CAB members have a copy of the press release and will be tracking the momentum of this.

Ms. Brenda Campos spoke of the audiometric screenings through CHDP. She stated that 10-12 Family Service Workers attended training through CHDP on audiometric screening. Ms. Schaefer stated that Head Start people attended from all around Northern California. About 1/3 of the attendees were Head Start staff.

- Sacramento Housing Alliance – Mr. Alvin Fincher organized a bus tour of local affordable housing. The purpose was to show the need of affordable housing in the area. He will be providing information in the future regarding more bus tours.

F. Health and Dental Report:

- Sacramento County Dental Health Advisory Committee Reps: No report.

G. Open Discussion and Comments: No reports.

H. Public Participation: Ms. Foster spoke of the micro and mini grants available through First 5. Applicants can seek micro and mini grants, with the deadline of August 2 or October 14. There are guidelines for the grants. She brought handouts from First 5 for distribution.

III. **Action Items** (Continued)

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

The board went into closed session at 9:52 a.m.. At 10:17 a.m. the board went back into open session. Ms. Gangloff reported out of closed session that the eligible lists were approved for the following positions: Associate Teacher, Head Start Coordinator (Nutrition), Family Placement Worker, and Bilingual Aide.

VII. **Adjournment**: Meeting adjourned at 10:20 a.m.

ITEM III-A – ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: FIRST 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 the Sacramento County Head Start/Early Head Start Policy Council.

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

RECOMMENDATION:

Open a public hearing, hear any additional testimony, and continue this item to the next Policy Council meeting where the action of the Council will be to close the public hearing and approve the amendments to the PC 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: 8/22/06
Policy Council Final Approval:
Governing Board Approval:

Table of Contents

	<u>Page Number</u>
Article I: Name	1
Article II: Purpose, Powers, Duties and Functions	
Section 1: Purpose (A-E)	1
Section 2: Powers, Duties and Functions (A-F)	1-3
Article III: Membership	
Section 1: Parent/Community Representatives (A-B)	4
Section 2: Alternates (A-E)	5
Section 3: Other Provisions (A-F)	5
Section 4: Terms	5-6
Section 5: Attendance (A-D)	6
Section 6: Removal	7
Article IV: Meetings	
Section 1: Meetings (A-D)	7
Section 2: Meeting Notice (A-D)	7-8
Section 3: Open Meetings	8
Section 4: Mailing Address	9
Section 5: Rules of Procedure	9
Section 6: Nominations/Elections	9
Section 7: Voting	9
Section 8: Meeting Reimbursement (A-B)	9-10
Article V: Officers	
Section 1: Officers	10
Section 2: Election and Term of Office (A-B)	10
Section 3: Duties of Officers (A-E)	10-11
Section 4: Vacancy (A-B)	11
Article VI: Committees	
Section 1: Standing Committees	
➤ Executive Committee	12
➤ Budget/Planning Committee (A-B)	12
➤ Personnel/Bylaws Committee	12
➤ Social/Hospitality/Fundraising Committee	12
Section 2: Program Area Committees	13
Section 3: Special Committees	13
Article VII: Bylaws Amendment (A-F)	13-14

**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 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 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 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.
- 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 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 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 SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)
 13. PC reimbursement for reasonable expenses incurred by members conducting 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. 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 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 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 - 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 PC members will include:

- One (1) Representative elected by the Community Advocating Male Participation (CAMP) - This representative may or may not be a current parent.
- Three (3) Past Parent Representatives - elected by the outgoing PC. The Past Parent elected to the PC may not have a child/children enrolled in the Head Start/EHS Program. There will be three (3) Past Parent alternate positions.
- One (1) Outgoing 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 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 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 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 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 PC Chair at any meeting.
- C. Alternates may not hold an office.
- D. Alternates are encouraged to attend meetings of the 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 PC shall consist of parents/guardians whose children are currently enrolled in the program.
- B. The PC may establish and select additional voting delegates who shall serve as community representatives of the PC by a two-third (2/3) vote.
- C. Community Agency Representatives wishing to be reappointed must express their desire to remain on the 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 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 PC.

Section 4: Terms

The 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 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 5: Attendance

- A. **Absences**: Any member (or alternate/alternate replacement) in a voting capacity, missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) 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 *alternate, if the alternate is known, and the Social Services/Parent Involvement (SS/PI) Coordinator, 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 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 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 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 PC /Policy Committee business and not at the PC meeting, shall be neither present nor absent, but rather identified as "PC/Policy Committee."

Section 6: **Removal**

A 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 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 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 PC may be called at anytime by the SETA Governing Board, PC Chair, Head Start Deputy Director, SETA Executive Director, or upon petition by at least a majority of the members of the PC.

D. **Quorum**

For the purpose of transacting the business of the PC at any annual, regular or special meeting, a quorum of the PC shall be necessary. A quorum shall be a majority of those entitled to vote. Vacant positions on the 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 PC shall be in writing, provided to all members of the 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 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 PC, excepting that business and/or discussion for which the special meeting was called.

C. **Emergency Meetings:**

The 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 PC determines that an emergency situation as defined in the Ralph M. Brown Act exists.

D. **Committee Meetings:**

Members of the 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/alternate replacement~~) 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 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 PC shall be in writing and delivered personally or by mail to the PC members' addresses, as recorded in the 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 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 Order shall govern procedures in all meetings of the 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.

Section 6: Nominations/Elections

PC Board Members or candidates must be present to be nominated or elected.

Section 7: Voting

Each 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 PC may be taken only by a majority vote of all of the 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 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. 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 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 PC by a plurality vote of the 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 PC officers shall be as prescribed in these Bylaws, shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws.

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the 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 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 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~~ *an election will be held at the next regularly scheduled meeting* 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 PC's 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 PC's 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, *including failure to learn and/or comply with the rules governing PC (Bylaws, Brown Act, Robert's Rules), or failure to act in the best interest of the board*, the PC Chair shall appoint an interim officer until the officer returns to duty or is replaced. ~~at the next regularly scheduled meeting 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 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 PC.

ARTICLE VI

Committees

There is hereby created standing committees of the 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 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 PC Chair or PC. Notice of an Executive Committee meeting shall be sent to all 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 PC. In the event of an emergency, the Executive Committee will act on behalf of the Board pending ratification by the 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 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 PC for approval. A periodic report shall be provided to the PC on the fiscal status of the Head Start budget.
- B. It is recommended that all SOP Head Start Budget issues are approved by the PAC prior to 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 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 PC. The duty of this committee shall be to plan for all social activities and to oversee fundraising activities of the PC. It shall be the duty of this Committee to be responsible for all funds raised by the PC and to report the expenditure of funds raised by the PC.

Section 2: Program Area Committees

There is hereby created Program Area Committees of the 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 program 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 EHS Committee shall be comprised of one (1) staff and a minimum of two (2) representatives from the EHS program who shall plan, review and oversee program monitoring and evaluation.

PC member representatives shall select two (2) Program Area Committee to serve on as described above. Under no circumstances shall a representative select more than three (3). The Executive Committee shall be counted as a committee. All 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 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 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 PC. Proposals to amend these Bylaws must originate at least one full calendar month prior to the final voting and acceptance or rejection of the proposals.
- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.

- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be 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 voting on Bylaws amendments may take place excepting at a regular, annual or special meeting of the PC.
- F. Any amendments must also be approved by the SETA Governing Board.

Current a/o 7/27/06

ITEM IV-A – INFORMATION

STANDING INFORMATION ITEMS

BACKGROUND:

This agenda item provides an opportunity for upcoming meetings, trainings, conferences, and events to be shared with the Policy Council.

A. Standing Information Items

- Introduction of New Staff
- Upcoming Meetings, Training, Conferences and Events
 - Ms. Alma Hawkins, Mr. Robert Silva, Ms. Belinda Malone, Ms. Julita Bentz, Ms. Cathy Spivey or Ms. Judy Weber
- “Second Time Around”, grandparents conference, Saturday, September 9, 2006, 8:30 a.m. – 2:30 p.m., American River College
- PC/PAC Parent Activity-Family History Center, 2745 Eastern Ave., Sacramento, CA, Saturday, September 16, 2006, from 9:00 a.m. to 12:00 p.m. (see attached flyer)
- Head Start Family Day, Friday, October 6, 2006, William Land Park from 10:00 a.m. to 1:30 p.m. (see attached flyer)
- Region IX Head Start Association Professional Development Conference, October 11-13, 2006 will be held at the Atlantis Casino Resort and Spa Hotel in Reno, Nevada
- PC/PAC Annual End of Year Parent Appreciation, Saturday, October 21, 2006 from 6:00-9:00 p.m., at the Hilton Hotel-Sacramento Arden West, located at 2200 Harvard Street (see attached flyer)
- Average Daily Attendance (ADA Report – Ms. Elsie Bowers
- Monthly Special Education Report - Ms. Beverly Sanford
- Program Content Area/Disabilities Services Report – Ms. Beverly Sanford (February, April, June, August, October)
- Program Content Area/Mental Health Report – Ms. Melanie Nicholas (February, April, June, August, October)
- CHSA Report
- Region IX Head Start Association Report
- Fiscal Report (February, May, August, November) – Mr. Kim Peck
- Community Resource/Recognitions – PC Representatives/Staff
- Parent/Staff Recognitions
- Grandparent/Foster Parent Report – Ms. Felicia Harris

ITEM IV-B – INFORMATION

CHILD ACTION, INC. PRESENTATION

BACKGROUND:

This agenda item provides an opportunity for Ms. Therese Gruszka, Child Care Inclusion Specialist, to give a general overview on Child Action, Inc. and to share information and resources for children with special needs in Sacramento County with the Policy Council.

NOTES:

ITEM IV-C – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The latest Governing Board meeting minutes are attached.

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, July 6, 2006
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Collin called the meeting to order at 10:02 a.m.

Members Present:

Illa Collin, Chair, SETA Governing Board; Member, Board of Supervisors
Sophia Scherman, Vice Chair, SETA Governing Board; SETA Governing Board
Public Representative
Don Nottoli, Member, Board of Supervisors
Bonnie Pannell, Councilmember, City of Sacramento

Member Absent:

Robbie Waters, Councilmember, City of Sacramento

- Recognition of Long-Term Employees: Kim Peck and Ronald Jones were presented with gifts in recognition of their years of service to SETA.

II. Consent Items

- A. Minutes of the May 4, 2006 Regular Board Meeting

Moved/Nottoli, second/Scherman to approve the May 4, 2006 minutes.
Voice Vote: Unanimous approval with one abstention (Pannell).

- B. Approval of Claims and Warrants
C. Approval of Staff Recommendation for Workforce Skills Prep Vendor List

Moved/Nottoli, second/Scherman, to approve the claims and warrants and the Staff Funding Recommendations for Workforce Skills Preparation Services Vendor List for 2006-2007.
Voice Vote: Unanimous approval.

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 2006-2007

Ms. Scherman opened the public hearing for the budget. Mr. Rick Pryor reported that there is a 1% reduction in Head Start funds and a 10% reduction in WIA funds, so the figures in the budget are estimates.

Moved/Nottoli, second/Pannell, to continue this item to September 7, 2006, where the public hearing will be closed and the Agency budget adopted.

Voice Vote: Unanimous approval.

2. Approval of Resolution Naming a Head Start Early Learning Center in Honor of Norma Johnson

Ms. Kossick reviewed this item and reported that SETA owns the Norwood Early Learning Center. It is an honor to recommend the approval of this item.

Moved/Pannell, second/Scherman, to approve a resolution naming the Norwood Early Learning Center the Norma Johnson Early Learning Center.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Reappointment of Workforce Investment Board Members

Ms. Kossick reviewed this item which requests the reappointment of 16 private sector members, two education sector members, two economic development sector members, three organized labor sector members, and seven required partner members. There will be a future report on two private sector members that had not decided whether they wish to be considered for reappointment.

Ms. Pannell inquired how involved members of the WIB are and Ms. Kossick stated that board members are very involved and very participatory. The board meets every other month at 8:00 a.m. In addition, there are three committees that meet every month.

Mr. Thatch pointed out to the board that they are not given choices the WIA does not require 150% of nominees for private sector. Mr. Thatch stated there may be some board members that we do not wish to reappointed. Ms. Kossick stated that staff has contacted all board members and found that all, save for the two private sector members, were interested in reappointment.

Ms. Kossick stated that there are four people on the list in the private sector that were appointed by this board within the past 12 months. The Executive Committee was asked for a recommendation for each of these appointments. Each time there are nominations brought before the Governing Board, a list of nominees is submitted for consideration.

Board members seeking reappointment:

Private Business Sector:

- Lynn Conner, Parasec
- Michael Dourgarian, Manpower Staffing Services
- Barbara Hayes, SACTO
- Mark Ingram, Pacific Coast Companies, Inc.
- Gary R. King, Sacramento Municipal Utility District
- James E. Lambert, Sacramento Builder's Exchange
- Gerry Lawrence, DST Output
- Matt Mahood, Sacramento Metro Chamber of Commerce
- Elizabeth McClatchy, The Safety Center
- Kim Parker, California Association of Employers
- Bruce Parks, Tarts & Truffles/Meals at Work.com
- Deborah Portela, Casa Coloma Health Care Center
- Tim Ray, AT & T
- Anette Smith-Dohring, Sutter Health, Sacramento/Sierra Region
- Kingman Tsang, First Bank
- Terry A. Wills, Esq., Cook Brown, LLP

Education Sector:

- Dr. Larry M. Buchanan, Grant Joint Union High School District
- Joan Polster, Sacramento City Unified School District

Organized Labor Sector:

- Bill Camp, Sacramento Central Labor Council
- Matt Kelly, Sacramento/Sierra Building & Construction Trade Council
- Maurice Read, Sacramento Sierra Building & Construction Trades Council

Required Partners:

- Bruce Wagstaff, Department of Human Assistance
- Mark Erlichman, California Department of Rehabilitation
- Kathy Kossick, Sacramento Employment and Training Agency
- Anne Moore, Sacramento Housing and Redevelopment Agency
- Michael Micciche, California Human Development Corporation
- Diane Ferrari, Employment Development Department
- Lorenda Sanchez, California Indian Manpower Consortium

Economic Development Sector:

- Walter DiMantova, Los Rios Community College District
- James R. Pardun, County of Sacramento

Moved/Scherman, second/Pannell, to appoint the above-listed board members to three-year terms on the Sacramento Works, Inc. Board.

Voice Vote: Unanimous approval.

2. Appointment of Education Sector Member to the Sacramento Works, Inc. Board of Directors

There was no discussion on this item.

Moved/Pannell, second/Scherman, to appoint Dr. Brice Harris to the Education Sector vacancy on the Workforce Investment Board operating as Sacramento Works, Inc.

Voice Vote: Unanimous approval.

3. Approval of Workforce Investment Act (WIA) Title I, One Stop Career Center Services in North Sacramento/Del Paso Heights

Ms. Christine Welsch reviewed this item. In April, a Request for Proposals was released for career center services in North Sacramento. Two proposals were received: one from the Greater Sacramento Urban League; one from Goodwill Industries. Staff is recommending the Great Sacramento Urban League proposal with the career center location to be at 3725 Marysville Blvd.

Moved/Pannell, second/Scherman, to approve Workforce Investment Act (WIA) Title I funds for One Stop Career Center Services in North Sacramento/Del Paso Heights to the Greater Sacramento Urban League for \$175,000. 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.

4. Approval to Extend WIA Title I Adult and Dislocated Worker Subgrant Agreements for an Additional Year

Ms. Robin Purdy reviewed the extension recommendation for the Adult and Dislocated Worker subgrant agreements. SETA has not yet received the final allocations for the WIA budget. Staff is hoping the final numbers will be known by September and there will be more funds. Ms. Purdy reviewed the evaluation of the career center system. Over 29,000 customers were served in the past year in the career centers. The career center system has become much more efficient over the past year. Staff is anticipating a 10% decrease in the funding over the next year.

Ms. Purdy stated staff is recommending a decrease in the dislocated worker funds for La Familia. La Familia will be funded for the adult program. Staff is requesting time to close out the books and find out how much funding is left over and get our final numbers. Staff requests approval of the extension recommendation now and come back to the board in August or September with additional funding recommendations. Ms. Kossick stated that realistically, it will be September before the final budget numbers are known.

Mr. Nottoli inquired if there were a way to anticipate the funding cuts. He requested staff to provide the board some feedback earlier in the year. Ms. Purdy replied that for next year, it may be good to start in the 3rd quarter to look at funding. Ms. Purdy stated that staff anticipates a funding cut next year and

one or more career centers may have to be closed. Mr. Nottoli stated that if the funding cuts are known ahead of time, it gives people more time to plan and prepare for potential closing.

Speakers before the Board:

Juanita Sendejas Lopez, South County Career Center
Kathy Hamilton, Elk Grove Unified School District

Ms. Purdy reported that Department of Human Assistance funds are often utilized to subsidize WIA programs. It is very difficult to plan because the funds are never known from one year to the next.

Mr. Nottoli suggested the board approve what is before them, and in September look at La Familia and South County to discuss the populations served and potential funding addition.

Moved/Pannell/Scherman, to approve the following with a report back in September:

- Extend the Workforce Investment Act Title 1 Adult and Dislocated Worker Subgrant Agreements through June 30, 2007 as shown on
 - Attachment 1: One-Stop Services Extension Recommendation
 - Attachment 2: On-the-Job Training Extension Recommendation
 - Authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the State of California.
 - Authorize the Executive Director to apply a pro-rated reduction to subgrant agreements if the final WIA allocations from the State of California are decreased.
 - Authorize the Executive Director to amend contracts to include the incentive awards as approved by Sacramento Works, Inc.
Voice Vote: Unanimous approval
5. Concurrence with the Sacramento Works, Inc. Board to Approve Youth Funding Recommendations for the Workforce Investment Act, Title I, Youth Program, for Program Year 2006-2007

Ms. Christine Welsch reported that the youth funding is reviewed and approved by three boards: Youth Council, Sacramento Works, Inc., and the SETA Governing Board. She reviewed the funding recommendations. SETA will cover the Galt Career Center with our own funding.

The Sacramento Youth Council and youth services providers spent many months and meetings to prepare the funding recommendations.

Speaker before the Board:

May Lee, Executive Director, Asian Resources

Moved/Nottoli, second/Scherman, to concur with the Sacramento Works, Inc. recommendation funding for the WIA, Title I, Youth Program, PY 2006-2007. Funding recommendations are subject to satisfactory year-end program performance reviews. Funding recommendations are also subject to contract and program stipulations. Sacramento Works, Inc. and the Youth Council retain the right to augment or modify contracts based on the performance review, revised allocation from the State of California and implementation of Youth Council program priorities by August 2006.

Voice Vote: Unanimous approval.

Mr. Nottoli left at 11:20 a.m.

6. Ratification of Agreement with the Sacramento County Department of Human Services

Mr. Roy Kim reviewed this item. SETA will be contracting with the Department of Human Assistance for Mather Community Campus services.

Moved/Pannell, second/Scherman, to ratify the agreement for \$2,670,000 with the County Department of Human Assistance to continue One-Stop Services to CalWORKs customers.

Voice Vote: Unanimous approval.

C. HEAD START

1. Approval of Fiscal Year 2006-2007 Head Start/Early Head Start Program Improvement Grant Submission

Mr. Kim Peck stated that this item requests approval of Program Improvement funds from the Administration for Children and Families.

Moved/Pannell, second/Scherman, to approve the formal submission of an application to the Administration for Children and Families for a supplemental Program Improvement Grant and authorize the Executive Director to execute the contract for Head Start Fiscal Year 2006-2007.

Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Fiscal Monitoring Reports: No questions.

B. Expansion of Services for the Residents of Mather Community Campus

Ms. Beth Martin and Ms. Toni Moore, Department of Human Assistance, spoke before the board and thanked SETA for the coordination and collaboration of the program. There are 320 residents at the campus. Ms. Martin provided a brief overview of the program and how the residents are eventually transitioned into their own residence.

- C. Sacramento's Nurse Workforce Initiative Selected for National Department of Labor Excellence Award

Ms. Kossick reviewed this item and stated that SETA was selected for this award. A camera crew came out in June and video taped the program. Participants in this program have more than doubled their wages.

- D. Nursing Initiatives Article in the Sacramento Business Journal: No report.
- E. Final Report Earned Income Tax Credit: No additional report.
- F. Dislocated Worker Update: No additional report.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: SETA's Fourth Annual Employment Expo was held last week. Mr. William Walker reported there were 70 employers present, 400 people attended and 60 people were hired on the spot.
- C. Counsel: No report.
- D. Members of the Board: No report.
- E. Public: Mr. Ronald Jones spoke on behalf of the Family Partnership Unit inviting the board to the Family Day in the Park, scheduled for Friday October 6. There will be a designated parking area for board members.

- VI. Adjournment: Meeting adjourned at 11:34 a.m.**

ITEM IV-D – INFORMATION
FISCAL MONITORING REPORT

BACKGROUND:

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

NOTES:

MEMORANDUM

TO: Ms. Aida Buelna **DATE:** July 14, 2006

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Sacramento City U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA, Quality	\$ 7,688,621	8/1/05-07/31/06	8/1/05-3/31/06
Head Start	T & TA	20,000	8/1/05-07/31/06	8/1/05-3/31/06
Early H. S.	Basic, COLA, Quality	1,064,931	8/1/05-07/31/06	8/1/05-3/31/06
Early H.S.	T & TA	17,667	8/1/05-07/31/06	8/1/05-3/31/06

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

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

Program Operator: Sacramento City Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2005 to March 31, 2006 have been traced to the delegate's records. The records were reviewed and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM V- COMMITTEE REPORTS

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

The Executive Committee met and evaluated the July 25, 2006 regular Policy Council meeting.

Good	Needs Improvement
Closed Session – Sherry Gangloff (Vice Chair) did a good job.	Punctuatality
Phones were off.	Attendance
Timely meeting.	
Members requesting question of personal privilege before going to the restroom.	
Ms. Kenesha Graves and Ms. Janet Foster did a good job sharing committee reports.	
Chair did a good job.	

- 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.

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

ITEM V- COMMITTEE REPORTS (Continued)

Page 2

E. PROGRAM AREA COMMITTEES:

Early Childhood Development & Health Services

Family & Community Partnerships/Training

Monitoring & Evaluation Committee (Self-Assessment) – Committee of the Whole

Early Head Start

F. COMMUNITY ADVOCATING MALE PARTICIPATION (CAMP) – Mr. Roy Shier

G. COMMUNITY PARTNERSHIPS ADVISORY COMMITTEE (CPAC) – Mr. Alvin Fincher

H. HEALTH SERVICES ADVISORY COMMITTEE (HSAC) – Ms. Rita Laux

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. Denise Nelson), on a regular basis, receives numerous items of information concerning legislation, current programs and agency activities.

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

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

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

ITEM VI- OTHER REPORTS (Continued)

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

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

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

- Women Escaping a Violent Environment – Vacant
 - Child Health and Disability Prevention Program – Ms. Carol Schaefer
 - Community Services Planning Council - Vacant
 - Perinatal Child Health Advisory Committee – Ms. Sherry Gangloff (appointed by Chair)
 - Maternal, Child and Adolescent Health Board – Ms. Victoria Camargo
 - Community Action Board – Mr. Donald Clark
 - Sacramento Housing Alliance – Mr. Alvin Fincher
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F. HEALTH AND DENTAL REPORT: This item provides an opportunity for Policy Council representatives to submit an oral report to the Policy Council.

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

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

ITEM III-B – ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: