

# Thought of the Day: "Take time to love, for it provides nourishment to the soul."

Author: Esteemed Human Development Institute

## GOVERNING BOARD

BONNIE PANNELL  
Council Member  
City of Sacramento

DON NOTTOLI  
Board of Supervisors  
County of Sacramento

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County of Sacramento

SOPHIA SCHERMAN  
Public Representative

ROBBIE WATERS  
Council Member  
City of Sacramento

## REGULAR MEETING OF THE HEAD START POLICY COUNCIL

**DATE:** Tuesday, June 27, 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](http://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 May 23, 2006 Regular Meeting
- III. **Action Items**
  - A. Approval of the SETA Head Start/Early Head Start Tobacco Free Policy
  - B. Approval of the SETA Head Start/Early Head Start Exposure Control Plan for Bloodborne Pathogens Policy
  - C. Approval of the SETA Head Start/Early Head Start Tuberculosis Policy

- D. Approval of Head Start Selection Criteria Sacramento County Over Income Criteria
- E. Approval of Policy Council/Parent Advisory Committee Joint Parent Activity
- F. Appointment of Two Representatives to the Sacramento County Dental Health Advisory Committee
- G. Appointment of Representative and Alternate to the Maternal, Child and Adolescent Health Advisory Board
- H. Election of Policy Council Secretary – 2005-2006

**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
- 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. Governing Board Minutes

**V. Other Reports**

- A. Executive
- A. 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) – 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. Sherry Gangloff
  - Maternal, Child and Adolescent Health Board – Vacant
  - 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
- G. Open Discussion and Comments
- H. Public Participation

**VII. Adjournment**

**DISTRIBUTION DATE: WEDNESDAY, JUNE 21, 2006**

ITEM I - CALL TO ORDER/ROLL CALL

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

- \_\_\_\_\_ Erica Ruiz, Elk Grove Unified School District
- \_\_\_\_\_ Lupe Martinez, Elk Grove Unified School District
- \_\_\_\_\_ Natalie Cordova, Playmate Child Development Center
- \_\_\_\_\_ Victoria Camargo, 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
- \_\_\_\_\_ Kayla Green, Early Head Start
- \_\_\_\_\_ Natasha Toolate, Early Head Start (San Juan)
- \_\_\_\_\_ Penny Campbell-Mays, Past Parent Representative
- \_\_\_\_\_ Felicia Harris, Foster Parent Representative
- \_\_\_\_\_ Minerva Gillette, 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

Members to be seated:

- \_\_\_\_\_ Rita Laux, Sacramento City Unified School District

Seats Vacant:

- \_\_\_\_\_ 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 (Marquez), Early Head Start (SETA)

**\*\* 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						
T. Allen (12/21)	SAC	X	X	X	X	X	E	X							
V. Camargo (12/21)	SAC		X	X	X	X	X	X							
P. Campbell- Mays (11/22)	PAST	X	X	X	E	X	X	X							
D. Clark (11/22)	SOP	X	E	E	X	X	X	X							
N. Cordova (3/28)	WCIC					X	X	X							
J. Foster (11/22)	SJ	X	X	X	X	X	X	X							
S. Gangloff (11/22)	SOP	X	X	X	X	X	X	X							
A. Garcia (5/2/06)	SJ						X	E							
M. Gillette (11/22)	PAST	X	X	X	E	X	X	U							
K. Gray (11/22)	SOP	X	U	X	X	X	X	X							
K. Green (12/21)	EHS		X	U	X	X	X	E							
Z. Grooms (11/22)	SOP	X	X	X	X	X	U	X							
F. Harris (12/21)	FOSTER	U	X	E	X	X	X	X							
V. Jennings (3/28)	WCIC					X	U	U							
R. Laux	SAC														
L. Martinez (11/22)	ELK	X	X	X	X	X	U	X							
A. Melara s/b/s 1/24	SOP			U	X	X	U	X							
R. Montez (5/2)							X	X							
G. Neal (12/21)	MCA		X	U	X	X	E	U							
D. Nelson (11/22)	PAST	X	X	X	X	X	X	X							

BOARD MEMBER	SITE	11/22	12/21	1/24	2/28	3/28	5/2	5/23	6/27						
E. Ruiz (3/28)	EG					X	U	X							
P. Stackhouse (5/2/06)	SOP						X	X							
N. Toolate (3/28)	SJ/EHS					X	X	X							
A. Fincher (12/21)	SHA		X	X	E	X	E	X							
R. Shier (3/28)	CAMP					X	X	X							
C. Schaefer (2/28)	CHDP				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 6/16/06*

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MAY 23, 2006 REGULAR POLICY COUNCIL  
MEETING

BACKGROUND:

Attached are the minutes of the May 23, 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, May 23, 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 9:06 a.m. Ms. Sherry Gangloff read the thought of the day. Ms. Paula Stackhouse was asked to serve as Secretary and read the roll.

**Members Present:**

Erica Ruiz, Elk Grove Unified School District (arrived at 9:10 a.m.)  
Lupe Martinez, Elk Grove Unified School District  
Natalie Cordova, Playmate Child Development Center  
Toni Allen, Sacramento City Unified School District  
Victoria Camargo, Sacramento City Unified School District  
Ronald Montez, Sacramento City Unified School District  
Janet Foster, San Juan Unified School District (arrived at 9:12 a.m.)  
Donald Clark, SETA-Operated Program (arrived at 9:24 a.m.)  
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) (arrived at 9:12 a.m.)  
Penny Campbell Mays, Past Parent Representative  
Felicia Harris, Foster Parent (arrived at 9:25 a.m.)  
Denise Nelson, Past Parent Representative  
Roy Shier, CAMP Representative  
Carol Schaefer, Child Health & Disability Prevention Program (arrived at 9:12 a.m.)  
Alvin Fincher, Sacramento Housing Alliance

**Members Absent:**

Victoria Jennings, Playmate Child Development Center (unexcused)  
Gloria Neal, Meadowview Community Action (unexcused)  
Alma Garcia, San Juan Unified School District (excused)  
Kayla Green, Early Head Start (Sacramento City) (excused)  
Minerva Gillette, Past Parent Representative (unexcused)

II. **Consent Item**

- A. Approval of the Minutes of May 2, 2006 Special Meeting

No questions or corrections.

Moved/Gangloff, second/Gray, to approve the minutes, by show of hands vote.



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

### **III. Action Items**

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

Ms. Nelson reviewed the item. Ms. Buffie Engstrom provided an overview of program improvement funds and the process by which funds are requested from ACF. Submission of an application does not guarantee that funds will be granted to the Agency.

Moved/Gangloff, second/Campbell-Mays, to approve the submission of the Head Start Fiscal Year 2006-2007 Program Improvement Grant Application, by show of hands vote.

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 2 (Grooms and Nelson)

### **IV. Information Items**

#### **A. Standing Information Items**

- Upcoming Meetings, Training, Conferences and Events: Presented later in the meeting.
- Average Daily Attendance: 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: Ms. Desha reminded parents if they wish to submit a Head Start scholarship application, the deadline is May 31, 2006.

In reference to Item III-A-1, Ms. Toni Allen asked how items are found to be repaired or replaced utilizing program improvement funds. Ms. Engstrom explained that Program Coordinator, José Diaz, and staff review the various Head Start centers to determine what needs to be upgraded.

- Fiscal Report: No report.
- Community Resource/Recognitions: None.
- Parent/Staff Recognitions: Ms. Zebadeisha Grooms brought back a number of items from the National Head Start Conference held in Detroit, MI. Ms. Nelson brought back items as well. Names were drawn for gifts.
- Grandparent/Foster Parent Report: No report.

#### **B. Personnel Interview and Screening Process Training**

Ms. Jeanie Ross provided training on the personnel process. Information was distributed on the selection and interview process.

Mr. Donald Clark asked if statistics are kept on parents hired at Head Start. Ms. Engstrom will bring the statistics to the next meeting. Family Services Worker is one of the classifications that have traditionally been filled by former Head Start parents. A number of staff currently on board are former Head Start parents, Ms. Desha included. Call Ms. Jeanie Ross at 263-3812 to discuss specific questions or concerns.

Ms. Ross distributed a sign-up sheet for board members to volunteer to work on the personnel selection process. Ms. Engstrom stated that parents involved in the screening and interviewing process are assisted by other parents and staff.

Ms. Nelson went back to earlier information items.

- A. Standing Information Items (Continued)
  - Introduction of New Staff: Ms. Denise Lee introduced Ms. Marilyn Palmer, Head Start Social Worker.
  
- C. Fiscal Monitoring Report: No questions.
  
- A. Standing Information Items (Continued)
  - Upcoming Meetings, Training, Conferences and Events

Ms. Belinda Malone announced that she has catalogs for all of the local colleges. Parents may be reimbursed up to \$300 per semester for schooling costs. Ms. Malone distributed information for the reimbursement process. Parents must pay the costs up front, submit the paperwork to Ms. Malone, and the reimbursement will be processed. This program is for current Head Start parents only.

Mr. Robert Silva spoke of the River Cats Daddy and me event. There are no more tickets available and a waiting list of 25-30 people. Staff is in the process of procuring more tickets. Last month, he spoke of a focus group with Sacramento Superior Court to be held, Thursday, May 25, from 6-8 p.m. at the Redwood Room, with dinner provided. He asked for only men to participate. The focus group will be asked four to five key questions. There will be recorders that will record the information. This information will be submitted to the Superior Court to assist fathers to obtain more support and assistance.

Ms. Alma Hawkins spoke of the Grandparent Support Group which is held the second Wednesday of the month, from 9:00 a.m. to noon. Last month, computer skills were taught by one of the grandparents. Next month, a speaker is planned to discuss adoption of children with ADH/ADD. Julita

Bentz and Ms. Hawkins will be giving an overview of Parent Expectations Support Achievement (PESA) program, encouraging parents to have high expectations of children. This program is from the Los Angeles County Department of Education. The next meeting, the topic will be about exploration and touching. Ms. Hawkins spoke of SETA's literacy program. Books or activities are provided so parents have some kind of literacy activity at home. "Bug catchers" were distributed. She spoke of how kids love the bug catcher and how it helps with the brain development. She also stated that tearing paper assists in the brain development. She is ordering books with \$10,000 that has been located in the budget. Her goal is to provide a book every other month to children.

D. Governing Board Minutes: No questions.

**V. Other Reports**

A. Executive: Mr. Alvin Fincher read the Executive Committee critique.

B. Personnel/Bylaws: Ms. Stackhouse reported there was a good turnout at the last meeting. The next meeting is June 22, 9:00 a.m.

C. Budget/Planning: Meetings are completed for the year.

D. Hospitality: Next meeting will be June 7.

E. Program Area Committees

➤ Early Childhood Development and Health Services: The next meeting will be June 15, 1:30 in the Oak Room. Ms. Gangloff reported that the last meeting went well and was well attended.

➤ Family & Community Partnerships/Training: The next meeting will be June 20, 9:30 a.m. Ms. Kenesha Gray provided an overview of the last meeting. They discussed going back to school. If parents have a learning disability, there are resources available.

➤ Monitoring & Evaluation: Committee of the Whole: No report.

➤ Early Head Start: Thursday, May 25 10:00 a.m. will be the next meeting.

F. Community Advocating Male Participation (CAMP) Representative – Mr. Roy Shier spoke about the Fathers' Focus Group. Eight men that have had experience with the justice system are asked to participate. A Daddy and Me event will be held June 4 at a River Cats game. A tailgate party will begin at 11:00 a.m. at Crocker Park and the game will be from 1:00 – 4:00 p.m. Tickets will be handed to the individuals that come to the tailgate party and are on the list to receive tickets. Parking in downtown Sacramento is free on Sundays. Parents can either walk to the game from Crocker Park or utilize the shuttle to get to the ballpark. If parents park in the parking lot, they will be responsible for paying for their own parking.

G. Community Partnerships Advisory Committee: Mr. Fincher attended the April 6 meeting and spoke of the topics reviewed. There were a number of different agencies in attendance at this meeting. It was a good opportunity to meet with other organizations that have similar goals and exchange ideas. The next meeting is September 21, in the Shasta Room.

- H. Health Services Advisory Committee: The next meeting will be November 2, 5:30 in the Sequoia Room.

**VI. Other Reports**

- A. SETA Executive Director's Report: No report.
- B. Chair's Report: Board members were reminded of Ms. Johnson's farewell party. Board members will be given invitations. RSVP to Wendy Tanner, 263-5660. The National Head Start Association Conference was recently held. Attendees were reminded to submit their written reports. A birthday and e-mail list was distributed.

Ms. Desha asked that all Policy Council members that volunteered to work on Ms. Johnson's farewell party to arrive at the Antioch Progressive Baptist Church by 4:30 p.m.

- C. Head Start Deputy Executive Director's Report: No report.
- D. Head Start Managers' Report: Ms. Brenda Campos reported that two new centers will be opening in August. One center in Galt will serve 40 children, and the second one will be at Phoenix Park Apartments serving 60 preschool children and eight Early Head Start children. The Health Services Advisory Committee meeting held in April discussed medical screenings for children. The CHDP determines at what age a child should be screened. She spoke of a lead screening; the Agency will be implementing a screening for lead at enrollment next year. Children thought to be exposed to lead will be referred to their doctor for a blood test. Taking blood pressures on children has been found to be difficult for three and four year olds. It is a challenge to get readings on children this young. Dr. Cook, a pediatrician at Kaiser, determined that this age group is so difficult that special staff training is needed. He recommended that the digital blood pressure machines not be utilized. If a child comes in without a blood pressure, it will not be an issue as it has in the past. There will be something official in writing with Dr. Cook's signature.

Ms. Allen asked about the lead screening; Ms. Campos stated that the lead screening will be done for all children and will be implemented. Beginning at the first of the fiscal year in August, all children will go through screenings. Ms. Campos stated that blood pressures are still required to be a part of a child's health screening. Ms. Allen stated that it is crucial to screen ALL children for potential health problems.

Mr. Clark expressed concern about Head Start accessing all of the various resources in the lead exposure initiative. There are organizations that receive funding in this particular area; he asked if there was coordination between these organizations and SETA. Sacramento Housing and Redevelopment Agency (SHRA) and Community Resources Project have received funds for lead abatement. Ms. Campos stated that while we work with SHRA, we do not work with them regarding lead abatement. SETA works with other organizations to

provide lead resources. Staff will look into a memorandum of understanding with SHRA. Staff does work to identify and work with children with potential lead exposure. Ms. Carol Schaefer stated that CHDP works with the County Health Programs to screen children.

Ms. Engstrom reported that the four Head Start managers divided up some of the functions formerly done by Ms. Johnson. Ms. Denise Lee has the PIR, the federal report, and monitoring; Mr. Kim Peck has enrollment, recruitment, selection, eligibility, and attendance; and Ms. Brenda Campos has Delegate agreements and contracts. Ms. Engstrom has Governance. The nation-wide recruitment for the Deputy Executive Director has been extended to June 2.

#### E. Community Agency Report

- Women Escaping a Violent Environment – Vacant.
- Child Health and Disability Prevention Program – Ms. Carol Schaefer reported that CHDP has hired Dr. Carolyn Peck as a part-time physician. She will be with CHDP 10 hours per week. Dr. Peck came on board May 17.
- Community Services Planning Council – Vacant.
- Advisory Board of Perinatal & Infant Health Committee – Ms. Sherry Gangloff reported that this Committee will be reaching out via billboards to reach more young women aged 17-23 to deal with infant mortality. Stress is one of the issues that needs to be dealt with to prevent infant mortality. A subcommittee will be formed to announce various ways to deal with stress. The sub-committee will meet on June 2.
- Maternal, Child and Adolescent Health Board: No report.
- Community Action Board: Mr. Clark reported that the CAB is considering formulating a policy to focus on job development and job placement for the very low and low income people within target area communities. One of the best ways to deal with poverty is to for people to get a decent mainstream job. MCA is no longer a Delegate Agency for Head Start but they have other grants. These other grants focused on anti-poverty programs. If MCA cannot take care of their problems, they will lose their contracts which will cause other problems since South Sacramento has a large population of low-income people. This area also has the least amount of programs for low income people. Galt Concilio has received a lot of funds to stay afloat. SETA played a role in getting them money and it is hoped that SETA will assist MCA to get additional funds.
- Sacramento Housing Alliance – Mr. Fincher reported that he is planning a bus tour of the Downtown and South Sacramento area to view affordable housing. Local politicians will be invited to impress upon them the need for affordable housing in the area. The intention is to bring more attention to the need for more affordable housing.

#### F. Health and Dental Report

- Sacramento County Dental Health Advisory Committee Reps: Ms. Allen stated that this committee meets only twice a year. Ms. Zebadeisha Grooms will be attending future meetings.

G. Open Discussion and Comments: Ms. Nelson spoke of the Silverado Apartments that are being built in the area of Bruceville and Jacinto. These are very low priced apartments and a waiting list is being developed.

Ms. Felicia Harris attended the National Head Start Conference. She got a flyer about children with access to computers do better in school. She has a flyer offering a computer, modem and other computer equipment for \$220. She also spoke of a flyer regarding vision services available for children.

Mr. Fincher stated that if anyone is interested in affordable housing, and have an opportunity to apply, do not wait until the last minute. The number of people applying for affordable housing is WAY over the number of homes available.

Ms. Victoria Camargo asked when nametags will be distributed. Ms. Desha asked Ms. Camargo to see her after the meeting.

Ms. Allen is formally stepping down and reminded board members to keep up the good fight. Read everything and be aware of what is going on.

Ms. Penny Campbell-Mays spoke of a caregiver that shook a child that died. She is teaching her foster child sign language so the child can sign their need to keep the frustration level down.

H. Public Participation

**III. Action Items (Continued)**

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

The board went into closed session at 10:45 a.m. At 10:56 a.m., the board went back into open session. Ms. Nelson reported out of closed session that the eligible lists were approved for the following positions: Bilingual Aide, Cook/Driver, and Head Start Coordinator (Education) Supervisory.

**VII. Adjournment:** Meeting adjourned at 10:56 a.m.

ITEM III-A – ACTION

APPROVAL OF THE SETA HEAD START/EARLY HEAD START TOBACCO FREE  
POLICY

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review and approve the SETA Head Start/Early Head Start Tobacco Free Policy (attached). Ms. Brenda Campos, Manager, Program Support Services, will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the SETA Head Start/Early Head Start Tobacco Free Policy.

**NOTES:**

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

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

ITEM III-B – ACTION

APPROVAL OF THE SETA HEAD START/EARLY HEAD START EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS POLICY

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review and approve the SETA Head Start/Early Head Start Exposure Control Plan for Bloodborne Pathogens Policy. The policy will be sent under separate cover.

Ms. Brenda Campos, Manager, Program Support Services, will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the SETA Head Start/Early Head Start Exposure Control Plan for Bloodborne Pathogens Policy.

**NOTES:**

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

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



ITEM III-C – ACTION

APPROVAL OF THE SETA HEAD START/EARLY HEAD START TUBERCULOSIS  
POLICY

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review and approve the SETA Head Start/Early Head Start Tuberculosis Policy (attached).

Ms. Brenda Campos, Manager, Program Support Services, will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the SETA Head Start/Early Head Start Tuberculosis Policy.

**NOTES:**

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

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

ITEM III-D – ACTION

APPROVAL OF HEAD START SELECTION CRITERIA SACRAMENTO COUNTY  
OVER INCOME CRITERIA

BACKGROUND:

Head Start Performance Standards indicate that up to ten percent of the children who are enrolled may be children from families that exceed the low-income guidelines. These standards mandate that programs establish a criteria for selecting such children and who would benefit from Head Start services. A staff person from the Grantee and representatives from each Delegate, as well as a parent representative from the Policy Council, were invited to develop the criteria.

This agenda item provides an opportunity for the Policy Council to approve the Over Income Criteria of the Head Start Selection Criteria Sacramento County. Ms. Elsie Bowers will be available to answer any questions.

Attached is the Head Start Selection Criteria

RECOMMENDATION:

That the Policy Council approve the Head Start Selection Criteria Sacramento County Over Income Criteria.

**NOTES:**

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

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

ITEM III-E – ACTION

APPROVAL OF POLICY COUNCIL/PARENT ADVISORY COMMITTEE JOINT  
PARENT ACTIVITY

BACKGROUND:

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

See attached information on parent activity.

RECOMMENDATION:

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

**NOTES:**

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

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

ITEM III-F – ACTION

APPOINTMENT OF TWO REPRESENTATIVES TO THE SACRAMENTO COUNTY  
DENTAL HEALTH ADVISORY COMMITTEE

BACKGROUND:

There are currently two (2) vacant representative positions to the Sacramento County Dental Health Advisory Committee. The committee discusses the dental needs of all residents in Sacramento County and the needs of children are frequently reviewed.

The next meeting will be held October, 2006 (date to be announced), from 4:00 – 5:30 p.m., at the Community Services Planning Council office, 909 – 12<sup>th</sup> Street, Suite 207. Those interested in dental health would be appropriate members of this committee. If you have any questions, please contact Brenda Campos, 263-3881.

RECOMMENDATION:

Appoint Head Start Policy Council representatives to serve on the Sacramento County Dental Health Advisory Committee.

Two Representatives:

1) \_\_\_\_\_

2) \_\_\_\_\_

**NOTES:**

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

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

ITEM III-G – ACTION

APPOINTMENT OF REPRESENTATIVE AND ALTERNATE TO THE MATERNAL,  
CHILD AND ADOLESCENT HEALTH ADVISORY BOARD

BACKGROUND:

There is currently a vacant Representative and Alternate position to the Sacramento County Maternal, Child and Adolescent Health Advisory Board. Current health issues are addressed, providing an opportunity for Head Start parents to contribute in the discussion and receive valuable information for Head Start.

Upcoming meetings will be held the second Tuesday of the month in September and November, 2006, at 9333 Tech Center Drive, Suite 800, Sacramento, CA, from 8:00 – 10:00 a.m. If you have any questions, please contact Brenda Campos, 263-3881.

RECOMMENDATION:

Appoint one Head Start Policy Council representatives and one alternate to serve on the Sacramento County Maternal, Child and Adolescent Health Advisory Board.

One Representative: \_\_\_\_\_

One Alternate: \_\_\_\_\_

**NOTES:**

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

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

ITEM III-H – ACTION

ELECTION OF POLICY COUNCIL SECRETARY – 2005-2006

BACKGROUND:

There is currently a Policy Council (PC) officer vacancy in the position of Secretary for Program Year 2005-2006. This agenda item provides an opportunity for the Policy Council to elect a Secretary. The duties of PC officers shall be prescribed in the Bylaws and shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws, Article V – Officers, Section 3: Duties of Officers.

**Section 3: Duties of Officers (C)**

The duties of PC officers shall be prescribed in these Bylaws and shall also include such other duties as may be established by the PC that are not in conflict with these bylaws:

- 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

RECOMMENDATION:

That the Policy Council elect a Secretary for Program Year 2005-2006.

**NOTES:**

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

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

## ITEM IV-A – INFORMATION

### STANDING INFORMATION ITEMS

#### BACKGROUND:

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

- A. Standing Information Items
- Introduction of New Staff
  - Upcoming Meetings, Training, Conferences and Events
    - Ms. Alma Hawkins, Mr. Robert Silva, Ms. Belinda Malone, Ms. Julita Bentz, Ms. Cathy Spivey or Ms. Judy Weber
  - 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  
GOVERNING BOARD MINUTES

BACKGROUND:

The Governing Board Meeting minutes will be available in July's Policy Council agenda.

**NOTES:**



ITEM V- COMMITTEE REPORTS

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

The Executive Committee met and evaluated the May 23, 2006 regular Policy Council meeting.

<b>Good</b>	<b>Needs Improvement</b>
Attendance	Listening to information being shared so the same question is not asked over again.
Requesting question of personal privilege before going to the rest room.	Punctuality.
Timely meeting.	Cell phone/pagers need to be turned off.
Chair did an excellent job.	NO FOOD in the board room.
	Getting Chair's permission to speak <u>even</u> when there's a presenter.

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

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

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

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ITEM V- COMMITTEE REPORTS (Continued)  
Page 2

E. PROGRAM AREA COMMITTEES:

Early Childhood Development & Health Services

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Family & Community Partnerships/Training

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

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Early Head Start

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

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

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H. HEALTH SERVICES ADVISORY COMMITTEE (HSAC) – Vacant

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ITEM VI- OTHER REPORTS

BACKGROUND:

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

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

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

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- C. HEAD START DEPUTY EXECUTIVE DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Executive Director (Ms. Robin Purdy is serving as interim Head Start Deputy Executive 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 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.

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ITEM VI- OTHER REPORTS (Continued)

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

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

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

- Women Escaping a Violent Environment – Vacant
  - Child Health and Disability Prevention Program – Ms. Carol Schaefer
  - Community Services Planning Council - Vacant
  - Perinatal & Infant Health Advisory Committee – Ms. Sherry Gangloff (appointed by Chair)
  - Maternal, Child and Adolescent Health Board – Vacant
  - 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
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G. OPEN DISCUSSION AND COMMENTS: This item provides an opportunity for Head Start Policy Council members to bring up topics for discussion. Members are asked to address their requests to the Chair if they wish to speak. No action is to be taken on any item that is discussed during this meeting; the board may direct staff to place agenda items on upcoming agendas for action.

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

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