

Thought of the Day: "The glory is not in ever failing but in the rising every time you fail."

Author: Unknown

**GOVERNING BOARD**

BONNIE PANNELL  
Council Member  
City of Sacramento

DON NOTTOLI  
Board of Supervisors  
County of Sacramento

ILLA COLLIN  
Board of Supervisors  
County of Sacramento

SOPHIA SCHERMAN  
Public Representative

ROBBIE WATERS  
Council Member  
City of Sacramento

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

**DATE:** Tuesday, March 28, 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**

925 Del Paso Blvd., Suite 200  
Sacramento, CA 95815  
Tel: (916) 263-3804  
Fax: (916) 263-3779  
Website: [www.headstart.seta.net](http://www.headstart.seta.net)

KATHY KOSSICK  
Executive Director

NORMA JOHNSON  
Deputy Director

**AGENDA**

- I. **Call to Order/Roll Call/Review of Board Member Attendance**
- II. **Consent Item**
  - A. Approval of the Minutes of February 28, 2006 Regular Meeting
- III. **Action Items**
  - A. Approval of Fiscal Year 2006-2007 Program Goals
  - B. Selection of Representative and Alternate to Attend the National Head Start Association Training Conference

- C. Approval of Delegating Authority to the Parent Advisory Committee to Function in the Screening and Interviewing of Prospective Applicants Directly Related to the SETA-Operated Program
- D. Approval of Supplemental Funding to Attend the National Head Start Hispanic Institute

**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)
- Parent Leadership Institute Report(s) – March 6-8, 2006, Hilton Hotel, Concord, CA.
- Program Content Area/Mental Health Report – Ms. Melanie Nicholas (February, April, June, August, October)
- CHSA Report
- Region IX Head Start Association Report
- Fiscal Report (January, April, July, October) – 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
- B. Personnel/Bylaws
- C. Budget/Planning
- D. Hospitality
- E. Program Area Committees
  - ✓ Early Childhood Development and Health Services
  - ✓ Family & Community Partnerships/Training
  - ✓ Monitoring & Evaluation (Self-Assessment)
  - ✓ Early Head Start
- F. Community Advocating Male Participation (CAMP) Representative – Mr. Roy Shier
- G. Community Partnerships Advisory Committee (CPAC) – Mr. Alvin Fincher
- H. Health Services Advisory Committee (HSAC) – Mr. James Williams
- I. Community Action Board (CAB) Representative – Mr. Donald Clark

**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 – Ms Toni Allen
  - 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. Toni Allen, Ms. Zebadeisha Grooms, and Ms. Katrina Emerson
- G. Open Discussion and Comments
- H. Public Participation

**III. Action Items (Continued)**

- E. CLOSED SESSION: PERSONNEL - Pursuant to Government Code Section 54957
- Approval of Eligible Lists for the following positions: Associate Teacher, Head Start Health/Nutrition Specialist, and Head Start Head Cook.
  - ✓ Report out of Closed Session

**VII. Adjournment**

**DISTRIBUTION DATE: THURSDAY, MARCH 23, 2006**

ITEM I - CALL TO ORDER/ROLL CALL

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

- \_\_\_\_\_ Katrina Emerson, Del Paso Early Childhood Development Center
- \_\_\_\_\_ Lupe Martinez, Elk Grove Unified School District
- \_\_\_\_\_ Gloria Neal, Meadowview Community Action
- \_\_\_\_\_ Toni Allen, Sacramento City Unified School District
- \_\_\_\_\_ Victoria Camargo, Sacramento City Unified School District
- \_\_\_\_\_ James Williams, Sacramento City Unified School District
- \_\_\_\_\_ Janet Foster, San Juan Unified School District
- \_\_\_\_\_ Donald M. Clark, SETA-Operated Program
- \_\_\_\_\_ Sara Fuentes, SETA-Operated Program
- \_\_\_\_\_ Sherry Gangloff, SETA-Operated Program
- \_\_\_\_\_ Kenesha Gray, SETA-Operated Program
- \_\_\_\_\_ Zebadeisha Grooms, SETA-Operated Program
- \_\_\_\_\_ Ana Melara, SETA-Operated Program
- \_\_\_\_\_ Kayla Green, Early Head Start
- \_\_\_\_\_ Penny Campbell-Mays, Past Parent Representative
- \_\_\_\_\_ Felicia Harris, Foster Parent Representative
- \_\_\_\_\_ Minerva Gillette, Past Parent Representative
- \_\_\_\_\_ Denise Nelson, Past Parent Representative
- \_\_\_\_\_ Carol Schaefer, Child Health and Disability Prevention Program
- \_\_\_\_\_ Alvin Fincher, Sacramento Housing Alliance

Members to be Seated:

- \_\_\_\_\_ Erica Ruiz, Elk Grove Unified School District
- \_\_\_\_\_ Natalie Cordova, Playmate Child Development Center
- \_\_\_\_\_ Victoria Jennings, Playmate Child Development Center
- \_\_\_\_\_ Natasha Toolate, Early Head Start (San Juan)
- \_\_\_\_\_ Roy Shier, CAMP Representative

Seats Vacant:

- \_\_\_\_\_ Vacant (Osborn), San Juan Unified School District
- \_\_\_\_\_ Vacant (Weissman), Del Paso Early Childhood Development Center
- \_\_\_\_\_ Vacant (Marquez), Early Head Start (SETA)

**\*\* Please call your alternate, the Policy Council Vice 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										
T. Allen (12/21)	SAC	X	X	X	X											
V. Camargo (12/21)	SAC		X	X	X											
P. Campbell- Mays (11/22)	PAST	X	X	X	E											
D. Clark (11/22)	SOP	X	E	E	X											
N. Cordova	WCIC															
K. Emerson (11/22)	DP	X	X	X	U											
J. Foster (11/22)	SJ	X	X	X	X											
S. Fuentes s/b/s 12/21	SOP		U	X	U											
S. Gangloff (11/22)	SOP	X	X	X	X											
M. Gillette (11/22)	PAST	X	X	X	E											
K. Gray (11/22)	SOP	X	U	X	X											
K. Green (12/21)	EHS		X	U	X											
Z. Grooms (11/22)	SOP	X	X	X	X											
F. Harris (12/21)	FOSTE R	U	X	E	X											
V. Jennings	WCIC															
L. Martinez (11/22)	ELK	X	X	X	X											
A. Melara s/b/s 1/06	SOP			U	X											
G. Neal (12/21)	MCA		X	U	X											
D. Nelson (11/22)	PAST	X	X	X	X											

<b>BOARD MEMBER</b>	<b>SITE</b>	<b>11/22</b>	<b>12/21</b>	<b>1/24</b>	<b>2/28</b>	<b>3/28</b>									
M. Osborn (11/22)	SJ	X	U	E	X										
E. Ruiz	EG														
N. Toolate	SJ/EHS														
J. Williams (12/21)	SAC		X	X	X										
A. Fincher (12/21)	SHA		X	X	E										
R. Shier	CAMP														
C. Schaefer (11/29/04)	CHDP	X	X	E	X										
Vacant	WEAVE														
Vacant	CSPC														

**GLOSSARY OF ACRONYMS**

<b>ACRONYM</b>	<b>REPRESENTATIVE CENTER</b>
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 3/21/06*

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE FEBRUARY 28, 2006 REGULAR POLICY  
COUNCIL MEETING

BACKGROUND:

Attached are the minutes of the February 28, 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, February 28, 2006  
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Nelson called the meeting to order at 9:12 a.m. Ms. Felicia Harris read the thought of the day. Mr. James Williams called the roll. Ms. Ana Melara, SETA-Operated Program, was seated.

**Members Present:**

Lupe Martinez, Elk Grove Unified School District  
Gloria Neal, Meadowview Community Action  
Toni Allen, Sacramento City Unified School District  
Victoria Camargo, Sacramento City Unified School District  
James Williams, Sacramento City Unified School District  
Janet Foster, San Juan Unified School District  
Donald Clark, SETA-Operated Program  
Sherry Gangloff, SETA-Operated Program  
Kenesha Gray, SETA-Operated Program  
Zebadeisha Grooms, SETA-Operated Program (arrived at 9:20 a.m.)  
Ana Melara, SETA Operated Program  
Felicia Harris, Foster Parent  
Kayla Green, Early Head Start (Sacramento City)  
Denise Nelson, Past Parent Representative  
Carol Schaefer, Child Health & Disability Prevention Program

**Members Absent:**

Katrina Emerson, Del Paso Early Childhood (unexcused)  
Sara Fuentes, SETA Operated Program (unexcused)  
Marilyn Osborn, San Juan Unified School District (unexcused)  
Penny Campbell Mays, Past Parent Representative (excused)  
Minerva Gillette, Past Parent Representative (excused)  
Alvin Fincher, Sacramento Housing Alliance (excused)

II. **Consent Item**

- A. Approval of the Minutes of January 24, 2006 Regular Meeting

The minutes were reviewed.

Moved/Allen, second/Williams, to approve the minutes, by show of hands vote.

Ms. Nelson made two corrections to the minutes.



Show of hands vote: Aye: 13, Nay: 0, Abstentions: 1 (Nelson)

### **III. Action Items**

#### **A. Election of Representative and Alternate to the Community Action Board**

The Clerk provided an overview of the Community Action Board. The CAB is an advisory board to the SETA Governing Board.

Ms. Zebadeisha Grooms arrived at 9:20 a.m.

Moved/Allen, second/Gray, to elect a representative and an alternate to serve as Low-Income Sector representatives to the Community Action Board.

Those interested in serving: Donald Clark and James Williams.

Vote on the motion: Aye: 13, Nay: 0, Abstentions: 2 (Grooms and Nelson)

Nominees spoke about their interest in serving on this board.

Votes: Donald Clark: 6, James Williams: 8

Mr. Williams will be the representative, Mr. Clark will be the alternate.

#### **B. Approval of Revision to Job Specification of Associate Teacher**

Moved/Gangloff, second/Williams, to approve the modification to the Associate Teacher job specification, by show of hands vote.

Mr. Williams asked about the Associate Teachers not having a requirement to have experience. Ms. Johnson stated that this is the assistant to the teacher who does have the experience. This offers an opportunity for the Associate Teacher to get the experience and thus higher pay.

Vote on the motion: Aye: 13, Nay: 0, Abstentions: 2 (Grooms and Nelson)

#### **C. Adoption of Resolution Establishing the Salary Range for the Classification of Associate Teacher**

Ms. Nelson reviewed this item.

Moved/Gray, second/Schaefer, to approve a resolution establishing the salary range for the Associate Teacher classification.

Vote on the Motion: Aye: 13, Nay: 0, Abstentions 2 (Grooms and Nelson)

#### **D. Approval to Reclassify Existing Head Start Teacher Assistants to Associate Teachers**

Ms. Nelson reviewed this item.

Moved/Camargo, second/Williams, to approve the reclassification of the 15 incumbent Head Start Teacher Assistants to Associate Teacher (Tier I), by show of hands vote. The incumbents will retain their seniority in this revised classification.

Vote on the Motion: Aye: 13, Nay: 0, Abstentions: 2 (Grooms and Nelson)

- E. Approval to Revise Section 14.2 of the Labor Agreement, Head Start Substitute Teacher Allowance

Mr. Williams read the board item.

Moved/Allen, second/Gray, to approve the revisions to Section 14.2, Head Start Substitute Teacher Allowance, of the Labor Agreement, by show of hands vote.

Vote on the Motion: Aye: 12, Nay: 1 (Martinez), Abstentions: 2 (Grooms and Nelson)

- F. Approval of Fiscal Year 2006-2007 Tracks and Center Locations

Ms. Nelson reviewed this item.

Moved/Green, second/Gangloff, to approve the Fiscal Year 2006-2007 SETA Operated Program Tracks, by show of hands vote.

Ms. Norma Johnson reviewed this item and noted a correction to the chart. Two of the former MCA centers will combine with the SETA program.

Mr. Williams inquired about what makes a program year round. Ms. Johnson replied that all programs are year round with the exception of centers that cannot provide year round services. The grantee-operated program advances children into the kindergarten system throughout the year. Also, providing services year round allows for staff to work during the summer.

Ms. Johnson reported that MCA relinquished their Head Start contract to SETA. There have been administrative problems with this program for many years. In November/December, many of the administrative systems were still lacking and it was then decided that MCA would relinquish their contract.

Vote on the motion: Aye: 13, Nay: 0, Abstentions: 2 (Grooms and Nelson)

- G. Approval of Fiscal Year 2006-2007 SETA Head Start Program Options

Ms. Nelson reviewed this item.

Moved/Melara, second/Green, to approve the Fiscal Year 2006-2007 Head Start Program Options, by show of hands vote.

Ms. Johnson answered questions from the board. This report is only for the SETA-operated programs.

Vote on the motion: Aye: 13, Nay: 0, Abstentions: 2 (Grooms and Nelson)

- H. Approval of Head Start/Early Head Start Budget Allocations for FY 2006-2007  
Ms. Grooms reviewed this item.

Moved/Green, second/ Gray, to approve the Head Start/Early Head Start budget allocations for Fiscal Year 2006/2007, by show of hands vote.

Ms. Harris inquired about the increase of slots at Elk Grove. Ms. Johnson stated that due to a recent community needs assessment, Elk Grove was found to be underserved. The slots given to the Elk Grove program are given in order to provide services. These slots are from the Del Paso program. Program Directors have an agreement that if their slots are not filled within a certain amount of time, the slots can be reallocated to another program.

Mr. Williams asked that the Policy Council not approve this item. He expressed concern that Elk Grove gets more slots but Del Paso is losing them. This is a neighborhood that has a lot of poverty; we need to be responsible to fill the slots in Del Paso. Ms. Allen and Ms. Martinez urged the board to approve this item. Elk Grove has an enormous need for additional slots.

Ms. Johnson reported that Elk Grove enrolls 4 year olds. The Elk Grove slots are in South Sacramento and in very low income neighborhoods.

Ms. Harris stated that she has experienced difficulty in not being able to enroll her daughter in a program. She had to be on a waiting list.

Vote on the motion: Aye: 11, Nay: 1 (Williams), Abstentions: 2 (Grooms and Nelson)

- I. CLOSED SESSION: PERSONNEL - PURSUANT TO GOVERNMENT  
Code Section 54957

The board went into closed session at 10:12 a.m. At 10:44 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: Special Education Field Technician and Associate Teacher. In addition, the item entitled "Approval to Hire Program Staff at the Meadowview Community Action, Inc. Effective March 1, 2006" was approved.

**IV. Information Items**

A. Standing Information Items

- Introduction of New Staff: No new staff.

- Monthly Special Education Report - Ms. Beverly Sanford introduced herself, and explained what she does, and reviewed the report she prepares each month. Ms. Sanford read off a listing of contacts at the other Head Start grantees.
- Program Content Area/Disabilities Services Report – Ms. Sanford distributed information on some upcoming trainings that are available in the area.
- Average Daily Attendance: Ms. Elsie Bowers reviewed the monthly attendance records. The goal is to have 100% enrollment at all times.
- Program Content Area/Mental Health Report – Ms. Melanie Nicolas reported that she provides training and technical assistance on the performance standards and ensures that systems are in place to provide quality services to families experiencing mental health problems. She distributed information on the services provided. Ms. Nicolas reviewed the provision of services in the Sacramento county area.
- Upcoming Meetings, Training, Conferences and Events - Ms. Alma Hawkins reviewed information on the literacy program. Board members were given a book for their child. The Grandparent/Foster parent support group meeting was February 8 and Ms. Nelson provided information on how to do ceramics. The March meeting is scheduled for March 8, 2006, 12:00 p.m. Attendees will be visiting the Sacramento Grandparent Support Group. Former Policy Council member Pearl Bolton is working with this program. Ms. Hawkins announced that a Movie Literacy Night is scheduled for March 29, 2006, 6-8 p.m. at the Del Paso Blvd. parking lot (SETA building). Ms. Foster stated there was a movie night at Marvin Marshall and everyone had a great time. Ms. Hawkins stated that this movie night is open to everyone.

Ms. Belinda Malone reviewed the Know Your Rights Workshop.

Ms. Cathy Spivey reviewed Daddy and Me Literacy Night in the Sequoia Room, 6-8 p.m. Wednesday, March 15, 2006. Contact Bob Silva at 263-0609 for questions.

- CHSA Report: No report.
- Region IX Head Start Association Report: No report.
- Fiscal Report: No report.
- Community Resource/Recognitions: None.
- Parent/Staff Recognitions: None.
- Grandparent/Foster Parent Report: No report.

B. Governing Board Minutes: No questions.

C. Fiscal Monitoring Report: No questions.

## V. Other Reports

A. Executive: Ms. Grooms read the Executive Committee report.

- B. Personnel/Bylaws: Ms. Desha reported that only one member arrived for the last committee meeting. Next meeting is March 23, 9:00 a.m. in the Oak Room.
- C. Budget/Planning: Next meeting is March 1, 2006, 12:00 p.m.
- D. Hospitality: No meeting until June.
- E. Program Area Committees
  - ✓ Early Childhood Development and Health Services: No date set.
  - ✓ Family & Community Partnerships/Training: Next meeting scheduled for Tuesday, March 21, Redwood Room.
  - ✓ Monitoring & Evaluation (Self-Assessment): Committee of the whole.
  - ✓ Early Head Start: Next meeting, March 16, 10:00 a.m. in the Oak Room.
- F. Community Advocating Male Participation: No report.
- G. Community Partnerships Advisory Committee: Upcoming meetings scheduled for Thursday, April 6 and Thursday, September 21.
- H. Health Services Advisory Committee: Next meeting will be April 6 in the Sequoia Room, and then November 2 in the Sequoia Room.

## **VI. Other Reports**

- A. SETA Executive Director's Report: No report.
- B. Chair's Report: Ms. Nelson reminded board members to put committee meeting dates in their planner. Board members were reminded of the upcoming Parent Leadership Institute in Concord. Betsy Haas will be the speaker. Board members were asked to list their e-mail address and birthdate.
- C. Head Start Deputy Executive Director's Report: No report.
- D. Head Start Managers' Report: Ms. Denise Lee spoke of assessments that are being done of children by teaching staff. The assessments are done in the fall and in the summer. She spoke of Kindergarten Kickoff Camp which is a program offered to prepare children for kindergarten.
- E. Community Agency Report
  - Women Escaping a Violent Environment - Vacant
  - Child Health and Disability Prevention Program – Ms. Carol Schaefer spoke of a new resource in the community. Western Career College has a dental hygiene program and will be doing cleanings, sealants and X-rays for the low income community. Right now they will serve children 5 years of age and up. They have agreed to provide services for low income children for a limited time. Clinics are on Tuesday mornings, 9:00 a.m. to noon and Friday afternoons from 12:00 – 4:00 p.m. or 1:00 – 5:00 p.m. Examinations will take longer since students actually perform the services. This is a brand-new facility on Folsom Blvd. just east of Watt Avenue, very near to public transportation.
  - Community Services Planning Council - Vacant
  - Perinatal & Infant Health Advisory Committee – No report.
  - Maternal, Child and Adolescent Health Board – No report.
  - Community Action Board: No report.
  - Sacramento Housing Alliance: No report.
- F. Health and Dental Report

- Sacramento County Dental Health Advisory Committee: The next meeting will be March 22, 4:00 – 5:30 p.m., 909-12<sup>th</sup> Street.
- G. Open Discussion and Comments: Ms. Allen asked about the oral health project presented by Amy Bahn.
- H. Public Participation: No comments.
- VII. Adjournment:** Meeting adjourned at 11:53 a.m.

ITEM III-A – ACTION

APPROVAL OF FISCAL YEAR 2006-2007 PROGRAM GOALS

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve Fiscal Year 2006-2007 program goals that were developed by the Policy Council, Policy Committee, Parent Advisory Committee Representatives who attended the Annual Parent Leadership Institute recently held in Concord, CA. Directors at a recent director's meeting added recommendations to reflect county-wide goals. The three (3) year strategies to meet these goals are currently being developed and will be submitted as an action item at your April meeting.

Fiscal Year 2006-2007:

1. English Learning Students entering Head Start programs will move at least one level of the English proficiency as measured by a pre- and post-English language assessment annually (children move up one notch on a five-notch scale).
2. All children including English Language Learners (ELL), will meet the Pre-K Standards developed by the State Department of Education as measured by the DRDP or other Assessment Tool.
3. All children will receive a dental examination (or dental screening for Early Head Start) and necessary follow-up needed.

RECOMMENDATION:

Approve the Fiscal Year 2006-2007 Program Goals as outlined above.

**NOTES:**

ACTION: Moved \_\_\_\_\_ Seconded \_\_\_\_\_

VOTE: Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_

ITEM III-B – ACTION

SELECTION OF REPRESENTATIVE AND ALTERNATE TO ATTEND THE NATIONAL HEAD START ASSOCIATION TRAINING CONFERENCE

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to select one (1) Policy Council Representative and one (1) Alternate to attend the National Head Start Association's 33<sup>rd</sup> Annual Training Conference, May 8-10, 2006, Detroit, Michigan.

Please see attached Conference Attendance Guidelines and conference information.

RECOMMENDATION:

That the Policy Council select one (1) Representative and one (1) Alternate to attend the National Head Start Association Training conference.

**NOTES:**

ACTION: Moved \_\_\_\_\_ Seconded \_\_\_\_\_

VOTE: Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_



# **POLICY COUNCIL**

## **REPRESENTATIVE CONFERENCE ATTENDANCE**

### **GUIDELINES**

The following guidelines are for Policy Council members who have an interest in attending a Head Start Parent Conference are as follows:

1. Priority preference for selection to attend a Head Start Conference will be Policy Council members who have not had an opportunity to attend an out-of-state Head Start Conference.
2. The Policy Council (PC) members must give a written report to the PC at the next scheduled PC meeting upon his/her return from the parent conference (local or out of state).
3. The Policy Council member's report must include the Policy Council member's name, conference date, title, location; workshops attended and networking information.
4. Any additional comments.

ITEM III-C – ACTION

APPROVAL OF DELEGATING AUTHORITY TO THE PARENT ADVISORY COMMITTEE TO FUNCTION IN THE SCREENING AND INTERVIEWING OF PROSPECTIVE APPLICANTS DIRECTLY RELATED TO THE SETA-OPERATED PROGRAM

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Parent Advisory Committee's involvement in screening and interviewing prospective applicants directly related to the SETA-Operated Program. Reference the Policy Council bylaws:

Article II Purpose, Powers, Duties and Functions, Section 2: Powers, Duties and Functions, E12: *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.)*

RECOMMENDATION:

That the Policy Council approve the delegation of authority to the Parent Advisory Committee to function in the screening and interviewing of prospective applicants directly related to the SETA-Operated Program.

**NOTES:**

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

VOTE: Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_

ITEM III-D – ACTION

APPROVAL OF SUPPLEMENTAL FUNDING TO ATTEND THE NATIONAL HEAD START HISPANIC INSTITUTE

BACKGROUND:

The Department of Health and Human Services, Administration for Children and Families, Head Start Bureau, hosted the 2<sup>nd</sup> Annual National Hispanic Institute from Monday, February 27, 2006 to Friday, March 3, 2006, in Denver, Colorado. The National Head Start Hispanic Institute recognizes the increasing number of Hispanic children across the United States eligible for Head Start services and the obligation of Head Start programs to reach out to them. Institute goals and daily themes included Culture and Relationship, Family and Community, and Fiscal and Program Accountability. In addition, this provided an opportunity for the staff of Head Start and Early Head Start programs to come together to explore specific issues related to providing effective services to Hispanic children and families.

Supplemental funding reimbursement of \$1,000 per person, maximum of two attendees per agency, is available through the Department of Health and Human Services, if approved by the Policy Council. The estimated cost per person was \$1,500. SETA submitted a grant on behalf of the county for \$12,000.

Staff will be available to provide an oral report.

RECOMMENDATION:

Approve the supplemental funding grant for reimbursement of out-of-state travel for persons attending the National Head Start Hispanic Institute in Denver, Colorado, February 27 to March 3, 2006, at an approximate cost of \$1,500 per person.

**NOTES:**

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

VOTE: Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_

## 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)
  - Parent Leadership Institute Report(s) – March 6-8, 2006, Hilton Hotel, Concord, CA.
  - 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:

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

NOTES:

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

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

Thursday, February 2, 2006  
9:30 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance**: Ms. Scherman called the meeting to order at 9:44 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  
Bonnie Pannell, Councilmember, City of Sacramento  
Don Nottoli, Member, Board of Supervisors  
Robbie Waters, Councilmember, City of Sacramento

Recognition of Long-Term Employees: Phil Nelson, Dettie MacCracken, and  
Christine Bem were presented with gifts in recognition of their years of service to  
SETA.

Ms. Collin arrived at 9:51 a.m.

II. **Consent Items**

The consent calendar included approval of the minutes of the December 1, 2005  
regular board meeting, approval of claims and warrants for the period 11/22/05  
through 1/26/06, and approval of the Sacramento County Annual Investment  
Policy of Pooled Investment Fund – All Calendar Years.

Ms. Pannell asked if some of the action items could be moved to the consent  
calendar. Mr. Thatch replied that it cannot be done today because the agenda  
has been published. However, in the future, routine, non-controversial items will  
be put under the consent calendar.

Moved/Pannell, second/Waters, to approve the consent items as distributed.  
Voice Vote: Unanimous approval

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Approval of Revision to Job Specification of Associate Teacher

2. Adoption of Resolution Establishing the Salary Range for the Classification of Associate Teacher
3. Approval to Reclassify Existing Head Start Teacher Assistants to Associate Teachers
4. Approval to Revise Section 14.2 of the Labor Agreement, Head Start Substitute Teacher Allowance

Mr. Rod Nishi reported that agenda item A-1 first came to the board in December. This has gone before the union and staff has received a letter of understanding and support from the union. Items 1-4 were reviewed at the same time.

Mr. Nishi reviewed the qualifications under which employees have experience and would be considered tier 1, 2, 3. The Associate Teacher will have one title and three salary ranges based on the employees' position and experience.

Moved/Pannell, second/Scherman, to approve the following:

III-A-1: Approve the modification to the Associate Teacher job specification.

III-A-2: Approve the resolution establishing the salary range for the Associate Teacher classification.

III-A-3: Approve the reclassification of the 15 incumbent Head Start Teacher Assistants to Associate Teacher (Tier I). The incumbents will retain their seniority in this revised classification.

III-A-4: Approve the revisions to Section 14.2, Head Start Substitute Teacher Allowance, of the Labor Agreement.

Voice Vote: Unanimous approval.

Mr. Nottoli arrived at 9:56 a.m.

Mr. Nishi clarified that 12 teachers are being reclassified under III-A-3.

5. Approval of Transfer of Funds to SETA from the County of Sacramento

Ms. Kossick stated that an old lost account was located after a review. This account has been earning interest. These funds will become part of the Agency's fund balance for future use by the SETA Governing Board.

Moved/Nottoli, second/Scherman, to authorize the Executive Director to approve the hold harmless statement to complete the transfer of \$74,183 to SETA. Voice Vote: Unanimous approval.

Ms. Kossick stated that it is the Board's discretion as to how the funds are spent.

6. Approve Authorizing the SETA Executive Director to Sign Memorandum of Understanding and Letters of Commitment

Ms. Kossick stated that many items come to this board requesting signature authority for non-controversial MOUs. This item requests approval to authorize the Executive Director to sign non-controversial MOUs and letters of commitment.

Moved/Pannell, second/Collin, to authorize the SETA Executive Director to sign Memorandums of Understanding and Letters of Commitment that comply with SETA's mission and commit in-kind contributions of staff, facilities and/or services.

Voice Vote: Unanimous approval.

7. Approval of the Sacramento Employment and Training Agency Employee Recognition Policy

Ms. Welsch reviewed this item. After board approval, this recognition format will be kicked off later this month. There are different ways in which staff can be acknowledged. It is anticipated that no more than \$10,000 per year would be allocated to support the Employee Recognition program activities.

Moved/Pannell, second/Scherman, to approve the SETA Employee Recognition Policy and authorize the Executive Director to allocate resources in keeping with the policy.

Voice Vote: Unanimous approval.

8. Approval of Revision of Job Specification of Department Secretary

Mr. Nishi reviewed this item and the revisions to the job specification.

Moved/Pannell, second/Nottoli, to approve the revised job specification for Department Secretary.

Voice Vote: Unanimous approval.

Ms. Kossick invited board members to attend a luncheon for Verlene Kelly on 3/31 in the Agency atrium.

9. Approval to Submit an Employment Training Panel Application for Upgrade Nursing Training

Mr. William Walker reviewed this item. SETA is currently working with Tech Skills in a very successful program.

Moved/Pannell, second/Collin, to approve the formal submission of an application to the Employment Training Panel for a Nurse Workforce Program and authorize the Executive Director to sign the contract with ETP.

Voice Vote: Unanimous approval.



10. Approval of Amended Travel Policy for SETA Including the New Requirements of AB 1234 for Travel Reimbursement Conditions for Governing Board Members

Mr. Rick Pryor reviewed this item. Assembly Bill 1234 brought several requirements that must be followed with regard to travel reimbursement. Through this amended policy, wording has been added to pay Governing Board members for their travel expenses as well as staff traveling on Agency business.

Mr. Thatch stated that this policy covers the Sacramento Works, Inc. board, Policy Council, and all advisory bodies.

Moved/Scherman, second/Pannell, to approve the revised Sacramento Employment and Training Agency Travel Policy and Procedures and adopt the resolution regarding the changes required by Assembly Bill 1234.

Voice Vote: Unanimous approval.

11. Approval of Use of Fund Balance

Ms. Kossick stated that this item would permit the use of the fund balance to allow her to attend the Cap-to-Cap trip.

Moved/Scherman, second/Waters, to approve the use of approximately \$3,100 in agency fund balance to cover travel and attendance costs for the Executive Director to participate in the 2006 Cap-to-Cap trip in April.

Voice Vote: Unanimous approval.

Ms. Scherman stated that all board members try to carry the SETA message back to Washington, D. C., but it is not the same. She feels that it is essential for Ms. Kossick to attend the Cap-to-Cap trip to speak on behalf of SETA and Sacramento.

12. Approval to Release a Request for Proposals for Payroll and Human Resource Services

Mr. Rick Pryor reviewed this item which seeks approval to issue an RFP for payroll and human resource services. The company that was selected is still not providing the services that are required by SETA. The County Department of Finance has approved SETA going out with a new RFP.

Moved/Scherman, second/Nottoli, to approve the release of a Request for Proposals for Payroll and Human Resource Services.

Voice Vote: Unanimous approval.

**B. WORKFORCE INVESTMENT ACT**

1. Appointment of Private Sector Representative to the Sacramento Works, Inc. Board

Ms. Kossick reminded the Board that the Sacramento Works Executive Committee was asked to provide input on potential applicants. After a recent meeting, the Executive Committee has recommended Ms. Lynn Conner to the Sacramento Works, Inc. board.

Moved/Pannell, second/Collin, to appoint Ms. Lynn Conner, a Private Business sector representative, to the Workforce Investment Board operating as Sacramento Works, Inc.

Voice Vote: Unanimous approval.

2. Appointment of Youth Council Member

Ms. Christine Welsch reviewed this item that requests appointment of Colleen Clark, Sacramento Housing and Redevelopment Agency, to the Youth Council.

Moved/Pannell, second/Collin, to appoint Ms. Colleen Clark to the Sacramento Works Youth Council.

Voice Vote: Unanimous approval.

3. Approval to Release the Revised Workforce Skills Preparation Services Request for Qualifications (RFQ) for 2006

Ms. Robin Purdy stated that the WSP was released in December. This is a revised RFQ that will assist in recruiting agencies that can provide services to youth. Other modifications to the RFQ were reviewed.

Moved/Nottoli, second/Pannell, to approve the revised Workforce Skills Preparation Services Request for Qualifications (RFQ).

Voice Vote: Unanimous approval.

4. Approval to Release a Request for Proposals for WIA Title I, Youth Program Services for Fiscal Years 2006-2011

Ms. Christine Welsch reviewed this item and provided corrected dates. The Youth Council and youth services providers have been involved in the development of the RFP.

Moved/Nottoli, second/Collin, to approve the release of a Request for Proposals for WIA Title I Youth funds for Fiscal Years 2006-2011.

Voice Vote: Unanimous approval.

5. Approval to Transfer 20% of Workforce Investment Act Dislocated Workers Funding to Adult Programs

Ms. Ginger Brunson reviewed this item. This is a routine administrative item. There were no questions or comments.

Moved/Pannell, second/Scherman, to approve the submission of a transfer of funds request to move 20% (\$718,538) of Dislocated Worker program funds to the Adult program.

Voice Vote: Unanimous approval.

## **C. HEAD START**

1. Approval of Out-of-State Travel to Attend The National Head Start Hispanic Institute

Ms. Norma Johnson reviewed this item that requests approval for two staff to attend this conference. The Administration for Children and Families will reimburse SETA \$1,000 for each participant.

Moved/Pannell, second/Collin, to approve out-of-state travel for two staff to attend the National Head Start Hispanic Institute in Denver, Colorado from February 27 to March 3, 2006 at an approximate cost of \$1,500 per person.

Voice Vote: Unanimous approval.

2. Approval of Memorandum of Understanding with Drs. Prentice Starkey and Alice Klein of U. C. Berkeley

Ms. Johnson mentioned this collaboration recently. This is a pilot program to implement a literacy program for mathematics. SETA and San Juan are currently working with this math curriculum.

Mr. Thatch asked that the motion be made contingent upon his office making minor modifications to the MOU. Mr. Thatch reviewed the modifications that will be made.

Moved/Scherman, second/Pannell, to authorize, subject to legal counsel review, the Executive Director to sign a Memorandum of Understanding for implementation of a pilot math literacy curriculum in selected Head Start centers.

Voice Vote: Unanimous approval.

3. Approval to Accept Offer from Meadowview Community Action, Inc. to Voluntarily Terminate Head Start Delegate Agreement

Ms. Johnson introduced Mr. James Sweeney from Meadowview Community Action. Staff and MCA have been working out the provisions of the agreement. Ms. Johnson stated that SETA is working to bring existing MCA employees on SETA's payroll. Right now, the MCA staff will come on as temporary employees

until the benefit and jobs specifications are worked out. Staff is working to make this as least disruptive as possible to the employee.

Ms. Kossick referred to the backup information that explains the situation. The issue to resolve is how to deal with the employees. The MCA staff will go through the probation program just like any other SETA staff person.

Ms. Collin asked if the delegate agencies have to meet the same federal standards as does SETA. Ms. Johnson stated yes, and that MCA employees will be placed in jobs as close to their jobs as possible with the salary as close as possible.

Mr. Waters stated that he found it disturbing that there was very little cooperation and hopes that the uncooperative persons will not be hired. Ms. Johnson replied that the teaching staff has been very cooperative. Ms. Kossick stated that according to the agreement, two MCA administrative staff will be kept on until to 3/31 to help with the transitioning.

Ms. Pannell commended Ms. Kossick and Mr. Sweeney that while there were problems, this has been worked out for the best for the children. Her number one concern is for the children.

Ms. Collin expressed concern about the children and the families. Head Start is one of the only ways a lot of these children will receive the dental/medical/social services that are needed.

Mr. Nottoli inquired about the church lease and Mr. Thatch stated that it is his view that the lease is long term and assignable. This is a ground lease, not a building lease.

Moved/Pannell, second/Nottoli, to authorize termination of MCA's Delegate Agreement on such terms and conditions as outlined by legal counsel.  
Voice Vote: Unanimous approval.

#### **D. COMMUNITY SERVICES BLOCK GRANT**

##### **1. Approval of Resolution to Accept Program Year 2006-2007 Community Services Block Grant Funds**

Ms. Cindy Sherwood-Green reviewed this item requesting approval of a resolution accepting CSBG funding. Ms. Sherwood-Green reviewed some modifications made to the resolution.

Moved/Collin, second/Pannell, to approve a resolution accepting CSBG funds.  
Voice Vote: Unanimous approval.

## 2. Approval of Community Action Board Bylaws

Ms. Sherwood Green reported that the last bylaws revision was 17 years ago. Staff is asking for changes to bring the Agency in compliance with regard to low income compliance on the board. A modification to the bylaws will change low income representation by the low income persons themselves. Also, staff is asking for the approval to allow private and low-income organizations to recruit two members rather than one. The federal poverty income guidelines will be used to determine whether a person is low income.

The modification to the bylaws will let more low income people participate. Mr. Thatch stated that SETA was directed by the Federal government to modify the bylaws regarding the low-income regulations for board member. Ms. Sherwood Green reviewed the poverty areas that would be utilized to select low income board members. After discussion by the board, it was decided to delete of the word "unincorporated" from Section 1.2 (5) - a description of the South Sacramento target group.

Moved/Nottoli, second/Scherman, approve the amendments to the Community Action Board bylaws.

Voice Vote: Unanimous approval.

## E. REFUGEE PROGRAMS – No items.

## IV. Information Items

A. Fiscal Monitoring Reports: No questions.

B. Women's Empowerment Program: No questions.

C. Dislocated Worker Update: Mr. William Walker reported that SETA staff is working on the Ralph's Market dislocation. The majority of the people being displaced are clerks. There are eight stores in the county and 365 employees are being displaced.

D. Update on Nurse Workforce Initiative (NWI) Graduates: Ms. Collin stated that the statistics are outstanding on this program. Ms. Sherwood-Green distributed an updated chart indicating the wage increase is actually 96% and that our retention rate has been 95%. Ms. Collin wants to make sure that these stats are getting out to the public. Mr. Walker will be working with MMC to ensure that this story will be in the newspaper.

Ms. Maria Steel and Ms. Melanie Klinkamon, lead case managers, were introduced.

## V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick recognized the January birthdays of Ms. Pannell, Mr. Waters and Ms. Collin.

Ms. Scherman asked if Ms. Collin's decision to retire is true? Ms. Collin stated that after much soul searching, she has decided to retire. December 31 is the end of her term.

- C. Counsel: No report.
- D. Members of the Board

Ms. Scherman stated that we need to pat ourselves on the back. A press release needs to be sent to the local newspapers when great things occur at the agency, such as the NWI program.

A job fair will be held February 11 Pannell Community Center.

- E. Public: None.

**VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Negotiator: VeRonica Busby

Employee Organization: AFSCME Local 146

Subject: Retiree Health

The board adjourned into closed session at 11:03 a.m. and went back into open session at 11:19 a.m. Mr. Thatch stated that there was no report out of closed session.

- VI. Adjournment**: Meeting adjourned at 11:19 a.m.

ITEM V- COMMITTEE REPORTS

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

The Executive Committee met and evaluated the February 28, 2006 Regular Policy Council meeting.

Good	Needs Improvement
No side bars.	Cell phones "off" or on vibrate.
Attendance.	
Making motions by members.	
Chair, Denise Nelson – Great Job!!	
Recognizing Chair before leaving your seat (question of privilege)	

- 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)

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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)

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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) – Mr. James Williams

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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. Norma Johnson) to report to the Council on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal Head Start Policy Council packet.

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

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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 – Ms. Toni Allen (appointed by Chair)
- 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. Toni Allen, Ms. Zebadeisha Grooms, and Ms. Katrina Emerson
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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.

ITEM III-E – ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: