

Thought of the Day: "You may never know whose life you may have touched, or made better, for having cared. What's important is that you take the time to care."

Author: Esteemed Human Development International

**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

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

**DATE:** Tuesday, May 2, 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 March 28, 2006 Regular Meeting
- III. **Action Items**
  - A. Approval of Fiscal Year 2006-2007 Head Start/Early Head Start Budget
  - B. Approval of Fiscal Year 2006-2007 Head Start/Early Head Start Training/Technical Assistance Grant Application

- C. Approval of 2005-2006 Budget Revision Request to the Administration For Children and Families (ACF), SETA's Phoenix Park Head Start/Early Head Start
- D. Approval of 2005-2006 Budget Revision Request Administration for Children and Families (ACF), SETA's Job Corps. Early Head Start Program
- E. Approval of 2005-2006 Budget Revision Request to the Administration for Children and Families (ACF), Solid Foundation
- F. Approval of Fiscal Year 2006-2007 Three Year Program Narrative
- G. Approval of Three Year Goals and Objectives
- H. Approval of County-Wide Head Start/Early Head Start Program Options and Site Locations for Fiscal Year 2006-2007
- I. Approval of Fiscal Year 2006-2007 SETA Head Start/Early Head Start Program Options and Tracks

#### **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
  - NHSA 33<sup>rd</sup> Annual Head Start Association Training Conference – May 10-13, 2006 (Wednesday-Saturday), Detroit, Michigan
  - NHSA Scholarship/Awards and Region IX Head Start Association Education Awards
  - 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. California Department of Child Support Services
- C. Governing Board Minutes

**V. Other Reports**

- A. Executive
- B. Personnel/Bylaws
- C. Budget/Planning
- D. Hospitality
- E. Program Area Committees
  - Early Childhood Development and Health Services
  - Family & Community Partnerships/Training
  - Monitoring & Evaluation (Self-Assessment)
  - Early Head Start
- F. Community Advocating Male Participation (CAMP) Representative – Mr. Roy Shier
- G. Community Partnerships Advisory Committee (CPAC) – Mr. Alvin Fincher
- H. Health Services Advisory Committee (HSAC) – Ms. Katrina Emerson
- 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)**

- J. CLOSED SESSION: PERSONNEL - PURSUANT TO GOVERNMENT CODE SECTION 54957
  - Approval of Eligible Lists for the following position: Associate Teacher
- CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE Pursuant to Government Code Section 54957
  - Report out of Closed Session

**VII. Adjournment**

**DISTRIBUTION DATE: THURSDAY, APRIL 27, 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
- \_\_\_\_\_ Erica Ruiz, Elk Grove Unified School District
- \_\_\_\_\_ Lupe Martinez, Elk Grove Unified School District
- \_\_\_\_\_ Gloria Neal, Meadowview Community Action
- \_\_\_\_\_ Natalie Cordova, Playmate Child Development Center
- \_\_\_\_\_ Victoria Jennings, Playmate Child Development Center
- \_\_\_\_\_ Toni Allen, Sacramento City Unified School District
- \_\_\_\_\_ Victoria Camargo, Sacramento City Unified School District
- \_\_\_\_\_ Janet Foster, 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
- \_\_\_\_\_ 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

Member to be Seated:

- \_\_\_\_\_ Ronald Montez, Sacramento City Unified School District
- \_\_\_\_\_ Alma Garcia, San Juan Unified School District
- \_\_\_\_\_ Paula Stackhouse, SETA-Operated Program

Seats Vacant:

- \_\_\_\_\_ Vacant (Weissman), Del Paso Early Childhood Development Center
- \_\_\_\_\_ Vacant, Meadowview Community Action
- \_\_\_\_\_ 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**

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

BOARD MEMBER	SITE	11/22	12/21	1/24	2/28	3/28	5/2								
G. Neal (12/21)	MCA		X	U	X	X									
D. Nelson (11/22)	PAST	X	X	X	X	X									
E. Ruiz (3/28)	EG					X									
P. Stackhouse	SOP														
N. Toolate (3/28)	SJ/EHS					X									
J. Williams (12/21)	SAC		X	X	X	U									
A. Fincher (12/21)	SHA		X	X	E	X									
R. Shier (3/28)	CAMP					X									
C. Schaefer (11/29/04)	CHDP	X	X	E	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

**AP:** Alternate Present

**S/B/S:** Should be Seated

**E/PCB:** Excused, Policy Council Business

**E/PCB:** Excused, Policy Committee Business

*Current a/o 4/24/06*

ITEM II-A - CONSENT

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

BACKGROUND:

Attached are the minutes of the March 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: \_\_\_\_\_

ITEM III-A – ACTION

APPROVAL OF FISCAL YEAR 2006-2007 HEAD START/EARLY HEAD START  
BUDGET

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the revised Head Start/Early Head Start budget for Fiscal Year 2006-2007 in the amount of \$38,801,198 for Head Start, and \$4,656,217 for Early Head Start. The Budget/Planning Committee met five times with Ms. Norma Johnson, Deputy Director, Head Start, Children and Family Services, to provide input on the budget.

Ms. Norma Johnson will be available to answer any questions.

RECOMMENDATION:

That the Policy Council approve the Head Start/Early Head Start budget for Fiscal Year 2006-2007.

**NOTES:**

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

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



ITEM III-B – ACTION

APPROVAL OF FISCAL YEAR 2006-2007 HEAD START/EARLY HEAD START  
TRAINING/TECHNICAL ASSISTANCE GRANT APPLICATION

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Head Start/Early Head Start Fiscal Year 2006-2007 Training/Technical Assistance Grant application in the amount of \$361,068 Head Start, and \$117,581 Early Head Start. The Policy Council/Parent Advisory Committee (Training) met three times with staff to provide input on the budget.

Ms. Belinda Malone, SS/PI Specialist, will provide an oral report.

RECOMMENDATION:

That the Policy Council approve the Head Start/Early Head Start Fiscal Year 2006-2007 Training/Technical Assistance Grant Application.

**NOTES:**

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

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

ITEM III-C - ACTION

APPROVAL OF 2005-2006 BUDGET REVISION REQUEST TO THE  
ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF), SETA'S PHOENIX PARK  
HEAD START/EARLY HEAD START

BACKGROUND:

SETA's Children and Families Division is seeking approval for the purchase of playground equipment for SETA's Phoenix Park Head Start/Early Head Start program.

Phoenix Park Head Start/Early Head Start is a new center anticipated to open in August, 2006. The center will serve 60 preschoolers and 18 infants and toddlers. The purchase and installation of both the preschool and infant/toddler playground structures are estimated at \$100,000.

Funds for the playground structures will be taken from the Basic grant as there are costs savings from salary and fringe due to a workers compensation rebate. No additional funds are being requested.

RECOMMENDATION:

That the Policy Council approve the purchase of playground equipment for SETA's Phoenix Park Head Start/Early Head Start program.

**NOTES:**

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

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

ITEM III-D - ACTION

APPROVAL OF 2005-2006 REVISION REQUEST TO THE ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF), SETA'S JOB CORPS. EARLY HEAD START PROGRAM

BACKGROUND:

SETA's Children and Families Division is seeking approval for the purchase of playground equipment for SETA's Job Corps. Early Head Start program.

The Job Corps. Early Head Start program operates a full day, comprehensive services program for 18 infants and toddlers. Due to an oversight, playground equipment and installation was not included in the Head Start/Early Head Start Basic or Program Improvement grant applications. Therefore, the grantee is seeking approval to purchase the equipment at a total of \$26,593.35.

Funds will be taken from the Basic grant as there are costs savings from salary and fringe due to a workers compensation rebate. No additional funds are being requested.

RECOMMENDATION:

That the Policy Council approve the purchase of playground equipment for SETA's Job Corps. Early Head Start Program.

**NOTES:**

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

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

ITEM III-E -ACTION

APPROVAL OF 2005-2006 BUDGET REVISION REQUEST TO THE  
ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF), SOLID FOUNDATION

BACKGROUND:

SETA Children and Families Division is seeking approval to use Basic funds from PY 2005-2006 year to resurface the driveway at the Solid Foundation Head Start program.

SETA has been informed by the property owners of the Solid Foundation center that the parking driveway must be resurfaced. Head Start is the sole user of the parking lot and divots have been created over the years, creating a liability concern that needs to be addressed immediately.

Funds for the driveway resurfacing will be taken from the Basic grant as there are costs savings from salary and fringe due to a workers compensation rebate. No additional funds are being requested.

RECOMMENDATION:

That the Policy Council approve the driveway resurfacing at the Solid Foundation Head Start program.

**NOTES:**

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

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

ITEM III-F – ACTION

APPROVAL OF FISCAL YEAR 2006-2007 THREE YEAR PROGRAM NARRATIVE

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve Fiscal Year 2006-2007 Three Year Program Narrative. The Program Narrative will be sent under separate cover.

Ms. Norma Johnson will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve Fiscal Year 2006-2007 Three Year Program Narrative.

**NOTES:**

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

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

ITEM III-G – ACTION

APPROVAL OF THREE YEAR PROGRAM GOALS AND OBJECTIVES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve three year program goals and objectives. The three year Program Goals 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 year strategies to meet these goals were recently developed by SETA Head Start staff.

Please see attachment.

RECOMMENDATION:

That the Policy Council approve three year Program Goals and Objectives.

**NOTES:**

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

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

ITEM III-H – ACTION

APPROVAL OF COUNTY-WIDE HEAD START/EARLY HEAD START PROGRAM  
OPTIONS AND SITE LOCATIONS FOR FISCAL YEAR 2006-2007

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the county-wide Head Start/Early Head Start Program Options and site locations for Fiscal Year 2006-2007 (see attachment).

RECOMMENDATION:

That the Policy Council approve the county-wide Head Start/Early Head Start Program Options and site locations for Fiscal Year 2006-2007.

**NOTES:**

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

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

ITEM III-I – ACTION

APPROVAL OF FISCAL YEAR 2006-2007 SETA HEAD START PROGRAM OPTIONS  
AND TRACKS

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve Program Options and Tracks for Fiscal Year 2006-2007 (see attachment).

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve Fiscal Year 2006-2007 Head Start Program Options and Tracks.

**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
- NHSA 33<sup>rd</sup> Annual Head Start Association Training Conference – May 10-13, 2006 (Wednesday-Saturday), Detroit, Michigan
- NHSA Scholarship/Awards and Region IX Head Start Association Education Awards
- 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

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review recent changes to the State's child support program that will impact many families receiving services.

Staff will be available to answer questions.

**NOTES:**

ITEM IV-C – INFORMATION  
GOVERNING BOARD MINUTES

BACKGROUND:

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

**NOTES:**

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

Minutes/Synopsis

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

Thursday, March 2, 2006  
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Collin called the meeting to order at 10:11 a.m.

Members Present:

Illa Collin, Chair, SETA Governing Board; Member, Board of Supervisors  
Bonnie Pannell, Councilmember, City of Sacramento  
Don Nottoli, Member, Board of Supervisors  
Robbie Waters, Councilmember, City of Sacramento

Member Absent:

Sophia Scherman, Vice Chair, SETA Governing Board; SETA Governing Board  
Public Representative

- Recognition of Long-Term Employees: Ms. Laurel Lodde and Ms. Jeanie Ross were presented with gifts in recognition of their years of service to SETA.

**II. Consent Items**

The following items were reviewed; there were no questions or comments.

- A. Minutes of the February 2, 2006 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Resolution for the Workforce Investment Act (WIA) Program
- D. Approval of Out-of-State Travel to Attend the WorkKeys National Conference
- E. Approval of Revision of Job Specification of Payroll Clerk
- F. Approval of Fiscal Year 2006-2007 SETA-Operated Program Tracks
- G. Approval of Fiscal Year 2006-2007 SETA-Operated Program Options
- H. Approval to Augment and Extend the SMARTware Services Contract with Network Technologies to Include System Development

Moved/Waters, second/Pannell, to approve the consent calendar with the following action:

- A. Approve the minutes the February 2, 2006 special meeting.
- B. Approve the claims for the period 1/27/06 through 2/22/06.
- C. Approve a resolution providing signatory authority to the SETA Executive Director for WIA programs.

- D. Approve out of state travel for one staff person to Nashville, Tennessee for the WorkKeys National Conference, not to exceed \$1,365.
  - E. Approve the revised job specification for Payroll Clerk.
  - F. Approve the Fiscal Year 2006-2007 SETA Operated Program Tracks.
  - G. Approve the Fiscal Year 2006-2007 SETA Operated Program Options.
  - H. Approve the extension and augmentation of the service contract #173201SMS(2) with Network Technologies for an additional two years of support and maintenance at \$41,560 per year and redevelopment services at \$63,113 per year.
- Voice Vote: Unanimous approval.

Mr. Don Nottoli arrived at 10:27 a.m.

### **III. Action Items**

#### **A. GENERAL ADMINISTRATION/SETA**

1. Approval of Resolution Naming a Head Start Early Learning Center in Honor of Illa Collin

Ms. Kossick stated that over the years, Ms. Collin has been a major supporter of SETA, especially Head Start. A dedication will be held in the near future at the Fruitridge Early Learning Center. The board was shown a plaque that will be placed at the front of the center.

Moved/Nottoli, second/Pannell, to approve a resolution naming the Fruitridge Early Learning Center the Illa Collin Early Learning Center.  
Voice Vote: Unanimous approval.

Ms. Collin spoke about the presentation before the SETA off-site staff conference on February 13. It was announced at that meeting that there would be an early learning center dedicated in her honor.

#### **B. WORKFORCE INVESTMENT ACT: No items.**

#### **C. HEAD START**

1. Approval of Head Start/Early Head Start Budget Allocations for Fiscal Year 2006-2007

Ms. Norma Johnson reviewed the budget which will begin August 1, 2006 and includes sites that MCA operated and expansion to Elk Grove Unified School District.

Ms. Pannell expressed concern about slots taken from Del Paso. Ms. Johnson stated that after a needs assessment, it was found that Elk Grove was not well

served. The Head Start Directors agreed that if the slots were not filled by a certain date, the slots could be taken away and given to another area where there was a greater need. Del Paso will still have 300 Head Start slots.

Moved/Waters, second/Nottoli, to approve the Head Start/Early Head Start budget allocations for Fiscal Year 2006/2007.

Voice Vote: Unanimous approval.

**D. COMMUNITY SERVICES BLOCK GRANT:** No items.

**E. REFUGEE PROGRAMS:** No items.

**IV. Information Items**

A. Fiscal Monitoring Reports: No questions.

B. Presentation of the 2005/2006 Occupational Outlook & Training Directory and 2006-2007 "Critical Industries and Occupations" Report

Mr. John Harden provided an oral report. This is the first year that sponsorship opportunities were made available. Sponsorships generated \$15,500 in revenue this past year, and \$4,755 on the sales of the book and the CD. Most sales are made to private vocational training centers.

Mr. Nottoli stated that the middle schools need to receive this information and training needs to be focused in these critical industry areas. Mr. Harden stated that information is provided to all of the principals and the career counselors. Sacramento Job Corps is included in the report this year. Administrative and support occupations were added this year.

Ms. Pannell asked if presentations could be made at County Board of Supervisors, City Council and the local school districts. Ms. Collin suggested that local school boards be given a presentation.

Ms. Collin spoke of her experience at the county regarding many new staff lacking the soft skills needed in the government sector.

C. MMC Communications to Provide Public Relations and Marketing Services for 2006-2007

Mr. Walker introduced Terri Carpenter who has been instrumental in the marketing program. This report shows enhanced employer outreach campaign. Board members were shown an ad that will be placed on RT buses; light rail trains will be the next step.

Ms. Collin asked how much is dedicated to soft skills. Ms. Kossick replied that each year, the board decides where the funds/efforts will go.

- D. Dislocated Worker Update: Staff is in the process of setting up a job fair for the Ralph's dislocated workers.
- E. Regional Prosperity Index: Ms. Purdy stated that the index will be sent; Sacramento ranked high in many areas.

**V. Reports to the Board**

- A. Chair: No additional report.
- B. Executive Director: Additional Head Start information was distributed to board members.

Ms. Kelly will be retiring at the end of this month. Board members were invited to a potluck to be held March 31; invitations will be sent out.

Board members expressed their thanks for the 'goodies' she provides every month and the thoughtfulness of remembering birthdays.

Ms. Kossick reported that the Bush Administration has been recommending huge changes to WIA. The one stop centers would be dismantled and funding cuts can be anticipated. There will be a battle and significant challenges to the whole workforce system. At this point, she does not know the future of the WIA. Staff will be working with our congressional representatives to impart the value of the system.

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

**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

At 11:13 a.m., Mr. Greg Thatch read the closed session into the record and stated that there would not be a report coming out of closed session.

- VII. Adjournment** Meeting adjourned at 11:45 a.m. with no report out of closed session.

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 March 28, 2006 Regular Policy Council meeting.

Good	Needs Improvement
Attendance	Cell phones off.
Chair, Denise Nelson, great job.	Punctuality.
	Participation by members: ➔ in making motions ➔ walking around without permission of the chair.

- 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)

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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) – Ms. Katrina Emerson

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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.

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ITEM III-J – ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: