

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

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

Author: Unknown

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

DATE: Tuesday, November 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.

ADMINISTRATION

925 Del Paso Blvd., Suite 200
Sacramento, CA 95815
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Website: www.headstart.seta.net

KATHY KOSSICK
Executive Director

MAUREEN DERMOTT
Deputy Director

AGENDA

- I. **Call to Order/Roll Call/Review of Board Member Attendance**
- II. **Consent Item**
 - A. Approval of the Minutes of October 24, 2006 Regular Meeting
- III. **Information Items**
 - A. Standing Information Items
 - Region IX Head Start Association, Professional Development Conference Report (attached), Atlantis Casino Resort and Spa, Reno, Nevada, October 10-13, 2006

- Program Information Report (PIR) – Ms. Yolanda Macias
- Executive Committee Report: Policy Council Members
- Policy Council/Staff Recognition 2005-2006 Program Year
- Seating of New Policy Council Members
- Introduction of New Staff
- Board Procedures
 - ✓ Reimbursements – Ms. LaShaun Burke
 - ✓ Personnel – Mr. Jeanie Ross
 - ✓ Conflict of Interest – Ms. Nancy Hogan

IV. Action Items

- A. Election of Representatives and Alternates to Attend the National Head Start Association Parent Training Conference

III. Information Items (Continued)

A. Standing Information Items

- Upcoming Meetings, Training, Conferences and Events
 - Ms. Alma Hawkins, Mr. Robert Silva, or Ms. Belinda Malone,
- Special Policy Council Meeting, Thursday, December 21, 2006, 9:00 a.m. SETA Board Room
- PC/PAC Orientation, Friday, January 5, 2007, 9:00 a.m. – 1:00 p.m., SETA Board Room. Registration from 8:30 – 9:00 a.m., Lunch provided
- PC/PAC and Delegate Agency Officer Training, Friday, January 12, 2007, 9:00 a.m. – 12:00 p.m., Lunch provided, Redwood Room. Registration 8:30 – 9:00 a.m.
- California Head Start Association Parent Conference, January 29-30, 2007, Hyatt Regency, Newport Beach, CA
- California Head Start Association General Conference, Hyatt Regency, Newport Beach, CA, January 31-February 2, 2007

- A. Governing Board Minutes

V. Committee Reports

- A. Executive Committee

VI. Other Reports

- A. Open Discussion and Comments
- B. Public Participation

IV. Action Items (Continued)

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

- ✓ Head Start Associate Teacher III, and Head Start Site Supervisor
 - Report out of Closed Session

VII. Adjournment

DISTRIBUTION DATE: TUESDAY, NOVEMBER 21, 2006

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Natalie Cordova, Playmate Child Development Center
- _____ Victoria Camargo, Sacramento City Unified School District
- _____ Rita Laux, Sacramento City Unified School District
- _____ Ronald Montez, Sacramento City Unified School District
- _____ Janet Foster, San Juan Unified School District
- _____ Donald M. Clark, SETA-Operated Program
- _____ Sherry Gangloff, SETA-Operated Program
- _____ Kenesha Gray, SETA-Operated Program
- _____ Zebadeisha Grooms, SETA-Operated Program
- _____ Paula Stackhouse, SETA-Operated Program
- _____ Penny Campbell-Mays, Past Parent Representative
- _____ Denise Nelson, Past Parent Representative
- _____ Roy Shier, CAMP Representative
- _____ Carol Schaefer, Child Health and Disability Prevention Program

Members to be Seated:

- _____ Vacant, Del Paso Early Childhood Development Center
- _____ Vacant, Del Paso Early Childhood Development Center
- _____ Rick Brasier, Elk Grove Unified School District
- _____ Brenda Vincent, Elk Grove Unified School District
- _____ Natalie Cordova, Playmate Child Development Center
- _____ Tusundra Nunley, Playmate Child Development Center
- _____ Josie Cleaver, Sacramento City Unified School District
- _____ Irlanda Meza, Sacramento City Unified School District
- _____ Ronald Montez, Sacramento City Unified School District
- _____ Tanya Goode, San Juan Unified School District
- _____ Danyella Nelson, San Juan Unified School District
- _____ Sherry Gangloff, SETA-Operated Program
- _____ Carolina Guerra, SETA-Operated Program
- _____ Templa Davis, SETA-Operated Program
- _____ Tryna Larkins, SETA-Operated Program
- _____ Kathy Ruiz, SETA-Operated Program
- _____ Kelly Wilson, SETA-Operated Program
- _____ Nina Dyba, Past Parent Representative
- _____ Kenesha Gray, Past Parent Representative
- _____ Tessa Solomon, Early Head Start (SETA)
- _____ Reanna Coe, Early Head Start (San Juan)
- _____ Donald M. Clark, Grandparent Representative
- _____ Vacant, Foster Parent Representative

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

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

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

BOARD MEMBER	SITE	11/22	12/21	1/24	2/28	3/28	5/2	5/23	6/27	7/25	8/22	9/26	10/24	11/28
V. Camargo (12/21)	SAC		X	X	X	X	X	X	X	X	X	X	X	
P. Campbell- Mays (11/22)	PAST	X	X	X	E	X	X	X	X	X	X	X	X	
D. Clark (11/22)	SOP	X	E	E	X	X	X	X	X	X	X	X	X	
N. Cordova (3/28)	WCIC					X	X	X	E	E	X	X	X	
J. Foster (11/22)	SJ	X	X	X	X	X	X	X	X	X	X	X	X	
S. Gangloff (11/22)	SOP	X	X	X	X	X	X	X	X	X	E	X	U	
K. Gray (11/22)	SOP	X	U	X	X	X	X	X	X	X	X	X	X	
Z. Grooms (11/22)	SOP	X	X	X	X	X	U	X	X	X	X	E	X	
R. Laux (7/25)	SAC								E	X	X	X	E	
R. Montez (5/2)	SAC						X	X	AP	E	U	X	X	
D. Nelson (11/22)	PAST	X	X	X	X	X	X	X	X	X	X	X	X	
P. Stackhouse (5/2/06)	SOP						X	X	U	X	X	X	X	
R. Shier (3/28)	CAMP					X	X	X	E	X	X	X	X	
N. Toolate (3/28)	SJ/EHS					X	X	X	X	X	X	X	X	
C. Schaefer (2/28)	CHDP				X	X	X	X	X	X	X	X	AP	
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 11/15/06

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE OCTOBER 24, 2006 REGULAR POLICY
COUNCIL MEETING

BACKGROUND:

Attached are the minutes of the October 24, 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, October 24, 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 9:10 a.m. Ms. Zebadeisha Grooms read the thought of the day. Ms. Kenesha Gray called the roll.

Ms. Kathy Kossick introduced Deputy Director Maureen Dermott. Ms. Nelson presented Ms. Kossick with a coffee mug from the Head Start conference in Reno. In addition, Ms. Kossick was presented with a certificate of appreciation.

Members Present:

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 (arrived at 9:20 a.m.)
Donald Clark, SETA-Operated Program (arrived at 9:15 a.m.)
Kenesha Gray, SETA Operated Program
Zebadeisha Grooms, SETA-Operated Program
Paula Stackhouse, SETA Operated Program
Penny Campbell Mays, Past Parent Representative
Natasha Toolate, Early Head Start (arrived at 9:20 a.m.)
Denise Nelson, Past Parent Representative
Roy Shier, CAMP Representative
Van Huynh, Alternate, Child Health & Disability Prevention Program

Member Absent:

Rita Laux, Sacramento City Unified School District (excused)
Sherry Gangloff, SETA-Operated Program (unexcused)

II. Consent Item

- A. Approval of the Minutes of September 26, 2006 Regular Meeting

No questions or corrections.

Moved/Stackhouse, second/Campbell-Mays, to approve the minutes of the September 26, 2006 meeting.

Show of hands vote: Aye: 8, Nay: 0, Abstentions: 3 (Clark, Grooms, Nelson)

III. Action Items

A. Review of Applications and Election of Past Parent Representatives & Alternates

Two applications for Past Parent were reviewed: Kenesha Gray and Nina Dyba. The recruitment efforts will continue for additional representatives.

Moved/Shier, second/Gray, to approve three Past Parent Representatives and three alternates.

Show of hands vote: Aye: 9, Nay: 0, Abstentions: 2 (Grooms and Nelson)

Show of hands vote for representatives: Kenesha Gray: 11; Nina Dyba: 1

Both Ms. Gray and Ms. Dyba will be representatives.

B. Review of Applications and Election of Grandparent Representatives and Alternates

One application was reviewed: Donald Clark. Efforts will continue to recruit additional representatives.

Moved/Campbell-Mays, second/Gray, that the Policy Council elect two representatives and two alternates, by show of hands vote.

Show of hands vote: Aye: 11, Nay: 0, Abstentions: 2 (Grooms and Nelson)

Show of hands vote to elect Donald Clark for Grandparent Representative:

Aye: 11, Nay: 0, Abstentions: 2 (Grooms and Nelson)

C. Review of Applications and Election of Foster Parent Representatives and Alternates

Moved/Stackhouse, second/Campbell-Mays, to table this item.

Show of hands vote: Aye: 11, Nay: 0, Abstentions: 2 (Grooms and Nelson)

IV. Information Items

A. Standing Information Items

- Introduction of New Staff: No 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

Mr. Robert Silva reported on the fatherhood training he attended last week. Head Start will be involved in a pilot program for relationship training. This program helps men to relate better to their significant others, and will help couples receive training in communication. A licensed MFCC will be working with staff in the training program.

Mr. Silva stated that SETA staff and two social workers from Sacramento

City are participating this federally approved pilot program training. He feels it will assist fathers to relate to their children and significant others. Mr. Clark asked about the Healthy Marriage initiative; he requested documents that discuss male involvement's role in the grant.

Mr. Ronald Montez expressed interest in being involved; good communication skills are helpful in all aspects of life. Mr. Silva stated that recruitment for this program will be down the road.

Ms. Julita Bentz stated that everyone attending the End-of-Year Parent Appreciation event looked great. The Grandparent Support Group will now be held quarterly, not monthly. The FLIP program's book of the month is *Eric and Julita*; centers will be receiving their books soon. Mr. Clark asked whether kin care would be included on the agenda for the first Grandparent Support Group meeting; Ms. Bentz is not sure since Ms. Alma Hawkins is still out on bereavement leave.

- Head Start Family Day Reports: Mr. Roy Shier reported the event was very well attended, and everyone had lots of fun. All of the school districts and Head Start centers were in attendance. Parking was still an issue because people did not park at the church and use the shuttle service.
- PC/PAC Annual End of Year Parent Appreciation Reports: Ms. Kenesha Gray reported that everyone had a good time, and the decorations were beautiful. The speeches were good and the food was really good.
- Average Daily Attendance Report: No report.
- Monthly Special Education Report: No report.
- Program Content Area/Disabilities Services Report: No report.
- Program Content Area/Mental Health Report: Ms. Melanie Nicholas spoke about a handbook on county-wide family services, a compilation of parent friendly articles that strengthen family links. Topics were chosen to inform parents in a positive way. The handbooks were distributed at the Head Start centers, and are available in English and Spanish. Children that are thriving socially and emotionally come from families that are able to address conflicts and listen to their children. Any relation-based services benefit the entire family.

Secondly, the Crossroads Gardens Center opened on October 9. This center provides services to children that have difficulty being in a regular classroom. These children have been identified as having mental health issues. If the parents agree and are eligible for MediCal, the children are enrolled at this center. This center is run in collaboration with Sacramento County Mental Health Department and River Oaks. A streamlined process was designed for referring children with mental health issues.

Mr. Clark stated that the Center for Mental Health Services runs programs for adults and children. He asked Ms. Nicholas to review their resources

to see if there is anything we can access for Early Head Start and Head Start. Their web site is: www.samhsa/cmhs.gov

Mr. Montez asked how children are identified as needing mental health services. Ms. Nicholas reviewed the process by which children are identified. Sacramento County is in the planning stage for identifying mental health service needs in the county.

- CHSA Report: No report.
- Region IX Head Start Association Report: Reports are due by October 27.
- Fiscal Report: No report
- Community Resource/Recognitions: Julita Bentz, Ron Jones and Erica Rios were thanked for helping out at the End-of-Year Parent Appreciation event.
- Parent/Staff Recognitions: Ms. Victoria Camargo was presented with a gift of appreciation and a plaque for perfect attendance. Plaques and gifts were also presented to Ronald Montez, Robert Silva, Zebadeisha Grooms, Nancy Hogan, and Jeanie Ross.
- Grandparent/Foster Parent Report: No report.

B. SETA Operated Head Start Annual Self-Assessment Update: Tabled.

C. Governing Board Minutes: No questions.

V. Other Reports

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

B. Personnel/Bylaws: Meetings concluded for the year.

C. Budget/Planning: Meetings concluded for the year.

D. Hospitality: Meetings concluded for the year.

E. Program Area Committees: Meetings concluded for the year.

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

F. Community Advocating Male Participation (CAMP) Representative: No report.

G. Community Partnerships Advisory Committee (CPAC) – Vacant

H. Health Services Advisory Committee: Next meeting November 1, 5:30 p.m. in the Sequoia Room.

VI. Other Reports

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

B. Chair's Report: Ms. Desha will be sending a flyer asking to support the new representatives on November 28. This will be the last meeting for current representatives. Applications for parent ambassadors are now being accepted.

C. Head Start Deputy Director's Report: Ms. Maureen Dermott introduced herself and stated that she has been in the early childhood field for many years. She

has worked in a variety of profit and non-profit organizations. However, she stated that working with parents is new for her.

- D. Head Start Managers' Report: Ms. Buffie Engstrom reported ACF requested enrollment and attendance reports on a regular basis. This has been formalized into monthly reports on SOP and Delegate Agency enrollment. Two Delegate Agencies (Sacramento City and WCIC) did not achieve full enrollment on Day 1. On October 10, corrective action letters were sent to these two agencies that they have 30 days to achieve full enrollment. Secondly, PIR is another electronic report that is sent to the ACF that combines with all programs nationwide; the final report is given to Congress. There were electronic issues with the report and staff has until the end of this week to fix the glitches. A final report will be distributed to the Policy Council, for SETA-Operated programs and Delegate Agencies.
- E. Community Agency Report
- Women Escaping a Violent Environment - Vacant
 - Child Health and Disability Prevention Program: No report.
 - Community Services Planning Council - Vacant
 - Perinatal Child Health Advisory Committee – Ms. Sherry Gangloff
 - Maternal, Child and Adolescent Health Board: No report.
 - Community Action Board: Mr. Clark stated the board is looking over reauthorization of the CSBG grant.
 - Sacramento Housing Alliance – Vacant
- F. Health and Dental Report: Sacramento County Dental Health Advisory Committee Reps: Next meeting, November 1, from 4-5:30 p.m.
- G. Open Discussion and Comments: No comments.
- H. Public Participation: No comments.

III. Action Items (Continued)

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

The board went into closed session at 10:05 a.m. At 10:13 a.m. the board went into open session. Ms. Nelson reported out of closed session that the eligible list was approved for the following positions: Associate Teacher I and II, and Head Start Courier Maintenance

It was announced Ms. Camargo's grandchild recently passed away.

VII. Adjournment: Meeting adjourned at 10:15 a.m.

ITEM III-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

- Region IX Head Start Association, Professional Development Conference Report (attached), Atlantis Casino Resort and Spa, Reno, Nevada, October 10-13, 2006
- Program Information Report (PIR) – Ms. Yolanda Macias
- Executive Committee Report: Policy Council Members
- Policy Council/Staff Recognition 2005-2006 Program Year
- Seating of New Policy Council Members
- Introduction of New Staff
- Board Procedures
 - ✓ Reimbursements – Ms. LaShaun Burke
 - ✓ Personnel – Mr. Jeanie Ross
 - ✓ Conflict of Interest – Ms. Nancy Hogan
- Upcoming Meetings, Training, Conferences and Events
 - Ms. Alma Hawkins, Mr. Robert Silva, or Ms. Belinda Malone,
- Special Policy Council Meeting, Thursday, December 21, 2006, 9:00 a.m. SETA Board Room
- PC/PAC Orientation, Friday, January 5, 2007, 9:00 a.m. – 1:00 p.m., SETA Board Room. Registration from 8:30 – 9:00 a.m., Lunch provided
- PC/PAC and Delegate Agency Officer Training, Friday, January 12, 2007, 9:00 a.m. – 12:00 p.m., Lunch provided, Redwood Room. Registration from 8:30 – 9:00 a.m.
- California Head Start Association Parent Conference, January 29-30, 2007, Hyatt Regency, Newport Beach, CA
- California Head Start Association General Conference, Hyatt Regency, Newport Beach, CA, January 31-February 2, 2007

ITEM IV-A – ACTION

ELECTION OF REPRESENTATIVES AND ALTERNATES TO ATTEND THE NATIONAL HEAD START ASSOCIATION PARENT TRAINING CONFERENCE

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to select two (2) Policy Council Representatives to attend the National Head Start Association's 23rd Annual Parent Training Conference, December 15-19, 2006, in New York, New York.

Please see attached Conference Attendance Guidelines and conference information.

RECOMMENDATION:

That the Policy Council selects two (2) Representatives and two (2) Alternates to attend the conference.

NOTES:

ACTION: Moved _____ Second _____

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-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The latest Governing Board meeting minutes are attached.

NOTES:

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

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

Thursday, October 5, 2006
10:00 a.m.

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

Members Present:

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

Member Absent:

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

- Recognition of the SETA Construction Team and Final Report on the California Department of Transportation Contract

Ms. Christine Welsch reported that for the past four years, SETA has received funding from Caltrans for training programs in construction and highway construction. We have exceeded our enrollment and placement goals. The average wage at placement was \$14.53 per hour in both union and non union jobs. Ms. Welsch acknowledged Marsha Strode, Robin Pepper, Denorah Ferman, Becky Walton, Esther Carter, and Gema Wright. Ms. Welsch presented them with Rosie the Riveter coasters in appreciation.

II. **Consent Items**

There were no questions or corrections to the consent items:

- A. Minutes of the September 7, 2006 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Temporary Reclassification Extension

Moved/Waters, second/Pannell, to approve the consent calendar as follows:

- A. Approve the minutes of the September 7, 2006 special meeting.
- B. Approve claims and warrants for the period 9/1/06 through 9/28/06.
- C. Approve the temporary reclassification of James McNeal to Employment and Training Analyst II for an additional three months to December 1, 2006.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Reappointment of the Public Representative Member to the SETA Governing Board

No questions or comments.

Moved/Pannell, second/Waters, to approve the reappointment of Ms. Sophia Scherman as a public representative to the SETA Governing Board for the current term ending in November, 2008 and forward this nomination for approval to the City Council and Board of Supervisors.

Voice Vote: Unanimous approval.

2. Approval to Adjust Salary Ranges of Established Zones Under The Broad Banding Policy

This is annual item to adjust the zoning for the broad banding policy. Ms. Kossick read a correction to the salary range for Zone 2. It should be \$41,100 to \$81,200.

Moved/Pannell, second/Waters, to approve a modification to the salary ranges of Zone 1 to be \$52,400 - \$113,000 and Zone 2 to be \$41,100 - \$81,200.

Voice Vote: Unanimous approval.

3. Approval of Retiree Medical Participation Agreement

Ms. Kossick reported that the County is requesting all special districts participating in the County retirement system to adopt annual medical participation agreements. This agreement reaffirms what the board voted on in May that SETA will participate.

Moved/Pannell, second/Waters, to approve the execution of the Retiree Medical Participation Agreement with the County of Sacramento for 2007.

Voice Vote: Unanimous approval.

4. Approval to Revise the Public Information Officer Job Specification

Ms. Kossick reviewed this item. Revisions to the job specification were made to reflect some of the physical requirements of the position. This is an unrepresented management position.

Moved/Pannell, second/Waters, to approve the revisions to the Public Information Officer job specification.

Voice Vote: Unanimous approval.

5. Approval to Submit a Proposal to the California Department of Corrections and Rehabilitation – Corrections Standards Authority for the Sacramento Works Probation project

Ms. Welsch reviewed this item. SETA has been asked to start serving youth and young adults on probation. She stated that the probation office cannot do it alone and we are one avenue to stabilize the lives of probationers. The proposal requests for \$500,000 to offer services at three career center locations: Franklin, Hillsdale and Rancho Cordova but services will be distributed throughout the county. Ms. Scherman inquired if the career centers are staffed so when the people come through the doors, they are provided services and not put on hold. Ms. Welsch stated that the participants will meet with the counselors when they are first in the facility. This funding is \$500,000 each year for three years, if we are successful. We want to work with these young people through probation and help them redirect their lives. Ms. Pannell asked that staffing at the career centers reflect the ethnic population of the customers.

Moved/Pannell, second/Waters, to approve the submission of a proposal to the California Department of Corrections and Rehabilitation – Corrections Standards Authority for \$500,000 to coordinate the Sacramento Works Probation project. Subcontract with Sacramento County Office of Education or other WIA Youth provider to provide education and counseling services and assist with Work Experience activities. In addition, authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Reappointment of Workforce Investment Board Member

Ms. Kossick stated one of the WIB members was unsure whether he would be able to remain on the board. He now wishes to remain on the board. There are three vacancies in private business sector; staff is recruiting for these positions. WIB members will be participating in a board retreat on October 24.

Moved/Pannell, second/Waters, to approve the three-year reappointment of John Koogle to the Sacramento Works, Inc. board.

Voice Vote: Unanimous approval.

2. Approval to Authorize the SETA Executive Director to Submit Two Proposals, Accept Funds and Enter into Agreements for Workforce Investment Act Governor's 15% Discretionary Grant Funds

Ms. Cindy Sherwood-Green reviewed this item and stated that both proposals target critical industries identified by the WIB. Ms. Sherwood-Green reviewed the

partners and the services that will be provided to the nurses. The Healthcare/Nursing proposal is requesting \$600,000 to enroll 50-60 nurses in this program. SETA will be subcontracting with California State University, Sacramento to provide the training.

Ms. Welsch reviewed the second proposal which is under the Construction industry. There continues to be a demand for trainees in commercial construction. Part of the proposal is to train people to become construction superintendents or administrators. Staff will be submitting a proposal for \$600,000 which is the maximum.

Moved/Waters, second/Pannell, to authorize the SETA Executive Director to:

- submit two proposals for WIA Governors Discretionary 15% grant funds,
- accept WIA Governor's Discretionary 15% grant funds and enter an agreement with the State Employment Development Department.

Voice Vote: Unanimous approval.

3. Approval to Accept Funds from the Employment Development Department for the Disability Program Navigator Project

Ms. Ellen Frasz, disability program navigator, reported that SETA has been involved in this program since 2004 when the agency first received funds through EDD for this project. The funds are used to provide information and referral services for staff to better assist disabled customers to navigate through the career center system. SETA will partner with Crossroads Diversified Services, Inc. to provide services.

Mr. Nottoli arrived at 10:42 a.m.

SETA was notified that the agency has been granted funds for this year in the amount of \$81,125. Ms. Kossick asked that the action of the board include allowing the Executive Director to execute the subgrant agreement.

Moved/Pannell, second/Waters, to approve acceptance of funds in the amount of \$81,125 for the Disability Program Navigator Project. In addition, allow the Executive Director the authority to execute the subgrant agreement.

Voice Vote: Unanimous approval.

4. Approval to Augment Workforce Investment Act, Title I Adult Subgrant Agreements

Staff has identified \$51,000 in carryover funds to augment Elk Grove Unified School District to provide services at the South County Career Center to provide temporary clerical support for this fiscal year. Staff is working with the Elk Grove Superintendent to secure other sources of funding.

Moved/Pannell, second/Waters, to approve the augmentation of Elk Grove Unified School District's WIA Adult One Stop Services Subgrant Agreement, to serve an additional 10 Adults, with \$37,250 for operation of the South County Career Center and \$14,250 for Scholarships and Workforce Skills Preparation services. In addition, staff is recommending a stipulation that the job developer work to place training customers into jobs. Staff is also recommending that the Elk Grove Unified School District increase their leveraged dollars at this site.
Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

C. HEAD START

1. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council

Ms. Kossick reviewed this item; no questions or comments.

Moved/Pannell, second/Waters, to approve the modifications to the Policy Council bylaws as outlined in the board packet.
Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval to Submit a Proposal for Community Services Block Grant Discretionary Funding to Serve Incarcerated Youth and Emancipated Foster Youth

Ms. Sherwood-Green reviewed the proposal that seeks funds to expand and enhance services currently being provided by Daren Maeda. Incarcerated youth and emancipated foster youth are the targeted groups. This program has a 25% success rate, which may be low, but is much higher than other programs. There are 14 applicants that will be funded; SETA has a good chance for being funded.

Moved/Waters, second/Pannell, to approve the submission of a proposal to CSD for Community Services Block Grant discretionary funds in the amount of \$75,000 to expand services to include additional incarcerated and foster youth.
Voice Vote: Unanimous approval.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Fiscal Monitoring Reports: No questions.
- B. Dislocated Worker Update: Mr. Walker announced that Intel has issued layoff notices of 159 people; their total layoffs for this year will be around 300 people.

Krispy Kreme is closing in Sacramento. Copeland Sports is also closing their Sacramento store. Mr. Waters asked about E-trade layoffs. Mr. Walker stated SETA staff will go out to provide services as needed.

V. Reports to the Board

- A. Chair: Ms. Scherman requested that the new County Board of Supervisors representative be given tours of the career centers.
- B. Executive Director: Ms. Kossick reminded the board of Family Day in the Park at William Land Park. Shuttle buses will run every 15 minutes from St. Paul Baptist Church to the park. SETA held its annual Job Expo providing information to employers on available resources; 67 employers participated. Maureen Dermott will be the new deputy director for the Children and Family Services Department. SETA received funding notification from ACF for program improvement funds. SETA requested \$2.1 million in program improvement funds from ACF but received \$271,000. Three modulars were requested but not funded. Part of the money received is for a playground at Galt. A temporary license for Phoenix Park was received and it is expected that food service deliveries will begin in a little over a week. SETA received \$1,067,560 from the Employment Training Panel to work with employers to upgrade their training. SETA will keep 15% of the funds.
- C. Counsel: No report.
- D. Members of the Board: Mr. Waters inquired about the legal requirements for being on this board. Mr. Thatch stated that there are no alternates on this board. Two representatives must be from the Sacramento City Council, two representatives must be the Board of Supervisors, and one can be a public representative that has no requirements.
- E. Public: No comment.

VI. CLOSED SESSION: PURSUANT TO GOVERNMENT CODE SECTION 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: EXECUTIVE DIRECTOR

CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Initiation of litigation pursuant to Government Code Section 54956.9(c): One potential case: It was announced this item has been dropped from the agenda.

The board went into closed session at 11:04 a.m.

VII. Adjournment: The meeting adjourned at 11:25; there was 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 October 24, 2006 regular Policy Council meeting.

Good	Needs Improvement
Attendance.	Side barring
Cell phones were off.	
Timely meeting.	

ITEM VI- OTHER REPORTS

BACKGROUND:

- A. 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.

- B. 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 IV-B – ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: