

Thought of the Day: "Each moment is precious; set goals for the future, but live each moment in the present."

Author: Esteemed Human Development International

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City of Sacramento

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

DATE: Tuesday, September 26, 2006

TIME: 9:00 a.m.

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

While the SETA/Head Start Policy Council welcomes and encourages participation in the Council meetings, it would be appreciated if you would limit your comments to three minutes so that everyone may be heard. Matters under jurisdiction of the SETA/Head Start Policy Council and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA/Head Start Policy Council limits testimony on matters not on the agenda to three minutes per person and not more than ten minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

ADMINISTRATION

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KATHY KOSSICK
Executive Director

AGENDA

- I. **Call to Order/Roll Call/Review of Board Member Attendance**
- II. **Consent Item**
 - A. Approval of the Minutes of August 22, 2006 Regular Meeting
- III. **Action Items**
 - A. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Second and Final Reading of the Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council
- IV. **Information Items**
 - A. Standing Information Items
 - Introduction of New Staff

- Upcoming Meetings, Training, Conferences and Events
 - Ms. Alma Hawkins, Mr. Robert Silva, Ms. Belinda Malone, Ms. Julita Bentz, Ms. Cathy Spivey or Ms. Judy Weber
- “Second Time Around”, Grandparents Conference Reports, event Saturday, September 9, 2006
- PC/PAC Parent Activity-Family History Center reports, event Saturday, September 16, 2006
- Head Start Family Day, Friday, October 6, 2006, William Land Park from 10:00 a.m. to 1:30 p.m.
- Region IX Head Start Association Professional Development Conference, October 11-13, 2006 will be held at the Atlantis Casino Resort and Spa Hotel in Reno, Nevada
- Region IX Head Start Association Professional Development Conference Travel Meeting
- PC/PAC Annual End of Year Parent Appreciation, Saturday, October 21, 2006 from 6:00-9:00 p.m., at the Hilton Hotel-Sacramento Arden West, located at 2200 Harvard Street (see attached flyer)
- Average Daily Attendance (ADA) Report – Ms. Elsie Bowers
- Monthly Special Education Report - Ms. Beverly Sanford
- Program Content Area/Disabilities Services Report – Ms. Beverly Sanford
- Program Content Area/Mental Health Report – Ms. Melanie Nicholas
- 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 – Vacant
-

B. Child Action, Inc. Presentation

C. SETA Operated Head Start Annual Self-Assessment Update

D. Governing Board Minutes

E. Fiscal Monitoring Report: Sacramento City Unified School District

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– Committee of the Whole
- Early Head Start

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

VI. Other Reports

- A. SETA Executive Director's Report
- B. Chair's Report
- C. Head Start Deputy Director's Report
- D. Head Start Managers' Report
- E. Community Agency Report
 - Women Escaping a Violent Environment - Vacant
 - Child Health and Disability Prevention Program – Ms. Carol Schaefer
 - Community Services Planning Council - Vacant
 - Perinatal Child Health Advisory Committee – Ms. Sherry Gangloff
 - Maternal, Child and Adolescent Health Board – Ms. Victoria Camargo
 - Community Action Board: Mr. Donald Clark
 - Sacramento Housing Alliance – Vacant
- F. Health and Dental Report: Sacramento County Dental Health Advisory Committee Reps

G. Open Discussion and Comments

- H. Public Participation

III. Action Items (Continued)

- B. CLOSED SESSION: PERSONNEL - PURSUANT TO GOVERNMENT CODE SECTION 54957
 - Approval of Eligible List for the following Position: Associate Teacher
 - Approval of Appointment of Deputy Director (Children and Family Services)
 - ➔ Report out of Closed Session.

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, SEPTEMBER 20, 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
- _____ Natasha Toolate, Early Head Start (San Juan)
- _____ Penny Campbell-Mays, Past Parent Representative
- _____ Denise Nelson, Past Parent Representative
- _____ Roy Shier, CAMP Representative
- _____ Carol Schaefer, Child Health and Disability Prevention Program

Seats Vacant:

- _____ Vacant (Emerson), Del Paso Early Childhood Development Center
- _____ Vacant (Weissman), Del Paso Early Childhood Development Center
- _____ Vacant (Ruiz), Elk Grove Unified School District
- _____ Vacant (Martinez), Elk Grove Unified School District
- _____ Vacant (Neal), Meadowview Community Action
- _____ Vacant, Meadowview Community Action
- _____ Vacant (Melara), SETA-Operated Program
- _____ Vacant (Garcia), San Juan Unified School District
- _____ Vacant (Jennings), Playmate Child Development Center
- _____ Vacant (Green), Early Head Start
- _____ Vacant (Marquez), Early Head Start (SETA)
- _____ Vacant (Harris), Foster Parent Representative
- _____ Vacant (Gillette), Past Parent Representative
- _____ Vacant (Fincher), Sacramento Housing Alliance

** 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. **

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			
A. Fincher (12/21)	SHA		X	X	E	X	E	X	X	X	E				
R. Shier (3/28)	CAMP					X	X	X	E	X	X				
C. Schaefer (2/28)	CHDP				X	X	X	X	X	X	X				
Vacant	WEAVE														
Vacant	CSPC														

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
ACTION	Child Action
ALTA	Alta California Regional Center
CAMP	Community Advocating Male Participation
CHDP	Child Health and Disability Prevention Program
CR	Community Representative
CSPC	Community Services Planning Council
DHA	Department of Human Assistance
DP	Del Paso Heights School District
EHS	Early Head Start
ELK	Elk Grove Unified School District
FOSTER	Foster Parent Representative
GRAND	Grandparent Representative
HB	Home based Option
MCA	Meadowview Community Action
PAST	Past Parent Representative
SAC	Sacramento City Unified School District
SHA	Sacramento Housing Alliance
SJ	San Juan Unified School District
SOP	SETA-Operated Program
WCIC	Women's Civic Improvement Club/Playmate Child Care Center

X: Present

E: Excused

U: Unexcused Absence

S/B/S: Should be Seated

AP: Alternate Present

E/PCB: Excused, Policy Council Business

E/PCB: Excused, Policy Committee Business

Current a/o 9/19/06

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE AUGUST 22, 2006 REGULAR POLICY COUNCIL
MEETING

BACKGROUND:

Attached are the minutes of the August 22, 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, August 22, 2006
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Denise Nelson called the meeting to order at 9:07 a.m. Mr. Donald Clark read the thought of the day. Ms. Kenesha Gray called the roll.

Members Present:

Natalie Cordova, Playmate Child Development Center (arrived at 9:10 a.m.)
Victoria Camargo, Sacramento City Unified School District
Rita Laux, Sacramento City Unified School District
Janet Foster, San Juan Unified School District (arrived at 9:12 a.m.)
Donald Clark, SETA-Operated Program
Kenesha Gray, SETA-Operated Program
Zebadeisha Grooms, SETA-Operated Program
Ana Melara, SETA Operated Program
Paula Stackhouse, SETA Operated Program
Penny Campbell Mays, Past Parent Representative
Natasha Toolate, Early Head Start (San Juan) (arrived 9:12 a.m.)
Denise Nelson, Past Parent Representative
Roy Shier, CAMP Representative
Carol Schaefer, Child Health & Disability Prevention Program (arrived at 9:10 a.m.)

Members Absent:

Ronald Montez, Sacramento City Unified School District (unexcused)
Alvin Fincher, Sacramento Housing Alliance (excused)
Alma Garcia, San Juan Unified School District (unexcused)
Sherry Gangloff, SETA-Operated Program (excused)

II. **Consent Item**

- A. Approval of the Minutes of July 25, 2006 Regular Meeting

Ms. Nelson read the board item. There were no corrections to the minutes.

Moved/Stackhouse, second/Camargo, to approve the minutes of the July 25, 2006 meeting as distributed, by show of hands vote.

Show of Hands Vote: Aye: 10, Nay: 0, Abstentions: 2 (Grooms and Nelson)

III. Action Items

A. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: First Reading of the Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council

Ms. Denise Nelson read the board item.

Moved/Campbell-Mays, second/Shaefer, to open a public hearing, hear testimony, and continue this item to the next Policy Council meeting where the action of the Council will be to close the public hearing and approve the amendments to the PC Bylaws, by show of hands vote.

The bylaw modifications were reviewed. The bylaws will be presented for final approval at the September 26 Policy Council meeting.

Show of hands vote: Aye: 12, Nay: 0, Abstentions: 2 (Grooms and Nelson)

IV. Information Items

A. Standing Information Items

- Introduction of New Staff: None.
- “Second Time Around”, Grandparents’ Conference: A flyer was distributed to Policy Council members.
- PC/PAC Parent Activity-Family History Center: Ms. Zebadeisha Grooms read the background on this activity. A sign up sheet was distributed. Ms. Shaefer asked if she could meet at the Family History Center and Ms. Desha replied that it would be okay.
- Head Start Family Day, Friday, October 6, 2006, William Land Park from 10:00 a.m. to 1:30 p.m.: Report given later in the meeting.
- Region IX Head Start Association Professional Development Conference, Atlantis Casino Resort and Spa Hotel: This item was reviewed.
- PC/PAC Annual End of Year Parent Appreciation, October 21, 2006, 6:00-9:00 p.m.: A flyer was included in the Policy Council agenda. Keynote speaker will be Ms. Alma Hawkins.
- 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: No report.
- CHSA Report: No report.
- Region IX Head Start Association Report: No report.
- Community Resource/Recognitions – PC Representatives/Staff: None.
- Parent/Staff Recognitions: Ms. Nelson thanked Ms. Grooms and Ms. Desha for the get well card.
- Grandparent/Foster Parent Report: No report.
- 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

Ms. Belinda Malone distributed a 'save the date' flyer for the Grandparents' Conference, "Second Time Around", at American River College.

Mr. Bob Silva announced there will be a Daddy and Me literacy event on September 24 at Fairytale Town. Family Day is still October 6 at William Land Park. A more detailed flyer will be distributed next month.

Mr. Silva spoke of federal funding for male involvement to provide relationship training called the Healthy Marriage Initiative. Staff is in the process of trying to incorporate the training for the fathers in Head Start. Staff will be providing training called 'Pick your Partner', to help determine what you are looking for in a partner. This training is for men and women. A pilot program will begin in the fall.

Mr. Clark asked if the HMI activities are included in a proposal Dr. Curtis worked on. Mr. Silva replied that staff is in the beginning stages right now and will slowly grow into a larger program.

Fiscal Report: Mr. Kim Peck reviewed the financial reports from the Delegate Agencies. This report goes through the end of June. Mr. Clark inquired about the change of funding for MCA. MCA has relinquished their Head Start contract back to SETA.

- B. Child Action, Inc. Presentation: Ms. Theresa Gruszka, Child Action, provided an oral presentation on this organization that has been around since 1976 to promote the healthy development of children.
- C. Governing Board Minutes: No questions.

V. Other Reports

- A. Executive: Ms. Carol Schaefer read the Executive Committee report.
- B. Personnel/Bylaws: No more meetings.
- C. Budget/Planning: Meetings completed for the year.
- D. Hospitality: Committee members will meet at the Hilton Hotel, September 8, 10:00 a.m.
- E. Program Area Committees
 - Early Childhood Development and Health Services: Thursday, September 14, 1:30 p.m. Oak Room
 - Family & Community Partnerships/Training: Tuesday, September 19, 2006, 9:30 a.m. Oak Room. Ms. Gray reviewed the last meeting.
 - Monitoring & Evaluation: No report.
 - Early Head Start: Next meeting: Thursday, September 21, Oak Room. Ms. Toolate reported on the last meeting. Flyers were distributed.

- F. Community Advocating Male Participation (CAMP) Representative – Mr. Roy Shier reported on a Daddy and Me event held July 29 at the Discovery Museum; over 60 parents and children attended. Food and admission was provided. On Sunday, August 20 at Cosumnes River College, 170 people attended to watch 'Little Einstein'. The next Daddy and Me activity will be September 24, at Fairytale Town. There will be a free breakfast and admission, and there will be a booth providing literacy activities.
- G. Community Partnerships Advisory Committee: Next meeting scheduled for Thursday, September 21, 11:30 a.m. in the Shasta Room.
- H. Health Services Advisory Committee: Ms. Rita Laux reported the next meeting will be November 1, 5:30 p.m. in the Sequoia Room.

Other Reports

- A. SETA Executive Director's Report: Ms. Kathy Kossick reported that interviews for Deputy Director Head Start, Children and Family Services, were held last week. Staff is in the process of doing background checks. Ms. Kossick spent an hour on the phone with ACF regional representatives to discuss 100% enrollment in our grant. She is speaking with every Delegate Agency Director. ACF will be keeping a much closer tab on the agencies and full enrollment will be a huge focus for the coming year. It is a critical issue to have 100% enrollment; a waiting list will be developed to move people into slots as soon as they are open.
- B. Chair's Report: Ms. Desha requested assistance in stuffing the envelopes to be mailed to current and former Head Start parents for upcoming board slots. This goes to past parents, foster parents, and grandparents. Voter registration information is still available.
- C. Head Start Deputy Director's Report: No report.
- D. Head Start Managers' Report: No report.
- E. Community Agency Report
 - Women Escaping a Violent Environment - Vacant
 - Child Health and Disability Prevention Program – Ms. Schaefer reported that they are going to provider offices to make personal contact. CHDP is also giving dental supplies that have adult, child, and toddler brushes and toothpaste. Each box is worth about \$55.00. An obesity conference will be held on September 7 for physicians and nurse practitioners.
 - Community Services Planning Council - Vacant
 - Perinatal Child Health Advisory Committee: No report.
 - Maternal, Child and Adolescent Health Board: Ms. Victoria Camargo reported that the next meeting will be in September and October.
 - Community Action Board: Mr. Donald Clark reported there will not be a meeting until October. Research is continuing regarding the CDBG reforms.
 - Sacramento Housing Alliance: No report.
- F. Health and Dental Report:
 - Sacramento County Dental Health Advisory Committee: No report.

- G. Open Discussion and Comments: Ms. Toolate announced the Community Unity event on September 30; this is open to everyone. Last year, there were 2,000 people in attendance. Last month she met with the mayor of Citrus Heights to discuss having the City of Citrus Heights serve on the Community Action Board.

Ms. Belinda Malone elaborated on the Daddy and Me event at Fairytale Town; a continental breakfast and lunch will be provided. It is important to RSVP to this event. Fairytale Town is opening up the doors for free. SETA is offering the breakfast and lunch. We will also be recruiting for our program. Parents will be signed up for the waiting list.

- H. Public Participation: No comments.

III. Action Items (Continued)

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

The board went into closed session at 10:08 a.m. At 10:22 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: Head Start Coordinator Health (Non-Supervisory), Family Services Worker, and Head Start Cook Driver

- VII. Adjournment: Meeting adjourned at 10:23 a.m.**

ITEM III-A – ACTION

**TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: SECOND AND FINAL READING OF
MODIFICATIONS TO THE BYLAWS OF THE HEAD START/EARLY HEAD START
POLICY COUNCIL**

BACKGROUND:

The Personnel/Bylaws Committee met five times to review and recommend revisions to the bylaws of SETA Operated Head Start/Early Head Start Parent Advisory Committee.

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

A public hearing was opened on August 22, 2006 to hear testimony on modifications to the bylaws.

RECOMMENDATION:

Hear any additional testimony, close the public hearing and approve the amendments to the Policy Council Bylaws as attached.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

BYLAWS OF THE SACRAMENTO COUNTY

HEAD START/EARLY HEAD START POLICY COUNCIL (PC)

Policy Council First Reading: 8/22/06
Policy Council Final Approval: 9/26/06
Governing Board Approval:

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**BYLAWS FOR THE SACRAMENTO COUNTY
HEAD START/EARLY HEAD START POLICY COUNCIL (PC)**

ARTICLE I

Name

This Council shall be named the Sacramento County Head Start/Early Head Start (EHS) Policy Council, hereinafter referred to as the Policy Council (PC).

ARTICLE II

Purpose, Powers, Duties and Functions

Section 1: Purpose

The purpose of the PC shall be to promote the objectives of the Head Start/EHS Child Development Program of Sacramento County, State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PC shall include, but not necessarily be limited to:

- A. The encouragement and promotion of parent participation in the process of making policy decisions about the nature and operation of Head Start/EHS programs in Sacramento County.

45 CFR 1306.3 (h): A Head Start/EHS parent means a Head Start/EHS child's mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending final adoption decree. All future reference of parent will be defined as such.

- B. Aiding and assisting local Parent Policy Committees in performing meaningful roles and functions in the operation of local Head Start/EHS programs.
- C. Initiating suggestions and ideas for Head Start/EHS program improvement.
- D. Serving as a channel of communication among organizations and agencies, both public and private, and individuals and groups interested in the aims, goals, and objectives of Head Start/EHS Child Development Programs.
- E. Aiding and assisting both the enrolled child and his or her family in obtaining the full benefits of programs and facilities established to aid and improve educational, economic, and health status of the low-income population.

Section 2: Powers, Duties and Functions

The PC must perform the following powers, duties, and functions directly:

- A. Serve as a link to the Parent Committees, Grantee and Delegate Agency governing bodies, public and private organizations, and the communities they serve;
- B. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in EHS and Head Start and to encourage their participation in the program.
- C. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.
- D. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- E. Federal regulations state that the PC must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:
 - 1. All funding applications and amendments to funding applications for EHS and Head Start, including administrative services, prior to the submission of such applications to the Department of Health and Human Services (DHHS).
 - 2. Procedures describing how the governing body and the appropriate policy group will implement shared decision making.
 - 3. Procedures for program planning in accordance with this part and the requirements of 45 CFR 1305.3.
 - 4. The program's philosophy and long- and short-range program goals and objectives.
 - 5. The selection of delegate agencies and their service areas.
 - 6. The composition of the PC and the procedures by which policy group members are chosen.
 - 7. Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR Part 1305.

8. The annual self-assessment of the Grantee progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review.
 9. The annual independent audit that must be conducted in accordance with 45 CFR 1301.12.
 10. Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, and volunteers.
 11. Decisions to hire or terminate the Head Start/EHS Director of the Grantee agency.
 12. Decisions to hire or terminate any person who works primarily for the Head Start/EHS program of the grantee agency. (For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)
 13. PC reimbursement for reasonable expenses incurred by members conducting PC business.
 14. Grantee policies that define the roles and responsibilities of the governing body members and informs them of the management procedures and functions necessary to implement a high quality program.
 15. Internal dispute resolution. PC must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and the policy group.
 16. Establish and maintain procedures for hearing and working with the grantee agency to resolve community complaints about the program.
- F. Individual members while representing the PC, shall not engage in any activities or assume any such powers, duties, or functions that are contrary to, or inconsistent with the goals and objectives of the Head Start/EHS Child Development Program, as established by either local, State or Federal laws, regulations or SETA policies.

ARTICLE III
Membership

Section 1: Parent Representatives

- A. The Parent Membership shall consist of:
- Six (6) Representatives elected from the SOP PAC
 - Three (3) Representatives from Sacramento City Unified School District
 - Two (2) Representatives from San Juan Unified School District
 - Two (2) Representatives from Elk Grove Unified School District
 - Two (2) Representatives from Del Paso Heights Unified School District
 - Two (2) Representatives from Meadowview Community Action (MCA)
 - Two (2) Representatives from Women’s Civic Improvement Club/Playmate (WCIC)
 - Two (2) Representatives from Home Base Option
 - One (1) Representative from EHS - SOP
 - One (1) Representative from EHS - Sacramento City Unified School District
 - One (1) Representative from EHS - San Juan Unified School District

The above parent representatives must be a parent of children currently enrolled in the Head Start Program.

B. Community Representatives

Additional PC members will include:

- One (1) Representative elected by the Community Advocating Male Participation (CAMP) - This representative may or may not be a current parent.
- Three (3) Past Parent Representatives - elected by the outgoing PC. The Past Parent elected to the PC may not have a child/children enrolled in the Head Start/EHS Program. There will be three (3) Past Parent alternate positions.
- One (1) Outgoing PC Chair - may not be held by any other party.
- Three (3) Community Representatives appointed by agencies.
- Two (2) Foster Parent Representatives - elected by the outgoing PC. These representatives must be a current or past parent of SOP or a Delegate Agency. There will be two (2) Foster Parent alternate positions.
- Two (2) Grandparent Representatives - elected by the outgoing PC. These representatives must be a current or past parent of SOP or a Delegate Agency. There will be two (2) Grandparent alternate positions.

Section 2: Alternates

Each representative holding membership on the PC shall additionally be entitled to have one alternate. An alternate shall be elected/selected by the committee/agencies s/he represents.

- A. Alternates may be seated as voting members of the PC only in the absence of the voting representative for whom they serve as alternate.
- B. Alternates may be seated as voting members upon recognition of their voting status by the PC Chair at any meeting.
- C. Alternates may not hold an office.
- D. Alternates are encouraged to attend meetings of the PC.
- E. Alternates are excluded from attending the following conferences: The National Head Start Association Parent Training Conference, the Region IX Head Start Association Annual Conference, the National Head Start Association Conference (NHSA).

Section 3: Other Provisions

- A. At least 51% of the voting membership of the PC shall consist of parents/guardians whose children are currently enrolled in the program.
- B. The PC may establish and select additional voting delegates who shall serve as community representatives of the PC by a two-third (2/3) vote.
- C. Community Agency Representatives wishing to be reappointed must express their desire to remain on the PC. Otherwise, the Agency may designate a replacement for that representative.
- D. The seating of representatives shall take place at the annual meeting. These representatives shall then serve as voting members.
- E. No SETA or Delegate Agency Head Start staff shall serve on the PC except parents who occasionally substitute for regular EHS or Head Start staff.
- F. Additional members may be added by a 2/3 vote to ensure all program options are proportionally represented on the PC.

Section 4: Terms

The PC, Policy Committee, and the Parent Advisory Committee must limit the number of one-year terms any individual may serve on either body to a combined total of three (3) program years. During the term of office, voting representatives (or alternates) shall serve as members (or alternates) of the PC until their voluntary termination or until

replaced by the committee/agency they represent or until termed out. Representatives must continue to represent center or agency they were chosen from. The term for Community Agency Representative shall be for one (1) program year. A Community Agency Representative may not sit more than three (3) program years.

Section 5: Attendance

- A. **Absences**: Any member (or alternate/alternate replacement) in a voting capacity, missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused or unexcused) will automatically be removed. An excused absence shall include but not be limited to sickness or death in the family.

A member requesting an excused absence must call the *alternate, if the alternate is known, and the Social Services/Parent Involvement (SS/PI) Coordinator, PC Board Chair, or the Clerk of the Boards, prior to the meeting, if known, for an alternate to attend.*

- B. **Reinstatement**: The representative agency/group may request that a member who has been removed due to absences be reinstated. This request must be in writing and submitted to the Chair/SS/PI Coordinator within seven (7) calendar days. It is the final decision of the PC Executive Committee whether any representative shall be reinstated. In the event the representatives' Early Learning Center/Agency is temporarily closed, or representatives' child/children have transitioned out of the program, the PC Executive Committee shall have the sole decision to reinstate.
1. A member who has resigned and held an Executive office and wants to be reinstated must provide a written notice to the PC Chair within seven (7) calendar days. It shall be the final decision of the Executive Committee whether the member be reinstated. If the member is reinstated, member is not reinstated to their former Executive position.
- C. **Punctuality**: Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator. Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.
- D. **Policy Council/Policy Committee Business**: Members conducting PC /Policy Committee business and not at the PC meeting, shall be neither present nor absent, but rather identified as "PC/Policy Committee."

Section 6: **Removal**

A PC member may be removed by two-thirds vote of all members present and voting whenever, in the judgment of the Council, the best interest of the Council would be served. Action to remove a member must be on the agenda.

ARTICLE IV
Meetings

Section 1: **Meetings**

A. **Annual Meeting**

The annual meeting of the PC shall be held on the fourth Tuesday in November of each year. If an emergency exists that prohibits the annual meeting on the fourth Tuesday in November, then the annual meeting will be scheduled the following Tuesday or as soon thereafter as possible.

B. **Regular Meetings**

Unless notice is otherwise provided, regular meetings of the PC shall be held on the fourth Tuesday of each month at 9:00 a.m. at the SETA Board Room.

C. **Special Meetings**

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

D. **Quorum**

For the purpose of transacting the business of the PC at any annual, regular or special meeting, a quorum of the PC shall be necessary. A quorum shall be a majority of those entitled to vote. Vacant positions on the PC shall not be considered in establishing a quorum. A majority (51%) of the quorum must be current parents.

Section 2: **Meeting Notice**

Meeting notices shall include an agenda for the next meeting, and Council members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting as soon as possible.

A. **Annual and Regular Meetings:**

Notice of annual and regular meetings of the PC shall be in writing, provided to all members of the PC, and posted at least 72 hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

B. **Special Meetings:**

Members of the PC must be notified of special meetings not less than twenty-four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least 72 hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at special meetings of the PC, excepting that business and/or discussion for which the special meeting was called.

C. **Emergency Meetings:**

The PC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section A or Section B of this Article IV, provided that the PC determines that an emergency situation as defined in the Ralph M. Brown Act exists.

D. **Committee Meetings:**

Members of the PC must be notified in writing of committee meetings. Notice of regularly scheduled meetings of the Executive Committee shall be provided in compliance with Section A, above. Notice of special meetings of other committees shall be provided in compliance with Section B, above, shall be delivered personally, or by mail, and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

Any member (~~or alternate/alternate replacement~~) missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused will be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PC business. A member requesting an excused absence must call the PC Chair, SS/PI Coordinator or the Clerk of the Boards and request an excused absence prior to the meeting.

Section 3: Open Meetings

The PC shall conduct meetings, regular, annual, special and emergency, in conformance with the Ralph M. Brown Act, California Government Code Section 54950, et. seq.

Section 4: Mailing Address

Notices to all meetings of the PC shall be in writing and delivered personally or by mail to the PC members' addresses, as recorded in the PC records. The Council members, their alternates and Community Members, shall be personally responsible for the accuracy of mailing address. Updated contact information should be submitted to SS/PI Coordinator or Clerk of the Boards within seven (7) calendar days of change.

Section 5: Rules of Procedure

Except as specifically provided herein, Robert's Rules of Order shall govern procedures in all meetings of the PC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these Bylaws or Robert's Rules of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

Section 6: Nominations/Elections

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

Section 7: Voting

Each PC Board Member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on, the matter. Actions of the PC may be taken only by a majority vote of all of the PC members present, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, but his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention. Results of the voting will be announced by the Chair.

Section 8: Meeting Reimbursement

Each PC member will receive reimbursement for child care and transportation. This amount is determined by the Head Start Division in the amount of \$25.

Parents are encouraged not to bring small children to the meetings. If small children are present, members will be reimbursed \$10 for transportation only.

- A. Members will receive reimbursement for child care and transportation for attendance to the meetings/functions listed below:
1. PC (regularly scheduled, annual, emergency and special meetings)
 2. Interview/screening/exam panels
 3. Standing committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Hospitality)
 4. PRISM Training/Review (reimbursement for training received after completion of first review-Monitoring/Evaluation Committee)
 5. Program Area Committees
 6. Community Partnership Advisory Committee (CPAC)
 7. Health Services Advisory Committee (HSAC)
 8. Ad Hoc (special) Committee meetings
 9. Community Action Board meetings (CAB)
 10. Governing Board Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
- B. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if meetings exceed four (4) hours and/or member attends more than one meeting.

ARTICLE V

Officers

Section 1: Officers

The Officers of the PC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Section 2: Election and Term of Office

- A. Election of the new officers shall be held at the next meeting following the annual meeting of the newly seated PC by a plurality vote of the PC members present and voting. At least 51% of the officers must be current parents. Officers elected shall take office immediately following election.
- B. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP and Delegate Agencies shall serve as an officer.

Section 3: Duties of Officers

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

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Conference (as funds allow for representation). The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 7 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, ~~a meeting will be held within fourteen (14) calendar days~~ *an election will be held at the next regularly scheduled meeting* to replace both. The Secretary shall preside over the election in this event.
- C. The Secretary shall keep records of the current and preceding minutes at each meeting, record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality/Fundraising Committee.
- D. The Treasurer shall keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff/Council Secretary and oversee the Budget/Planning Committee. The Treasurer shall be a member of the Social/Hospitality/Fundraising Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

Section 4: Vacancy

In the event an officer is unable to perform his/her duties, *including failure to learn and/or comply with the rules governing PC (Bylaws, Brown Act, Robert's Rules), or failure to act in the best interest of the board*, the PC Chair shall appoint an interim officer until the officer returns to duty or is replaced. ~~at the next regularly scheduled meeting by a special election to be held within fourteen (14) calendar days.~~ (The appointment of the officer must be made from among the membership of the PC. ~~if an alternate is not eligible.~~)

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.
- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PC.

ARTICLE VI

Committees

There is hereby created standing committees of the PC. At least 51% of all Committees shall be current parents. The quorum of any committee shall be 51% of the Committee membership. No committee meeting shall have a majority of PC members present without proper public notice. All absentee policies apply to all committees.

Section 1: Standing Committees

➤ Executive Committee

The Executive Committee shall be comprised of all elected officers. The Executive Committee shall perform such powers, duties, and functions as provided in these bylaws and such other powers, duties, and functions as established by the Policy Council. The Executive Committee shall meet at the discretion of the PC Chair or PC. Notice of an Executive Committee meeting shall be sent to all PC members no less than three (3) calendar days before the meeting. The Committee shall report, in writing, all actions at the next meeting of the full PC. In the event of an emergency, the Executive Committee will act on behalf of the Board pending ratification by the PC at the next meeting.

➤ Budget/Planning Committee

- A. Budget/Planning Committee composed of the Treasurer and other members who shall be selected after each annual meeting by the PC. This Committee shall assist in the development and review of all Head Start budgets for the Head Start funding year and submit their review to the full PC for approval. A periodic report shall be provided to the PC on the fiscal status of the Head Start budget.
- B. It is recommended that all SOP Head Start Budget issues are approved by the PAC prior to PC approval. At a minimum, the PAC Budget Committee should review said documents.

➤ Personnel/Bylaws Committee

The Personnel/Bylaws Committee shall be composed of the Parliamentarian and members who shall be selected after each annual meeting by the PC. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws.

➤ Social/Hospitality/Fundraising Committee

Social/Hospitality/Fundraising Committee shall be composed of the Secretary, Treasurer and other members who shall be selected after each annual meeting of the PC. The duty of this committee shall be to plan for all social activities and to oversee fundraising activities of the PC. It shall be the duty of this Committee to be responsible for all funds raised by the PC and to report the expenditure of funds raised by the PC.

Section 2: Program Area Committees

There is hereby created Program Area Committees of the PC. The following are Program areas: Early Childhood Development and Health Services, Family and Community Partnerships/Training, Monitoring and Evaluation.

- ✓ Early Childhood Development and Health Services Committee is composed of one (1) staff and a minimum of three (3) representatives who shall plan and review the Early Childhood Development and Health Services program area.
- ✓ Family and Community Partnerships Committee/Training Committee shall be comprised of one (1) staff and a minimum of three (3) representatives who shall plan and review the Family and Community Partnerships/Training program area and review the program trainings.
- ✓ The Monitoring and Evaluation Committee shall be comprised of one (1) staff and a minimum of three (3) representatives who shall plan, review and oversee program monitoring and evaluation.
- ✓♦ The EHS Committee shall be comprised of one (1) staff and a minimum of two (2) representatives from the EHS program who shall plan, review and oversee program monitoring and evaluation.

PC member representatives shall select two (2) Program Area Committee to serve on as described above. Under no circumstances shall a representative select more than three (3). The Executive Committee shall be counted as a committee. All PC members must be on a Program Area Committee. Special circumstances may be excused by the Chair.

Section 3: Special Committees:

When necessary to carry on the work of the PC, other committees such as Ad Hoc (special committees), shall be appointed by the Chair. Such committees must have a purpose and time frame for committee appointment. All elected Board meeting members attending approved special committee meetings will receive the standard reimbursement.

ARTICLE VII Bylaws Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PC. Proposals to amend these Bylaws must originate at least one full calendar month prior to the final voting and acceptance or rejection of the proposals.
- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.

- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place excepting at a regular, annual or special meeting of the PC.
- F. Any amendments must also be approved by the SETA Governing Board.

Current a/o 7/27/06

ITEM IV-A – INFORMATION

STANDING INFORMATION ITEMS

BACKGROUND:

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

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

ITEM IV-B – INFORMATION

PROTECTION AND ADVOCACY, INC., (PAI) PRESENTATION

BACKGROUND:

This agenda item provides an opportunity for Mr. Terry Lindsay, Protection and Advocacy, Inc. (PAI) Advocate to share information on advocacy for children with special needs in Sacramento County with the Policy Council.

NOTES:

ITEM IV-C – INFORMATION

SETA OPERATED HEAD START ANNUAL SELF-ASSESSMENT UPDATE

BACKGROUND:

This agenda item provides an opportunity for Ms. Buffie Engstrom, Manager - Administration, Staff Development and Parent Services, to provide an update to the Policy Council on the SETA-Operated Head Start Annual Self-Assessment for Program Year 2005-2006.

NOTES:

ITEM IV-D – 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, August 3, 2006
10:00 a.m.

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

Members Present:

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

- Recognition of Long-Term Employees: Warren Hackett and Mohsen Ghahremani were presented with gifts in recognition of their years of service at SETA.

II. Consent Items

The consent calendar included the following:

- A. Minutes of the July 6, 2006 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Temporary Extensions Reclassifications
- D. Approval to Continue Participation with the Child and Adult Care Food Program

There were no questions or corrections.

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

- A. Approve the July 6, 2006 minutes.
- B. Approve the claims for the period 6/30/06 through 7/27/06.
- C. Extend the following temporary reclassifications.
 - ✓ 2 Health/Nutrition Specialists, Children and Family Services, to October 7, 2006
 - ✓ 1 Employment and Training Analyst III, Workforce Development and Planning, to September 2, 2006
- D. Authorize the renewal for participation in the Child and Adult Care Food Program, and authorize the SETA Chair to sign the renewal application.
Vote on Item A: Aye: 4, Nay: 0, Abstentions: 1 (Waters)
Vote on Items B-D: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of 2006-2007 Compensation Recommendations for Unrepresented Confidential and Management Personnel

Ms. Kossick stated that board members received the report for confidential and unrepresented employees under separate cover. There were no questions or comments.

Moved/Pannell, second/Waters, to approve the report, and adopt a resolution to authorize the implementation of the proposed 2006-2007 salary and benefit increases for unrepresented confidential and management employees on the effective date given in the report.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

B. WORKFORCE INVESTMENT ACT

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

Ms. Kossick reported that the Workforce Investment Board voted to increase the size of the board from 37 members to 39 members to include an additional seat for Education and an additional Private Sector seat. Mr. David Gordon is very interested in serving on the WIB again.

Moved/Pannell, second/Scherman, to appoint David Gordon to a three-year term as an Education Sector representative on the Workforce Investment Board operating as Sacramento Works, Inc.

Voice Vote: Unanimous approval.

2. Concurrence with Sacramento Works, Inc. to Approve the Workforce Investment Act Local Plan Modification, Fiscal Year 2006-2007

Ms. Ginger Brunson and Ms. Robin Purdy provided an overview of modifications to the five year strategic plan. The Plan Modification was approved by the Sacramento Works Board on July 26, 2006.

Moved/Pannell, second/Nottoli, to concur with Sacramento Works, Inc., in approving the WIA 5-year plan modification.

Voice Vote: Unanimous approval.

3. Approval of Submission of Employment Training Panel Grant

Mr. William Walker reviewed this item. No questions or comments.

Moved/Nottoli, second/Scherman, to approve the submission of an application to the Employment and Training Panel for \$1,500,000 to provide high technology training to 770 incumbent workers under a new contract.

Voice Vote: Unanimous approval.

C. HEAD START

1. Approval to Utilize California Department of Education Reserve Funds to Pilot a Therapeutic Preschool Classroom

Ms. Denise Lee reviewed this item. Staff is requesting to utilize \$45,000 to fund a pilot therapeutic classroom for 10 Head Start children. If this pilot goes well, staff is hoping to expand the services to other families around the county and increase the number of therapeutic classrooms to 10 by 2010.

Mr. Nottoli inquired whether the children were positive for toxins at birth and Ms. Lee stated that it could be a part of the situation. Ms. Marilyn Palmer from River Oaks Children's Center, stated that most of the referrals they receive are foster children, and some have complications from a lack of prenatal care. Mr. Nottoli encouraged a holistic approach to include the families. He inquired whether there is a component to follow the youngster to kindergarten. Ms. Lee stated that a very large portion of this program is the parent involvement .

Ms. Sheila Self, Vice President, Early Intervention and Prevention at River Oaks, reviewed the ways in which the children will receive systemic care. The program will provide: 1) A child classroom component to assist the children to become more socially competent. 2) Parents go through Incredible Years Parent Training, a 12 week program on how to positively interact with the child, and 3) Teachers are specifically trained how to work with these children. The student teacher ratio is 3:1.

With foster parents, it is critical for them to receive the trainings as well. This program will be on site with other Head Start classrooms. The intent is to get children up to mastery and into the mainstream Head Start program.

Moved/Pannell, second/Scherman, to approve the use of California Department of Education State Preschool reserve funds in the amount of \$45,000 to pilot a therapeutic, early intervention preschool classroom. Additional future funds will be sought to support the project with outside grants and partnerships.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Head Start Quarterly Report: Ms. Yolanda Macias was acknowledged for preparing the quarterly report.
- B. Fiscal Monitoring Reports: No comments.
- C. Update on Hires from the Job Expo: No additional report.
- D. One Stop Demographic Report for 2005-2006: No additional report.
- E. Update on Elk Grove Unified School District WIA Youth Funding: Mr. William Walker provided an oral report on this. At the July meeting staff was asked to identify funds to assist Elk Grove to continue services. Additional funding will be sought to assist Elk Grove to provide services. The Hire Hope program will continue status quo.

Ms. Collin left the meeting at 11:15 a.m.

Ms. Juanita Sendejas Lopez addressed the board.

Ms. Scherman is concerned about the lack of funding for the South County Career Center. Ms. Robin Purdy reported that staff should know in September of any carryover funds available. At that time, a recommendation will be brought forward to the board to consider additional funding recommendations.

Ms. Kathy Hamilton, South County Career Center, addressed the board.

- F. Dislocated Worker Update: Mr. William Walker provided an update on the dislocated worker program.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reported that the Department of Labor Employment Training Administration selected SETA's Nurse Workforce Initiative project as its Recognition of Excellence Award winner in the category of Building an Industry/Business Driven Workforce Investment System. A 90-second video on the program was shown.
- C. Counsel: No report.
- D. Members of the Board: No reports.
- E. Public: No comments.

- VI. Adjournment: Meeting adjourned at 11:36 a.m.**

ITEM IV-E – INFORMATION
FISCAL MONITORING REPORT

BACKGROUND:

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

NOTES:

ITEM V- COMMITTEE REPORTS

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

The Executive Committee met and evaluated the August 22, 2006 regular Policy Council meeting.

Good	Needs Improvement
Cell phones were off.	Punctuality.
Timely meeting.	Attendance.
Members requesting personal privilege before going to the restroom.	Members being recognized by Chair before speaking.
Chair did a good job.	

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

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

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

ITEM V- COMMITTEE REPORTS (Continued)

Page 2

E. PROGRAM AREA COMMITTEES:

Early Childhood Development & Health Services

Family & Community Partnerships/Training

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

Early Head Start

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

G. COMMUNITY PARTNERSHIPS ADVISORY COMMITTEE (CPAC) – Vacant

H. HEALTH SERVICES ADVISORY COMMITTEE (HSAC) – Vacant

ITEM VI- OTHER REPORTS

BACKGROUND:

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

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

- B. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Ms. Denise Nelson), on a regular basis, receives numerous items of information concerning legislation, current programs and agency activities.

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

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

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

ITEM VI- OTHER REPORTS (Continued)

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

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

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

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

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

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

ITEM III-B – ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: