

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

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Council Member
City of Sacramento

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County of Sacramento

ADMINISTRATION

KATHY KOSSICK
Executive Director

MAUREEN DERMOTT
Deputy Director

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Sacramento, CA 95815

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Website:
<http://www.headstart.seta.net>

Thought of the Day: "Much happiness is overlooked because it doesn't cost anything."

Author: Anonymous

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

DATE: Tuesday, August 28, 2007

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.

AGENDA

- I. **Call to Order/Roll Call/Review of Board Member Attendance**
- II. **Consent Item**
 - A. Approval of the Minutes from the July 24, 2007 and August 3, 2007 Meetings
- III. **Action Items**
 - A. Selection of Representative and Alternate to Attend the Region IX Head Start Association Professional Leadership Training
 - B. Selection of Representative and Alternate to Attend the National Black Child Development Conference
 - C. Election of Treasurer

IV. Information Items

A. Standing Information Items

- Introduction of New Staff
- Parent/Family Support Unit
 - Calendar of Events and Activities Report – Ms. Lisa Carr
- Calendar of Events and Activities (attached) – Mr. Ronald Montez
- PC/PAC Parent Activity Report(s) – The Discovery Museum Space and Science Center
- Special Education Report – Ms. Beverly Sanford
- Program Content Area/Disabilities Services Report (provided in the months of February, April, June, August and October) – Ms. Beverly Sanford
- SETA Head Start/Early Head Start Health Policies – Ms. Brenda Campos-Peck
 - Tobacco Free Policy
 - Exposure Control Plan for Bloodborne Pathogens Policy
 - Tuberculosis Policy
- Fiscal Reports – Provided in the months of February, May, August, and November – Mr. Rick Pryor
- Community Resources – PC Representatives/Staff – Mr. Ronald Montez, Chair
- Parent/Staff Recognitions – Mr. Ronald Montez, Father of the Year Award
- Grandparent/Foster Parent Report – Mr. Ronald Montez, Chair

B. Governing Board Minutes for the June 7, 2007 Meeting (attached)

C. Fiscal Monitoring Reports

- San Juan Unified School District
- Women's Civic Improvement Club

V. Committee Reports

A. Executive Committee

B. Personnel/Bylaws

C. Budget/Planning

D. Hospitality

E. Program Area Committees

- Early Childhood Development and Health Services
- Family & Community Partnerships/Training (aka: Parent/Family Support Committee)
- Monitoring & Evaluation
- Early Head Start

F. Community Advocating Male Participation (CAMP) – Vacant

G. Community Partnerships Advisory Committee (CPAC) – Ms. Kathy Ruiz

H. Health Services Advisory Committee (HSAC) – Ms. Brenda Vincent

VI. Other Reports

- A. SETA Executive Director and Head Start Deputy Director's Reports
- B. Chair's Report
- C. Head Start Managers' Reports
- D. Community Agency Reports
 - Women Escaping a Violent Environment – Vacant
 - Sacramento Housing Alliance – Vacant
 - Child Action, Inc. – Vacant
 - Child Health and Disability Prevention Program – Ms. Carol Schaefer
 - Community Services Planning Council - Vacant
 - Perinatal & Infant Health Advisory Committee – Mr. Donald Clark
 - Maternal, Child and Adolescent Health Board – Vacant
 - Community Action Board – Mr. Ronald Montez
- E. Health and Dental Reports
 - Sacramento County Dental Health Advisory Committee
- F. Open Discussion and Comments
- G. Public Participation

III. Action Items (Continued)

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

- ✓ Approval of Eligible Lists for the following positions: Head Start Coordinator (Nutrition), Associate Teacher Tier I, II & III, and Head Start Social Services/Parent Involvement (Supervisory)
 - Report out of Closed Session

VII. Adjournment

DISTRIBUTION DATE: TUESDAY, AUGUST 21, 2007

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Brenda Vincent, Elk Grove Unified School District
- _____ 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
- _____ Danyelle Nelson, San Juan Unified School District
- _____ Salina Davey, SETA-Operated Program
- _____ Esmeralda Garcia, SETA-Operated Program
- _____ Carolina Guerra, SETA-Operated Program
- _____ Kieston Murray, SETA-Operated Program
- _____ Kathy Ruiz, SETA-Operated Program
- _____ Sarah Cordeiro, Home Base Program
- _____ Reanna Coe, Early Head Start (San Juan)
- _____ Donald M. Clark, Grandparent Representative
- _____ Carol Schaefer, Child Health and Disability Prevention Program

Member to be Seated:

- _____ Carol Aronis, SETA-Operated Program

Seats Vacant:

- _____ Vacant (Nunley), WCIC/Playmate Child Development Center
- _____ Vacant (Ramirez), WCIC/Playmate Child Development Center
- _____ Vacant (Taylor), Elk Grove Unified School District
- _____ Vacant (Hutton), Del Paso Early Childhood Development Center
- _____ Vacant, Del Paso Early Childhood Development Center
- _____ Vacant, Foster Parent Representative
- _____ Vacant (Schneider), Early Head Start (SETA)
- _____ Vacant (Gray), Past Parent Representative
- _____ Vacant (Dyba), Past Parent Representative
- _____ Vacant (Shanklin), CAMP Representative
- _____ Vacant (Minnick), Child Action, Inc.

**** Please call your alternate, the Policy Council Chair (Ronald Montez, 379-9201) 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 28, 2006** and
December 21, 2006

BOARD MEMBER	SITE	11/28	12/21	1/23	2/27	3/27	4/24	5/22	6/6	7/24	8/3	8/28			
C. Aronis	SOP														
D. Clark (11/28)	GP	X	X	X	E	X	E	X	X	X	X				
J. Cleaver (11/28)	SAC	X	X	X	X	X	X	U	X	X	E				
R. Coe (11/28)	EHS (SJ)	X	X	X	X	X	X	U	X	X	E				
S. Cordeiro (8/3)	HB										X				
S. Davey (3/27)	SOP					X	X	X	X	X	X				
S. Gangleff (11/28)	SOP	X	E	X	X	X	X	X	E	AP	AP				
E. Garcia (4/24/)	SOP						X	X	X	X	X				
T. Goode (11/28)	SJ	X	X	X	X	X	X	X	X	X	X				
C. Guerra (11/28)	SOP	X	X	X	X	E	X	E	X	X	X				
I. Meza (11/28)	SAC	X	X	X	X	X	X	X	X	X	E				
R. Minnick (3/27)	Child Action					X	E	X	E	X	E				
R. Montez (11/28)	SAC	X	X	X	EX/ PCB	X	X	X	X	X	X				
K. Murray (5/22)	SOP							X	X	E	X				
Danyelle Nelson (11/28)	SJ	X	X	X	X	X	X	X	X	X	X				
A. Ramirez s/b/s 4/24/07 (5/22)	WCIG						U	X	X	E	E				
K. Ruiz (11/28)	SOP	X	X	X	X	X	X	X	X	X	X				

C. Schaefer (11/28)	CHDP	X	X	X	X	AP	AP	X	X	X	E				
B. Vincent 12/21 s/b/seated 11/28	ELK	U	X	X	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
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 8/15/07

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JULY 24, 2007 REGULAR AND AUGUST 3, 2007
SPECIAL POLICY COUNCIL MEETINGS

BACKGROUND:

Attached are the minutes of the July 24, 2007 and August 3, 2007 Policy Council meetings 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, July 24, 2007
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Mr. Ronald Montez called the meeting to order at 9:10 a.m. Ms. Tanya Goode read the thought of the day. Ms. Sarah Corderio and Ms. Venelsia Fentress were seated.

Members Present:

Brenda Vincent, Elk Grove Unified School District
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
Danyelle Nelson, San Juan Unified School District
Salina Davey, SETA-Operated Program
Esmeralda Garcia, SETA-Operated Program
Carolina Guerra, SETA-Operated Program
Kathy Ruiz, SETA-Operated Program
Venelsia Fentress, Alternate, SETA-Operated Program
Sarah Corderio, Alternate, Home Base
Reanna Coe, Early Head Start
Donald M. Clark, Grandparent Representative
Carol Schaefer, Child Health and Disability Prevention Program
Rachel Minnick, Child Action

Members Absent:

Tina Taylor, Elk Grove Unified School District (unexcused)
Tusundra Nunley, WCIC/Playmate Child Development Center (unexcused)
Amelia Ramirez, WCIC/Playmate Child Development Center (excused)
Kieston Murray, SETA-Operated Program (excused)
Lisa Horst, Home-Based Program
Ron Shanklin, CAMP Representative (unexcused)

II. **Consent Item**

- A. Approval of the Minutes from the May 22 & June 6, 2007 Meetings

Minutes were reviewed; no questions or corrections.

Moved/Cleaver, second/Vincent, to approve May 22 and June 6 minutes as distributed.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (Montez)

III. Action Items

- A. Approval to Submit a Healthy Marriage Initiative Project Grant to the Administration for Children and Families (ACF)

Staff requested that this item be reviewed later in the meeting.

- B. Approval to Release the Revised Workforce Skills Preparation Services (WSPS) Request for Qualifications for 2007

Ms. Michelle Anderson, SETA contracts unit staff, stated that this item is being withdrawn from the agenda. It is Agency Counsel's opinion that Policy Council action is not needed on this item. Ms. Anderson provided an overview of the RFQ and the purpose of the solicitation. She reviewed the various services that would be solicited which would include services for child development and family services. The RFQ would be posted on SETA's web site to allow the public an opportunity to submit an application. This is an on-going solicitation. Recommendations to the vendor list will be presented to the Governing Board for action.

Mr. Donald Clark stated that every program that deals with youth development needs to link into the Office of Youth Development with the City of Sacramento. Mr. Walker stated that SETA will be working with the City and the County on the youth program.

Mr. Montez inquired who will make the decision about the youth czar. The city manager is working closely to develop the position and the youth czar will report directly to the mayor.

- A. Approval to Submit a Healthy Marriage Initiative Project Grant to the Administration for Children and Families (ACF) (Continued)

Ms. Lisa Carr reported that a proposal requesting \$490,000 has already been submitted. Ms. Carr reviewed the Flourishing Families program which used incentives for the participants such as a travel stipend, child care and dinner. The benefit is not monetary; the benefit is fostering healthy relationships. Ms. Carr stated that while there are not a lot of monetary benefits, the participants specifically requested a catered meal. Mr. Roy Kim, fiscal manager, explained why the refreshments are more expensive. Food is consumed by the couples and their children. Three couples were graduated last night and a new group will start in August.

Ms. Carr stated that staff is looking to hire two staff to support the program. Mr. Kim stated that since there was such a quick turn around, this budget was not reviewed by the Budget/Planning Committee. Ms. Dermott stated that when staff determines what will be freed up, the Budget Committee will be convened to

determine where the funds can go. Ms. Carr stated that staff will know the result of this grant application in September.

Mr. Clark suggested including the City's youth czar in the planning process. In addition, he requested that faith based groups be considered in terms of the services they provide. Mr. Clark wants to ensure the money is spent efficiently.

Mr. Montez would like to offer the three couples that graduated a job. Ms. Carr stated that there is consideration of asking the couples completing the program to become instructors; they could earn \$350-500 for the cost of the training or around \$20 an hour.

Moved/Nelson, second/Coe, to approve the submission of a Healthy Marriage Initiative Project Grant in the amount of \$391,658 to the Administration for Children and Families (ACF).

Show of hands vote: Aye: 13, Nay: 1 (Ruiz), Abstentions: 2 (Minnick & Montez)

C. Approval of Selection Criteria for Enrollment in Early Head Start

Ms. Melanie Nicolas reviewed this item. There were no questions.

Moved/Cleaver, second/Davey, to approve the Early Head Start Selection Criteria: Sacramento County.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (Montez)

IV. Information Items

A. Standing Information Items

- Introduction of New Staff: None.
- Parent/Family Support Unit None.
 - Calendar of Events and Activities Report – Included on page 31
- Community Resources – PC Representatives/Staff: Ms. Kathy Ruiz spoke of students at American River College offering to present Treasurer Island at various school sites. There are other plays that are offered. There is a small fee (\$100) for the play. Contact Pamela at 599-1796 for additional information or to book a play.

Mr. Rachel Minnick distributed information on child care subsidies. Because the state budget is delayed, it may delay the subsidies to child care providers. This will be one of the issues discussed at the next Parent Voices meeting. She distributed information on the CARES (Comprehensive Approaches to Raising Educational Standards) program; they provide money to assist child care providers for educational opportunities. There is \$250 per year that can be utilized any way the provider wants.

- Parent/Staff Recognitions: Ms. Dermott asked that this item be tabled to the next meeting.
- Fiscal Reports: No additional report.
- Calendar of Events and Activities – Mr. Montez reported on an event scheduled for August 26 to empower women to vote. Call him at 379-9201 for more information.

B. Governing Board Minutes for the May 3, 2007 Meeting: No questions.

C. Fiscal Monitoring Report: No questions.

D. SETA Workforce Services to Customers Transitioning from the Criminal Justice System

Mr. William Walker reviewed the services available at the various career centers in Sacramento County. Of those requesting services in the career centers, expungement of records is the service most requested, and academic and vocational training is the second most requested. Mr. Walker introduced Mr. Warren Murphy, Employment Services Specialist, who works with inmates at Rio Cosumnes Correctional Center (RCCC). SETA has been working at this center for over 20 years. Mr. Murphy has been working on a collaboration called Hire Hope where staff go into institutions to present job readiness workshops.

Mr. Clark inquired how a misdemeanor conviction is expunged. Mr. Murphy replied that the misdemeanor does not go away; however, most misdemeanors can be explained away. Some people get domestic violence misdemeanors; this is a very hard sale for employers due to anger control issues and lack of respect for authority.

Mr. Clark stated that there is a tremendous need for housing for ex-offenders. He inquired whether any community based organization was funded by SETA or the Sacramento Housing and Redevelopment Agency to provide housing for ex-offenders. Mr. Murphy stated that nothing was available locally but he is working on a housing connection. There is no formalized network but there are a lot of people interested in putting together a housing compound for parolees. He feels it is important for ex-offenders to blend quickly into society.

Ms. Minnick inquired whether schools utilize misdemeanor information. Mr. Murphy stated that vocational schools can discriminate but most schools do not discourage you from applying. He believes there is a job for everyone. Mr. Murphy can be contacted at 525-4717. The Broadway Career Center has a staff person that does expungements. All career centers have the ability to address ex-offenders issues.

Ms. Corderio asked how many chances do people get and Mr. Murphy stated that ex-offenders get a number of chances with SETA staff; only one with each employer.

Mr. Montez visited Mr. Murphy at the career center and congratulated him and the program. Mr. Montez inquired whether there has been additional funding to go back to RCCC. Mr. Murphy replied no but staff continue to work with the inmates and parolees. Mr. Montez asked that a program teaching healthy parenting skills be developed and requested staff to seek funding for the program.

Mr. Walker stated that the Hire Hope program gets a lot of 'props' for what it does. The career centers recently went through an audit by John Chamberlain and he reported the services offered to ex-offender are most refined in the country. Mr. Walker and Mr. Murphy will be meeting with St. John's Shelter to discuss housing for ex offenders. Employment is the key to reducing recidivism.

Ms. Robin Purdy, Deputy Director, stated that staff has submitted a couple of applications to increase the funding for services to ex-offenders. Mr. Murphy is funded to provide services but it is not at the level the Agency would like. As RFPs come out from the Department of Corrections or other department, staff will apply. It is definitely a high priority.

V. Committee Reports

- A. Executive Committee: Ms. Goode read the Executive Committee critique.
- B. Personnel/Bylaws: Ms. Ruiz reported that the Committee met to make minor changes to the PAC and PC bylaws.
- C. Budget/Planning Committee: No more meetings.
- D. Hospitality: Ms. Goode reported that the parent activity will be a tour of the Discovery Museum Space Center.
- E. Program Area Committees
 - Early Childhood Development and Health Services: No meeting.
 - Family & Community Partnerships/Training: Ms. Davey reported that at the last meeting, identify theft and Family Day was discussed.
 - Monitoring & Evaluation: No report.
 - Early Head Start
- F. Community Advocating Male Participation: No report
- G. Community Partnerships Advisory Committee: No report.
- H. Health Services Advisory Committee: No report.

VI. Other Reports

- A. SETA Executive Director and Head Start Deputy Director's Reports: Ms. Dermott received official notification from ACF that the Agency has been scheduled for a PRISM review. She and staff will be meeting with delegate

agencies to develop a master calendar. Secondly, Rick Pryor and Thelma Manzano attended fiscal training in Las Vegas. Mr. Pryor will be doing a presentation at the next meeting. Ms. Dermott reported that 84% of Head Start employees voted to remain with AFSCME. ACF has finished reviewing SETA's grants and there were no real major errors. However, one of SETA's delegate agencies had significant fiscal issues. Compliments were extended to Elk Grove and Sacramento City; no budget findings were noted.

- B. Chair's Report: Civil rights justice reform coalition needs people to take part in this; if you want to take part in this, 452-1293 Reverend Odeye at 267-4199.
- C. Head Start Managers' Reports: No report.

III. Action Items (Continued)

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

The board went into closed session at 10:57 a.m. At 11:17 a.m. the board went back into open session. It was reported out of closed session that the eligible list was approved for the following positions: Head Start Health Nutrition Specialist, Associate Teacher Tier I, II & III.

VI. Other Reports (Continued)

- D. Community Agency Reports: All reports tabled.
 - Women Escaping a Violent Environment: No report.
 - Sacramento Housing Alliance: No report.
 - Child Action, Inc. – Ms. Rachel Minnick
 - Child Health and Disability Prevention Program – No report.
 - Community Services Planning Council - Vacant
 - Perinatal & Infant Health Advisory Committee – Mr. Donald Clark
 - Maternal, Child and Adolescent Health Board – Vacant
 - Community Action Board – Mr. Ronald Montez
- E. Health and Dental Reports
 - Sacramento County Dental Health Advisory Committee
- F. Open Discussion and Comments
- G. Public Participation

VII. Adjournment: Meeting adjourned at 11:17 a.m.

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL
Minutes/Synopsis

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

Friday, August 3, 2007
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Mr. Ronald Montez called the meeting to order at 9:09 a.m. Ms. Kathy Ruiz read the thought of the day.

Members Present:

Brenda Vincent, Elk Grove Unified School District
Ronald Montez, Sacramento City Unified School District
Tanya Goode, San Juan Unified School District
Danyelle Nelson, San Juan Unified School District
Salina Davey, SETA-Operated Program
Esmeralda Garcia, SETA-Operated Program
Carolina Guerra, SETA-Operated Program
Kieston Murray, SETA-Operated Program
Kathy Ruiz, SETA-Operated Program
Venelsia Fentress, Alternate, SETA-Operated Program
Sarah Corderio, Alternate, Home Base
Donald M. Clark, Grandparent Representative

Members Absent:

Josie Cleaver, Sacramento City Unified School District (excused)
Reanna Coe, Early Head Start (unexcused)
Irlanda Meza, Sacramento City Unified School District (unexcused)
Amelia Ramirez, WCIC/Playmate Child Development Center (excused)
Lisa Horst, Home-Based Program
Rachel Minnick, Child Action (excused)
Carol Schaefer, Child Health and Disability Prevention Program (excused)

- II. **Consent Item:** None.

III. **Action Items**

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

The board went into closed session at 9:14 a.m. At 9:45 a.m. the board went into open session. It was reported out of closed session that the eligible list was approved for the following position: Typist Clerk III. Mr. Andrew Pineda provided a personnel overview.

- IV. **Adjournment:** Meeting adjourned at 9:45 a.m.

ITEM III-A – ACTION

SELECTION OF REPRESENTATIVE AND ALTERNATE TO ATTEND THE REGION IX
HEAD START ASSOCIATION PROFESSIONAL LEADERSHIP TRAINING

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to select one (1) representative and one (1) alternate to attend the Region IX Head Start Association Annual Training Conference in San Francisco, CA, October 15-16, 2007.

The conference will be held at the Holiday Inn Golden Gateway Hotel. Please see the attached Conference Attendance Guidelines. Additional information will be provided when received.

RECOMMENDATION:

That the Policy Council select one (1) representative and one (1) alternate to attend the Region IX Head Start Association Professional Leadership Training in San Francisco, CA, October 15-16, 2007.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

POLICY COUNCIL REPRESENTATIVE CONFERENCE ATTENDANCE GUIDELINES

The following guidelines 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 attend an out-of-state Head Start conference.
2. The Policy Council (PC) Representative 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, conference title, location, workshops attended and networking information.
4. Any additional comments.

ITEM III-B – ACTION

SELECTION OF REPRESENTATIVE AND ALTERNATE TO ATTEND THE NATIONAL
BLACK CHILD DEVELOPMENT CONFERENCE

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to select one (1) Policy Council representative and one (1) alternate to attend the National Black Child Development Conference, October 21-23, 2007, Hyatt Regency Hotel, Chicago, IL.

Please see attached conference Attendance Guidelines and Conference information.

RECOMMENDATION:

That the Policy Council select one (1) Policy Council representative and one (1) alternate to attend the National Black Child Development Conference, October 21-23, 2007, Hyatt Regency Hotel, Chicago, IL.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

POLICY COUNCIL REPRESENTATIVE CONFERENCE ATTENDANCE GUIDELINES

The following guidelines 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 attend an out-of-state Head Start conference.
2. The Policy Council (PC) Representative 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, conference title, location, workshops attended and networking information.
4. Any additional comments.

ITEM III-C - ACTION

ELECTION OF POLICY COUNCIL TREASURER

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to elect a Treasurer. The duties of the Policy Council officers shall be as prescribed in the Policy Council Bylaws, Article V, Section 3 (A-E) – Duties of Officers. These duties are as follows:

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.

- 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.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council elect a Treasurer

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM IV-A – INFORMATION

STANDING INFORMATION ITEMS

BACKGROUND:

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

A. Standing Information Items

- Introduction of New Staff
- Parent/Family Support Unit
 - Calendar of Events and Activities Report – Ms. Lisa Carr
- Calendar of Events and Activities (attached) – Mr. Ronald Montez
- PC/PAC Parent Activity Report(s) – The Discovery Museum Space and Science Center
- Special Education Report – Ms. Beverly Sanford
- Program Content Area/Disabilities Services Report (provided in the Months of February, April, June, August and October) – Ms. Beverly Sanford
- SETA Head Start/Early Head Start Health Policies – Ms. Brenda Campos-Peck
 - Tobacco Free Policy
 - Exposure Control Plan for Bloodborne Pathogens Policy
 - Tuberculosis Policy
- Fiscal Reports – Provided in the months of February, May, August, and November – Mr. Rick Pryor
- Community Resources – PC Representatives/Staff – Mr. Ronald Montez, Chair
- Parent/Staff Recognitions – Mr. Ronald Montez, Father of the Year Award
- Grandparent/Foster Parent Report – Mr. Ronald Montez, Chair

NOTES:

CALENDAR OF EVENTS AND ACTIVITIES
PARENT/FAMILY/SUPPORT UNIT
Ms. Lisa Carr

EVENT

DATE

Transition, Male Involvement, Grandparent
and Foster Parent Event – Early Head Start and
Head Start Hot August Movie Night
Health Services Committee

Friday, August 24, 2007
7:00 – 10:00 p.m.
Hagan Park
2101 Chase Drive
Rancho Cordova, CA
(see attached flyers, English
and Spanish)

Family Day

Friday, October 5, 2007
10:00 a.m. – 2:00 p.m.
William Land Park

CALENDAR OF EVENTS

EVENT	DATE/TIME/LOCATION
PC/PAC Bylaws Committee	Wednesday, August 29, 2007 9:00 a.m. Redwood Room
PC Executive Committee Meeting (NEW DATE)	Thursday, September 6, 2007 9:00 a.m. Redwood Room
PC/PAC Hospitality Committee	Friday, September 7, 2007 1:00 p.m. Redwood Room
Grandparent and Foster Parent Support Group	Wednesday, September 12, 2007 9:00 a.m. – 12:00 p.m. Redwood Room
Early Head Start Committee Meeting	Thursday, September 20, 2007 Willow Room
Family & Community Partnerships/Training Committee (AKA Parent/Family Support)	Wednesday, September 26, 2007 9:30 a.m. Redwood Room
PAC Executive Committee Meeting	Wednesday, September 12, 2007 1:30 p.m. Redwood Room
PC Executive Committee Meeting	Thursday, September 27, 2007 9:00 a.m. Redwood Room
Family Day	Friday, October 5, 2007 10:00 a.m. – 2:00 p.m. William Land Park
PC/PAC Annual End-of-Year Appreciation	Saturday, October 13, 2007 12:00 p.m. – 3:00 p.m. Lions Gate 3410 Westover Street Sacramento, CA (McClellan) (See attached flyer.)

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The June 7, 2007 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, June 7, 2007
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance**: Ms. Scherman called the meeting to order at 10:05 a.m.

Members Present:

Sophia Scherman, Chair, SETA Governing Board; Public Representative
Bonnie Pannell, Vice Chair, SETA Governing Board; Councilmember, City of
Sacramento

Don Nottoli, Member, Board of Supervisors

Robbie Waters, Councilmember, City of Sacramento

Jimmie Yee, Member, Board of Supervisors

- Volunteer Income Tax Assistance/Earned Income Tax Credit Project Summary:
Holly Nicola, IRS and Esperanza Lindsey, SETA

Ms. Espie Lindsey introduced Holly Nicola, IRS, outreach and education. Ms. Nicola stated that this has been very enjoyable experience and IRS is grateful for the assistance. SETA was presented a certificate of appreciation for those that participated to process tax returns. Volunteer tax preparers were acknowledged.

II. **Consent Items**

- A. Minutes of the April 27, 2007 and May 3, 2007 Board Meetings
B. Approval of Claims and Warrants

No questions or comments on the consent items.

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

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING**: First Reading of the Proposed Sacramento Employment and Training Agency Budget for Fiscal Year 2007-08

Ms. Scherman opened the public hearing. Mr. Rick Pryor reviewed the budget. Mr. Pryor stated that the submission deadline of this budget to the Board of Supervisors has been extended to September.

Moved/Pannell, second/Yee, to continue the public hearing and continue to September 6.

Voice Vote: Unanimous approval.

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Workforce Development Professional Classification and Merger of Classifications of Recruitment Specialist I, II, III, Employment Services Specialist, Community Services Specialist, Youth Services Specialist, Community Services Coordinator, and Neighborhood Services Coordinator
3. Adoption of Resolution Establishing the Salary Range for the New Classification of Workforce Development Professional
4. Approval to Transfer Employees with their Seniority to the Workforce Development Professional Classification

Moved/Waters, second/Pannell, to continue Items III-A-2, III-A-3, and III-A-4 to the next regular meeting.

Voice Vote: Unanimous approval.

5. Approval to Submit a Proposal for California Department of Transportation Funds for the Sacramento Regional Highway Construction Training Initiative

Ms. Christine Welsch stated that SETA was invited to submit a proposal to CalTrans for this construction training initiative. If the proposal is successful, staff will return to ask for permission to accept the funds.

Moved/Pannell, second/Waters, to approve the submission of a proposal to the California Department of Transportation to continue the Capital Area Transportation Industry Training Initiative for federal fiscal year 2007 not to exceed \$600,000 and, authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the State of California.

Voice Vote: Unanimous approval.

6. Approval of Out-of-State Travel for the Head Start Clinical Social Worker to Attend the Play Therapy Training Institute in East Windsor, New Jersey

No questions or comments on this item.

Moved/Nottoli, second/Pannell, to approve out-of-state travel for Marilyn Palmer to attend the summer Play Therapy Seminar at an approximate cost of \$4,812.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Concurrence with Sacramento Works, Inc. to Approve Funding Extension Recommendations for the Workforce Investment Act, Title I Youth Program for Program Year 2007-2008

Ms. Christine Welsch reviewed this item. Over the past year, the Youth Council has made an increased effort to reach challenged communities. Two boards have reviewed and taken action on this item.

Speakers before the Board:

Ronald Montez, Policy Council Chair

Deacon Donald Clark, Parent Advisory Committee Chair

Moved/Waters, second/Yee, to concur with Sacramento Works, Inc. to approve the funding recommendations for the WIA, Title I, Youth Program, PY 2007-2008. Approve with the stipulations noted above and that all funding recommendations are subject to satisfactory year-end program performance reviews. Subgrantees that do not meet performance goals and benchmarks will be evaluated in August, 2007 and may face deobligation of funds.

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

2. Approval to Extend Workforce Investment Act Adult/Dislocated Worker Subgrant Agreements

Mr. Roy Kim reviewed this item and stated that the Agency has received a decrease in adult program funding. The amount of carryover is not known until the end of this fiscal year; staff expects a significant amount of carryover. Staff will return in August or September for funding recommendations for carry over funds.

Moved/Yee, second/Waters, to approve the funding recommendations and stipulations.

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

Mr. Thatch asked the board to consider taking an off agenda item in closed agenda. The board must take immediate action concerning a matter not on the agenda. The closed session item is entitled: **CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION:** Initiation of litigation pursuant to Government Code Section 54956.9(c)

Moved/Waters, second/Nottoli, to take the off agenda item in closed session.
Voice vote: Unanimous approval.

The board adjourned into closed session at 10:59 a.m.

VI. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Pursuant to Government Code Section 54956.8:

Property Address: 925 Del Paso Blvd., Sacramento, CA

Negotiating Party: McCuen Acoma Street Investors

Under Negotiation: Price, terms and lease conditions

CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

The board reconvened at 11:27 a.m. Mr. Thatch reported that the board voted unanimously to be a party to the Arthur J. Gallagher litigation.

C. HEAD START

1. Approval of Head Start COLA Application

Mr. Rick Pryor reviewed this item. This application is not yet finalized since union negotiations continue. The Policy Council and Parent Advisory Committee have reviewed and approved this item

Moved/Yee, second/Nottoli, to approve the SETA Head Start Cost-of-Living Adjustment (COLA) application.

Voice Vote: Unanimous approval.

2. Approval of Head Start Budget Modification for 2006-2007 - **and**

3. Approval of procurement for resurfacing of building exterior for Northview early learning center

Ms. Maureen Dermott reviewed these two board items which request approval to reallocate unspent funds from one budget line item to different line items. The only way the Agency was eligible to do this was to maintain 100% enrollment; the Agency was strongly encouraged by ACF to submit the budget modifications. The Northview center will have significant funds put into renovation at an approximate cost of \$60,000. Ms. Dermott reviewed other center improvements.

Mr. Nottoli inquired whether a cost analysis could be done to co-locate the Head Start central kitchen with the Raley's kitchen in West Sacramento. Ms. Dermott stated that staff is looking at our facilities, and as things wear out perhaps considering co-locating.

Mr. Yee inquired whether this is legal; Ms. Dermott replied that the budget modification will be submitted by June 15 for approval. The Administration for

Children and Families is encouraging SETA to do this. This list has taken two months to prepare and have done a very thorough review of the various centers to ensure the roofs are okay.

Moved/Nottoli, second/Waters, to approve items III-C-2 and III-C-3 as follows:

- Approve the budget modification to the 2006-2007 Head Start budget; and
- Approve the procurement of services to provide resurfacing of the Northview Early Learning Center exterior walls.

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

D. COMMUNITY SERVICES BLOCK GRANT

1. Appointment of Community Action Board Member

Ms. Cindy Sherwood Green stated that River City Community Services has submitted an application for a private sector seat on the board. Mr. Steve Anderson will be the representative.

Mr. Yee inquired about the outreach; Ms. Sherwood Green stated that staff attend meetings announcing the vacancies and talk with people in the community.

Moved/Waters, second/Yee, to appoint River City Community Services to represent the Private Sector on the Community Action Board.

Voice Vote: Unanimous approval.

2. Approval of CSBG Community Action Plan

Mr. Victor Bonanno reviewed the plan which describes the needs of the low-income community and the strategies to address those needs. The plan was developed through an extensive needs assessment process and will be utilized for SETA's application for CSBG funding. Services to frail, homebound elderly and at-risk youth continue to be a top priority. The Community Action Board approved the plan at the May 30 meeting.

Moved/Nottoli, second/Yee, to approve the 2008/09 Community Services Block Grant Community Action Plan.

Voice Vote: Unanimous approval.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Fiscal Monitoring Reports: No questions.

- B. Dislocated Worker Update: Mr. Waters asked about Sutter Medical Centers; Mr. Walker stated that Sutter will no longer be using Licensed Vocational Nurses. A number of staff will be moving to a Roseville facility; Sutter is working to absorb any dislocated staff. Mr. Waters inquired whether there were any repercussions for not giving WARN announcements. Mr. Walker will report back.
- C. Update on Summer Youth Job Fairs: Mr. Walker provided a brief follow-up on working with city directors.
- D. Agency Awards and Staff Recognition: Several awards have been received, specifically for providing services to veterans and foster youth.
- E. Sacramento Employment and Training Agency Regional Nurse Support Project Update: Ms. Cindy Sherwood-Green reported that the second nursing project is almost completed and has been very successful. Ms. Kossick assured the board that staff is always looking for more funding, especially for such an excellent program.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Dedication of new artwork on Del Paso Boulevard will be held this evening. Staff had the pleasure of hosting Doris Matsui at the Hillsdale Head Start Early Learning Center.
- C. Counsel: No report.
- D. Members of the Board: No report.
- E. Public: No comments.

VII. Adjournment: Adjourned at 11:55 a.m.

ITEM IV-C – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

Attached are copies of the latest fiscal monitoring reports. Staff will be available to answer questions.

NOTES:

MEMORANDUM

TO: Ms. Tracy Tomasky **DATE:** July 24, 2007
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of San Juan U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic , COLA, Quality	\$ 4,084,155	8/01/06-07/31/07	8/01/06-5/31/07
Head Start	T & TA	15,000	8/01/06-07/31/07	8/01/06-5/31/07
Head Start	Prog. Impv	694,000	8/01/06-07/31/07	8/01/06-5/31/07
Early HS	Basic, COLA, Quality	1,169,389	8/01/06-07/31/07	8/01/06-5/31/07
Early HS	T & TA	20,112	8/01/06-07/31/07	8/01/06-5/31/07

Monitoring Purpose: Initial X Follow-Up Special Final
Date of review: 7/2-3/2007

	<u>AREAS EXAMINED</u>	<u>SATISFACTORY</u>		<u>COMMENTS/ RECOMMENDATIONS</u>	
		<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation		N/A		
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll		N/A		
8	OJT Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records		N/A		

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2006 to May 31, 2007 have been traced to the delegate agency's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Edenausageboye Davis **DATE:** July 19, 2007
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of WCIC

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA,	\$ 637,662	8/01/06-7/31/07	8/01/06-5/31/07
Head Start	T & TA	7,500	8/01/06-7/31/07	8/01/06-5/31/07
Head Start	Prog. Improvement	153,175	8/01/06-7/31/07	8/01/06-5/31/07

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: July 6, 2007

AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
	YES	NO	YES	NO
1 Accounting Systems/Records	X			
2 Internal Control	X			
3 Bank Reconciliation	X			
4 Disbursement Control	X			
5 Staff Payroll/Files	X			
6 Fringe Benefits	X			
7 Participant Payroll	N/A			
8 OJT Contracts/Files/Payment	N/A			
9 Indirect Cost Allocation	N/A			
10 Adherence to Budget	X			
11 In-Kind Contribution	X			
12 Equipment Records	N/A			

Program Operator: WCIC

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2006 to May 31, 2007 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board
Policy Council

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 July 24, 2007 Regular and August 3, 2007 Special Policy Council meetings.

Good	Needs Improvement
Chair, Mr. Montez – good job.	
Full participation by members.	
Workforce Department presentation: Mr. William Walker and Mr. Warren Murphy	
No cell phones went off.	
Timely meeting.	

- 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 (aka: Parent/Family Support Committee)

Monitoring & Evaluation Committee

Early Head Start

F. COMMUNITY ADVOCATING MALE PARTICIPATION (CAMP) – Vacant

G. COMMUNITY PARTNERSHIPS ADVISORY COMMITTEE (CPAC) – Ms. Kathy Ruiz

H. HEALTH SERVICES ADVISORY COMMITTEE (HSAC) – Ms. Brenda Vincent

ITEM VI- OTHER REPORTS

BACKGROUND:

- A. SETA EXECUTIVE DIRECTOR AND DEPUTY DIRECTOR REPORT: This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) and Head Start Deputy Director (Ms. Maureen Dermott) to report to the Council on any items of important information or to deal with special requests which need to be addressed.

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 (Mr. Ronald Montez), 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 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
Denise Lee: Child Development and Education Services
Lisa Carr, Parent/Family Support Partnership Unit
(aka: Family and Community Partnerships/Training)
Vacant, Early Head Start, Special Projects and Community Partnerships

ITEM VI- OTHER REPORTS (Continued)

D. 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
- Sacramento Housing Alliance - Vacant
- Child Action, Inc. – Vacant
- Child Health and Disability Prevention Program – Ms. Carol Schaefer
- Community Services Planning Council - Vacant
- Perinatal & Infant Health Advisory Committee – Mr. Donald Clark (appointed by Chair)
- Maternal, Child and Adolescent Health Board – Vacant (appointed by Chair)
- Community Action Board – Mr. Ronald Montez

E. 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): Mr. Ronald Montez, Ms. Kathy Ruiz

F. 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.

ITEM VI- OTHER REPORTS (Continued)

- G. 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- D – ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: