

**GOVERNING BOARD**

**DON NOTTOLI**  
Board of Supervisors  
County of Sacramento

**BONNIE PANNELL**  
Council Member  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

**ROBBIE WATERS**  
Council Member  
City of Sacramento

**JIMMIE YEE**  
Board of Supervisors  
County of Sacramento

**ADMINISTRATION**

**KATHY KOSSICK**  
Executive Director

**MAUREEN DERMOTT**  
Deputy Director

925 Del Paso Blvd., Suite 200  
Sacramento, CA 95815

Phone: (916) 263-3804

Fax: (916) 263-3779

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, July 24, 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](http://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 May 22 and June 6, 2007 Meetings
- III. **Action Items**
  - A. Approval to Submit a Healthy Marriage Initiative Project Grant to the Administration for Children and Families (ACF) (Lisa Carr)
  - B. Approval to Release the Revised Workforce Skills Preparation Services (WSPS) Request for Qualifications for 2007 (Michelle Anderson)
  - C. Approval of Selection Criteria for Enrollment in Early Head Start (Melanie Nicolas)

#### **IV. Information Items**

##### **A. Standing Information Items**

- Introduction of New Staff
- Parent/Family Support Unit
  - Calendar of Events and Activities Report – Ms. Lisa Carr
- Community Resources – PC Representatives/Staff
- Parent/Staff Recognitions – Mr. Ronald Montez, Father of the Year Award
- Fiscal Reports – Provided in the months of February, May, August, and November – Mr. Rick Pryor
- Calendar of Events and Activities – Mr. Ronald Montez

##### **B. Governing Board Minutes for the May 3, 2007 Meeting (attached)**

##### **C. Fiscal Monitoring Report**

- Elk Grove Unified School District
- Sacramento City Unified School District

##### **D. SETA Workforce Services to Customers Transitioning from the Criminal Justice System (Mr. William Walker and Mr. Warren Murphy)**

#### **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) – Mr. Ron Shanklin**

##### **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. – Ms. Rachel Minnick
- 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 List for the following positions: Early Head Start Educator, and Head Start Health Nutrition Specialist, Associate Teacher Tier I, II & III

- Report out of Closed Session

#### **VII. Adjournment**

ITEM I - CALL TO ORDER/ROLL CALL

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

- \_\_\_\_\_ Tina Taylor, Elk Grove Unified School District
- \_\_\_\_\_ Brenda Vincent, Elk Grove Unified School District
- \_\_\_\_\_ Tusundra Nunley, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Amelia Ramirez, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Josie Cleaver, Sacramento City Unified School District
- \_\_\_\_\_ Irlanda Meza, Sacramento City Unified School District
- \_\_\_\_\_ Ronald Montez, Sacramento City Unified School District
- \_\_\_\_\_ Tanya Goode, San Juan Unified School District
- \_\_\_\_\_ 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
- \_\_\_\_\_ Lisa Horst, Home Base Program
- \_\_\_\_\_ Reanna Coe, Early Head Start (San Juan)
- \_\_\_\_\_ Donald M. Clark, Grandparent Representative
- \_\_\_\_\_ Ron Shanklin, CAMP Representative
- \_\_\_\_\_ Carol Schaefer, Child Health and Disability Prevention Program
- \_\_\_\_\_ Rachel Minnick, Child Action, Inc.

Member to be Seated:

Seats Vacant:

- \_\_\_\_\_ Vacant (Hutton), Del Paso Early Childhood Development Center
- \_\_\_\_\_ Vacant, Del Paso Early Childhood Development Center
- \_\_\_\_\_ Vacant (Gangloff), SETA-Operated Program
- \_\_\_\_\_ Vacant, Foster Parent Representative
- \_\_\_\_\_ Vacant (Schneider), Early Head Start (SETA)
- \_\_\_\_\_ Vacant (Gray), Past Parent Representative
- \_\_\_\_\_ Vacant (Dyba), Past Parent Representative

**\*\* 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				
D. Clark (11/28)	GP	X	X	X	E	X	E	X	X					
J. Cleaver (11/28)	SAC	X	X	X	X	X	X	U	X					
R. Coe (11/28)	EHS (SJ)	X	X	X	X	X	X	U	X					
S. Davey (3/27)	SOP					X	X	X	X					
<del>N. Dyba (11/28)</del>	<del>PAST</del>	<del>X</del>	<del>X</del>	<del>E</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>E</del>	<del>E</del>					
<del>S. Gangloff (11/28)</del>	<del>SOP</del>	<del>X</del>	<del>E</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>E</del>					
E. Garcia (4/24/)	SOP						X	X	X					
T. Goode (11/28)	SJ	X	X	X	X	X	X	X	X					
C. Guerra (11/28)	SOP	X	X	X	X	E	X	E	X					
L. Horst s/b/s 5/22 (6/6)	HB							E	X					
I. Meza (11/28)	SAC	X	X	X	X	X	X	X	X					
R. Minnick (3/27)	Child Action					X	E	X	E					
R. Montez (11/28)	SAC	X	X	X	EX./ PCB	X	X	X	X					
K. Murray (5/22)	SOP							X	X					
Danyelle Nelson (11/28)	SJ	X	X	X	X	X	X	X	X					
T. Nunley (11/28)	WCIC	X	X	X	X	U	X	X	E					
A. Ramirez s/b/s 4/24/07 (5/22)	WCIC						U	X	X					
K. Ruiz (11/28)	SOP	X	X	X	X	X	X	X	X					

BOARD MEMBER	SITE	11/28	12/21	1/23	2/27	3/27	4/24	5/22	6/6	7/24				
C. Schaefer (11/28)	CHDP	X	X	X	X	AP	AP	X	X					
R. Shanklin s/b/s 3/27 (4/24)	CAMP					U	X	E	X					
T. Taylor s/b/s 3/27 (4/24)	EG					U	X	X	E					
B. Vincent 12/21 s/b/seated 11/28	ELK	U	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 7/16/07*

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MAY 22, 2007 REGULAR AND JUNE 6, 2007  
SPECIAL POLICY COUNCIL MEETINGS

BACKGROUND:

Attached are the minutes of the May 22, 2007 and June 6, 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, May 22, 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 9:12 a.m. Ms. Tanya Goode read the thought of the day and called the roll. Ms. Amelia Ramirez was seated.

**Members Present:**

Tina Taylor, Elk Grove Unified School District (arrived at 9:35 a.m.)  
Brenda Vincent, Elk Grove Unified School District  
Tusundra Nunley, WCIC/Playmate Child Development Center  
Amelia Ramirez, WCIC/Playmate Child Development Center  
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  
Sherry Gangloff, SETA-Operated Program  
Esmeralda Garcia, SETA-Operated Program  
Kieston Murray, SETA-Operated Program (arrived at 9:46 a.m.)  
Kathy Ruiz, SETA-Operated Program  
Donald M. Clark, Grandparent Representative (arrived at 9:18 a.m.)  
Carol Schaefer, Child Health and Disability Prevention Program  
Rachel Minnick, Child Action

**Members Absent:**

Talina Hutton, Del Paso School District (excused)  
Josie Cleaver, Sacramento City Unified School District (unexcused)  
Reanna Coe, Early Head Start (unexcused)  
Carolina Guerra, SETA-Operated Program (excused)  
Kenesha Gray, Past Parent Representative (unexcused)  
Nina Dyba, Past Parent Representative (excused)  
Ron Shanklin, CAMP Representative (unexcused)

II. **Consent Item**

- A. Approval of the Minutes from the April 24, 2007 Meeting

Minutes were reviewed; no questions or corrections.

Moved/Gangloff, second/Ruiz, to approve the minutes of the April 24, 2007 meeting, by show of hands vote.

Show of hands vote: Aye: 12, Nay: 0, Abstentions: 1 (Montez)

### **III. Action Items**

- A. Approval of Head Start/Early Head Start Program Narrative Cost-of-Living Adjustment (COLA)

Mr. Montez read the board item; there were no questions.

Moved/Vincent, second/Nelson, to approve the SETA Head Start Program Narrative Cost-of-Living Adjustment (COLA), by show of hands vote.

Show of hands vote: Aye: 12, Nay: 0, Abstentions: 1 (Montez)

Mr. Donald Clark arrived at 9:18 a.m.

### **IV. Information Items**

- A. Standing Information Items

- Introduction of New Staff: No new staff.
- Parent/Family Support Unit
  - Calendar of Events and Activities Report: Ms. Lisa Carr distributed the information on the Daddy and Me event scheduled for June 3. She also distributed a Grandparent/Foster Parent brochure of upcoming meetings.
  - Parent Voices Stand for Children Oral Report: Ms. Goode reported that she and Ms. Desha went to the State Capitol for the Parent Voices event. Over 300 parents were in attendance.
  - Annual Parent Leadership Institute Oral Reports: Ms. Brenda Vincent enjoyed the conference. The speaker was very inspirational and the conference encouraged everyone. Ms. Goode stated that she enjoyed learning about personalities.
  - Annual National Head Start Association: Mr. Montez reported that he attended the conference but got sick. He enjoyed the River Walk and attended the conference for about an hour. Ms. Josie Cleaver also attended and also got sick. Mr. Clark spoke about the National Head Start Association. By joining this organization, you can learn lobbying skills.
- Community Resources – PC Representatives/Staff: None.
- Parent/Staff Recognitions: Mr. Montez acknowledged Ms. Jean Hill Miller who is retiring after many years with San Juan Unified School District. Her passion has been parent involvement.

Ms. Kathy Ruiz was wished a Happy Birthday. Ms. Salina Davey's birthday was over the weekend.

Ms. Tina Taylor arrived at 9:35 a.m.

- Fiscal Reports: Mr. Rick Pryor reviewed the fiscal reports for the quarter ended April 30. Expenditures are currently at 61%. Staff will be reviewing



the reports diligently to ensure the funds are expended by the end of September.

- B. Governing Board Minutes for the April 5, 2007 Meeting: Mr. Donald Clark referred to the minutes, specifically the Resource Allocation Plan. He feels PC and PAC parents should be first in line for the special training programs. He will be speaking to Ms. Dermott and Ms. Purdy to find out how these services can be made available to PAC and PC parents. He would like a grant for parents to receive training in order to get higher paying jobs.

**V. Committee Reports**

- A. Executive Committee: Ms. Goode reviewed the Executive Committee critique.
- B. Personnel/Bylaws: No meeting in May.

Mr. Kieston Murray was seated at 9:46 a.m.

- C. Budget/Planning: Meetings complete for the year.
- D. Hospitality: First meeting will be held in June.
- E. Program Area Committees
  - Early Childhood Development and Health Services: Next meeting May 23, 9:30 a.m., Redwood Room.
  - Family & Community Partnerships/Training: Mr. Montez attended this meeting which he found very informative. Ms. Goode spoke of attending the meeting and receiving information on conviction expungement. She spoke of an expungement clinic, according to 1203.4 of the penal code, motion to dismiss or expunge to set aside the conviction. Contact Mr. Bridges, 551-2155; there is no fee for this service.
  - Monitoring & Evaluation: No report.
  - Early Head Start: Mr. Kieston Murray stated that no one showed up for the meeting other than himself and Mr. Clark. They went over the minutes of the last meeting. Mr. Clark stated that there is a need to get a better picture of demographics of people using services. It is necessary to know whether people who are vulnerable and in target areas are getting the services and allocated funds.
- F. Community Advocating Male Participation: Mr. Montez provided a brief review of the last meeting. Mr. Montez reminded the board that at an earlier meeting, Mr. Shanklin stated that some of the things he recommended for change did change but were not sustained, such as the availability of sports equipment and scheduling game activities where this equipment can be used. Ms. Desha stated that at the last meeting, Mr. Shanklin said he would be providing information and would be bringing a recommendation back to the PC.
- G. Community Partnerships Advisory Committee: Ms. Salina Davey reported that Health Net was in attendance at the meeting. It was reported that for children that are not legal in the states, there is a program that makes sure the children

receive health care. Contact Evelyn Stone at 935-1441, or 549-5958 cell. They do not advertise. KVIE Channel 6 was also in attendance and reported that they have workshops to assist parents to prepare for the transition of their kids to school. Contact Juliet at 641-3543 for more information. SMUD is promoting a program to assist families with their energy bill. The program is called HEAP and families can get up to 33% of their SMUD bill paid. Call 567-5200 for details.

- H. Health Services Advisory Committee: Ms. Brenda Vincent thanked Ms. Schaefer for assisting her through the meeting. The topic of the meeting was tuberculosis, where to get testing, and discussion of testing children at various ages. It was a wonderful experience to find people are actually fighting for the rights of the children. Ms. Schaefer stated that the periodicity schedule is the schedule that CHDP follows for when children can have well child exams and what tests need to be completed at those exams. At CHDP this is not a debatable issue; this is the schedule and it must be followed.

## **VI. Other Reports**

- A. SETA Executive Director and Head Start Deputy Director's Reports. Ms. Maureen Dermott reported that staff is working on the Program Information Report due to ACF by August 31. All delegate agency reports are due in to SETA by June 30. This report assesses all aspects of our program. Mr. Walter Lott, Data Base Developer, designed a software program for the EZIZ immunization project. This software was the 'brainchild' of Marta Chavez, Brenda Campos and Taylor Priestly, and will allow staff to track the immunizations of Head Start children. At the last meeting, Ms. Dermott reported she met with Doris Matsui and extended the offer to visit one of our centers. Congresswoman Matsui will be visiting the Hillsdale or Sharon Neese sites on Thursday, May 31. Ms. Dermott stated that ACF has not yet reviewed our grant application; however, there is no reason to believe that the report would not be well accepted. SETA staff closely monitor whether the delegates spend the funds. One that is difficult to control is dollars for staffing. With an organization as large as SETA, there are a lot of positions that are under spent. At this time of the year ACF says the Agency has the ability to redefine where the unspent dollars go to. SETA must have 100% enrollment in order to redefine our unspent dollars and it appears that the Agency is in a position to do this. The facilities group is pulling in bids for procurement for one-time expenditures such as new carpet, linoleum, shade structures, playgroup equipment, and supplies. Staff is planning and developing a very large book purchase, emphasizing family literacy and anti-bias focusing on disability awareness. A special Policy Council meeting will be needed to accomplish this budget modification.

Ms. Minnick reported that Child Action began a program working with CSUS to help people earn a degree in early childhood education. The first group just started. Mr. Clark inquired whether there could be "cross pollination" between Child Action and Head Start and Ms. Dermott stated that there is already collaboration between these groups. Ms. Dermott does not yet know if SETA can provide tuition assistance; she is not sure if Head Start funds can be utilized for

this. Mr. Montez asked to keep in mind the people that have learning disabilities. He would like to have the standards lowered for jobs so those with learning disabilities can get a high paying job.

Ms. Betsy Uda and Ms. Sudhira Mahajan will be attending The Birth Institute Conference, June 5-8, 2007, in Washington, D. C.

Building Bridges, an agency-wide retreat will be held on May 18. This will bring all Head Start and Workforce Development staff together to identify ways to work within the programs.

All centers are focusing on DRDP now. Mr. Ronald has been identified as one of ten Fathers of the Year. The event will be held June 13 at the Radisson Hotel. Bob Silva, Rick Pryor, Marie Desha and Maureen Dermott will be attending the celebration. Mr. Montez was nominated by Darlene Rutledge at Sacramento City Unified School District.

Ms. Dermott spoke with Ms. Robin Purdy, Deputy Director in SETA's Workforce Development Department, about re-entry programs for people leaving prison. Staff is currently in place at South County Career Center and visit inmates at Rio Cosumnes Correctional Center offering pre-employment skills training. The Broadway and Franklin Career Centers also work with people that are released from state facilities. Ms. Purdy will have staff available at the next meeting to speak on this. Mr. Montez stated that he is concerned about how to educate parents to be positive parents. He does not want people re-entering society without learning how to be a good parent. Inmates need to be given the necessary tools on how to be a good parent.

Ms. Ruiz spoke of her daughter's experience after being released from RCCC. Her daughter received training through Elk Grove Unified School District, and received a certificate of completion that does not say anything about being in prison. When inmates are released they are given a binder of parenting classes and available counseling centers. There are also programs available to provide gas or other types of assistance.

- B. Chair's Report: Mr. Montez spoke of how SETA has been mentoring his agency that provides gang and drug intervention for at-risk youth. He attended an executive director boot camp. The Teichert Foundation paid \$600 so he could attend the workshop. In addition, a van was donated to his group.
- C. Head Start Managers' Reports: Ms. Brenda Campos reported that a county-wide PIR training was held on April 25. This was done so everyone would be in agreement on the interpretation of the questions. Content coordinators will be providing training and/or technical assistance to meet the standards of the PIR. Ms. Goode asked if CPR would be offered to the parents. Ms. Campos will follow up and will find out.

Ms. Denise Lee spoke of how to enroll children into Head Start programs during the summer time. Call the front desk (263-3804) and give the receptionist your ZIP code to find out the center with a waiting list.

The Family Partnerships Committee will be meeting on May 18 to start planning Family Day. Attendees will have to take the bus to William Land Park; buses will be running every 15 minutes. The Flourishing Families program is continuing; four families are continuing and a new group will begin in September. Ms. Carr was on Radio Station 103.5 "The Bomb"; she spoke about Head Start. She will be working with Ms. Campos to work on a day dedicated to parents.

#### D. Community Agency Reports

- Women Escaping a Violent Environment – Vacant
- Sacramento Housing Alliance – Vacant
- Child Action, Inc.: Ms. Rachel Minnick thanked Ms. Desha and Ms. Goode for showing up on a Stand up for Children Day. A Parent Voices meeting is planned where parent advocates talk with government officials/media about cost/quality/safety of child care. Ms. Minnick offered to come to meetings to inform people what Child Action does. Two Health Insurance Outreach events are planned for May 31 and June 26; this is a health insurance enrollment event to enroll people in low cost health insurance. Participants have to be prescreened for the program; call for 1-866-850-4321 to get prescreened. Child Action is doing a family child care provider training, July 31 to August 23. The training is free. Call 369-0191 for more information. Training is offered in Russian and in Spanish. In Praise of Providers will be held February 29, 2008, perhaps at the Radisson Hotel. People that provide excellent child care can be nominated. There are several categories under which people can be nominated.
- Child Health and Disability Prevention Program: Ms. Carol Schaefer reported that their public health nurses are finalizing a desk audit on body mass index. They are going over data received from doctors and hoping to have numbers at the next meeting on what our children are looking like.
- Community Services Planning Council - Vacant
- Perinatal & Infant Health Advisory Committee – Ms. Schaefer reported that this group focuses on infant deaths. Blue Cross just received a large grant to work with at-risk moms; the focus will be on stressors that pregnant women and new moms are facing. This group meets the second Wednesday of each month. They are actively recruiting members.
- Maternal, Child and Adolescent Health Board: Ms. Schaefer reported that this board is going through changes. This board also has a quorum requirement so if you are on the board, please attend. The next meeting is September 11.
- Community Action Board: Mr. Montez attended the two last meetings where members of the public presented their needs or reported gaps in services in the community. He spoke of foster youth mentoring foster

youth. The CAB is designed to assist community based organizations to find funding.

E. Health and Dental Reports

➤ Sacramento County Dental Health Advisory Committee: No report.

F. Open Discussion and Comments: Ms. Salina Davey reported on a field trip to Build a Bear; participants made stuffed bears for \$10; Ms. Denise Lee was presented with a bear for Ms. Dermott. Call Donna Purdy at 334-7561 to schedule a workshop.

Ms. Ruiz asked if there are any books available for the kids during the summer break.

Mr. Kieston Murray asked what kind of steps can be taken to get more parent involvement. What are the ramifications for parents that do not show up at meetings? Ms. Desha stated that a focus group will be held to look at the situation and come up with suggestions to involve and engage parents.

Ms. Vincent stated that her class room went to a warehouse where the books are discounted up to 80%; she will bring details to the Policy Council. Ms. Schaefer stated that there is a warehouse on Power Inn Road selling retired schoolbooks.

G. 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 11:34 a.m. At 11:39 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: Special Education Field Technician

VII. **Adjournment:** Meeting adjourned at 11:40 a.m.

**SPECIAL MEETING OF THE HEAD START POLICY COUNCIL**  
Minutes/Synopsis

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

Wednesday, June 6, 2007  
10:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Mr. Montez called the meeting to order at 10:18 a.m. Ms. Tanya Goode read the thought of the day and called the roll. Ms. Lisa Horst was seated.

**Members Present:**

Brenda Vincent, Elk Grove Unified School District  
Amelia Ramirez, WCIC/Playmate Child Development Center  
Josie Cleaver, Sacramento City Unified School District  
Irlanda Meza, Sacramento City Unified School District  
Ronald Montez, Sacramento City Unified School District  
Tanya Goode, San Juan Unified School District  
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  
Lisa Horst, Home-Based Program  
Reanna Coe, Early Head Start  
Donald M. Clark, Grandparent Representative  
Carol Schaefer, Child Health and Disability Prevention Program  
Ron Shanklin, CAMP Representative

**Members Absent:**

Tina Taylor, Elk Grove Unified School District (excused)  
Tusundra Nunley, WCIC/Playmate Child Development Center (unexcused)  
Sherry Gangloff, SETA-Operated Program (unexcused)  
Nina Dyba, Past Parent Representative (excused)  
Rachel Minnick, Child Action (excused)

Ms. Lisa Schubert, an alternate for the SETA Operated Program, was seated.

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

III. **Action Items**

- A. Approval of Policy Council/Parent Advisory Committee Joint Parent Activity

Mr. Montez reviewed the board item. Ms. Marie Desha provided information on the parent activity. The Policy Council is budgeted \$3,000 and the Parent Advisory Committee is also budgeted \$3,000 for the activity. Past activities included visiting Shriner's Hospital for Children, visiting Pier 39 to see a gold rush movie, and visiting the Family History Center to trace family genealogy. The parent activity will be local. The actual type of activity will be decided later by the Hospitality Committee and shared with members.

Moved/Davey, second/Murray, to approve a joint parent activity with the Parent Advisory Committee, by show of hands vote.

Show of hands vote: Aye: 17, Nay: 0, Abstentions: 1 (Montez)

B. Approval of Procurement for Resurfacing of Building Exterior for Northview Early Learning Center

Ms. Maureen Dermott introduced Mr. José Diaz who reviewed the various repairs that must be done to the Northview Early Learning Center. Mr. Diaz stated that SETA purchased this building about two years ago. The exterior stucco needs to be replaced. Ms. Cleaver inquired why the repairs have taken so long. Mr. Diaz replied that the building has been repaired frequently but children running their tricycles into the walls make other holes. This repair job will be completed in 3-4 days.

Mr. Shanklin asked Mr. Diaz to research a stronger material to utilize in repairing the building; not stucco. Ms. Dermott stated that it is a challenge of all child care facilities to find something that will work better and not be ruined by the children.

Moved/Cleaver, second/Guerra, to approve the procurement of services to provide resurfacing of the Northview Early Learning Center exterior walls.

Show of hands vote: Aye: 16, Nay: 1 (Shanklin), Abstentions: 1 (Montez)

C. Approval of Head Start Budget Modification for 2006-2007

Ms. Dermott reviewed this item which requests moving \$850,000 from the Salaries and Benefits line item to the Equipment, Supplies, and the Expenses line item. For SETA/Head Start to be eligible for this budget modification, staff had to prove to ACF that 100% classroom enrollment was maintained. ACF has strongly encouraged SETA to submit the budget modifications. In previous years, very large amounts of money were returned to ACF, probably due to SETA/Head Start not achieving full enrollment. Staffing vacancies primarily created the amount of funds left over but the funds came from all line items.

Program Officers spoke of their projects for the facilities they manage:

**Karen Gonzalez, Mid-town cluster:** Ms. Gonzales reviewed the number of repairs and/or replacements at the following centers: Northview; New Helvetia;. Broadway; Fruitridge; Norwood; Kennedy Estates; and Grant Skills.

**Nathanael Gale, South Cluster:** Mr. Nathanael Gale reviewed the number of repairs and/or replacements at the following centers: MCA; Crossroads; Illa Collin; Phoenix Park; Solid Foundations; Hopkins Park; and Franklin.

**Nikki Brock, South Cluster:** Ms. Nikki Brock reviewed the repairs at the following centers: Delta/Walnut Grove; and Countrywood.

**Betsy Uda, East Cluster:** Ms. Betsy Uda reviewed the repairs at the following centers: Bright Beginnings; La Riviera; CSUS; and Grace Lutheran.

**Debbie Eastman, North Cluster:** Ms. Debbie Eastman reviewed the repairs at the following centers: Bannon Creek; Hillsdale; Vineland; and Strizek.

**Melanie Nicolas, Program Support Services:** Ms. Melanie Nicolas stated that disabilities health and training materials will be ordered for the classrooms and will be available county-wide.

**Lisa Carr, Manager, Family Literacy Program:** Ms. Lisa Carr stated that 30,000 children's books will be ordered. Items for the parent areas include: Sofas, loveseats, chairs/bookcases, furnishings and lamps, a portable PA system, a new poster printer. In addition, 41 canopies will be ordered for a lot of parent activities. Four Rosetta Stone software programs will be purchased for teaching families to speak English and two Rosetta Stone software programs will be purchased to teach people to speak Spanish.

Mr. Montez stated that the computer room is available to all PC and PAC parents. However, he found some of the computer language difficult to understand and would like to have a program that is designed toward people with lower education. Mr. Donald Clark stated that the federal government uses programs that are culturally appropriate and asked Ms. Carr to contact ACF to obtain information for culturally competent programs.

Ms. Brenda Vincent expressed her willingness to assist parents in understanding computer programs. Mr. Shanklin stated that he has a background in teaching; there should be some money put aside specifically for a training position. Ms. Dermott stated that there is a very dedicated staff person available to assist in the computer room, but the real problem is lack of participation. It would take a complete campaign to encourage parents to utilize the computer room. It is not as simple as contracting to instruct; the pupils are needed as well.

There was a great deal of discussion regarding CPR training. Ms. Carr stated that the Agency must meet licensing requirements to ensure there is a CPR-



trained person on-site. The first priority is to train staff. Only 12 people can be trained at a time. Ms. Lee stated she used to be a certified CPR trainer for the American Red Cross. Staff will be looking into providing CPR training on Saturdays and at lower costs.

Ms. Lisa Schubert suggested allowing parents computer access at the centers; this is one way to get better participation. Ms. Carr stated that staff has moved away from having parents use computers at the centers. Many of the staff need to do their work on the computer; there is a space issue and there is a cost issue. Managers have looked at the amount of work staff has to do and there is a movement more toward doing everything on the computer. Computers are available at the One Stop Career Centers and many of the Head Start centers are located near One Stop Career Centers.

**Denise Lee, Manager SETA Operated Programs:** Items for replacement/purchase include: vehicle replacement plus an additional vehicle for the kitchen; classroom materials for all centers plus home based program; jackhammer; industrial sewing machine for sandbox covers; exhaust fan for the central kitchen; e-rate wireless cards; upgrade memory cards in staff computers; and digital cameras for the centers. Mr. Shanklin inquired what happens to the old printers. Ms. Lee will report back.

Ms. Dermott stated that the recommendations are defined to be spent in a certain area but this is just a projection. Many of these projects will not cost the entire amount budgeted.

Mr. Montez wants to work to lower the standards of high paying jobs. Head Start is working with Workforce Development to develop a training program for parents. Ms. Dermott stated that a line item can be added specifically for this program. This has been a very difficult three weeks preparing this list; if there is an oversight, it will be modified. The program for parents should be included in the regular budget. These funds must be encumbered and spent by the end of this fiscal year.

Moved/Schaefer, second/Vincent, to approve the budget modifications to the 2006-2007 Head Start budget, by show of hands vote.

Show of hands vote: 14, Nay: 0, Abstentions 1 (Montez)

**IV. Information Items:** The remainder of the agenda, with the exception of Closed Session, was tabled.

A. Review of Other Procurement Projects: Tabled.

B. Standing Information Items: Tabled.

- Average Daily Attendance Report – Ms. Elsie Bowers
- Special Education Report: Ms. Beverly Sanford

- Program Content Area/Disabilities Services Report: Ms. Beverly Sanford
- Program Content Area/Mental Health Reports: Ms. Melanie Nicolas

V. **Committee Reports**: None.

VI. **Other Reports**: None.

A. Open Discussion and Comments

B. Public Participation

III. **Action Items** (Continued)

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

The board went into closed session at 12:09 p.m. At 12:14 p.m., the board went into open session. It was reported out of closed session that the eligible list was approved for the following position: Head Start Clinical Social Worker

VII. **Adjournment**: Meeting adjourned at 12:17 p.m.

ITEM III- A – ACTION

APPROVAL TO SUBMIT A HEALTHY MARRIAGE INITIATIVE PROJECT GRANT TO THE ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF)

BACKGROUND:

Head Start is applying for an Administration for Children and Families (ACF) Healthy Marriage Initiative Project Grant in the amount of \$500,000 for five years. These funds will provide an opportunity for married couples and couples in relationships to acquire necessary services, skills and knowledge to sustain a healthy marriage.

Eligible participants include Head Start families and eligible Head Start families. The target audience for services is fragile families, including low-income Head Start families, single parents, teenage parents, immigrant families, racially and ethnically diverse families, new emerging populations and families with special needs, and other minority groups. Head Start will be partnering with the Healthy Marriage Project of Greater Sacramento, who will in turn partner with faith-based groups. Attached is an Executive Summary of the grant. The budget will be sent under separate cover.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the submission of a Healthy Marriage Initiative Project Grant in the amount of \$500,000 to the Administration for Children and Families (ACF).

**NOTES:**

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

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

## ITEM III-B - ACTION

### APPROVAL TO RELEASE THE REVISED WORKFORCE SKILLS PREPARATION SERVICES (WSPS) REQUEST FOR QUALIFICATIONS (RFQ) 2007

#### BACKGROUND:

On December 5, 2005 the SETA Governing Board approved the release of the Workforce Skills Preparation Services (WSPS) Request for Qualifications (RFQ) to recruit qualified vendors on an on-going basis to provide workforce Skills Preparation Services to eligible adults and dislocated workers in an effort to prepare them for participation in the labor force and to expand our WSP Vendor List.

On February 2, 2006, the SETA Governing Board approved the release of the *revised* WSP RFQ, which was amended to include Youth Development and Life Skills for youth services.

WSP services are off-the-shelf, vendorized activities that provide additional options for adults, dislocated workers, and youth who face a myriad of challenges to academic success and/or gainful employment. Services are offered for the purpose of addressing barriers and/or special needs that can prohibit a client from successfully participating in a SETA-funded program or receiving services.

Allowable WSP Services for adults and dislocated workers, 18 years of age or older, include the following:

- Computer Literacy
- Counseling
- Expungement/Legal Assistance
- Financial Literacy/Planning
- Foreign Transcript Evaluation Information
- Informational/Self-Help Workshops
- Interpretation/Translation Assistance
- Job Readiness/Pre-Employment Skills Training/Industry-Specific Bootcamps
- Job Retention/Life Skills/Success Skills
- Small Business Development
- Vocational Assessment
- In-Service Training (for SETA and service provider staff)

Allowable WSP Youth Development and Life Skills Services include:

- Secondary School Completion Services
- Alternative Secondary School Services
- Occupational Skills Training

- Leadership Development Opportunities
- Adult Mentoring
- Comprehensive Guidance and Counseling

We are seeking approval to release the revised WSP RFQ to include Child Development and Family Services. Solicited services will be offered for the purpose of addressing the barriers and/or special needs of children, ages 0-5, and their families.

Allowable WSP Child Development and Family Services include:

- Health Services
- Nutrition Services
- Dental Health Services
- Mental Health Services
- Special Education Services
- Education Services
- Safety, Sanitation and Health Services
- Interpretation/Translation Services

Staff will be available to answer questions.

RECOMMENDATION:

Approve the revised Workforce Skills Preparation Services (WSPS) Request for Qualifications (RFQ).

NOTES:

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

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

ITEM III- C - ACTION

APPROVAL OF SELECTION CRITERIA FOR ENROLLMENT IN EARLY HEAD START

BACKGROUND:

The Selection Criteria for Sacramento County Early Head Start was revised by a task force made up of SETA and Delegate Early Head Start staff and parents to determine the selection criteria for Early Head Start enrollees. The Selection Criteria meets all requirements contained in 45 CFR 1305 Eligibility, Recruitment, Selection, Enrollment and Attendance in Head Start. A copy of the Selection Criteria is attached.

Staff will be available to answer questions.

RECOMMEDATION:

That the Policy Council approve the Early Head Start Selection Criteria: Sacramento County, as attached.

NOTES:

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

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

ITEM IV-A – INFORMATION

STANDING INFORMATION ITEMS

BACKGROUND:

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

- A. Standing Information Items
  - Introduction of New Staff
  - Parent/Family Support Unit
    - Calendar of Events and Activities Report – Ms. Lisa Carr
  - Community Resources – PC Representatives/Staff
  - Parent/Staff Recognitions – Mr. Ronald Montez, Father of the Year Award
  - Fiscal Reports – Provided in the months of February, May, August, and November – Mr. Rick Pryor
  - Calendar of Events and Activities – Mr. Ronald Montez

1.

**NOTES:**

## CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Early Childhood Development and Health Services Committee	Wednesday, July 25, 2007 9:00 a.m. – Redwood Room
Family & Community Partnership/Training Committee (AKA Parent/Family Support Committee)	Wednesday, July 25, 2007 9:30 a.m. – 11:30 a.m. Sequoia Room
PC Executive Committee Meeting	Thursday, July 26, 2007 9:00 a.m. – Redwood Room
Governance Training (NEW DATE)	Monday, July 30, 2007 10:00 a.m., Redwood Room
Social/Hospitality/Fundraising Committee	Friday, August 3, 2007 10:00 a.m., Redwood Room
PAC Meeting	Tuesday, August 14, 2007 6:00 p.m. – SETA Board Room
Food Services Committee Meeting	Prior to PAC Meeting Evening 5:15 p.m. in the Redwood Room
Grandparent & Foster Parent - Support Group	Wednesday, August 8, 2007 9:00 a.m. – 12:00 p.m. Redwood Room
PC/PAC Parent Activity	Thursday, August 16, 2007 9:45 – 11:20 a.m. Discovery Museum Science & Space Center 3615 Auburn Blvd., Sacramento Lunch directly after event. (see attached flyer)
Hometown Buffet	
Family Day	Friday, October 5, 2007 10:00 a.m. – 2:00 p.m. William Land Park



ITEM IV-B – INFORMATION  
GOVERNING BOARD MINUTES

BACKGROUND:

The May 3, 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, May 3, 2007  
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Ms. Pannell called the meeting to order at 10:06 a.m.

**Members Present:**

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

**Member Absent:**

Sophia Scherman, Chair, SETA Governing Board; Public Representative

- Recognition of Long-term Employee: Ms. Laura Acuña was presented with a gift in appreciation of her 10 years of service to SETA.

II. **Consent Items**

- A. Minutes of the April 5, 2007 Regular Board Meeting  
B. Approval of Claims and Warrants

No questions or comments on the consent items.

Moved/Yee, second/Waters, to approve the minutes of the April 5, 2007 meeting, and claims and warrants for the period 3/30/07 to 4/26/07.

Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. **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

2. Adoption of Resolution Establishing the Salary Range for the New Classification of Workforce Development Professional
3. Approval to Transfer Employees with their Seniority to the Workforce Development Professional Classification

Moved/Waters, second/Yee, to continue items III-A-1-3 to the June 7 agenda.  
Voice Vote: Unanimous approval.

4. Approval of Revised Agency Insurance Requirements

Ms. Carolyn Reynolds, Gallagher Insurance, was introduced. Mr. Jim Toner announced he will be retiring and Ms. Reynolds will be taking Mr. Toner's place at Gallagher. Ms. Reynolds has long experience with Gallagher and public agencies. Mr. Toner was presented with a gift for his 20 years of work with SETA.

Traveler's Insurance is requiring Sexual Abuse Liability Coverage on their policies so if they are sued, there will be coverage prior to SETA being brought into the situation. It is considered a prudent and necessary addition for all subgrantees, not just those dealing with children.

A comprehensive review of the insurance requirements has not been done for 10 years. Mr. Thatch recommended not adopting the policies in the board packet but approving Option #2 distributed by him today. Option #2 will only be required of youth programs at this time. Mr. Thatch stated that there are a number of recommended changes but he requested only one dealing with substantive coverage be considered.

Mr. Toner does not know what this will cost subcontractors but the insurance companies have priced it accordingly. The subgrantees will fill out an application indicating the number of youth served, ages, the protections within the agency. Mr. Toner expects a minimum premium of \$1,000. Mr. Thatch stated that the cost of the insurance premium is an allowable cost. The federal government will not allow any penalties that could come from lawsuits. It is far better to pay the insurance premium as an allowable cost than to risk being sued and have disallowed costs.

Mr. Waters inquired what percentage of our subcontractors carry this insurance. Most of the school districts already have it; however, it is not known how many program operators have it.

Moved/Waters, second/Yee, to approve Option 2 Youth Only Coverage, with the following additional language provided by legal counsel:

## SEXUAL ABUSE LIABILITY COVERAGE

Subcontractors whose operations involve interaction with youth (ages to 18 years) must include "Sexual Abuse liability coverage" at limits not less than \$1,000,000 per occurrence. Such coverage can be written on a stand alone basis or made part of the subcontractor's Commercial General Liability Insurance. SETA is to be named as an additional insured for this coverage.

Voice Vote: Unanimous approval.

5. Approval of Agreement with the Sacramento County Department of Human Assistance and Authorize the Executive Director to Sign the Agreement and Related Amendments

Mr. Roy Kim reported that the Board of Supervisors approved this agreement to continue services to CalWorks customers. Ms. Purdy explained the services that will be provided primarily to residents of the Mather Community Campus. Mr. Kim thanked Rosalinda Stoffel who worked to get this agreement together.

Moved/Nottoli, second/Waters, to approve the agreement for \$2,670,000 with the County Department of Human Assistance to continue One-Stop Services to CalWORKs customers and authorize the Executive Director to sign the agreement and any required amendments or other documents pertaining to the agreement.

Voice Vote: Unanimous approval.

### **B. WORKFORCE INVESTMENT ACT**

1. Concurrence with Sacramento Works to Transfer 10% Funds from Workforce Investment Act Dislocated Worker Funding Stream to Adult Programs

Ms. Ginger Brunson stated that the transfer of funds, generally 30%, is done each year. The Sacramento Works, Inc. Executive Committee approved this transfer.

Moved/Waters, second/Yee, to concur with Sacramento Works on the submission of a transfer of funds request to move 10% (\$323,934) of Dislocated Worker program funds to the Adult program.

Voice Vote: Unanimous approval.

### **C. HEAD START: No items.**

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

1. Approval of Resolution to Accept Program Year 2007 Community Services Block Grant Discretionary Funds and Authorize the SETA Executive Director to Sign all Grant Documents

Ms. Cindy Sherwood-Green reported the \$70,000 grant will assist 30 former foster youth. The state requires a resolution prior to executing a contract and accepting the funds. This program assists youth to get into college and has a very high success rate.

Moved/Yee, second/Waters, to approve a resolution and authorize the Executive Director to sign all grant documents.

Voice Vote: Unanimous approval.

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

## **IV. Information Items**

- A. Fiscal Monitoring Reports: Mr. Yee inquired about a finding on a monitoring report. Mr. Rick Pryor explained that while there were some comments under findings and general observations, the monitor found that there was enough data to say the cost is okay. No corrective action was recommended since the finding did not warrant it.
- B. Dislocated Worker Update: Mr. Walker reported that CVS Caremark closed their Sacramento location which was comprised mostly of call center employees. Mr. Nottoli inquired if there were any ramifications when a business does not submit a WARN notice. Mr. Walker stated that the WARN notice states that there would be penalties for companies that do not notify SETA. EDD actually deals with the companies not making the announcements. Mr. Nottoli asked for a report back on what is done to companies not adhering to the WARN act.
- C. Small Business Administration Presentation: Ms. Gisela Weissman introduced Jim O'Neal from the Small Business Administration. Mr. O'Neal spoke of looking for community locations that SBA would be able to work with small businesses. What has evolved is a number of Business Information Centers that are available to those interested in SBA information. This has allowed the SBA a central location for business people to take advantage of SBA resources. The program is working very efficiently.

## **V. Reports to the Board**

- A. Chair: Ms. Pannell reported that her mother had hip surgery and is recuperating at her house.

- B. Executive Director: Ms. Kossick reported that the grand opening of the Grizzly Hollow Early Learning Center is tomorrow. The latest one stop career center brochure was distributed. Mr. Nottoli expressed that the brochure was very colorful and eye catching.
- C. Counsel: No report.
- D. Members of the Board: No comments.
- E. Public: Ms. Christine Welsch reported that May is Foster Youth Month. SETA's employment team was acknowledged at the State Capitol. There is an article in today's Sacramento Bee about the new WIND Youth Program. The 12<sup>th</sup> Annual Sacramento Works for Women in Construction Apprenticeship Conference will be held May 24, 2007. This conference promotes women going into the construction trades. Board members will receive event tee-shirts.

**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

The board adjourned into closed session at 10:52 a.m. At 11:06 the board went back into open session; Ms. Pannell reported there was no report out of closed session.

**VII. Adjournment: Meeting adjourned at 11:06 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. Linda Meyerson **DATE:** July 9, 2007  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Elk Grove Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & COLA	\$ 2,272,387	8/1/06-7/31/07	8/1/06-4/30/07
Head Start	T & TA	9,000	8/1/06-7/31/07	8/1/06-4/30/07
Head Start	Prog. Impv.	287,000	8/1/06-7/31/07	8/1/06-4/30/07

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** Various dates

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



**Program Operator:** Elk Grove Unified School District

**Findings and General Observations:**

- 1) The total costs as reported to SETA from August 1, 2006 to April 30, 2007 have been traced to the delegate agency 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. Aida Buelna **DATE:** July 11, 2007

**FROM:** Greg P. Tayros, SETA Fiscal Monitor

**RE:** On-Site Fiscal Monitoring of Sacramento City 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	\$ 7,688,621	8/1/06-07/31/07	8/1/06-4/30/07
Head Start	T & TA	20,000	8/1/06-07/31/07	8/1/06-4/30/07
Head Start	Prog. Improvement	293,000	8/1/06-07/31/07	8/1/06-4/30/07
Early H. S.	Basic, COLA,Quality	1,064,931	8/1/06-07/31/07	8/1/06-4/30/07
Early H.S.	T & TA	18,249	8/1/06-07/31/07	8/1/06-4/30/07

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** Various dates.

AREAS EXAMINED	COMMENTS/ RECOMMENDATIONS			
	SATISFACTORY YES	NO	YES	NO
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			

Memorandum  
Fiscal Monitoring Findings  
Page 2

**Program Operator:** Sacramento City Unified School District

**Findings and General Observations:**

- 1) The total costs as reported to SETA from August 1, 2006 to April 30, 2007 have been traced to the delegate's records. The records were reviewed 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 IV-D - INFORMATION

### SETA WORKFORCE SERVICES TO CUSTOMERS TRANSITIONING FROM THE CRIMINAL JUSTICE SYSTEM

#### BACKGROUND:

Sacramento County has a large population of youth and adults transitioning from the criminal justice system and seeking to find training and employment services that will ensure a successful transition to self-sufficiency. Research has shown that there are three key indicators that will reduce recidivism for this population:

1. Receiving a diploma or credential within 6 months of release.
2. Living with a family member
3. Working continuously for the first 6 months following release from prison

SETA and the Sacramento Works Career Center system have been working hard during the last couple of years to provide both pre-release services and services that will assist youth and adults in the parole and probation systems to make a successful transition. A summary of the services currently available is attached for your information.

#### NOTES:

**Sacramento Works Career Center System  
PROGRAMS ASSISTING EX-OFFENDERS IN SACRAMENTO COUNTY**

**Linkage to Education**

Linkage to Education is a Community Services Block Grant funded program that provides incarcerated youth with a continuum of supports, peer mentors, counseling and assistance in enrolling and completing college. Linkage staff meet with the youth prior to their release from incarceration to prepare a pre-release plan to address re-socialization concerns and other issues that would impact their transition into college. After their release from custody, each participant is supported in planning an appropriate college workload, enrolled into college, provided tuition and textbook resources, and assigned a peer college mentor who offers on-going counseling throughout the term of enrollment to overcome barriers to completion. Programs goals for the participants include enrollment into college, academic success, graduation and self-sufficiency.

**Voluntary Legal Services**

VLSP provides free legal clinics at five career centers that assist low-income residents of Sacramento County with reinstatement of suspended driver's licenses and the expungement of criminal convictions. At the clinics, clients acquire the necessary information and skills to complete the legal forms required to expunge their criminal convictions and regain the suspended driver's licenses. The degree of services required by each client will vary according to their abilities and complexity of their problems; some will require 15 minutes to 2 hours, while others may need actual hearing representation, which can take up to 20 hours of time. Individuals with criminal records and who lack driver's licenses are not a competitive for jobs and those without these barriers. Outcome achievements of the clinics include the removal of impediments to employment which will lead to the clients obtaining and upgrading their employment.

**Sacramento Works Career Center – Lemon Hill**

**Sacramento City Unified School District, Charles A. Jones Skills and Business Education Center**

The Charles A. Jones Skills and Business Education Center hosts weekly "Previous Offender Integration Workshops" to parolees from the California State Prison system who have returned to Sacramento County. The mandatory workshops provide information to the parolee on services and resources available to them that would assist them in transitioning into society and becoming a productive member of the community. Lemon Hill Career Center staff, partner with SETA, EDD, Cosumnes River College, temporary employment agencies, healthcare representatives and DMV, to offer the parolees employment assistance, information on training opportunities, housing, financial aid, substance abuse recovery, and documentation materials for each parolee to obtain a California Identification card.

### **Sacramento Works Career Center -La Familia Counseling Center**

La Familia's Project Reach, funded through SETA's Community Services Block Grant program, provides multi-cultural counseling, case management, home visitation, youth development activities, support and outreach services to low-income youth who are at risk of dropping out of school and/or involved in gang or other violent activities and their families. Twenty percent (20%) of the youth served have been formerly incarcerated. Project Reach services are closely linked to La Familia Career Center where a Youth Specialist assists the participants with pre-employment skills, career development and planning, and higher education and vocational training resources and referrals.

### **County of Sacramento Department of Health and Human Services**

DHHS operates its YouthWORKS program through the Oak Park Neighborhood Multiservice Center to serve youth facing academic failure, dropping out of school, unplanned pregnancy, substance abuse, and gang involvement. A high percentage of youth referred to YouthWORKS have been formerly incarcerated or are on probation. The program is a two-hour per day after school program at American Legion High School that provides case management, homework assistance/tutoring, life skills education, recreation, and community service. Program participants are referred, as appropriate, to children's mental health counseling, substance abuse counseling and anger management groups and to employment opportunities to the Broadway Career Center.

### **Sacramento Works Career Center- South County Hire Hope Project**

The SWCC-South County Career Center, operated by Sacramento Employment and Training Agency (SETA) and the Elk Grove Unified School District is the key center that provides specialized services to ex-offenders. SETA working with the Elk Grove Adult and Community Education in co-operation with Sacramento County Sheriff Department has provided services at the Rio Consumes Correctional Center for over 30 years.

Over the past few years, the Hire Hope Project has experienced considerable success since the project was implemented. Both SETA/SWCC staff along with Elk Grove Adult and Community Education work collectively to provide a unique perspective in offering services at RCCC that creates an energy that links the student from incarceration to the SETA/Sacramento Works Career Center. In addition SETA and is working with staff at the California State Prison Industry Authority (PIA) to partner with Sacramento Sheriff Department and the Elk Grove Adult and Community Education to continue and expand the Project successes.

Hire Hope mission has been to successfully facilitate re-entry services and reduces recidivism by providing job search activities, job placement services and community resource referrals to over 200 ex-offenders both men and women starting at age 18. The Hire Hope program is a holistic and collaborative approach of job placement and community services inside the prison walls of both state and county correctional facilities prior to release. Hire Hope along with its advisory group has channeled limited resources that provides access to housing, transportation, vocational training opportunities, life skills, medical care and employment opportunities through referrals

and collaborative efforts. The Hire Hope program design and implementation focuses on re-entry services emphasizing the need to change one's life, make it a success and thereby reducing crime.

### **Sacramento Works Career Center – Broadway**

#### **Esperanza USA**

Asian Resources, the host agency of the Sacramento Works Career Center on Broadway has received funding from the Esperanza USA Foundation, to provide employment and training services to Latino Adjudicated Youth. The Broadway Career Center is also a partner in the Juvenile Justice Challenge grant received by SETA to provide 80 youth with information and referrals, case management and employment services. Crossroads Diversified Services is partnering with SETA to provide benefits planning services to the youth customers.

The Broadway Career Center also partners with US Federal Probation/Parole to weekly workshops for parolee from federal facilities. In addition, the center has developed and maintains a long-standing relationship with California Department of Corrections & Rehabilitation of providing service to adult ex-offenders.

The Broadway Career Center services for Ex-Offenders Re-Entry Program Include;

1. Academic
2. Vocational
3. Employment
4. Support Services
5. Substance Abuse Counseling Referral
6. Mental Health Referral
7. Life Skills
8. Training

For each participant who comes in with an interest in the program there is a complete and in-depth assessment which includes background, family history, history of substance abuse, medication being taking, all information on their probation or parole conditions etc. Once the participant has completed the initial assessment they are directed to various services provided by the Sacramento Works Career Center that are listed above. The goal is to place these individuals in permanent employment, once they have completed any necessary training or assigned referral programs.

### **Sacramento Works Career Center-Franklin**

#### **MAAP (Mexican-American Alcoholism Program) and PRIDE Industries**

The Sacramento Works Career Center – Franklin has developed partnerships with MAAP (Mexican-American Alcoholism Program), recipient of the USDOL Prisoner Re-entry grant in Sacramento County and PRIDE Industries, recipient of state California Department of Corrections and Rehabilitation funding through Prison Industries Authority (PIA) to provide pre-release services to adult inmates. Both PRIDE and MAAP outstation staff at the career center who provide counseling, support services,

housing, and other services to ex-offenders. Career Center staff and partners provide employment assistance, job placement services, training scholarships, and retention services.

PRIDE staff provide a two week work readiness workshop which includes the completion of a master applications; resume writing; cover letters; thank you notes; creative job search techniques; interview techniques, including how to explain your conviction in an interview and how to sell your skills, ***not your conviction***; posting online resumes; creating professional email accounts; creating a Cal-Jobs account; completion of professional personal portfolio; and job retention skills.

During the second week of the workshops, Job Development is incorporated. The participant is connected with a PRIDE Job Developer who works with the individual in finding a job in the community to match their skills. The Job Developer not only provides "leads" to various companies, but will call the company in advance and to schedule interviews for the participant.

### **Sacramento Works Career Centers – Hillsdale and Franklin Youth Development & Crime Prevention (YDCP) Initiative**

Since 2001, SETA has managed the Youth Development and Crime Prevention program to provide employment opportunities and academic services coupled with substance abuse and mental health counseling to high-risk youth. A primary objective of YDCP is to engage youth in positive activities to keep them out of the criminal justice system. YDCP seeks to help youth make positive, healthy and productive lifestyle choices that insure their success into adulthood. The YDCP team includes the following local partners:

- SETA / Sacramento Works, Inc. Youth Council
- Sacramento Works Career Centers
- Sacramento Chinese Community Service Center, Inc.
- Casey Family Program (foster youth services)
- Sacramento County Alcohol and Drug Bureau
- Sacramento County Children's Mental Health Services
- Sacramento County Probation Division

**Program design:** YDCP provides prevention and diversion services to support youth's successful transition into adulthood. The YDCP team from the three disciplines – employment, alcohol and drug counseling and mental health services – collaborates to provide services at the Sacramento Works Career Centers. Youth Employment Specialists focus on employment and youth development issues and Youth Advocates coordinate counseling and mental health services. Co-locating mental health and substance abuse services with employment services significantly increases the youth's participation in these vital services. All services are provided from a youth development perspective – the youth and the YDCP team focus on the young person's assets and strengths to proactively transition into adulthood. Services are provided at the Franklin and Hillsdale Career Centers.



**Program Goal & Design Elements:** The overarching goal of YDCP is to decrease youth involvement in the criminal justice system. Coordinating the delivery of mental health and substance abuse counseling coupled with employment and education opportunities is challenging and rewarding. To meet this goal, YDCP's design elements include:

- Providing employment opportunities and education resources
- Promoting leadership development and civic responsibility through Youth Action Teams
- Providing substance abuse and mental health counseling
- Promoting community service and youth-led activities through art, murals and videography projects
- Mentoring and peer support.

Working in Youth Action teams promotes youth leadership and community responsibility. As a team youth decide on a community project or issue and develop an action plan to address the issue. Previous Youth Action team projects included creating a mural for an elementary school, producing an Anti-smoking poster, and participating in a neighborhood cleanup project.

**Demographics:** During the first three years of operation, 150 youth were served (73% male and 27% female). Of the youth served, 93% had prior involvement with the criminal justice system. Of that number, less than 11% re-offended. The Sacramento County Probation Department directly referred youth to YDCP as a condition of completing their probation. Because 45% of the YDCP youth were high school dropouts, the YDCP team incorporated academic completion activities into the program design.

**Return on Investment:** In Sacramento, the Probation Division maintains a monthly caseload average exceeding 5,000 juvenile offenders. As a condition of probation, many youth are required to seek employment or counseling services, yet do not know how to access those available resources. YDCP meets this need for the youth and the Sacramento community. YDCP has been funded with WIA Discretionary and formula youth funds and U.S. Department of Justice Earmark funds. It costs over \$52,000 to house a Youth Authority ward for one year. The average cost for YDCP is \$4,320 per youth. Providing these youth with positive tools to transition into adulthood is money well spent.

### **Sacramento Works Career Center – Hillsdale, Broadway and Franklin**

**Sacramento Works for Youth Challenge Grant** – In June 2007 SETA was awarded a Juvenile Justice Challenge grant from the Office of Juvenile Justice/Dept. of Corrections and Rehabilitation. Partners will provide employment and academic services coupled with substance abuse and mental health counseling. The Challenge grant was patterned after the lessons learned from the very successful YDCP grant that served at-risk probation youth for the past five years.

The Challenge program will serve 120 youthful offenders ages 16 to 24 who are on parole or probation. SETA was one of five organizations statewide to receive the Challenge Grant funding. SETA will be partnering with:

- Sacramento Chinese Community Service Center
- Asian Resources
- The Effort
- Istakar Hollins Economic Development Corporation and,
- SCUSD

Leveraged partnerships include:

- Sacramento Works Career Centers
- Northern California Construction and Training
- Workforce Investment Act formula and discretionary funds
- Sacramento Sierra Building and Construction Trades Council
- American River College

Youth will be referred to the Sacramento Works for Youth Challenge grant by their parole and/or probation officers. As youth often access SETA programs and the Sacramento Works Career Centers, youth may also self-refer. Services will be provided throughout the community at Sacramento Works Career Centers. Program staff will also be co-located at the parole and probation offices.

**WIA At-Risk Youth Discretionary Grant** – In June 2007 SETA was also awarded WIA Governor's Discretionary 15% funding for the Sacramento Works for Youth Navigator program. The Youth Navigator program will provide assistance to youth with disabilities in "navigating" the road to successful adulthood. Target group are youth with disabilities with a special focus on foster and probation youth with disabilities. The Sacramento County Probation Department reports there over 5,000 youth on probation in Sacramento County. Additionally, there are over 1,900 foster youth in Sacramento County and over 8,000 youth that are considered disabled in the Sacramento school district system. SETA is planning

**Sacramento Works Career Center – Greater Sacramento Urban League  
Department of Labor and National Urban League partnership**

The Greater Sacramento Urban League is a partner in the Department of Labor and National Urban League initiative to serve adjudicated youth ages 18 to 24. Life skills, academic and employment services will be provided at the Sacramento Works Career Center at Urban League.

**Construction Pre-Apprenticeship Programs** – For several years, SETA has partnered with construction pre-apprenticeship training programs operated by Cosumnes River College and the Northern California Construction and Training, Inc. This training has been supported by Federal Highway Administration and Workforce Investment Act funds. Since August 2005, 120 participants have been enrolled in SETA's WIA 15% construction pre-apprenticeship training and placement services. Of

those enrolled into WIA, thirty were on probation or parole. As of a recent graduation in June 2007, thirteen of the thirty parolees/probationers had attained employment. Positions included electricians, drywall/lather, carpenters, laborers, and plumbers with an average starting wage of \$16.03. Of the employed ex-offender participants, 10 of 13 were indentured into apprenticeship programs. Case management and placement services are provided by SETA staff at the Sacramento Works Career Centers – Franklin, Hillsdale and Rancho.

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 May 22, 2007 Regular and June 6, 2007 Special Policy Council meetings.

Good	Needs Improvement
Attendance.	Members need to contact Mr. Montez or Ms. Desha if they need to leave the meeting early.
Full participation by members.	Staying focused.
	Repeating information.

- 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) – Mr. Ron Shanklin

---

---

---

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. – Ms. Rachel Minnick
- 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: