

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

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Sacramento, CA 95815

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

Thought of the Day: "Choose to be an optimist. Every problem you encounter is an opportunity. There is always a good side to every situation."

Author: Esteemed Human Development International

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

DATE: Tuesday, March 27, 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 Items:** Approval of the Minutes from the January 23, 2007 and February 22, 2007 Meetings
- III. **Action Items**
 - A. Selection of Representative and Alternate to the National Head Start Association Conference
 - B. Election of Policy Council Treasurer

IV. Information Items

A. Standing Information Items

- Introduction of New Staff
- Upcoming Meetings, Training, Conferences and Events
 - Ms. Alma Hawkins, Mr. Robert Silva, or Ms. Belinda Malone
- Average Daily Attendance (ADA) Report – Ms. Elsie Bowers
- Monthly Special Education Report – Ms. Beverly Sanford
- Program Content Area/Disabilities Services Report – Ms. Beverly Sanford
- Program Content Area/Mental Health Reports – Ms. Melanie Nichols
- California Head Start Association (CHSA) Annual Parent Conference Reports (see attached)
- California Head Start Association (CHSA) Annual General Conference – Staff Reports Available
- California Head Start Association Report
- Fiscal Reports – Provided in the months of February, May, August, and November
- Community Resources – PC Representatives/Staff
- Parent/Staff Recognitions

B. Governing Board Minutes for the February 1, 2007 Meeting

C. Fiscal Monitoring Reports

- Elk Grove Unified School District
- San Juan Unified School District

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 (aka: Self-Assessment)
- 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's Report

B. Chair's Report

C. Head Start Deputy Director's Report

D. Head Start Managers' Reports

E. Open Discussion and Comments

F. Public Participation

III. Action Items (Continued)

C. CLOSED SESSION: PERSONNEL - Pursuant to Government

CODE SECTION 54957

- ✓ Approval of Eligible List for the following positions: Associate Teacher and Head Start Typist Clerk III
 - Report out of Closed Session

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, MARCH 21, 2007

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Talina Hutton, Del Paso Early Childhood Development Center
- _____ Brenda Vincent, Elk Grove Unified School District
- _____ Tusundra Nunley, Playmate Child Development Center
- _____ Josie Cleaver, Sacramento City Unified School District
- _____ Irlanda Meza, Sacramento City Unified School District
- _____ Ronald Montez, Sacramento City Unified School District
- _____ Tanya Goode, San Juan Unified School District
- _____ Danyelle Nelson, San Juan Unified School District
- _____ Sherry Gangloff, SETA-Operated Program
- _____ Carolina Guerra, SETA-Operated Program
- _____ Templa Allen, SETA-Operated Program
- _____ Kathy Ruiz, SETA-Operated Program
- _____ Nina Dyba, Past Parent Representative
- _____ Kenesha Gray, Past Parent Representative
- _____ Reanna Coe, Early Head Start (San Juan)
- _____ Errika Schneider, Early Head Start (SETA)
- _____ Donald M. Clark, Grandparent Representative
- _____ Carol Schaefer, Child Health and Disability Prevention Program

Member to be Seated:

- _____ Tina Taylor, Elk Grove Unified School District
- _____ Salina Davey, SETA-Operated Program
- _____ Rachel Minnick, Child Action, Inc.
- _____ Ron Shanklin, CAMP Representative

Seats Vacant:

- _____ Vacant, Del Paso Early Childhood Development Center
- _____ Vacant, Foster Parent Representative
- _____ Vacant (Cordova), Playmate Child Development Center
- _____ Vacant (Larkins), SETA-Operated Program

**** 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								
T. Allen (11/28)	SOP	X	X	X	X									
D. Clark (11/28)	GP	X	X	X	E									
J. Cleaver (11/28)	SAC	X	X	X	X									
R. Coe (11/28)	EHS (SJ)	X	X	X	X									
N. Cordova (11/28)	WCIC	X	X	U	U									
S. Davey s/b/s 3/27	SOP													
N. Dyba (11/28)	PAST	X	X	E	X									
S. Gangloff (11/28)	SOP	X	E	X	X									
T. Goode (11/28)	SJ	X	X	X	X									
K. Gray (11/28)	PAST	X	X	X	E									
C. Guerra (11/28)	SOP	X	X	X	X									
T. Hutton (2/27)	DP				X									
T. Larkins (11/28)	SOP	X	E	E	X									
I. Meza (11/28)	SAC	X	X	X	X									
R. Minnick s/b/s 3/27	Child Action													
R. Montez (11/28)	SAC	X	X	X	EX./ PCB									
Danyelle Nelson (11/28)	SJ	X	X	X	X									
T. Nunley (11/28)	WCIC	X	X	X	X									

BOARD MEMBER	SITE	11/28	12/21	1/23	2/27	3/27								
K. Ruiz (11/28)	SOP	X	X	X	X									
C. Schaefer (11/28)	CHDP	X	X	X	X									
E. Schneider (2/27)	EHS			E	X									
R. Shanklin s/b/s 3/27	CAMP													
R. Shier (3/28)	CAMP	X	X	X	X									
T. Taylor s/b/s 3/27	EG													
B. Vincent 12/21 s/b/seated 11/28	ELK	U	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 3/14/07

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JANUARY 23, 2007 AND FEBRUARY 27, 2007
REGULAR POLICY COUNCIL MEETINGS

BACKGROUND:

Attached are the minutes of the January 23, 2007 and February 27, 2007 Policy Council meeting for your review.

RECOMMENDATION:

That your Council review, modify if necessary, and approve the attached minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL
Minutes/Synopsis

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

Tuesday, January 23, 2006
9:00 a.m.

I. Call to Order/Roll Call/Review of Board Member Attendance

Mr. Ronald Montez called the meeting to order at 9:06 a.m. Ms. Tanya Goode read the thought of the day and called the roll.

Members Present:

Brenda Vincent, Elk Grove Unified School District
Tusundra Nunley, Playmate Child Development Center
Josie Cleaver, Sacramento City Unified School District
Irlanda Meza, Sacramento City Unified School District
Ronald Montez, Sacramento City Unified School District
Tanya Goode, San Juan Unified School District
Danyelle Nelson, San Juan Unified School District
Carolina Guerra, SETA-Operated Program
Templa Allen, SETA-Operated Program
Sherry Gangloff, SETA-Operated Program
Kathy Ruiz, SETA-Operated Program
Kenessa Gray, Past Parent Representative
Reanna Coe, Early Head Start (San Juan)
Donald M. Clark, Grandparent Representative
Roy Shier, CAMP Representative
Carol Schaefer, Child Health and Disability Prevention Program

Members Absent:

Rick Brasier, Elk Grove Unified School District (unexcused)
Natalie Cordova, Playmate Child Development Center (unexcused)
Tracie Snowden, Del Paso Early Childhood Development Center
Tryna Larkins, SETA-Operated Program (excused)
Kellie Wilson, SETA-Operated Program (unexcused)
Nina Dyba, Past Parent Representative (excused)
Errika Schneider, Early Head Start (SETA) (excused)

II. Consent Item

A. Approval of the Minutes of December 21, 2006 Special Meeting

Minutes were reviewed. No questions or corrections.

Moved/Gangloff, second/Cleaver, to approve the minutes as distributed.
Show of hands vote: Aye: 14, Nay: 0, Abstentions: 2 (Clark and Montez)

III. Action Items

A. Selection of Committee Representatives for Program Year 2006-2007

Moved/Cleaver, second/Gray, to approve the selection of committee representatives for program year 2006-2007

Show of hands vote: Aye: 14, Nay: 0, Abstentions: 2 (Clark and Montez)

1) Head Start Personnel/Bylaws Committee Representatives:

Donald Clark (Parliamentarian)

Tanya Goode

Brenda Vincent

2) Head Start Budget/Planning Committee Representatives

Danyelle Nelson (Treasurer)

Josie Cleaver

Tusundra Nunley

3) Head Start Social/Hospitality/Fundraiser Committee

Tanya Goode (Secretary)

Danyelle Nelson (Treasurer)

Kathy Ruiz

4) Program Area Committees

A) Early Child Development and Health Services Committee

Josie Cleaver

Irlanda Meza

Carolina Guerra

Ms. Denise Lee reviewed this committee.

B) Family and Community Partnership/Training Committee (aka: Parent/Family Support Committee)

Templa Allen

Kathy Ruiz

Carolina Guerra

C) Monitoring & Evaluation (aka: Self-Assessment) Committee

Sherry Gangloff

Ronald Montez

Danyelle Nelson

Brenda Vincent

Josie Cleaver

Two focus groups will be held: February 14 (Policy Council) and February 15 (Governing Board).

5) Appointment of Representatives to Advisory Committee on Perinatal and Infant Health

Ms. Brenda Campos reviewed this committee. Mr. Clark inquired whether this committee had connections with a decision-making body. Ms. Carol Schaefer stated that reports from this committee go to the County Board of Supervisors. Mr. Donald Clark was chosen to serve on this board.

6) Appointment of Representative and Alternate to the Maternal, Child and Adolescent Health Advisory Board

Ms. Brenda Campos also reviewed this committee. Ms. Sherry Gangloff was chosen as representative and Ms. Templa Allen was chosen as alternate.

7) Appointment of Three Representatives to the Sacramento County Dental Health Advisory Committee

Ms. Campos reviewed this item and stated that dental care for children is crucial and much needed. Assembly Bill 1433 requires all children entering kindergarten and first grade have a dental exam from a dental professional. This committee will look at how services will be provided because of this bill.

Three representatives were chosen: Ronald Montez, Sherry Gangloff, and Kathy Ruiz.

8) Early Head Start Committee

Ms. Denise Lee reviewed this item. Those interested in this committee: Josie Cleaver, Irlanda Meza, and Reanna Coe.

Moved/Nelson, second/Coe, to ratify the Policy Council committee membership, by show of hands vote.

Show of hands vote: Aye: 14, Nay: 0, Abstentions: 2 (Clark and Montez)

B. Selection of Representative and Alternate to the SETA Head Start Community Partnerships Advisory Committee (CPAC)

Ms. Renita Ervin reviewed this committee.

Moved/ Gangloff, second/Gray, to elect one representative and one alternate to the Community Partnership Advisory Committee, by show of hands vote.

Show of hands vote: Aye: 13, Nay: 1 (Allen), Abstentions: 2 (Clark and Montez)

Those interested in the position: Tanya Goode, Kathy Ruiz, Reanna Coe, Ronald Montez.

Ms. Goode stepped down. Mr. Montez withdrew his name. A vote was taken between Kathy and Reanna which resulted in a tie. Another vote was taken, again resulting in a tie. Mr. Montez selected Kathy Ruiz to break the tie vote. It was shared that Kathy is already on three committees. Chair announced Reanna Coe as the representative and he as the alternate.

C. Selection of Representative and Alternate to the SETA Head Start Health Advisory Committee (HSAC)

Ms. Campos reviewed this item. This is a required committee due to Head Start standards.

Moved/Gray, second/Vincent, to elect one Health Services Advisory Committee Representative and one Alternate to serve on the committee.

Show of hands vote: Aye: 14, Nay: 0, Abstentions: 2 (Clark and Montez)

Nominees: Brenda Vincent, Carolina Guerra, Reanna Coe. Ms. Guerra withdrew her name.

Representative: Brenda Vincent

Alternate: Reanna Coe

Show of hands vote: Aye: 14, Nay: 0, Abstentions: 2 (Clark and Montez)

D. Appointment of Representative and Alternate to the Community Action Board

Mr. Donald Clark stated that there needs to be genuine poverty advocates on the Community Action Board.

Moved/Shier, second/Vincent, that the Policy Council elect a representative and alternate to serve as Low-Income Sector representatives to the Community Action Board

Vote: Aye: 14, Nay: 0, Abstentions: 2 (Clark and Montez)

Those interested in serving: Ronald Montez, Tanya Goode.

After a vote, Mr. Ronald Montez was elected Representative with Ms. Tanya Good to serve as Alternate.

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

The board went into closed session at 10:52 a.m. At 11:15 a.m. the board went into open session. It was reported out of closed session that the eligible list was approved for the following positions: Associate Teacher, Head Start Manager,

Staff Support Officer, Program Officer, Parent Intern, and Revised FSW II list (previously approved in the 12-21-06 meeting).

IV. Information Items

A. Standing Information Items

- Introduction of New Staff: None.
- Current Children and Family Services Department Organizational Chart: Ms. Desha reviewed the organizational chart showing the responsibilities for the Children and Family Services Department. Updates will be given periodically.
- Upcoming Meetings, Training, Conferences and Events: Ms. Alma Hawkins spoke of the literacy program. She offered a flyer on the Head Start computer training available to parents. She distributed a copy of *Ran, Ran, Do Re Mi*; this book was translated from Spanish to English.

Grandparents/Foster Parents meetings will be held at the centers. The next one will be at Vineland where the subject will be job opportunities. Call Ms. Hawkins at 263-0540 if anyone is interested in hosting a GP/FP meeting.

- Transition/Kindergarten Readiness – Ms. Julita Bentz reviewed information on the Transition/Kindergarten Readiness program. She asked for committee members on the Transition/Kindergarten Readiness committee. A meeting reimbursement will not be paid but attendees will receive refreshments. Once the committee is organized, a regular meeting date/time will be selected. Elk Grove, Sacramento and San Juan have open enrollment for kindergarten.
- Average Daily Attendance Report – Ms. Elsie Bowers reviewed the ADA report. Call her at 263-3920 if there are any questions.
- Monthly Special Education Report – Ms. Beverly Sanford reviewed this report. Reports are prepared based on data received from delegate agency staff. Call her at 263-3056 if there are questions.
- Program Content Area/Disabilities services Report: No report
- Program Content Area/Mental Health Reports: No report.
- National Head Start Association Parent Training Conference Reports: No additional report.
- California Head Start Association Report: Ms. Desha asked that parent conference reports be submitted to her no later than 2/16, 4:00 p.m.
- Fiscal Reports: No report.
- Community Resource/Recognitions – PC Representatives/Staff: *Ambassador Express Newsletter* was distributed.
- Parent/Staff Recognitions: None.

B. Governing Board Minutes for the December 7, 2006 Meeting: No questions.

- C. Fiscal Monitoring Reports: No questions or comments.
- D. AB 1234 Ethics Training Update: Board training will be done next month. The agenda will be shortened to accommodate the training.

V. Committee Reports

- A. Executive Committee: Mr. Clark reviewed the critique.

VI. Other Reports

- A. SETA Executive Director's Report: No report.
- B. Chair's Report: No report.
- C. Head Start Deputy Director's Report: Ms. Bowers reported for Ms. Dermott. Head Start has applied for federal funds to defer part of our technology costs. SETA Head Start is following the federal commitment to maintain 100% enrollment; kids returning from holiday breaks is an issue. PIR is very good with the exception of kids getting medical and dental screenings. Self assessment team is working on the assessment as precursor to the PRISM. The Norwood Center will be dedicated as the Norma Johnson Head Start Center this Friday at 10:30 a.m.
- D. Head Start Managers' Report: Mr. William Walker introduced himself. He is an interim manager.
- E. Open Discussion and Comments: Mr. Roy Shier spoke of the CAMP report. A Daddy and Me fishing event was held in December with over 150 participants. Reanna Coe took pictures. The next event will be at the Crocker Art Museum in February and an aviation event will be held in March. Ms. Templa Allen stated that she talked to the center parents about CAMP and inquired about how to get more information.

Ms. Schaefer distributed a flyer on the Child and Family Summit to be held on January 27.

- F. Public Participation: Ms. Jean Hill Miller spoke of the Ambassador Express. This is a San Juan parent newsletter written by the parents themselves. A former San Juan parent received a \$1,000 scholarship Region IX scholarship.

VII. Adjournment: Meeting adjourned at 11:58 a.m.

REGULAR MEETING OF THE HEAD START POLICY COUNCIL
Minutes/Synopsis

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

Tuesday, February 27, 2007
9:00 a.m.

I. Call To Order/Roll Call/Review Of Board Member Attendance:

The meeting was called to order at 9:08 a.m. Ms. Kathy Ruiz chaired the meeting in the absence of the Chair, Mr. Ronald Montez (attending a State budget workshop). Roll was called; a quorum was confirmed. The Thought for the Day was read by Ms. Sherry Gangloff.

 X Brenda Vincent, Elk Grove Unified School District
 U Natalie Cordova, Playmate Child Development Center
 X Tusundra Nunley, Playmate Child Development Center (9:15 arrival)
 X Josie Cleaver, Sacramento City Unified School District
 X Irlanda Meza, Sacramento City Unified School District
PC/E Ronald Montez, Sacramento City Unified School District
 X Tanya Goode, San Juan Unified School District
 X Danyelle Nelson, San Juan Unified School District
 X Sherry Gangloff, SETA-Operated Program
 X Carolina Guerra, SETA-Operated Program
 X Templa Allen, SETA-Operated Program
 X Tryna Larkins, SETA-Operated Program (9:20 arrival)
 X Kathy Ruiz, SETA-Operated Program
 X Nina Dyba, Past Parent Representative
 E Kenesha Gray, Past Parent Representative
 X Reanna Coe, Early Head Start (San Juan)
 E Donald M. Clark, Grandparent Representative
 X Roy Shier, CAMP Representative
 X Carol Schaefer, Child Health and Disability Prevention Program

Members to be Seated:

 X Ms. Talina Hutton, Del Paso Early Childhood Development Center (9:23 arrival)

X Ms. Errika Schneider, Early Head Start (SETA)

II. **Consent Item**: None.

III. **Action Item**

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

- ✓ Approval of Eligible List for the following position: Head Start Cook/Driver, Typist Clerk III, Head Start Home Visitor
 - Report out of Closed Session – No report.

IV. **Information Items**

A. Standing Information

- Fiscal Report: Mr. Rick Pryor (see attachment)
Mr. Pryor shared on the Head Start/Early Head Start Expenditure & Budget Analysis reports attached in the agenda. Del Paso hasn't reported yet. If the money is not spent by the end of July, it must be returned.

B. AB1234 Ethics Training

(All attendees who had previously taken the Ethics Training – through Head Start or other agencies – were excused from the training, if they chose to leave.)

Ms. Andrea Harvey, Education Coordinator, trained the Policy Council on the Assembly Bill No. 1234. Board members were advised to retain a copy of their certificate of completion. (Ms. Desha asked that the certificates of completion be turned in to her.)

Ms. Harvey will see if the State can provide training booklets in Braille. Training is also available online. Training for absent PC Members will be provided in the SETA Head Start Computer Lab.

V. **Committee Reports**

A. Executive Committee – Report attached in the agenda.

Scheduled Joint Committee meetings: Budget/Planning Committee meeting, Friday, March 2nd, 9:00 a.m., Oak Room. EHS Committee meeting, Thursday, March 29th, 10:00 a.m., Redwood Room. Personnel/Bylaws Committee meeting, Friday, March 30th, 9:00 a.m., Redwood Room. Call Ms. Marie Desha with any questions at 263-4082. Joint Committee meetings are open to all PC/PAC members, but reimbursements will be made to assigned members only. Joint Committee meeting agendas were mailed yesterday.

VI. Other Reports

A. Open Discussion and Comments

Ms. Josie Cleaver asked how the Head Start income guidelines are set. Some low-income parents have income over the guidelines and must pay a fee. Ms. Desha will have Ms. Elsie Bowers explain the income guidelines at the next PC meeting, March 27th. The minutes from the last PC meeting will be available at the next meeting. There will be a Male Involvement Movie Night event March 22nd, 6:00-8:00 p.m., at Marvin Marshall School, located in Carmichael at the corners of Gunn and Kenneth.

B. Public Participation

Ms. Natasha Toolate and Ms. Janet Foster shared that they attended training on Disaster Preparedness. They can now provide training on preparing for floods, earthquakes, terrorism, fires, tornados, and toxic waste, to anyone interested at the centers or Delegate Agencies. Ms. Foster is certified to be a domestic violence counselor. Domestic violence intervention handouts were provided.

VII. Adjournment – 11:10 a.m.

ITEM III-A – ACTION

SELECTION OF REPRESENTATIVE AND ALTERNATE TO ATTEND THE NATIONAL HEAD START ASSOCIATION TRAINING 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 Head Start Association's 34th Annual Training Conference, April 15-19, 2007, San Antonio, Texas.

Please see attached Conference Attendance Guidelines and conference information.

RECOMMENDATION:

That the Policy Council select one (1) Representative and one (1) Alternate to attend the National Head Start Association Training conference.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

POLICY COUNCIL **REPRESENTATIVE CONFERENCE ATTENDANCE** **GUIDELINES**

The following guidelines are for Policy Council members who have an interest in attending a Head Start Parent Conference are as follows:

1. Priority preference for selection to attend a Head Start Conference will be Policy Council members who have not had an opportunity to attend an out-of-state Head Start Conference.
2. The Policy Council (PC) members must give a written report to the PC at the next scheduled PC meeting upon his/her return from the parent conference (local or out of state).
3. The Policy Council member's report must include the Policy Council member's name, conference date, title, location; workshops attended and networking information.
4. Any additional comments.

ITEM III-B - 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
- Upcoming Meetings, Training, Conferences and Events
 - Ms. Alma Hawkins, Mr. Robert Silva, or Ms. Belinda Malone
- Average Daily Attendance (ADA) Report – Ms. Elsie Bowers
- Monthly Special Education Report – Ms. Beverly Sanford
- Program Content Area/Disabilities Services Report – Ms. Beverly Sanford
- Program Content Area/Mental Health Reports – Ms. Melanie Nichols
- California Head Start Association (CHSA) Annual Parent Conference Reports (see attached)
- California Head Start Association (CHSA) Annual General Conference – Staff Reports Available
- California Head Start Association Report
- Fiscal Reports – Provided in the months of February, May, August, and November
- Community Resources – PC Representatives/Staff
- Parent/Staff Recognitions

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The February 1, 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, February 1, 2007
10:00 a.m.

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

Members Present:

Sophia Scherman, 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

- Recognition of Long-term Employees: Ms. Leyla Schleicher and Mr. Rod Nishi were presented with gifts in recognition of their years of service to SETA.

II. **Consent Items**

The consent calendar included:

- A. Approval of Minutes of the January 11, 2007 Special Board Meeting
B. Approval of Claims and Warrants

There were no questions or comments.

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

- A. Approve the January 11, 2007 minutes.
B. Approve claims and warrants for the period 1/5/07 through 1/25/07.

Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Approval of Resolution Establishing Imprest Account for New Payroll System

Mr. Rick Pryor stated that the County is requiring a resolution approving the establishment of this account. Mr. Thatch stated that the shorter resolution deletes an indemnity clause which is already covered in an earlier contract.

Moved/Pannell, second/Nottoli, to approve the resolution authorizing an imprest account to create checks needed outside of the payroll system.

Voice Vote: Unanimous approval.

B. **WORKFORCE INVESTMENT ACT**

1. Approval to Release a Request for Proposals for One-Stop Career Center Office Space in Rancho Cordova

Ms. Cindy Sherwood-Green reviewed this item. Staff has been looking for free or low-cost space for the Rancho Cordova Career Center. This item requests the release of an RFP to acquire 4,000 to 5,000 square feet in the Mather area.

Ms. Sherwood-Green explained that CDBG money has been transferred to the City of Rancho Cordova. The City of Rancho Cordova can decide what they want to do with the CDBG funds. SETA staff met with Rancho Cordova staff that made clear that they would not finance the building SETA currently rents. If approved, the RFP will be released tomorrow.

Moved/Nottoli, second/Pannell, to approve the release of a Request for Proposals for One-Stop Career Center office space in the Rancho Cordova/Mather community.

Voice Vote: Unanimous approval.

2. Concurrence to Allocate \$300,000 in Carryover WIA Youth Program Funds to Support Subsidized Summer Employment Opportunities

Ms. Christine Welsch reviewed this item. Staff will negotiate with existing WIA Youth providers, develop allocation recommendations, and report back.

Moved/Pannell, second/Waters, to approve an allocation of up to \$300,000 in WIA Youth program funds to support subsidized summer employment activities.

The primary objective for the job fairs is to connect a youth with a job. A boot camp will be done during spring break to assist in the employment of youth. Ms. Welsh and Mr. Walker will do outreach to Antioch Baptist Church. A breakfast sponsored by Assemblyman Dave Jones was held yesterday morning. Twenty five employers were in attendance and committed to hire a youth over the summer.

Speakers before the Board: Mr. Frederick Gayle asked to have recruitment in the North Highlands and Rio Linda area.

Donald Clark asked if CSBG and CDBG funds were being coordinated.

Vote on the motion: Unanimous approval.

C. HEAD START: No items.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval to Augment Travelers Aid 2007 Community Services Block Grant Delegate Agreement

Ms. Cindy Sherwood-Green reviewed this item. There were no questions.

Moved/Pannell, second/Waters, to approve the augmentation of Travelers Aid's 2007 CSBG delegate agreement by \$11,657.75 for the provision of utility assistance and food vouchers to the residents of the Meadowview community.
Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Fiscal Monitoring Reports: No questions or comments.

B. Dislocated Worker Update: Mr. William Walker announced staff has provided two rapid response seminars with Sacramento Food Co-op. Approximately half of the people to be dislocated showed up for the orientations.

C. Sacramento Housing and Redevelopment Agency Receives Magic Johnson Foundation Funding for Computer Center at Phoenix Park: Mr. William Walker reviewed this item.

D. First and Second Quarter Reports: Ms. Robin Purdy reviewed this item. Ms. Pannell requested reports on the case managed people and people enrolled in the programs and thanked staff for the report. Ms. Pannell would like to have follow-up on who gets hired at the job fairs. Ms. Scherman asked to have a glossary page included in the report for the acronyms. Ms. Purdy replied that a glossary and a map of the county will be included in the next quarterly report.

E. Head Start Quarterly Report: Ms. Yolanda Macias was acknowledged for her excellent work over the past 14 years. Ms. Macias acknowledged Ms. Pannell and Mr. Nottoli for their willingness to show up at Head Start events. She also thanked Ms. Scherman for giving advice on being single parents. Mr. Nottoli expressed his appreciation for Ms. Macias and the excellent work she has done

over the years. Ms. Pannell expressed appreciation and wished her luck. Ms. Denise Lee will take over the production of the quarterly report.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kossick recognized Ms. Pannell's birthday on the 10th and Mr. Waters' birthday on the 16th of January. Effective today, Ms. Terri Carpenter will be working in her new position of Public Information Officer. Grizzly Hollow in Galt is now open and operating serving 40 children. A grand opening will be held in the near future. Last Friday was the dedication for the Norma Johnson Early Learning Center. A copy of the annual WIB report was distributed. Pages are highlighted showing our work on the Nurse Workforce Initiative program. Ms. Kossick recognized Ms. Buffie Engstrom, Head Start Manager, who will be leaving the agency. Ms. Engstrom has with the agency for 18 years. Mr. Donald Clark, PAC chair and Ms. Kathy Ruiz, Vice Chair of the PAC were introduced. Ms. Kossick reported that two of the grants SETA requested were awarded in the amount of \$600,000 each. The nursing grant and construction grant were funded.

C. Counsel: No report.

D. Members of the Board: No reports.

E. Public: Mr. Frederick Gayle spoke before the board.

VI. Adjournment: Meeting adjourned at 11:19 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. Ada Arevalo **DATE:** January 22, 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</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
Head Start	Basic & COLA	\$ 1,809,826	8/1/05-7/31/06	8/1/05-7/31/06
Head Start	T & TA	7,500	8/1/05-7/31/06	8/1/05-7/31/06
Head Start	Prog. Impv.	29,982	8/1/05-7/31/06	8/1/05-7/31/06

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

AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
	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		

Program Operator: Elk Grove Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2005 to July 31, 2006 have been traced to the delegate agency records. The records were verified and appeared to be in order.
- 2) The findings noted during this monitoring visit were corrected and are now considered closed.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Tracy Tomasky **DATE:** February 22, 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	8/01/05-07/31/06	8/01/05-7/31/06
Head Start	T & TA	15,000	8/01/05-07/31/06	8/01/05-7/31/06
Head Start	Prog. Impv	77,000	8/01/05-07/31/06	8/01/05-7/31/06
Early HS	Basic, COLA, Quality	1,169,389	8/01/05-07/31/06	8/01/05-7/31/06
Early HS	T & TA	19,530	8/01/05-07/31/06	8/01/05-7/31/06

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: Various dates

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		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		

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2005 to July 31, 2006 have been traced to the delegate agency's records. The records were verified and appeared to be in order.
- 2) We are questioning Head Start Basic expenses of \$ 31,729.37 utilized for the improvement of a restroom at Sunrise Preschool due to the absence of a prior approval from ACF. Section 14 of the Standard Terms and Conditions of the Award Letter from ACF states in part, " an item of equipment and other capital expenditures with an acquisition cost of \$5,000 or more is not considered an allowable cost without prior written approval of the Grants Officer".

Recommendations for Corrective Action:

- 1) Submit documents and written justification for the capital expenditures of \$ 31,729.37 or reimburse SETA this amount from non-Head Start funds.

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 February 27, 2007 Regular Policy Council meeting.

Good	Needs Improvement
Ethics training by Ms. Andrea Harvey was very informative.	Punctuality.
Good participation by members.	Attendance.
Kathy Ruiz as Chair.	Cell phones off.
	Members asking the Chair's permission to leave seat.

- 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 (aka: Self-Assessment)

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

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

- B. CHAIR'S REPORT: The Chair of the Head Start Policy Council (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 DEPUTY DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the 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 but, because of time constraints, were not included in the formal Head Start Policy Council packet.

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

ITEM VI- OTHER REPORTS (Continued)

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

Brenda Campos: Grantee Program Support Services
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

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

- Women Escaping a Violent Environment – Vacant
 - Child 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 – Ms. Sherry Gangloff (appointed by Chair)
 - Community Action Board – Mr. Ronald Montez
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F. HEALTH AND DENTAL REPORT: This item provides an opportunity for Policy Council representatives to submit an oral report to the Policy Council.

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

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

ITEM III-C- ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: