

## 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: "What wisdom can you find that is greater than kindness?"*

*Author: Jean-Jacques Rousseau*

## REGULAR MEETING OF THE HEAD START POLICY COUNCIL

**DATE:** Tuesday, May 22, 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 April 24, 2007 Meeting
- III. **Action Items**
  - A. Approval of Head Start/Early Head Start Program Narrative Cost-of-Living Adjustment (COLA)
- IV. **Information Items**
  - A. Standing Information Items
    - Introduction of New Staff
    - Parent/Family Support Unit
      - Calendar of Events and Activities Report – Ms. Lisa Carr
    - Calendar of Events (attached) – Mr. Ronald Montez, Chair

- Parent Voices Stand for Children Oral Report - Wednesday, May 2, 2007 – Mr. Ronald Montez, Chair
- Annual Parent Leadership Institute Oral Reports - May 3-4, 2007, Antioch Progressive Church
- Annual National Head Start Association (NHSA) Training Conference Oral Reports – April 16-20, 2007, San Antonio, Texas – Mr. Ronald Montez, Chair
- Community Resources – PC Representatives/Staff
- Parent/Staff Recognitions – Mr. Ronald Montez, Chair and Mr. Roy Shier
- Fiscal Reports – Provided in the months of February, May, August, and November – Mr. Rick Pryor

B. Governing Board Minutes for the April 5, 2007 Meeting (attached)

**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 – Ms. Sherry Gangloff
  - 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)**

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

- ✓ Approval of Eligible List for the following positions: Special Education Field Technician
  - Report out of Closed Session

**VII. Adjournment**

**DISTRIBUTION DATE: THURSDAY, MAY 17, 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
- \_\_\_\_\_ Tina Taylor, Elk Grove Unified School District
- \_\_\_\_\_ Brenda Vincent, Elk Grove Unified School District
- \_\_\_\_\_ Tusundra Nunley, 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
- \_\_\_\_\_ Sherry Gangloff, SETA-Operated Program
- \_\_\_\_\_ Esmeralda Garcia, SETA-Operated Program
- \_\_\_\_\_ Carolina Guerra, 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)
- \_\_\_\_\_ Donald M. Clark, Grandparent Representative
- \_\_\_\_\_ Ron Shanklin, CAMP Representative
- \_\_\_\_\_ Carol Schaefer, Child Health and Disability Prevention Program
- \_\_\_\_\_ Rachel Minnick, Child Action, Inc.

Members to be Seated:

- \_\_\_\_\_ Keiston Murray, SETA-Operated Program
- \_\_\_\_\_ Lisa Horst, Home Base Program
- \_\_\_\_\_ Amelia Ramirez, WCIC/Playmate Child Development Center

Seats Vacant:

- \_\_\_\_\_ Vacant, Del Paso Early Childhood Development Center
- \_\_\_\_\_ Vacant, Foster Parent Representative
- \_\_\_\_\_ Vacant (Schneider), Early Head Start (SETA)

**\*\* 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						
D. Clark (11/28)	GP	X	X	X	E	X	E							
J. Cleaver (11/28)	SAC	X	X	X	X	X	X							
R. Coe (11/28)	EHS (SJ)	X	X	X	X	X	X							
S. Davey (3/27)	SOP					X	X							
N. Dyba (11/28)	PAST	X	X	E	X	X	X							
S. Gangloff (11/28)	SOP	X	E	X	X	X	X							
E. Garcia (4/24/)	SOP						X							
T. Goode (11/28)	SJ	X	X	X	X	X	X							
K. Gray (11/28)	PAST	X	X	X	E	U	X							
C. Guerra (11/28)	SOP	X	X	X	X	E	X							
L. Horst s/b/s 5/22	HB													
T. Hutton (2/27)	DP				X	U	E							
I. Meza (11/28)	SAC	X	X	X	X	X	X							
R. Minnick (3/27)	Child Action					X	E							
R. Montez (11/28)	SAC	X	X	X	EX./ PCB	X	X							
K. Murray s/b/s 5/22	SOP													
Danyelle Nelson (11/28)	SJ	X	X	X	X	X	X							
T. Nunley (11/28)	WCIC	X	X	X	X	U	X							

BOARD MEMBER	SITE	11/28	12/21	1/23	2/27	3/27	4/24	5/22						
A. Ramirez s/b/s 4/24/07	WCIC						U							
K. Ruiz (11/28)	SOP	X	X	X	X	X	X							
C. Schaefer (11/28)	CHDP	X	X	X	X	AP	AP							
R. Shanklin s/b/s 3/27 (4/24)	CAMP					U	X							
<del>E. Schneider (2/27)</del>	<del>EHS</del>			<del>E</del>	<del>X</del>	<del>E</del>	<del>E</del>							
T. Taylor s/b/s 3/27 (4/24)	EG					U	X							
B. Vincent 2/21 s/b/seated 11/28	ELK	U	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 5/15/07

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE APRIL 24, 2007 REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached are the minutes of the April 24, 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, April 24, 2007  
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance** Mr. Ronald Montez called the meeting to order at 9:05 a.m. Ms. Reanna Coe volunteered to serve as Parliamentarian. Ms. Tanya Goode read the thought of the day and called the roll. Ms. Esmeralda Garcia, SETA-Operated Program was seated. Ms. Tina Taylor, Elk Grove Unified School District, arrived at 9:10 a.m. and was seated.

**Members Present:**

Tina Taylor, Elk Grove Unified School District (arrived at 9:10 a.m.)  
Brenda Vincent, Elk Grove Unified School District  
Tusundra Nunley, 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  
Sherry Gangloff, SETA-Operated Program  
Esmeralda Garcia, SETA-Operated Program  
Carolina Guerra, SETA-Operated Program  
Kathy Ruiz, SETA-Operated Program  
Kenesha Gray, Past Parent Representative (arrived at 9:28 a.m.)  
Reanna Coe, Early Head Start (San Juan)  
Nina Dyba, Past Parent Representative  
Ron Shanklin, CAMP Representative (arrived at 10:15 a.m.)  
Crystal Rowland, Alternate, Child Health and Disability Prevention Program

**Members Absent:**

Talina Hutton, Del Paso School District (excused)  
Donald M. Clark, Grandparent Representative (excused)  
Carol Schaefer, Child Health and Disability Prevention Program (alternate present)  
Errika Schneider, Early Head Start (SETA) (excused)  
Rachel Minnick, Child Action (excused)

II. **Consent Item**

- A. Approval of the Minutes from the March 27, 2007 Meeting
- The date of the minutes needed to be corrected to 2007.

Moved/Cleaver, second/Meza, to approve the minutes as corrected, by show of hands vote.

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

### **III. Action Items**

#### **A. Approval of Fiscal Year 2007-2008 Head Start/Early Head Start Program Narrative**

Ms. Maureen Dermott reported that more services are available via child care as well as non-English speaking services. Teachers are encouraged to earn a BA or BS degree. Seventy-three percent of SETA Head Start teachers have at least an AA degree.

Moved/Gangloff, second/Vincent, to approve the Fiscal Year 2007-2008 Three Year Program Narrative, by show of hands vote.

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

Ms. Tina Taylor arrived at 9:10 a.m. and was seated.

#### **B. Approval of Fiscal Year 2007-2008 Head Start/Early Head Start Budget**

Mr. Rick Pryor thanked those participating in the Budget/Planning Committee. Their input was greatly appreciated.

Mr. Pryor encouraged board members to contact their Congress members to lobby for an increase in the Head Start budget.

There is a goal of involving more males at the delegate agency sites. If there are any male parents dropping off kids, ask them to participate in the CAMP. Participants will be paid a stipend for their involvement.

Moved/Gray, second/Gangloff, to approve the Head Start/Early Head Start Budget for fiscal year 2007-2008.

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 1 (Montez)

#### **C. Approval of Fiscal Year 2007-2008 Head Start/Early Head Start Training/Technical Grant Application**

Ms. Denise Lee reviewed the Training/Technical Assistance Grant Application.

In response to a question about tuition assistance for college, Ms. Lee stated that both parents and teachers can be reimbursed through the career incentive program. Books and school tuition can be reimbursed. The Fall of 2007, SETA Head Start is partnering with CSUS to assist Head Start teachers to get into a customized BA program. The education will be tailored for the teachers to assist



in getting their degree. Continuing education units have not yet been included. There is some paperwork and staff needed to oversee the program.

Moved/Coe, second/Cleaver, that the Policy Council approve the Head Start/Early Head Start Fiscal Year 2007-2008 Training/Technical Assistance Grant Application.

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 1 (Montez)

D. Approval of County-Wide Head Start and Early Head Start Center Locations

Ms. Denise Lee reviewed this item. There are new center locations at Phoenix Park and Grizzly Hollow. She explained moving slots around to provide more slots for infant and toddlers. Centers involved include Sharon Neese, Broadway and Galt.

Ms. Lee spoke of the therapeutic preschool, serving children 3-5 years of age, and the services available to these children. After being in the therapeutic program, the children are then transitioned back to the mainstream class. Staff would like to expand the program and open another therapeutic program. The new program is being planned to start up in August.

Moved/Gangloff, second/Coe, to approve the County-wide Head Start and Early Head Start Center Locations for Fiscal Year 2007-2008.

Show of hands vote: 16, Nay: 0, Abstentions: 1 (Montez)

E. Approval of Fiscal Year 2007-2008 SETA Operated Program Tracks

Ms. Denise Lee reviewed this item which shows the SETA-Operated programs operating on a track system. This system allows for no lapse in services for the children and families in Head Start.

Mr. Ronald Shanklin arrived at 10:15 a.m.

Ms. Guerra inquired about wrap-around dollars and Ms. Lee stated that state wrap around dollars are included with Head Start funds to provide 8 hours of services to the families. The funds are blended to increase the hours of service.

Moved/Gray, second/Cleaver, to approve Fiscal Year 2007-2008 SETA Operated Program Tracks, by show of hands vote.

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 1 (Montez)

Mr. Ronald Shanklin, CAMP Program was seated at 10:15 a.m.

Ms. Gangloff was excused at 10:24 a.m.

F. Approval of Fiscal Year 2007-2008 SETA Operated Options

Ms. Denise Lee reviewed this item.

Moved/Nelson, second/Gray, to approve the fiscal year 2007-2008 SETA Operated Program Options.

Show of Hands Vote: Aye: 15, Nay: 0, Abstentions: 1 (Montez)

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

The board went into closed session at 10:33 a.m. At 10:41 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, and Head Start Parent Involvement/Social Services Specialist (non-supervisory).

IV. **Information Items**

A. Standing Information Items

Ms. Terri Carpenter, Public Information Officer, was introduced to the board. If there are any ideas or suggestions on what can be done, please call her at 263-7891. Mr. Andrew Pineda, Human Resources Manager, introduced himself. Mr. Rick Pryor introduced Ms. Thelma Manzano, Fiscal Manager, who will be taking the lead supporting the Head Start program. Ms. Lisa Horst, new representative for Home Base program, was introduced and will be seated next month.

- Parent/Family Support Unit
  - Events and Activities Report – Ms. Lisa Carr, spoke of the Flourishing Families Program. This program builds families by strengthening relationships for parents 18-24 years of age. There are 12 families signed up for the 10-week program starting April 30, with child care and dinner provided. Ms. Cleaver asked for brochures for the Flourishing Families program. Another program will be planned and Policy Council will be notified of the availability of the classes. A Daddy and Me event is planned for April 29, 12 p.m. at Discovery Museum History Center. There will be a self guided tour through the museum and will include lunch. Call Bob Silva at 263-3809. Family Day in the Park is scheduled for October 5 at William Land Park.
  - Events and Activities Report – Mr. Ronald Montez, Chair
    - Parent Voices Stand for Children, Wednesday, May 2, 2007: Mr. Montez asked that those participating sign up. If you participate, please arrive here at the SETA offices at 7:30 a.m. for continental breakfast. Attendees will go to the Convention Center via light rail.
    - Annual Parent Leadership Institute: Ms. Betsy Haas will be the motivational speaker and will train on effective team building and

communication. The dates for the Parent Leadership Institute are May 3-4, 2007, at Antioch Progressive Church. The training will commence at 9 a.m. and end at 4 p.m. All meals will be meals provided and \$25 child care reimbursement paid for participants. Call Amber Stevens to make reservation.

- California Head Start Association Annual Parent Conference Report: No additional report.
- California Head Start Association Report – No report.
- Community Resources: Mr. Montez has 15 applications for the Maritime Academy. This is a program for youths aged 16-17 years to be trained in the shipping industry. After graduation, they can earn \$50,000. For additional information, contact Theresa Andresen, 286-1056.
- Parent/Staff Recognitions – Mr. Montez presented Mr. Roy Shier a certificate of appreciation for his work as a CAMP representative.
- Fiscal Reports: No report.

B. Governing Board Minutes for the March 1, 2007 Meeting: No comments.

#### **V. Committee Reports**

- A. Executive Committee: Ms. Goode reviewed the Executive Committee report.
- B. Personnel/Bylaws: Ms. Kathy Ruiz reported the committee has met twice to read through the PAC and PC bylaws. Another meeting will be held to make changes,
- C. Budget/Planning: No more meetings.
- D. Hospitality: First meeting will be in June.
- E. Program Area Committees
  - Early Childhood Development and Health Services: Next meeting May 23, 9:30 - 11:00 a.m.
  - Family & Community Partnerships/Training: Next Meeting April 25, 9:30 a.m. in the Willow Room
  - Monitoring & Evaluation (aka: Self-Assessment): No report.
  - Early Head Start: Mr. Montez attended an Early Head Start meeting which works with pregnant mothers to enroll them in the Early Head Start program. The program is designed to nurture the baby's health, and assist the mother in the delivery. Contact Sudhira Mahajan for additional information.
- F. Community Advocating Male Participation (CAMP) – Mr. Shanklin found that the ideas that he had implemented years ago has fallen by the wayside. He found there are very few sports activities so he compiled a bag that included T-ball, badminton, and golf equipment. He wants to have this re-implemented so the children will become active in sports. He will be speaking with Mr. Bob Silva about implementing it and will be bringing a sample of the sports bag next month.
- G. Community Partnerships Advisory Committee: The first meeting will be Thursday, April 26, 11:30 a.m., in the Shasta Room.
- H. Health Services Advisory Committee: The first meeting will be May 9, 5:30 p.m., in the Sequoia Room.

## VI. Other Reports

- A. SETA Executive Director and Head Start Deputy Director's Reports: Ms. Maureen Dermott reported that she and staff will be driving to San Francisco on Friday, April 27 to hand-deliver the grant application to DHHS. May 4 is the grand opening for the Grizzly Hollow center. Seventeen centers have had their carpet cleaned to date. The process will be continued until all the sites will be cleaned. Going out to bid this fall for a carpet cleaner. There was a challenge with the subcontractor. There will be a bid out on our day-to-day janitorial services needed at the centers. She is scheduled to meet with Doris Matsui's staff to ask them for support for Head Start reauthorization. She thanked Mr. Montez and Mr. Clark for attending the National Head Start Conference.
- B. Chair's Report: Mr. Montez attended a State budget workshop on Tuesday, February 27, 2007, and shared if there are ideas of what needs to be done in the community, the time to lobby for the money and services is February and March of each year. The Mutual Housing Association received \$60,000 from the Sierra Health Foundation to work with the Boys and Girls Club. A \$1 million grant was given to the City of Sacramento for a Weed and Seed program in the Oak Park area. Lauren Hammond's office would be a contact for these funds.
- C. Head Start Managers' Reports: Ms. Brenda Campos reported that there is a monitoring unit that goes out to review the various content areas. The monitoring unit is currently reviewing the Sacramento City Fiscal Unit. Monitoring at WCIC/ Playmate was finalized and received an exit review to determine the areas needing correction. Del Paso Morey Avenue School delegate services team has been working on this program. There was a monitoring in September and returned in January to follow up and ensure all issues have been addressed. Tomorrow staff and delegate agencies will be here for PIR training. The training was organized for everyone that completes the report to ensure everyone is interpreting the questions the same way. We want to make sure everyone is on the same page. The training will be held tomorrow for staff only.

Ms. Carr reported that she, Ms. Campos and Ms. Lee have been discussing recruitment for Head Start. For the state-funded SETA-Operated program, SETA has been asked to participate in a survey that is part of the California Department of Education. All parents will be asked to participate in the survey.

- D. Community Agency Reports
- Women Escaping a Violent Environment – Vacant
  - Sacramento Housing Alliance – Vacant
  - Child Action, Inc. – Ms. Rachel Minnick – No report.
  - Child Health and Disability Prevention Program – No report.
  - Community Services Planning Council - Vacant
  - Perinatal & Infant Health Advisory Committee – Mr. Donald Clark
  - Maternal, Child and Adolescent Health Board – Ms. Sherry Gangloff – No report.
  - Community Action Board – Mr. Montez he attended the CAB public hearing on the community needs assessment. The Community Services

Planning Council provided a report on needs in the county. SETA received a \$70,000 auxiliary grant for foster youth and incarcerated youth. The funds go toward scholarship for these at-risk youth. Call Victor Bonanno at 263-4364 for additional information.

E. Health and Dental Reports

➤ Sacramento County Dental Health Advisory Committee: Report tabled.

F. Open Discussion and Comments: Mr. Montez has been talking with Mr. Donald Clark about prison re-entry reform. Incarcerated parents that are transitioning into the community need to be educated on how to become healthy parents. He inquired whether SETA would be a hub to create a curriculum to go inside the prison to teach the parents how to nurture kids and be positive role model. Ms. Dermott replied that staff will review this to determine whether this is something we could do. It is certainly something that is needed. We need to determine whether we can justify the dollars to be spent; have to assign a staff person to design a curriculum or not.

Ms. Guerra she thanked staff for having the carpet cleaned in her program.

Ms. Nina Dyba reported that she attended the Spring Fling staff development training. She learned a lot and expressed thanks for being able to participate. Mr. Montez also thanked SETA for the various trainings he has attended.

G. Public Participation: None.

**VII. Adjournment:** Meeting adjourned at 11:41 a.m.

ITEM III-A - ACTION

SETA HEAD START/EARLY HEAD START PROGRAM NARRATIVE COST-OF-LIVING ADJUSTMENT

BACKGROUND:

SETA has been allocated a 1.5% COLA, totaling \$532,018 for Head Start and \$69,843 for Early Head Start for FY '07-'08.

SETA has allocated a cost of living increase of 2% in employee salaries and wages; a 1% increase in employee benefits; and a 1.5% increase in Delegate Agency budgets in our '07-'08 projected budget, as well as other costs subject to cost of living increases.

RECOMMENDATION:

That the Policy Council review and approve the SETA Head Start Program Narrative Cost-of-Living Adjustment (COLA).

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
- Calendar of Events (attached) – Mr. Ronald Montez, Chair
  - Parent Voices Stand for Children Oral Report - Wednesday, May 2, 2007 – Mr. Ronald Montez, Chair
  - Annual Parent Leadership Institute Oral Reports - May 3-4, 2007, Antioch Progressive Church
  - Annual National Head Start Association (NHSA) Training Conference Oral Reports – April 16-20, 2007, San Antonio, Texas – Mr. Ronald Montez, Chair
- Community Resources – PC Representatives/Staff
- Parent/Staff Recognitions – Mr. Ronald Montez, Chair and Mr. Roy Shier
- Fiscal Reports – Provided in the months of February, May, August, and November – Mr. Rick Pryor

**CALENDAR OF EVENTS AND ACTIVITIES**  
**PARENT/FAMILY SUPPORT UNIT**

<b><u>EVENT</u></b>	<b><u>DATE</u></b>
Early Child Development & Health Services Committee Meeting	Wednesday, May 23, 2007 9:30 a.m. Redwood Room
Family & Community Partnerships/Parent & Family Support Committee	Wednesday, May 30, 2007 9:30 a.m. Redwood Room
Region IX Head Start Education Scholarship Awards	Application Due Date May, 31, 2007 <b>No Exceptions</b>
PC/PAC Bylaws Committee Meeting	Thursday, May 31, 2007 10:00 a.m. Redwood Room
PC Executive Committee Meeting	Friday, June 1, 2007 9:00 a.m. T76Redwood Room
Daddy & Me	Sunday, June 3, 2007 Sacramento River Cats Game 11:00 a.m. – 4:00 p.m. (meet at Head Start main office parking lot, 925 Del Paso Blvd.)
Grandparent & Foster Parent - Support Group Meeting	Wednesday, June 13, 2007 9:00 A.M. – 12:00 p.m. Redwood Room
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 April 5, 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, April 5, 2007  
10:00 a.m.

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

Jimmie Yee, Member, Board of Supervisors

**Member Absent:**

Robbie Waters, Councilmember, City of Sacramento

- Recognition of Long-term Employee: Ms. Cindy Sherwood-Green was presented with a gift in appreciation of her 20 years of service to SETA.

II. **Consent Items**

There were no questions or corrections to the consent calendar.

Moved/Nottoli, second/Yee, to approve the consent items as follows:

- A. Approve the March 1, 2007 minutes.  
B. Approve claims and warrants for the period 2/23/07 to 3/29/07.  
Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Approval to Authorize Lease Negotiations for Rancho Cordova Career Center Office Space

Ms. Cindy Sherwood-Green reviewed the proposals that were received. Staff is requesting approval to negotiate with three top proposers. Mr. Thatch stated that this item should have been in closed session and would prefer not to discuss negotiation terms.

Moved/Nottoli, second/Yee, to authorize staff to begin lease negotiations with representatives of the top three ranked proposals.

Roll call Vote: Aye: 4, Nay: 0, Abstentions: 0

**B. WORKFORCE INVESTMENT ACT**

1. Concurrence with Sacramento Works, Inc. to Approve the Sacramento Works One Stop Career Center System Resource Allocation Plan

Ms. Purdy reported that this item has been reviewed and approved by the Sacramento Works Board. She reviewed some modifications to the resource allocation plan so 5% more funds will be going into one stop services. The Department of Human Assistance has allocated \$400,000 to SETA to be utilized as OJT subsidies targeting TANF and CalWorks customers. In addition, the Agency will be receiving \$70,000 in SMARTware licensing fees.

Ms. Purdy stated that the one stops have been working more closely to assist CalWorks and TANF populations. There has been a concerted effort to do outreach to youth and the number of youth served has increased dramatically.

**Speaker before the board:** Deacon Donald Clark

Moved/Yee, second/Pannell, to concur with the Sacramento Works board to approve the WIA Resource Allocation Plan for 2007-2008.

Voice Vote: Unanimous approval

Ms. Purdy reported that quarterly reports are provided to the board and staff will be breaking the statistics down by neighborhoods. Future reports will be tracked via ZIP codes.

2. Appointment of Required Partner Member to the Sacramento Works Board

Ms. Kossick stated that Mr. Bradley is actually from the Sacramento Veterans Resource Center.

Moved/Pannell, second Yee, to appoint Mr. Robert Bradley to the Sacramento Works, Inc. Board of Directors.

Voice Vote: Unanimous approval.

3. Approval to Act as Fiscal Agent for WIA 15% Discretionary Grant Received by the California Labor Federation

Ms. Purdy reported that the Employment Development Department released a solicitation for an RFP. SETA received two grants in partnership with the California Labor Federation who has asked the State for permission to use SETA as the fiscal agent. SETA will retain approximately \$80,000 for SETA's effort to

coordinate the grant. This grant will coordinate with regional transit and provide incumbent worker training for new equipment. This would increase the number of mechanics that would work on the new cleaner busses.

Moved/Pannell, second/Yee, to authorize the SETA Executive Director to: 1) Accept \$600,000 in WIA Governor's Discretionary 15% grant funds and enter into a subgrant agreement with the State Employment Development Department; 2) Act as fiscal agent for WIA Governor's Discretionary 15% grant funds; 3) Enter into subcontract agreements with collaborating agencies identified in the grant. Voice Vote: Unanimous approval.

4. Approval to Submit a Department of Labor Grant Workforce Innovation in Regional Economic Development (WIRED) Grant

Ms. Purdy reported that SETA has been working with SMUD and the Transit Authority to develop the region as the next clean energy powerhouse. This is a wide-ranging collaborative investing in solar, wind and bio mass. SETA has been approved by the Governor to be one of two California proposals to be submitted for consideration. The goal create new businesses and train high school graduates to PhDs for clean energy employment.

Moved/Yee, second/Pannell, to approve the submission of an application to the Department of Labor on behalf of the region. Authorize SETA's Executive Director to enter into a contract with the State of California Labor and Workforce Development Department, and execute contracts with collaborating entities. Voice Vote: Unanimous approval.

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

**D. COMMUNITY SERVICES BLOCK GRANT:** No items.

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

**IV. Information Items**

A. Fiscal Monitoring Reports: No comments.

B. Dislocated Worker Update: Mr. William Walker reported that CVS Caremart will be laying off 250 staff. New Century Realtors has cut their workforce by 3,200 people nationwide.

C. Youth Job and Resource Fair: SETA staff have been working with city staff to coordinate youth job fairs. Three workshops were held at Franklin Career Center where 63 youth attended. One job fair was held at Mark Sanders with 43 youth present. A job fair at the Pannell Center drew 200 youth. The age group was

16-21 years. There are scheduled job fairs in Oak Park and another will be held at the Robertson Community Center.

Ms. Christine Welsch reported a youth and adult job fair was held April 4 at the Hillsdale Career Center. Three hundred adults and 90 youth attended. Ms. Welsch stated the employers liked the concept of smaller job fairs. During spring break, a boot camp was held at the Franklin, Oak Park, and Urban League Career Centers; 50 young people showed up at each site.

- D. Incentive Awards for Exemplary Performance for Program Year 2005-2006: Ms. Kossick thanked staff and program operators for their work to achieve this award.
- E. SETA and Delegate Agency Head Start Enrollment Update: Ms. Maureen Dermott reviewed this item. She announced the grand opening of Grizzly Hollow in Galt is scheduled for Friday, May 4. Board members will be sent invitations.
- F. Presentation of the 2006/2007 Occupational Outlook & Training Directory: Mr. John Harden reviewed this directory which contains nearly 200 occupational and training providers. This directory will be provided to the local high schools.
- G. Planning Calendar and Public Notice for the 2008-2009 Community Services Block Grant Community Action Plan: No questions or comments.

**V. Reports to the Board**

- A. Chair: Ms. Scherman reported her granddaughter was recently voted in as a Grant High School varsity cheerleader. Tomorrow she will celebrate 39 years of marriage with her husband Lee.
- B. Executive Director: Ms. Kossick reported that on March 27 Ms. Sherwood-Green represented SETA and handed out 200 disaster kits to low income and Spanish speaking families in Galt. SETA has been released from our conditional status by the California Department of Education. SETA's audit was not late and the CDE accepted the audit.
- C. Counsel: No report.
- D. Members of the Board: Ms. Pannell thanked staff for the job fair and workshop.
- E. Public: No comments.

**VI. CLOSED SESSION: SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO SUBDIVISION (B) OF GOVERNMENT CODE SECTION 54956.9: One potential case  
**CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION****

Board went into closed session at 11:23 a.m. Ms. Scherman called the meeting back into open session at 11:31 a.m. and stated there was no report out of closed session.

**VII. Adjournment: Meeting adjourned at 11:31 a.m.**

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 April 24, 2007 Regular Policy Council meeting.

Good	Needs Improvement
	Punctuality
	Members asking the Chair's permission to leave seat.
	Members asking Chair's permission to speak.

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

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

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

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ITEM V- COMMITTEE REPORTS (Continued)  
Page 2

E. PROGRAM AREA COMMITTEES:

Early Childhood Development & Health Services

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Family & Community Partnerships/Training (aka: Parent/Family Support Committee)

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Monitoring & Evaluation Committee

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Early Head Start

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F. COMMUNITY ADVOCATING MALE PARTICIPATION (CAMP) – Mr. Ron Shanklin

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

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

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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.

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- 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.

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- 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

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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 – Ms. Sherry Gangloff (appointed by Chair)
- Community Action Board – Mr. Ronald Montez

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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. Sherry Gangloff, Ms. Kathy Ruiz

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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.

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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-B- ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: