

**GOVERNING BOARD**

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

**BONNIE PANNELL**  
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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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Thought of the Day: "Reflection is a way of enjoying your accomplishments, while realizing the past is history. The best reflection of the past is using that wisdom to create a better future!"

Author: Esteemed Human Development International – Betsy Haas

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

**DATE:** Tuesday, November 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](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 October 23, 2007 Meeting

**III. Information Items**

A. Standing Information Items

- Region IX Head Start Association Professional Development Training Conference Report, Holiday Inn Golden Gate Hotel, San Francisco, CA, October 15-16, 2007

- National Black Child Development Institute (NBCDI) Conference, October 21-23, 2007, Hyatt Regency Chicago Hotel, Chicago, IL
- History and Philosophy of the War on Poverty Training Report, October 22-24, 2007, Sheraton Grand Sacramento Hotel - Mr. Donald Clark
- Grand Families Conference Reports (oral), Friday, November 9 and Wednesday, November 14, 2007, SETA Head Start
- SETA Head Start/Early Head Start End-of-Month Enrollment Report
- Fiscal Report (February, May, August, November) – Ms. Thelma Manzano
- Program Information Report (PIR) – Ms. Andrea Harvey
- Executive Committee Report: Mr. Ronald Montez, Chair
- Parent/Staff Recognition(s)
- Seating of New Policy Council Members
- Introduction of Policy Council Members (2007-2008)
- Introduction of Staff
- Program Governance Overview – Ms. Maureen Dermott, Deputy Director, Head Start Children and Families
- Board Procedures
  - ✓ Reimbursements – Ms. LaShaun Burke
  - ✓ Personnel – Mr. Jim O’Bra
  - ✓ Conflict of Interest – Ms. Nancy Hogan
- Officer Elections – Tuesday, December 18, 2007

**IV. Action Items**

- A. Selection of Representatives and Alternates to Attend the National Head Start Association Parent Training Conference

**III. Information Items (Continued)**

- A. Standing Information Items
- Calendar of Events – Mr. Ronald Montez
- B. Governing Board Minutes for the October 4, 2007 Meeting

**V. Other Reports**

- A. Open Discussion and Comments
- B. Public Participation

**IV. Action Items (Continued)**

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

- ✓ Approval of Eligibility Lists for the following Positions: Associate Teacher, Tier III, and Staff Support Officer
  - Report out of Closed Session

**VI. Adjournment**

**DISTRIBUTION DATE: FRIDAY, NOVEMBER 16, 2007**

ITEM I - CALL TO ORDER/ROLL CALL

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

- \_\_\_\_\_ Brenda Vincent, Elk Grove Unified School District
- \_\_\_\_\_ Josie Cleaver, Sacramento City Unified School District
- \_\_\_\_\_ Irlanda Meza, Sacramento City Unified School District
- \_\_\_\_\_ Ronald Montez, Sacramento City Unified School District
- \_\_\_\_\_ Tanya Goode, San Juan Unified School District
- \_\_\_\_\_ Danyelle Nelson, San Juan Unified School District
- \_\_\_\_\_ Carol Aronis, SETA-Operated Program
- \_\_\_\_\_ Salina Davey, SETA-Operated Program
- \_\_\_\_\_ Esmeralda Garcia, SETA-Operated Program
- \_\_\_\_\_ Kathy Ruiz, SETA-Operated Program
- \_\_\_\_\_ Sarah Cordeiro, Home Base Program
- \_\_\_\_\_ Donald M. Clark, Grandparent Representative
- \_\_\_\_\_ Carol Schaefer, Child Health and Disability Prevention Program
- \_\_\_\_\_ Reanna Coe, Early Head Start (San Juan)

Members to be Seated:

- \_\_\_\_\_ Laura Roccucci, Elk Grove Unified School District
- \_\_\_\_\_ Evelyn Rosales, Elk Grove Unified School District
- \_\_\_\_\_ Josephine Luna, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Monica Treadway, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Shasta King, San Juan Unified School District
- \_\_\_\_\_ Jill Roth-Holden, San Juan Unified School District
- \_\_\_\_\_ Natasha Toolate, San Juan Unified School District (EHS)
- \_\_\_\_\_ Josie Cleaver, Sacramento City Unified School District
- \_\_\_\_\_ Irlanda Meza, Sacramento City Unified School District
- \_\_\_\_\_ Josie Lamar, Sacramento City Unified School District
- \_\_\_\_\_ Brandy Williams, SETA-Operated Program
- \_\_\_\_\_ Salina Davey, SETA-Operated Program
- \_\_\_\_\_ Erin Kimbro, SETA-Operated Program
- \_\_\_\_\_ Angela Porter, SETA-Operated Program
- \_\_\_\_\_ Hollie Costas, SETA-Operated Program
- \_\_\_\_\_ Carol Aronis, SETA-Operated Program
- \_\_\_\_\_ Sarah Cordeiro, Home Base Program
- \_\_\_\_\_ Kathy Ruiz, Past Parent Representative
- \_\_\_\_\_ Victoria Camargo, Past Parent Representative
- \_\_\_\_\_ Van Huynh, Child Health and Disability Prevention Program
- \_\_\_\_\_ Venelsia Fentress, Grandparent Representative
- \_\_\_\_\_ Vacant, Del Paso Early Childhood Development Center
- \_\_\_\_\_ Vacant, Del Paso Early Childhood Development Center
- \_\_\_\_\_ Vacant, Foster 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. \*\***



## 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 11/15/07*

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE OCTOBER 23, 2007 REGULAR POLICY  
COUNCIL MEETING

BACKGROUND:

Attached are the minutes of the October 23, 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, October 23, 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 9:03 a.m. Ms. Tanya Goode read the thought of the day and called the roll. Mr. Montez seated Reanna Coe, Early Head Start.

**Members Present:**

Josie Cleaver, Sacramento City Unified School District (arrived at 9:10 a.m.)  
Ronald Montez, Sacramento City Unified School District  
Irlanda Meza, Sacramento City Unified School District (arrived at 9:06 a.m.)  
Tanya Goode, San Juan Unified School District  
Danyelle Nelson, San Juan Unified School District  
Carol Aronis, SETA-Operated Program  
Salina Davey, SETA-Operated Program  
Venelsia Fentress, Alternate Present, SETA-Operated Program  
Kathy Ruiz, SETA-Operated Program  
Carol Schaefer, Child Health and Disability Prevention Program  
Sarah Corderio, Home Base Program  
Reanna Coe, Early Head Start

**Members Absent:**

Brenda Vincent, Elk Grove Unified School District (PCB)  
Donald M. Clark, Grandparent Representative (PCB)

II. **Consent Item**

- A. Approval of the Minutes from the September 25, 2007 Meeting

Moved/Aronis, second/Garcia, to approve the minutes as distributed.

Show of hands vote: Aye: 11, Nay: 0, Abstentions: 1 (Montez)

III. **Action Items** (Action items were taken out of order.)

- E. Approval of Labor Agreement

Mr. Ronald Montez reviewed the labor agreement. Mr. Rod Nishi reported that contract negotiations began in April. This labor agreement has been negotiated among the three bargaining units at SETA. Head Start staff is spread among the bargaining agreements. Mr. Nishi acknowledged Ms. Nancy Matulich and Mr. Ed Takach for spearheading the labor agreement. Members of the bargaining team

were also acknowledged. This item will go before the SETA Governing Board for approval on November 1.

Moved/Aronis, second/Cleaver, to approve the labor agreement.

Show of hands vote: Aye: 11, Nay: 0, Abstentions: 2 (Montez and Schaefer)

- A. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Second and Final Reading of the Modifications to the Bylaws of the SETA Operated Head Start/Early Head Start Policy Council

Ms. Kathy Ruiz reviewed this board item; there were no additional modifications.

Moved/Coe, second/Davey, to close the public hearing and approve the amendments to the Policy Council Bylaws.

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

- B. Review of Applications and Election of Past Parent Representative and Alternate

Applications from Victoria Camargo, Kathy Ruiz, and Yvette Lee were reviewed. Ms. Camargo is ill, and Ms. Lee did not respond. Ms. Ruiz spoke on her interest to continue on the board.

Moved/Cleaver, second/Garcia, to elect two Past Parent Representatives and two Alternates.

Show of Hands Vote: Aye: 11, Nay: 0, Abstentions: 2 (Montez and Ruiz)

Representative vote: Yvette Lee: 0, Kathy Ruiz: 11, Victoria Camargo: 1

There were no votes for alternate. Recruitment will continue.

- C. Review of Applications and Election of Grandparent Representative and Alternate

Applications were reviewed from Brenda Vincent, Venelsia Mays-Fentress, and Barbara Ramsay-Clark. Ms. Vincent is attending the National Black Child Convention. Ms. Mays-Fentress spoke of her interest in this position.

Moved/Ruiz, second/Cleaver, to elect one Grandparent Representative and one Alternate.

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

Votes: Brenda Vincent: 5, Barbara Ramsay-Clark, 1, Venelsia Mays-Fentress: 6

Representative: Venelsia Mays-Fentress

Alternate: Brenda Vincent.



D. Review of Applications and Election of Foster Parent Representative and Alternate

No applications were received for this seat. Ms. Desha stated that recruitment will continue for Foster Parent Representative.

Moved/Aronis, second/Schaefer, to continue this to the next meeting.

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

F. Approval to Release Request for Proposals for Head Start Janitorial Services: Mr. Montez stated that this item will be dropped from the agenda.

**IV. Information Items**

A. Standing Information Items

- Introduction of New Staff: Ms. Alicia Iniguez, SS/PI, was introduced. Ms. Iniguez will be assisting Ms. Desha in governance. Ms. Melanie Nichols introduced Denise Moore and Garnett Volkens. Mr. Montez introduced Tracy Tomasky, San Juan Head Start Director. Ms. Angela Ramirez, San Juan Unified School District, was introduced. The new San Juan Parent Committee members introduced themselves.
- Parent/Family Support Unit
  - Calendar of Events and Activities Report
- Calendar of Events and Activities: No additional report.
- Monthly Special Education Report: Ms. Beverly Sanford addressed the board.
- Program Content Area/Disabilities Services Report: Ms. Sanford announced the grantee/delegate kickoff is next Monday.
- Program Content Area/Mental Health Report: Ms. Denise Moore reported that staff received in-service training in August to prepare for the upcoming PRISM monitoring review. Staff is actively recruiting for the two therapeutic preschool: Countrywood and Sharon Neese. There are ten spaces at each school. Ms. Moore explained the therapeutic school and how the school helps the children and their families.
- SETA Head Start Awareness and Family Day Report(s): Ms. Carol Schaefer gave an oral report. A video was shown from Family Day.
- PC/PAC End-of-Year Appreciation Reports: A number of gifts and certificates of appreciation were presented. Ms. Desha thanked the Hospitality Committee for their hard work.
- Fiscal Reports: No report.
- Community Resources – PC Representatives/Staff: Ms. Ruiz stated that she and Ms. Salina Davey did recruitment at some schools. She also distributed a flyer on South Sacramento food closets.
- Parent/Staff Recognitions: None.
- Grandparent/Foster Parent Report: No report.

- B. Governing Board Minutes for the September 6, 2007 Meeting: No questions.
- C. Article in the Sacramento Bee on the Therapeutic Preschool: Ms. Denise Lee provided an overview of the therapeutic preschool.

**V. Committee Reports**

- A. Executive Committee: Ms. Goode reviewed the Executive Committee critique.
- B. Personnel/Bylaws: No more meetings.
- C. Budget/Planning: No more meetings.
- D. Hospitality: No more meetings.
- E. Program Area Committees
  - Early Childhood Development and Health Services: No more meetings.
  - Family & Community Partnerships/Training: Ms. Davey reported on the last meeting.
  - Monitoring & Evaluation: No more meetings.
  - Early Head Start: No report.
- F. Community Advocating Male Participation: Ms. Lisa Carr announced that the next Daddy and Me event will be at Hillsdale, October 30. This event will include pumpkin carving and dinner.
- G. Community Partnerships Advisory Committee: No report.
- H. Health Services Advisory Committee: Next meeting will be November 7.

**VI. Other Reports**

- A. SETA Executive Director and Head Start Deputy Director's Reports: Ms. Maureen Dermott stated staff is preparing for the PRISM review. She received an e-mail regarding the possible dates. Center renovations are wrapping up. All of the work has to be accomplished by October 31. Ms. Dermott complemented Ms. Terri Carpenter, SETA Public Information Officer for the Fox 40 coverage of Family Day. Ms. Dermott spoke of the challenges with the therapeutic preschool, especially with flight risk. A Community Needs Assessment will begin in January which will be done in preparation of writing a new grant. The enrollment from September 30 reflects full enrollment.
- B. Chair's Report: No report.
- C. Head Start Managers' Reports: Ms. Brenda Campos reported on delegate support in preparing for the PRISM review. Staff has been visiting the centers during the month of October. Meeting with staff to ensure systems are in place and ready for the review.

Ms. Goode inquired about the availability of CPR training for parents. Ms. Campos stated that the priority is to train teaching staff. There is only one staff person available to do the training and it is very challenging getting staff certified. The Red Cross can come in to do the training but it is very costly. Ms. Ruiz suggested that the Budget Committee consider adding it as a line item. Parents will check on the cost and report back. Ms. Denise Lee stated that children will

be receiving health and education screenings in the first 45 days of enrollment. This is an opportunity for parents to engage on how their children are doing in the classroom. Twice a year the federal government sends out their national reporting system. Once in the beginning of the school year and again in the spring. They are looking for the amount of growth in the children. Ms. Lisa Carr stated that staff is looking at Rivercats Stadium for 2008 Family Day. Other options are being considered as well. The Grandparent Conference is coming up November 9 and November 12<sup>th</sup>. Rosetta Stone software has been loaded onto the computer lab computers. Those wishing to learn English or Spanish can access the computers on Tuesdays or Thursdays from 9:00 a.m. to 3:30 p.m.

D. Community Agency Reports

- Women Escaping a Violent Environment – Vacant
- Sacramento Housing Alliance – Vacant
- Child Action, Inc. – Vacant
- Child Health and Disability Prevention Program – Ms. Carol Schaefer reported that CHDP just hired two new foster care nurses. In addition, a program coordinator Debbie Salazar is a Ph.N. was hired and will be going out to provider offices to do BMI to determine children that are over weight. Ms. Schaefer has been going out to do fluoride training.
- Community Services Planning Council - Vacant
- Perinatal & Infant Health Advisory Committee: No report.
- Maternal, Child and Adolescent Health Board: No report.
- Community Action Board: Mr. Montez reported that 33 CSBG proposals were received requesting \$1,562,734, which greatly exceeded the \$800,000 available. The next meeting is November 14.

E. Health and Dental Reports:

- Sacramento County Dental Health Advisory Committee: The next meeting will be October 29, 4:00 – 5:30 p.m., at 909 – 12<sup>th</sup> Street, Suite 207.

F. Open Discussion and Comments: Ms. Cleaver commended Ms. Carr for the Next Skills Institute and stated that she is learning some very valuable information. Ms. Schaefer distributed a flyer for Denti-Cal providers. This is a list of dentists that take fee for service. Ms. Danyelle Nelson stated that she was unaware of the therapeutic preschool. She spoke of watching a class in the Sharon Neese therapeutic class and that it is crucial to give the kids the skills that they need. Ms. Ruiz stated that she and Ms. Davey did recruitment at centers, specifically Job Corps. She said this center has not had a meeting since the parents were coming and going all of the time. The site supervisor cannot find a good time for the meeting. Ms. Lee stated that both she and Ms. Carr will work on this issue. They will work together to determine a good meeting time.

G. Public Participation: Mr. O’Bra was presented with a certificate of appreciation.

**III. Action Items** (Continued)

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

- ✓ The board went into closed session at 11:13 a.m. At 11:25 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, Tier I, II & III, Head Start Cook/Driver, Head Start Coordinator (Education)(Supervisory), and Head Start Typist Clerk II

Ms. Reanna Coe shared pictures from the PC/PAC Discovery Museum Parent Activity.

**VII. Adjournment:** Meeting adjourned 11:26 a.m.

## ITEM III-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

- Region IX Head Start Association Professional Development Training Conference Report, Holiday Inn Golden Gate Hotel, San Francisco, CA, October 15-16, 2007
- National Black Child Development Institute (NBCDI) Conference, October 21-23, 2007, Hyatt Regency Chicago Hotel, Chicago, IL
- History and Philosophy of the War on Poverty Training Report, October 22-24, 2007, Sheraton Grand Sacramento Hotel - Mr. Donald Clark
- Grand Families Conference Reports (oral), Friday, November 9 and Wednesday, November 14, 2007, SETA Head Start
- SETA Head Start/Early Head Start End-of-Month Enrollment Report
- Fiscal Report (February, May, August, November) – Ms. Thelma Manzano
- Program Information Report (PIR) – Ms. Andrea Harvey
- Executive Committee Report: Mr. Ronald Montez, Chair
- Parent/Staff Recognition(s)
- Seating of New Policy Council Members
- Introduction of Policy Council Members (2007-2008)
- Introduction of Staff
- Program Governance Overview – Ms. Maureen Dermott, Deputy Director, Head Start Children and Families
- Board Procedures
  - ✓ Reimbursements – Ms. LaShaun Burke
  - ✓ Personnel – Mr. Jim O’Bra
  - ✓ Conflict of Interest – Ms. Nancy Hogan
- Officer Elections – Tuesday, December 18, 2007

#### **NOTES:**

ITEM IV-A – ACTION

SELECTION OF REPRESENTATIVES AND ALTERNATES TO ATTEND THE NATIONAL HEAD START ASSOCIATION PARENT TRAINING CONFERENCE

BACKGROUND:

This agenda item provides an opportunity for Policy Council to select two (2) Parent Advisory Committee Representatives to attend the National Head Start Association's 24<sup>th</sup> Annual Parent Training conference, December 14-18, 2007, in Indianapolis, Indiana.

Please see attached Conference Attendance Guidelines and conference information.

RECOMMENDATION:

That the Policy Council select two (2) Representatives and two (2) Alternates to attend the Conference.

**NOTES:**

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

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

# **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-A – INFORMATION (CONTINUED)

### 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

- Calendar of Events and Activities (attached) – Mr. Ronald Montez



## CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC Executive Committee Meeting	Thursday, November 29, 2007 9:00 a.m., Room TBA (Chair Only) All other Executive Officer positions are null and void until officer elections.
PC/PAC Orientation	Friday, December 7, 2007 8:30 a.m. – 1:30 p.m. SETA Boardroom 925 Del Paso Blvd., #100
PAC Meeting	Tuesday, December 11, 2007 6:00 p.m. SETA Boardroom 925 Del Paso Blvd., #100
PC Executive Committee Meeting	Date and Location TBA
Special PC Meeting	Thursday, December 18, 2007 9:00 a.m. SETA Boardroom 925 Del Paso Blvd., #100
PC/PAC and Delegate Agency Officer Training	Thursday, December 20, 2007 8:30 – 1:00 p.m. Redwood Room 925 Del Paso Blvd., #200
Christmas Holiday	Monday, December 24, 2007 – Tuesday, January 1, 2008 <b>OFFICE CLOSED</b>
California Head Start Association (CHSA) Parent Conference	January 21-22, 2008 Oakland Marriott City Center Hotel Oakland, California

California Head Start Association  
(CHSA)  
General Conference

January 23-25, 2008  
Oakland Marriott City Center Hotel  
Oakland, CA

ITEM III-B – INFORMATION  
GOVERNING BOARD MINUTES

BACKGROUND:

The October 4, 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, October 4, 2007  
10:00 a.m.

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

**Members Present:**

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

Don Nottoli, Member, Board of Supervisors

Jimmie Yee, Member, Board of Supervisors

Robbie Waters, Councilmember, City of Sacramento

- Recognition of Long-Term Employee: Ms. Debbie Coyne was presented with a gift in recognition of her 10 years of service to SETA

II. **Consent Items**

- A. Minutes of the September 6, 2007 Special Board Meeting
- B. Approval of Claims and Warrants

The consent items were reviewed; no questions or comments.

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

A. Approve the September 6, 2007 Minutes.

B. Approve claims and warrants for the period 8/31/07 through 9/27/07.

Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Approval of Retiree Health and Dental Insurance Subsidy

Mr. Rod Nishi reviewed this item which is brought forward from the September 6 meeting. The last time the Board took action on this issue was May, 2006.

Mr. Don Nottoli arrived at 10:12 a.m.

The County Board of Supervisors recently took action on this item for county retirees and this item mirrors that board item. Ms. Kossick reviewed option #2 which would continue the subsidy for those retiring before September 30, 2007 and eliminate the subsidy for those retiring after September 30, 2007. This is based on the years of service worked.

Moved/Pannell, second/Yee, to approve Option 2 stating, "Eligible employees who retire on or before September 30, 2007, would continue to receive the subsidy for calendar year 2008. This would include the continuation of the \$25/month towards retiree – only dental plan premiums. The subsidy would be eliminated for all participants who retire after September 30, 2007.

Voice Vote: Unanimous approval.

2. Approval of Retiree Medical and Dental Insurance Program Administrative Policy

Mr. Nishi stated that this administrative policy that coincides with the previous board item. A change in the date will be made from May 1, 2007 to September 30, 2007. Staff recommends the adoption of this administrative policy and related resolution.

Moved/Yee, second/Pannell, to approve the adoption of the Retiree Medical and Dental Insurance Program Administrative Policy with the County of Sacramento for 2008 and adopt the related resolution.

Voice Vote: Unanimous approval.

**B. WORKFORCE INVESTMENT ACT**

1. Concurrence with Sacramento Works, Inc. to Approve Performance Measures for the Sacramento Works Career Center System

Ms. Bette Blanchard reported that the Department of Labor has streamlined performance measures that are reported by the Agency. The State of California has received verbal approval to implement these measures. Concurrence with Sacramento Works is requested to modify the performance measures from 17 measures to six measures.

Moved/Pannell, second/Waters, to concur with Sacramento Works, Inc. that effective July 1, 2007, the Sacramento Works Career Center system discontinue use of the 17 performance measures listed in Section 136 of the Workforce Investment Act and implement the common performance measures described in Tables 1 and 2 of the directive and the three local performance measures.

Voice Vote: Unanimous approval.

2. Approval to Augment Workforce Investment Act, Title I, Adult Subgrant Agreement and Scholarship Fund

Ms. Kossick reviewed this item; no questions or comments.

Moved Yee, second/Pannell, to:

- Approve an augmentation of the subgrant agreement for the Greater Sacramento Urban League of \$20,908 in Workforce Investment Act carry-in funds.
- Approve an augmentation of the subgrant agreement for one stop services to provide supportive services for customers enrolled in the on-the-job training activity to La Familia Counseling Center - \$10,000, and Asian Resources, Inc. - \$10,000.
- Approve an augmentation of the scholarship funds for SETA operated career centers in Rancho Cordova and Franklin for \$10,000 each to provide supportive services to OJT customers enrolled in Lao Family Community and Sacramento Chinese Community Service Center.

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

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

**D. COMMUNITY SERVICES BLOCK GRANT**

1. Approval to Consider a Waiver of the Mandatory Attendance Requirement of the Community Services Block Grant Offeror's Conference

Ms. Cindy Sherwood-Green reviewed this item. Over 700 notifications were sent out and the notification was published in the Sacramento Bee and in El Hispano.

Mr. Thatch stated that it is important that the Board understand that the Agency has no obligation to ensure operators are informed through the mail. There is an obligation to publish the notification in local newspapers.

Mr. Thatch stated that this Board does not have the authority to waive this requirement. If the Board wishes to do this, he suggested canceling the RFP and the sentence with the provision requiring mandatory attendance. That is the only authority this Board has. The Board needs to cancel the portion requiring mandatory attendance. The result would be that Francis House could submit their proposal, but would allow others as well.

Ms. Sherwood-Green explained the situation by which Francis House did not receive the notification. SETA was merging two mailing lists, SETA's and one from the Community Services Planning Council. The correct address for Francis House was deleted. Mr. Thatch again reminded the Board that SETA does not have an obligation to notify Francis House or anyone else of the RFP. The only obligation is to have a public notice and it was noticed appropriately.

Ms. Sherwood-Green stated that proposers must have met an October 3 pre-qualification deadline. Proposers failing to meet that deadline would not be eligible to apply. Francis House met the deadline; Cottage Housing did not meet the deadline.

Mr. Thatch stated that it rare when the Board is not asked to make exceptions. By and large, this Board has granted very few changes. Substantively, this is not as big a change and it is entirely within this Board's discretion. He cautioned the Board to be aware of setting a precedent.

**Speakers before the Board:**

Mr. Robert Tobin, Sacramento Cottage Housing  
Mr. Gregory Bunker, Francis House

Mr. Thatch stated that if the Board acts affirmatively to cancel that provision with respect to the offeror's conference, staff will still disqualify Cottage Housing since they did not meet the prequalification deadline.

Moved/Nottoli, second/Pannell, to approve cancellation of the section of the RFP which required mandatory attendance at the CSBG Offeror's Conference held on September 17, 2007.

Roll Call Vote: Aye: 3 (Nottoli, Pannell, Yee), Nay 2 (Waters, Scherman), Abstentions: 0

**E. REFUGEE PROGRAMS**

1. Approval of Funding Extension Recommendations for Refugee Employment Social Services (RESS), Targeted Assistance (TA) and Discretionary Programs, PY 2007-2008

Ms. Michelle Anderson reviewed this item. The final allocation is \$2.6 million.

Moved/Nottoli, second/Pannell, to approve funding extensions for the Refugee Employment Social Services, Targeted Assistance and Discretionary programs, PY 2007-2008, as indicated in the charts included in the board agenda.

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

**IV. Information Items**

- A. Fiscal Monitoring Reports
- B. Dislocated Worker Update: Mr. William Walker stated that Placer County-based Dunmore Homes has been sold to a company in Europe. SETA does not usually receive out-of-county WARN notifications.

**V. Reports to the Board**

A. Chair: None.

B. Executive Director: Ms. Kossick reminded board members of the Family Day Picnic tomorrow. Mr. Nottoli and Ms. Pannell stated that they would be there around 11 a.m.

C. Counsel: No report.

D. Members of the Board: No report.

E. Public: No report.

**VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

The Board went into closed session at 10:53 a.m. Mr. Thatch stated that there would be no report out of closed session.

**VII. Adjournment:** Meeting adjourned at 11:05 a.m.



ITEM VI- OTHER REPORTS

BACKGROUND:

- A. 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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- B. 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.

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ITEM IV-B – ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: