

GOVERNING BOARD

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County of Sacramento

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Executive Director

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Thought of the Day: "Be grateful for all things that cross your path and make your life better, no matter how insignificant they seem."

Author: Betsy Haas, Esteemed Human Development International

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

DATE: Wednesday, April 30, 2008

TIME: 10:00 a.m.

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

While the SETA/Head Start Policy Council welcomes and encourages participation in the Council meetings, it would be appreciated if you would limit your comments to three minutes so that everyone may be heard. Matters under jurisdiction of the SETA/Head Start Policy Council and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA/Head Start Policy Council limits testimony on matters not on the agenda to three minutes per person and not more than ten minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

AGENDA

- I. **Call to Order/Roll Call/Review of Board Member Attendance**
- II. **Consent Item**
 - A. Approval of the Minutes of March 25, 2008 Regular Meeting
- III. **Action Items**
 - A. Approval of Fiscal Year 2008-2009 Head Start/Early Head Start Grant Application
 - B. Approval of Fiscal Year 2008-2009 Head Start/Early Head Start Budget

- C. Approval of Fiscal Year 2008-2009 Head Start/Early Head Start Training/ Technical Assistance Grant Application to be in Alignment with Newly Established Three-Year Goals
- D. Approval of County-wide Head Start/Early Head Start Center Locations
- E. Approval of Fiscal Year 2008-2009 SETA-Operated Program Tracks
- F. Approval of Fiscal Year 2008-2009 SETA-Operated Program Options

IV. Information Items

- A. Standing Information Items
 - Community Health and Wellness Fair 2008, May 9, 2008 (Friday) - Phoenix Park Activity Center (see attached flyer) – Ms. Kathy Ruiz
 - Stand for Children, May 7, 2008 (Wednesday), State Capitol, Sacramento (see attached flyer) – Ms. Kathy Ruiz
 - Parent Leadership Institute - May 22-23, 2008 (Thursday-Friday) Antioch Family Life Center, Ms. Kathy Ruiz, Chair
- B. Fiscal Monitoring Reports (attached)
 - Del Paso Heights School District
 - Elk Grove Unified School District
 - Sacramento City Unified School District
 - San Juan Unified School District
 - Women's Civic Improvement Club
- C. SETA Governing Board Minutes for February 7, 2008 & March 6, 2008 (attached)

V. Committee Reports

- A. Executive Committee (attached)

VI. Other Reports

- A. Public Participation

III. Action Items (Continued)

- G. **CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**
Pursuant to Government Code Section 54957
 - Report out of Closed Session

VII. Adjournment

DISTRIBUTION DATE: TUESDAY, APRIL 22, 2008

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Josie Cleaver, Sacramento City Unified School District
- _____ Josie Lamar, Sacramento City Unified School District
- _____ Irlanda Meza, Sacramento City Unified School District
- _____ John Brown, San Juan Unified School District
- _____ Shasta King, San Juan Unified School District
- _____ Natasha Toolate, San Juan Unified School District (EHS)
- _____ Monica Treadway, WCIC/Playmate Child Development Center
- _____ Carol Aronis, SETA-Operated Program
- _____ Salina Davey, SETA-Operated Program
- _____ Erin Kimbro, SETA-Operated Program
- _____ Angela Porter, SETA-Operated Program
- _____ Sarah Cordeiro, Home Base Program
- _____ Victoria Camargo, Past Parent Representative
- _____ Kathy Ruiz, Past Parent Representative
- _____ Venelsia Fentress, Grandparent Representative
- _____ Barbara Ramey-Clark, Foster Parent Representative
- _____ Van Huynh, Child Health and Disability Prevention Program
- _____ Ronald Montez, Outgoing Chair
- _____ Victor Stark, CAMP Representative

Members to be Seated:

- _____ Shirley Kay, Sacramento County Sheriff's Department
- _____ Brandy Arismende, Elk Grove Unified School District
- _____ Angelica Navarette, Elk Grove Unified School District

Seats Vacant:

- _____ Vacant (Hutton), Del Paso Early Childhood Development Center
- _____ Vacant (Said), Del Paso Early Childhood Development Center
- _____ Vacant (Costas), SETA-Operated Program
- _____ Vacant (Montes), SETA-Operated Program
- _____ Vacant (Luna), WCIC/Playmate Child Development Center
- _____ Vacant (Vincente), Early Head Start (Home Base)
- _____ Vacant (Maggard), SETA-Operated Program

**** Please call your alternate, the Policy Council Chair (Kathy Ruiz, 743-9945) 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 2007-2008**

The 2007-2008 Board was seated on **November 27, 2007** and
December 18, 2007

BOARD MEMBER	SITE	11/27	12/18	1/22	2/26	3/25	4/30								
B. Arismende	ELK														
C. Aronis (11/27)	SOP	X	X	PC B	X	E									
J. Brown (2/26)	SJ				X	X									
V. Camargo (11/27)	PP	X	X	X	X	X									
M. Cañas (1/22)	ELK			X	U	U									
J. Cleaver (12/18)	SAC	E	X	X	X	X									
S. Cordeiro (11/27)	HB	X	X	PC B	X	X									
S. Davey (11/27)	SOP	X	PCB	X	X	X									
V. Fentress (11/27)	GRAND	X	AP/ PCB	X	X	X									
S. Kay	SHF														
E. Kimbro (11/27)	SOP	X	X	X	X	X									
S. King (12/18)	SJ	U	X	X	X	X									
J. Lamar (12/18)	SAC	U	X	X	X	U									
J. Luna (1/22) s/b/s 11/27	WCIG	E	E	X	X	U									
J. Maggard s/b/s 2/26	SOP				U	U									
I. Meza (11/27)	SAC	X	X	X	X	X									
A. Navarette	ELK														
A. Porter (12/18)	SOP	E	X	PCB	X	U									
B. Ramey-Clark (3/25)	FOSTER					X									

BOARD MEMBER	SITE	11/27	12/18	1/22	2/26	3/25	4/30									
K. Ruiz (11/27)	PP	X	X	X	X	X										
V. Stark (1/22)	CAMP			X	X	X										
N. Toolate (11/27)	SJ	X	X	X	X	X										
M. Treadway (12/18)	WCIC	U	X	X	X	E										
L. Vincente (12/18)	EHS		X	X	U	U										
V. Huynh (12/18)	CHDP	E	X	X	AP	X										
R. Montez (11/27)	OGC	X	X	X	X	X										

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAMP	Community Advocating Male Participation
CHDP	Child Health and Disability Prevention Program
CR	Community Representative
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
SHF	Sacramento County Sheriff's Department
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

OGC: Outgoing Chair

Current a/o 4/17/08

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MARCH 25, 2008 REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached are the minutes of the March 25, 2008 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

(Minutes reflect the actual progression of the meeting.)

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

Tuesday, March 25, 2008
9:00 a.m.

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

Ms. Kathy Ruiz called the meeting to order at 9:08 a.m. Ms. Sarah Corderio read the thought of the day. Ms. Josie Cleaver called the roll.

Members Present:

Josie Cleaver, Sacramento City Unified School District
Irlanda Meza, Sacramento City Unified School District
John Brown, San Juan Unified School District
Shasta King, San Juan Unified School District
Erin Kimbro, SETA-Operated Program
Salina Davey, SETA-Operated Program
Sarah Cordeiro, Home Base Program
Victoria Camargo, Past Parent Representative
Kathy Ruiz, Past Parent Representative
Venelsia Fentress, Grandparent Representative
Ronald Montez, Outgoing Chair
Victor Stark, CAMP Representative
Natasha Toolate, Early Head Start (arrived at 9:13 a.m.)
Van Huyhn, Child Health and Disability Prevention Program
Barbara Ramey-Clark, Foster Parent Representative

Members Absent:

Michelle Cañas, Elk Grove Unified School District
Josie Lamar, Sacramento City Unified School District
Josephine Luna, WCIC/Playmate
Monica Treadway, WCIC/Playmate
Carol Aronis, SETA-Operated Program
Angela Porter, SETA-Operated Program
Lidia Vincente, Early Head Start

II. Consent Item

A. Approval of the Minutes of February 26, 2008 Regular Meeting

Moved/Montez, second/Camargo, to approve the February 26, 2008 minutes as distributed.

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

III. Action Items

A. Approval of SETA Head Start/Early Head Start Self-Assessment Results for 2008

Ms. Maureen Dermott stated that most of the board members were involved in the self-assessment process. This gives board members an opportunity to review every 'piece of business' before the board. After the self-assessment, there is a program improvement plan. Staff, Program Officers, Family Services Workers and teachers, were interviewed during the compilation process. Ms. Dermott reviewed key areas with the board:

Ms. Angela Porter arrived at 9:17 a.m.

The Office of Head Start encouraged delegates to be involved with e-rate to be eligible for telecommunications reimbursement. A proposal was submitted and staff are waiting to hear back whether it was been approved. Ms. Dermott spoke of a supervisory retreat last spring called Building Bridges that was very successful. Job specifications are in the process of being updated. Staff development plans and educational goals are being required of grantees. By 2013, 50% of Head Start our teachers must have a Bachelor's Degree.

Ms. Thelma Manzano spoke of the fiscal requirements for the upcoming review. The Agency hired a consultant to assist in the review preparation. Staff received a recommendation from Gilbert and Association, the Agency's independent auditor, to reconcile on a monthly basis rather than on an annual basis. This way it is faster to capture charges more quickly. Gilbert and Associations have also recommended that the SEPA be reconciled on a quarterly basis. Due to reauthorization, staff is required to present fiscal reports monthly rather than on a quarterly basis.

Ms. Dermott reviewed the Governance portion of the self-assessment report.

Ms. Melanie Nicolas reviewed health and mental health screenings. Team members were focusing on systems and services in health, nutrition, and mental health

Ms. Dermott reviewed the areas where improvement is needed.

- 1) Documentation and follow up on screenings.
- 2) Documentation on referrals.
- 3) Training Family Services Workers and updating staff on case management.

Ms. Denise Lee reviewed the Education Summary. Three teams reviewed 1) the curriculum provided in the classroom, 2) individualization for children, and 3) child outcomes. Three times a year, children are assessed for growth and preparation for kindergarten: when they start, middle of school year, and end of

school year. Staff also have to find more ways to interact one-on-one with the kids. Ms. Lee stressed the need for feedback from parents as to their child's progress. While there are areas of improvement, there are a lot of excellent things going on in Education.

Ms. Lisa Carr stated that staff is going through training on how to properly document services provided to children and families.

Mr. Victor Stark inquired whether there was a way for parents to add to the Family Partnership Agreement; Ms. Carr would love to hear input from parents.

Moved/Cleaver, second/Davey, approve the Head Start/Early Head Start Self-Assessment results for 2008, with corrections
Show of hands vote: Aye: 14, Nay: 0, Abstentions: 1 (Ruiz)

B. Approval of Grantee One Specific Three-Year Goal for 2008-2011

Ms. Maureen Dermott reviewed this item and answered questions.

Moved/Davey, second/Fentress, approve the grantee-specific goal for 2008-2011
Show of hands vote: Aye: 14, Nay: 0, Abstentions: 1 (Ruiz)

C. Review of Application and Election of Foster Parent Representative

Ms. Barbara Ramey-Clark submitted an application for foster parent. She spoke of her interest in being on the board.

Moved/Camargo, second/Montez, to vote for a Foster Parent Representative.
Show of hands vote: Aye: 14, Nay: 0, Abstentions: 1 (Ruiz)

Ms. Ramey-Clark was seated and welcomed to the board.

IV. Information Items

A. Standing Information Items

- Parent/Staff Recognition - Mr. Victor Bonanno was presented with a gift in appreciation for the Ethics Training he provided to the Policy Council.
- Fiscal Reports – Ms. Thelma Manzano reviewed the Fiscal Reports. The objective is to spend 58% of the budget as of this date; staff has met that goal. In addition, the Agency is on target to meet budgeted expenses.
- SETA Head Start/Early Head Start Health Policies- Ms. Melanie Nicholas reviewed the three policies presented to the Policy Council (Tobacco Free Policy, Tuberculosis Policy, and Exposure Control Plan for Bloodborne Pathogens Policy). This has been approved by the previous Policy Council boards. This is provided for information.

- Introduction of New Staff: None.
- Parent/Family Support Unit Events and Activities: No questions.
- Calendar of Events and Activities: No questions.
- Parent Leadership Institute: This event needs to be moved due to the federal review; no date set as of yet.
- Annual National Head Start Training Conference: Attendees were reminded to submit their written reports no later than May 4.
- Special Education Report: Ms. Beverly Sanford not here today. She may be reached at 263-3056 if there are questions.
- SETA Head Start/Early Head Start End-of-Month Enrollment Report: No questions.
- Community Resources-PC Representative/Staff: No report.
- Parent/Staff Recognition – Ms. Marie Desha was wished an early happy birthday.
- Grandparent Report - Ms. Venelsia Fentress reported she spoke with Sarah Hancock at Rio Linda School District regarding Head Start children. She will be talking with parents of kids going into kindergarten on Friday, April 18, 10:00 a.m.

B. Fiscal Monitoring Reports: No questions.

C. SETA Governing Board Minutes: No questions.

V. Committee Reports

A. Executive Committee: Mr. Ronald Montez read the Executive Committee critique. Vi

B. Personnel/Bylaws: No report.

C. Budget/Planning: Mr. Victor Stark reported that the committee is almost completed with a balanced budget; the budget will be presented for approval at the next meeting.

D. Hospitality: Meetings will begin in May.

E. Program Area Committees

- Early Childhood Development and Health Services: No report.
- Parent/Family Support Committee: Combined with Budget/Planning.
- Monitoring & Evaluation: Program self assessment is completed.
- Early Head Start: Ms. Natasha Toolate reported that the next meeting will be April 28, 1 p.m.

F. Community Advocating Male Participation: Mr. Victor Stark stated that notification of the next Daddy and Me event will be sent out. Centers have been sent disposable cameras to take pictures of fathers with their kids. The next CAMP meeting is scheduled for April 9, 2 pm.

G. Community Partnerships Advisory Committee: This committee's meeting will be April 24, 11:30 a.m. in the Shasta Room.

H. Health Services Advisory Committee: This committee will meet April 21 in the Sequoia Room.

VI. Other Reports

- A. Open Discussion and Comments: Ms. Dermott thanked the team of parents that worked on the self assessment. The Federal review begins April 13; there will be 13 people here. Immediately following the Federal review will be the State review.

Ms. Julita Bentz reported that movie nights will be held: June 27, Betschart Park in Elk Grove, and August 8 at Howe Avenue Park. The movie will be The Wizard of Oz. Call Ms. Bentz at 263-8124 if you are interested in volunteering on movie nights.

Ms. Lori Zimmerman from Elk Grove School District was acknowledged.

Ms. Porter left at 10:38 a.m.

III. Action Item (Continued)

D. CLOSED SESSION: PERSONNEL - PURSUANT TO GOVERNMENT Code Section 54957

- ✓ The board went into closed session at 10:39 a.m. At 10:46 a.m. the board went into open session. Ms. Ruiz reported out of closed session that the eligible list was approved for the following positions: SETA Head Start Associate Teacher, Tier III, and Head Start Cook/Driver

VI. Other Reports

- A. Open Discussion and Comments: Ms. Natasha Toolate reported that KOVR Channel 13 news attended their Policy Committee meeting; she will distribute the date when the segment will be aired.

Mr. Montez stated that the next Daddy and Me event will be March 27, 5:00 p.m. at Marvin Marshall Elementary School, 5309 Kenneth Avenue. The contact person will be Murray 971-5951.

- B. Public Participation: No comments.

VII. Adjournment: Meeting adjourned at 10:48 a.m.

ITEM III-A – ACTION

APPROVAL OF FISCAL YEAR 2008-2009
HEAD START/EARLY HEAD START GRANT APPLICATION

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve Fiscal Year 2008-2009 Three-Year Grant Application.

Ms. Maureen Dermott will be available to answer questions.

RECOMMENDATION:

That the Policy Council approves Fiscal Year 2008-2009 Grant Application.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-B – ACTION

APPROVAL OF FISCAL YEAR 2008-2009
HEAD START/EARLY HEAD START BUDGET

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Head Start/Early Head Start budget for Fiscal Year 2008-2009 in the amount of \$38,801,198 for Head Start, and \$4,656,217 for Early Head Start. The Budget/Planning Committee met four times with Ms. Maureen Dermott, Deputy Director, Head Start Children and Family Services, Ms. Denise Lee, Manager, Child Development and Education Services, Mr. Rick Pryor, Fiscal Chief and Mr. Roy Kim, Fiscal Manager, to provide input on the budget.

Ms. Maureen Dermott will be available to answer questions.

RECOMMENDATION:

That the Policy Council approves the Head Start/Early Head Start Budget for Fiscal Year 2008-2009.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-C – ACTION

APPROVAL OF FISCAL YEAR 2008-2009 HEAD START/EARLY HEAD START TRAINING/TECHNICAL ASSISTANCE GRANT APPLICATION TO BE IN ALIGNMENT WITH NEWLY ESTABLISHED THREE-YEAR GOALS

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Head Start/Early Head Start Fiscal Year 2008-2009 Training/Technical Assistance Grant Application in the amount of \$361,068 Head Start, and \$117,581 Early Head Start. The Budget/Planning Committee, including the Parent/Family Support Committee, met six times to provide input on the budget.

Ms. Maureen Dermott, Deputy Director, will provide an oral report.

RECOMMENDATION:

That the Policy Council approves the Head Start/Early Head Start Fiscal Year 2008-2009 Training/Technical Assistance Grant Application to be in alignment with newly established three-year goals.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-D – ACTION

APPROVAL OF COUNTY-WIDE HEAD START AND
EARLY HEAD START CENTER LOCATIONS

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve Head Start and Early Head Start center locations for Fiscal Year 2008-2009.

This listing of SETA-Operated Program center locations is attached for your review.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council approves Fiscal Year 2008-2009 Head Start and Early Head Start Center Locations.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III – E –ACTION

APPROVAL OF FISCAL YEAR 2008-2009 SETA-OPERATED PROGRAM TRACKS

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve Fiscal Year 2008-2009 program tracks.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council approves Fiscal Year 2008-2009 SETA Operated Program Tracks.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III – F – ACTION

APPROVAL OF FISCAL YEAR 2008-2009 SETA-OPERATED PROGRAM OPTIONS

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve Fiscal Year 2008-2009 SETA-Operated Program Options.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council approves Fiscal Year 2008-2009 SETA-Operated Program Options.

NOTES:

ACTION: Moved _____ Seconded _____

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

- Community Health and Wellness Fair 2008, May 9, 2008 (Friday) - Phoenix Park Activity Center (see attached Flyer) – Ms. Kathy Ruiz
- Stand for Children, May 7, 2008 (Wednesday), State Capitol, Sacramento (see attached flyer) – Ms. Kathy Ruiz
- Parent Leadership Institute - May 22-23, 2008 (Thursday-Friday) Antioch Family Life Center, Ms. Kathy Ruiz, Chair

NOTES:

ITEM IV-B – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

NOTES:

MEMORANDUM

TO: Dr. Ramona Bishop **DATE:** April 8, 2008
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Del Paso Heights School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA, Quality	\$ 1,091,126	8/1/07-07/31/08	8/1/07-1/31/08
Head Start	T & TA	7,500	8/1/07-07/31/08	8/1/07-1/31/08

Monitoring Purpose: Initial Follow-Up Special Final
Dates of review: 2/25-26/08

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control		X	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	X	
11	In-Kind Contribution	X			
12	Equipment Records	X			

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2007 to January 31, 2008 have been traced to the delegate's records. The records were verified and appeared to be in order.
- 2) The expenses reported as of 1/31/08 were over-stated by \$ 8,159.56 due to the inclusion of prior year's costs.
- 3) The total budget reported in the fiscal report was under-stated by \$16,125.00. The budget should be \$1,091,126.
- 4) The administration cost component of the total budget reported in the fiscal report was \$223,719.23 but the approved administration cost per Schedule X (Administration Allocation) was only \$ 42, 218.00. It appears that the District's administration cost budget was much lower than what SETA allows, which is a maximum of 12% of the total budget or \$130,935.12. The District can request for a budget modification to increase the administration cost.
- 5) We have noted that the actual administration cost of \$100,577.95 reported as of 1/31/08 appears to be over-stated. We have computed the administration cost using as bases the District's general ledger and Schedule X (which shows the percentage of the administration cost components of Head Start positions and items of expenditures) and the actual administration cost was only about 56% of what was reported. We recommend that these expenses be re-computed using Schedule X as a guide and revise the subsequent fiscal report to adjust the administration cost based on the re-computation. The administration cost to be reported should not exceed the budgeted administration cost because of the limitation imposed by the Head Start Act.
- 6) The District reported expenses of \$ 6,533.74 under the line item "Contractual". This amount should be moved to "Other". The "Contractual" line item is for SETA's use only to report costs sub-contracted to the delegates.
- 7) We have noted two payments made without invoices to vendors who provided vision screening and hearing services for pre-school children. The District has already obtained the invoices and provided SETA copies of these. To enhance internal control, we recommend that no payments to vendors shall be made without invoices to avoid double payments.
- 8) The District was allotted \$7,500. for Training and Technical Assistance but no expenditures have been reported as of 1/31/08.
- 9) We have not yet received the District's corrective action on the 2007 Head Start program as mentioned in our monitoring letter dated February 15, 2008.

Recommendations for Corrective Action:

- 1) Please adjust the subsequent fiscal report to exclude the prior-year's expenses of \$ 8,159.56.
- 2) Please revise the budget to show the correct total of \$1,091,126. The administration cost should be revised to show the approved amount of \$ 42,218.00. If the District wishes to increase the administration cost budget, please submit a request for budget modification to the Contracts Division as soon as possible.
- 3) Please re-compute the actual administration costs reported as of 1/31/08 using Schedule X as a guide and revise the subsequent fiscal report to show these costs based on the re-computation. The actual administration cost should not exceed the budgeted administration cost because of the limitation imposed by the Head Start Act.
- 4) Please adjust the expenses reported under "Contractual" and move them to "Other".
- 5) Please submit the District's corrective action on the 2007 Head Start program as soon as possible.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Linda Meyerson **DATE:** March 25, 2008

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Elk Grove Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & COLA	\$ 2,306,473	8/1/07-7/31/08	8/1/07-1/31/08
Head Start	T & TA	9,000	8/1/07-7/31/08	8/1/07-1/31/08

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 2/27 & 2/28/08

	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	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, 2007 to January 31, 2008 have been traced to the delegate agency records. The records were verified and appeared to be in order.
- 2) The in-kind contribution as of 1/31/08 were only 9.44% of the total federal expenses. The Head Start Act requires that the non-federal in-kind contribution shall be equal to 20% of total program costs or 25% of total federal expenses.

Recommendations for Corrective Action:

- 1) Please submit a plan of action indicating how the District will meet the non-federal in-kind contribution requirement by year-end.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Dolores Hardy DATE: April 2, 2008

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Sacramento City U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & COLA	\$ 7,803,950	8/1/07-07/31/08	8/1/07-12/31/07
Head Start	T & TA	20,000	8/1/07-07/31/08	8/1/07-12/31/07
Early H. S.	Basic & COLA	1,080,905	8/1/07-07/31/08	8/1/07-12/31/07
Early H.S.	T & TA	18,249	8/1/07-07/31/08	8/1/07-12/31/07

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: 2/19-20/08

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

Memorandum

Program Operator: Sacramento City Unified School District

Findings and General Observations:

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

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Tracy Tomasky **DATE:** March 14, 2008

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	\$ 4,145,417	8/01/07-07/31/08	8/01/07-12/31/07
Head Start	T & TA	15,000	8/01/07-07/31/08	8/01/07-12/31/07
Early HS	Basic, COLA	1,186,930	8/01/07-07/31/08	8/01/07-12/31/07
Early HS	T & TA	20,112	8/01/07-07/31/08	8/01/07-12/31/07

Monitoring Purpose: Initial X Follow-Up Special Final
Date of review: 2/13-14/08

	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, 2007 to December 31, 2007 have been traced to the delegate agency's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Tracy Tomasky **DATE:** March 30, 2008

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of San Juan U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic , COLA, Quality	\$ 4,084,155	8/01/06-07/31/07	8/01/06-7/31/07
Head Start	T & TA	15,000	8/01/06-07/31/07	8/01/06-7/31/07
Head Start	Prog. Impv.	694,000	8/01/06-07/31/07	8/01/06-7/31/07
Early HS	Basic, COLA, Quality	1,169,389	8/01/06-07/31/07	8/01/06-7/31/07
Early HS	Prog Impv.	230,000	8/01/06-07/31/07	8/01/06-7/31/07
Early HS	T & TA	20,112	8/01/06-07/31/07	8/01/06-7/31/07

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	Program Improvement		X	X	
8	OJT Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records		N/A		

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2006 to July 31, 2007 have been traced to the delegate agency's records. The records were verified and appeared to be in order.
- 2) The District submitted adjustments to its Program Improvement resulting in under-spending of \$ 52,377 in Head Start and \$ 18,905 in Early Head Start. Together with \$3,077 of a double billing of expenses in Early Head Start Program Improvement, the District reimbursed SETA \$74,359 on 3/27/08.
- 3) The Davis –Bacon Act requires that any contractor hired to construct, renovate or repair a Head Start facility (if the contract exceeds \$2,000) must pay the laborers and mechanics prevailing wages determined by the Department of Labor. The delegate who undertakes the projects is responsible to provide an assurance that all laborers and mechanics employed by contractors or subcontractors in the construction or renovation of affected Head Start facilities shall be paid wages at not less than those prevailing on similar construction in the locality.

On March 10, 2008 the District sent out letters to the various contractors, who worked on the program improvement projects, requesting copies of the certified payroll to determine their compliance with the Davis-Bacon Act.

Recommendations for Corrective Action:

- 1) Please submit to SETA copies of the certified payroll from the contractors together with a written assurance that the laborers and mechanics employed by the contractors in the construction or renovation of affected Head Start facilities were paid wages at not less than those prevailing on similar construction in the locality, as determined by the Department of Labor.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Edenausegboye Davis DATE: March 10, 2008

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of WCIC

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA,	\$ 647,227	8/01/07-7/31/08	8/01/07-12/31/07
Head Start	T & TA	7,500	8/01/07-7/31/08	8/01/07-12/31/07

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: February 7, 2008

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

Program Operator: WCIC

Findings and General Observations:

- 10) The total costs as reported to SETA from August 1, 2007 to December 31, 2007 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 11) The in-kind expenses as of 12/31/07 were only 15% of the total federal expenses. The Head Start Act requires that the non-federal in-kind contribution shall be equal to 20% of total program costs or 25% of total federal expenses.

Recommendations for Corrective Action:

- 1) Please submit a plan of action indicating how the WCIC will meet the non-federal in-kind contribution requirement by year-end.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM IV-C – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The Governing Board meeting minutes for February 7, 2008 and March 6, 2008 are attached.

NOTES:

**SPECIAL MEETING OF THE SACRAMENTO EMPLOYMENT AND TRAINING
AGENCY GOVERNING BOARD**
Minutes/Synopsis

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

Thursday, February 7, 2008
9:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance**: Ms. Pannell called the meeting to order at 9:05 a.m.

Members Present:

Bonnie Pannell, Chair, SETA Governing Board; Councilmember, City of Sacramento

Jimmie Yee, Vice Chair; Member, Board of Supervisors

Sophia Scherman, Public Representative

Don Nottoli, Member, Board of Supervisors

Robbie Waters, Councilmember, City of Sacramento

II. **Consent Items**

- A. Minutes of the January 17, 2008 Special Board Meeting

- B. Approval of Claims and Warrants

No questions or comments on the consent items.

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

- A. Approve the January 17, 2008 Special Board minutes.
B. Approve the claims and warrants for the period 1/11/08 through 1/30/08.
Voice Vote: Unanimous approval.

III. **Action Items**

- A. **GENERAL ADMINISTRATION/SETA**: No items.

B. **WORKFORCE INVESTMENT ACT**

1. Concurrence with Sacramento Works, Inc. to Approve the Sacramento Integrated Service Transformation Local Plan

Ms. Robin Purdy was asked to be on a State planning team to coordinate services on a regional level. This plan will make our system assist job seekers to be more employable. July 1 will be the roll out of one of 12 learning labs statewide to figure out what works and what needs improvement.

Melissa Noteboom, Sandra Brown, William Walker, Terri Carpenter all spoke of the various teams that will be providing services to the one-stop career centers. The customer flow chart was reviewed. SMARTware is already utilized as a way of tracking the people going through the career centers. Of the 45,000 people utilizing the career centers last year, only 3,000 were enrolled in intensive services. Next year our performance will be based on all 45,000 customers.

SETA has a partnership with EDD to utilize CalJobs. In addition, the WIB is entering into a 3-month pilot with CareerBuilders which will provide all job listings for the Sacramento area.

Speakers before the Board:

Juanita Sendejas Lopez, Elk Grove Unified School District

Karen Young, Sacramento City Unified School District Board Member

Rudy Meza, Charles A. Jones/Sacramento City Unified School District

Moved/Waters, second/Yee, to concur with the action of Sacramento Works, Inc. to approve the plan and approve SETA as one of the twelve Learning Labs for integrated service delivery.

Voice Vote: Unanimous approval.

2. Approval to Release a Request for Proposals for Program Year 2008-2013 under the Workforce Investment Act (WIA) of 1998 Title I, Adult and Dislocated Worker Programs for One Stop Career Centers Services and On-the-Job Training

Ms. Robin Purdy stated that this item takes the plan and makes it into a request for proposals.

Moved/Scherman, second/Yee, to approve the release of a Request for Proposals for Fiscal Year July 1, 2008 through June 30, 2013 for WIA Adult and Dislocated Worker Programs for One-Stop Career Center Services and On-the-Job Training.

Voice Vote: Unanimous approval.

3. Appointment of Sacramento Works Workforce Investment Board Private Sector Members

Ms. Kossick reviewed the Private sector applicants. Legal counsel will be in contact with the State to get clarification on whether Regional Transit could be considered a Private Sector seat. Mr. Thatch stated that the issue is not with the applicant's personal qualifications, just whether Sacramento Regional Transit is a private sector employer.

Moved/Yee, second/Scherman, to appoint four applicants to the Sacramento Works Workforce Investment Board to Private Sector seats:

- ✓ David Younger, Principal, Vice-President, Lionakis Beaumont Design Group

- ✓ Lisa Harr, Staffing Supervisor, Vision Service Plan
- ✓ Teri Munger, External Affairs, Media Relations Manager, Intel
- ✓ Frank Louie, Manager, National Key Accounts, Sun Technics Energy Systems Inc.

Voice Vote: Unanimous approval.

C. HEAD START

1. Approval of Head Start Janitorial Services Contracts

Mr. Rod Nishi stated that staff is requesting enter into negotiations with three of the janitorial services vendors. The amount to be negotiated is \$498,576; the current cost for janitorial services is \$372,890. The new janitorial services contractors will be asked to provide paper products.

Ms. Maureen Dermott spoke of the day-to-day responsibilities of staff to maintain clean classrooms and restrooms.

The Board inquired whether carpeted areas will be replaced with different flooring. Mr. Nishi replied that staff has kept an eye on when carpentering/flooring is being replaced. Replacement will be done every five years rather than every year. Staff needs to build into the budget an ongoing replacement fund. Ms. Dermott reported that \$800,000 was spent last year on center renovations. In Centers where flooring needed to be replaced, tile was put down. Movable carpets were put down for soft areas.

Moved/Nottoli, second/Yee, to authorize the Executive Director to negotiate and enter janitorial services contracts with Tee Janitorial and Maintenance, Custom Hi-Tech Maintenance, and Care Free Building Maintenance.

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

Mr. Nishi introduced the reading team: José Diaz, Celia Lopez, Steve Stewart, and Angie Stevens.

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Fiscal Monitoring Report: No questions.

B. Dislocated Worker Update: No questions.

C. Head Start Quarterly Report: Ms. Dermott reported that staff monitor and identify issues at Head Start centers throughout the year. Del Paso Unified School District, Sacramento City School District, and Elk Grove Unified School District

were all monitored; all reports were good with the exception of Del Paso. The Governing Board will be receiving monthly reports rather than quarterly reports.

- D. Article in Sacramento Business Journal Regarding Real Estate and Refugees: No questions.

V. Reports to the Board

- A. Chair: No report.
B. Executive Director: No report.
C. Counsel: No report.
D. Members of the Board:
E. Public: No comments.

- VI. Board Training on Head Start Governance:** Ms. Dermott introduced Mr. Jerry Gomez. All Delegate director staff have been invited to receive the training.

Mr. Gomez last met with the board 25 years ago when SETA was negotiating with the Department of Health and Human Services to take over the Head Start grant.

- Shared Governance in Head Start
- Significant Changes: Some background
- The New Legislation
- Governance Changes
- Federal Monitoring and Board Interviews

There will be 36 questions for the board of directors during the review.

Key concepts for Board members:

1. The board's major responsibility is the legal and financial oversight of the Head Start grant and safeguarding of federal funds.
2. The Board must assure accountability and compliance for program operations.
3. Boards must share authority and maintain a partnership with the Policy Council as outlined by Appendix A (shared Governance)

As soon as staff receives the date of the PRISM review, staff will be arranging with the board members who will be available and staff will go over the questions and answers. Board members requested a copy of a Policy Council board packet.

From now on, the Board will be receiving monthly Head Start updates. The reports will be a more factual and graphic presentation.

- VII. Adjournment:** Meeting adjourned at 11:19 a.m.

**REGULAR MEETING OF THE SACRAMENTO EMPLOYMENT AND TRAINING
AGENCY GOVERNING BOARD**
Minutes/Synopsis

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

Thursday, March 6, 2008
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Ms. Pannell called the meeting to order at 10:04 a.m.

Members Present:

Bonnie Pannell, Chair, SETA Governing Board; Councilmember, City of Sacramento

Jimmie Yee, Vice Chair; Member, Board of Supervisors

Sophia Scherman, Public Representative

Don Nottoli, Member, Board of Supervisors

Robbie Waters, Councilmember, City of Sacramento

II. **Consent Items**

- A. Minutes of the February 7, 2008 Special Board Meeting

- B. Approval of Claims and Warrants

No questions or comments on the consent items.

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

- A. Approve the February 7, 2008 Special Board minutes.

- B. Approve the claims and warrants for the period 1/31/08 through 2/28/08.

Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Approval for out of State Travel to Attend the 9th Annual National Fatherhood and Families Conference

No questions or comments on this item.

Moved/Scherman, second/Yee, to approve out-of-state travel for Robert Silva to attend the 9th Annual National Fatherhood and Families Conference in Phoenix, Arizona from March 4-7 at an approximate cost of \$1,761.

Voice Vote: Unanimous approval.

2. Ratification of the Submission of a Proposal to the County Department of Human Assistance, Program Year 2008-2011

Ms. Robin Purdy reviewed this item. Funds from this proposal will serve 600 welfare recipients in the north City and north County of Sacramento areas. This training would include a two-week job search, job club program.

Moved/Scherman, second/Yee, to ratify the submission of a proposal to the County Department of Human Assistance, and authorize SETA's Executive Director to execute any DHA agreements, adjustments, modifications or other documents required by DHA.

Voice Vote: Unanimous approval.

3. Approval to Accept Funds from the California Employment Training Panel (ETP) for High Tech Training

Mr. William Walker reviewed this item. Staff is seeking approval to accept funds to train 300 incumbent workers in advanced training. Over 820 people have been served this year utilizing ETP funds.

Moved/Yee, second/Scherman, to accept California ETP funds in the amount of \$769,900 to serve an additional 300 incumbent workers in basic and advanced technology, and authorize the SETA Executive Director to execute the subcontract amendment.

Voice Vote: Unanimous approval.

Ms. Gisela Weissman was acknowledged for her work on the contract.

B. WORKFORCE INVESTMENT ACT

1. Appointment of Sacramento Works Workforce Investment Board Private Sector Member

Last month the board approved four Private Business members. The Employment Development Department issued an opinion that Regional Transit is not considered to be an appropriate organization to represent the Private Business sector. Mr. Z Wayne Johnson is willing to work with the WIB in other areas. The Board Development Committee and Executive Committee are recommending the appointment of Chris Ferguson from Granite Construction Company.

Moved/Waters, second/Scherman, to appoint Chris Ferguson to the Private Sector seat on the Sacramento Works Workforce Investment Board.

Voice Vote: Unanimous approval.

2. Approval of Revised Calendar and Cancellation of the Mandatory Offeror's Conference Requirements for the WIA Request for Proposals process

Ms. Robin Purdy reviewed this item. A public notice was published in the Sacramento Bee and e-mail was sent out. However, the hard copy of the public notice was not sent to organizations on the mailing list. In the interest of fairness, staff is asking to extend the deadline for applications; a new public notice will be sent out. In addition, cancel the provision requiring attendance at the mandatory offeror's conference. An offeror's conference will be March 17; proposals are due April 1.

Moved/Nottoli, second/Scherman, to approve the revised RFP Calendar and cancel the provisions of Section I-10 in the RFP that requires respondents to attend the Mandatory Offeror's Conference.

Voice Vote: Unanimous approval.

C. HEAD START

1. Approval of Head Start/Early Head Start 2008-2011 Community Assessment – and
2. Approval of Head Start/Early Head Start County-Wide Three-Year Goals 2008-2011

Ms. Dermott reviewed Items C-1 and C-2 together and discussed the extensive process utilized to get community input. The final application to be brought forward will be more positive and will indicate the successes in our program, while addressing community needs.

This assessment is done every three years, although every year it is reviewed and updated as needed. The community assessment is county-wide and not Head Start specific.

Moved/Scherman, second/Yee, to:

- 1) Approve Head Start/Early Head Start 2008-2011 Community Assessment, and
- 2) Approve Head Start/Early Head Start Three-Year Goals 2008-2011.

Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Fiscal Monitoring Reports: No questions.

- B. Monthly Head Start Fiscal Report: Ms. Dermott stated that the program is at the same spending rate as last year. There are serious challenges coming forward, specifically regarding staffing. The Agency receives the same amount of funding but rent goes up and staffing costs goes up so there will be challenges.
- C. Head Start Policy Council Minutes: No questions.
- D. Dislocated Worker Update: Mr. Walker reviewed the Pennysaver layoffs. Sutter Health Care will be laying off 54 individuals. Staff does not always get prior notification of companies closing, but staff does contact employers to offer assistance.
- E. Sacramento Bee Career Builder Calendar Listings: Ms. Terri Carpenter reviewed this item. Career Builder listings have been in the Sunday paper for a while.
- F. Preview of the Improved Agency Website: Ms. Carpenter stated that the Sacramento Works Employer Outreach Committee approved updating the web site. The web site will be more user friendly for our customers. Each of the buttons will bring you to a broader overview of SETA programs. Staff is hoping to launch the new web site toward the end of the month.
- G. Partners in Education Excellence Award: Ms. Kossick stated that it is very nice to receive this recognition.
- H. Article in the Sacramento Bee Regarding Customer Use at a Career Center: No questions.

V. Reports to the Board

- A. Chair: Ms. Pannell reminded the audience the time is changing this weekend.
- B. Executive Director: Ms. Kossick acknowledged Mr. Rudy Meza from Lemon Hill. Mr. Meza thanked Cindy Sherwood-Green and Ms. Purdy for the partnership between Lemon Hill and SETA. Ms. Kossick announced that an open house will be held April 25 at the Rancho Cordova Career Center. Ms. Kossick stated that she will be going to the Capitol to Capitol trip and distributed a draft of issues that will be reviewed in Washington. President Bush has recommended a decrease in the next year's WIA funding; the House and Congress are recommending increases.
- C. Child and Family Services Deputy Director: Ms. Dermott thanked Mr. Waters and Mr. Yee for participating in the self assessment process. The federal review date has been set for the week of April 13.
- D. Counsel: No comments.
- E. Members of the Board: No comments.
- F. Public: No comments.

VI. Adjournment: Meeting adjourned at 10:52 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 March 25, 2008 Regular Policy Council meeting.

Good	Needs Improvement
Chair, Ms. Kathy Ruiz did a great job conducting the meeting	Attendance
Members asking Chair's permission to speak or leave seat	Cell Phones off
Members staying focus on agenda items when commenting	Participation by all members in making motions
	Members speaking into the microphones

ITEM VI- OTHER REPORTS

BACKGROUND:

- A. 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-G – ACTION
CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: