

GOVERNING BOARD

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County of Sacramento

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ADMINISTRATION

KATHY KOSSICK
Executive Director

MAUREEN DERMOTT
Deputy Director

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Thought of the Day: "All great men and women became successful because they gave some talent or ability in the service of others."

Author: Esteemed Human Development International

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

DATE: Tuesday, October 28, 2008

TIME: 9:00 a.m.

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

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

AGENDA

- I. **Call to Order/Roll Call/Review of Board Member Attendance**
- II. **Consent Item**
 - A. Approval of the Minutes of August 26, 2008 and September 18, 2008 Special Meetings
- III. **Action Items**
 - A. **TIMED ITEM: 9:00 A.M. AND PUBLIC HEARING:** Second Reading and Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council
 - B. Review of Applications and Election of Past Parent Representatives and Alternates

- C. Review of Applications and Election of Grandparent Representative and Alternate
- D. Review of Applications and Election of Foster Parent Representative and Alternate

IV. Information Items

- A. Standing Information Items
 - Parent/Family Support Unit Events and Activities - Ms. Kathy Ruiz
 - Calendar of Events and Activities (attached) – Ms. Kathy Ruiz
 - Fiscal Reports (attached) – Ms. Thelma Manzano
 - SETA Head Start Food Service Operations Monthly Report – Ms. Brenda Campos
 - SETA Head Start/Early Head Start End-of-Month Enrollment Report (attached) – Ms. Elsie Bowers
 - Program Content Area – Disabilities Report – Ms. Melanie Nicolas
 - Special Education Report – Ms. Beverly Sanford
 - PC/PAC End-of-Year Appreciation Reports – Event Saturday, October 18, 2008, Lyons Gate Hotel & Conference Center – Ms. Kathy Ruiz
 - Community Resources-PC Representative/Staff - Ms. Kathy Ruiz
 - Parent/Staff Recognition - Ms. Kathy Ruiz
 - Grandparent/Foster Parent Report - Ms. Venelsia Fentress
- B. SETA Governing Board Minutes for September 4, 2008

V. Committee Reports

- A. Executive Committee
- B. Program Area Committees
 - Early Childhood Development & Health Services Committee
 - Parent/Family Support
- C. Community Advocating Male Participation (CAMP) – Mr. Victor Stark
- D. Community Partnerships Advisory Committee (CPAC) – Ms. Salina Davey
- E. Health Services Advisory Committee (HSAC) – Ms. Venelsia Fentress

VI. Other Reports

- A. Head Start Deputy Director's Report
- B. Chair's Report
- C. Head Start Managers' Reports
- D. Community Agency Reports
 - Sacramento Sheriff's Department – Vacant
 - Child Health and Disability Prevention Program – Ms. Van Huyhn
 - Perinatal & Infant Health Advisory Committee – Mr. Ronald Montez
 - Maternal Child and Adolescent Health Board – Ms. Venelsia Fentress
- E. Health and Dental Reports
 - Sacramento County Dental Health Advisory Committee: Ms. Carol Aronis and Ms. Victoria Camargo
- F. Open Discussion and Comments
- G. Public Participation

III. **Action Items** (Continued)

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

- ✓ Approval of Eligible List for the following position: Head Start Site Supervisor

CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE Pursuant to Government Code Section 54957

- Report out of Closed Session

VII. **Adjournment**

DISTRIBUTION DATE: THURSDAY, OCTOBER 23, 2008

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Brandy Arismende, Elk Grove Unified School District
- _____ 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
- _____ Natasha Toolate, San Juan Unified School District (EHS)
- _____ Carol Aronis, SETA-Operated Program
- _____ Salina Davey, SETA-Operated Program
- _____ Erin Kimbro, SETA-Operated Program
- _____ Itzel Oregon, SETA-Operated Program
- _____ Jeanine Vandermolen, 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

Member to be Seated:

- _____ Lorryne Garner, Sacramento City Unified School District

Seats Vacant:

- _____ Vacant (Hutton), Del Paso Early Childhood Development Center
- _____ Vacant (Said), Del Paso Early Childhood Development Center
- _____ Vacant (Luna), WCIC/Playmate Child Development Center
- _____ Vacant (Vincente), Early Head Start (Home Base)
- _____ Vacant (Treadway), WCIC/Playmate Child Development Center
- _____ Vacant (Lamar), Sacramento City Unified School District
- _____ Vacant (Navarette), Elk Grove Unified School District
- _____ Vacant (Kay), Sacramento County Sheriff's Department
- _____ Vacant (Farley), 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	5/27	5/30	6/24	7/22	8/26	9/18	10/28	
B. Arismende (4/30)	ELK						X	U	X	X	X	U	X		
C. Aronis (11/27)	SOP	X	X	PC B	X	E	X	X	X	X	X	X	X		
J. Brown (2/26)	SJ				X	X	X	X	X	X	X	X	U		
V. Camargo (11/27)	PP	X	X	X	X	X	X	X	X	X	X	X	X		
J. Cleaver (12/18)	SAC	E	X	X	X	X	X	X	X	X	X	X	X		
S. Cordeiro (11/27)	HB	X	X	PC B	X	X	X	AP	AP	X	X	X	X		
S. Davey (11/27)	SOP	X	PCB	X	X	X	X	X	X	X	X	X	X		
V. Fentress (11/27)	GRAND	X	AP/ PCB	X	X	X	AP	X	X	X	E	X	X		
E. Kimbro (11/27)	SOP	X	X	X	X	X	X	X	X	X	X	X	X		
S. King (9/18)	SJ												X		
Lorraine Garner	SAC									AP	AP	AP	AP		
I. Meza (11/27)	SAC	X	X	X	X	X	X	X	X	E	U	X	X		
R. Montez (11/27)	OGC	X	X	X	X	X	E	X	X	X	X	X	X		
I. Oregon (6/24)	SOP									X	X	X	X		
B. Ramey-Clark (3/25)	FOSTER					X	E	X	X	X	X	X	X		
K. Ruiz (11/27)	PP	X	X	X	X	X	X	E	X	X	X	X	X		
V. Stark (1/22)	CAMP			X	X	X	X	U	X	X	X	E	X		
N. Toolate (11/27)	SJ	X	X	X	X	X	X	X	X	X	X	X	X		

BOARD MEMBER	SITE	11/27	12/18	1/22	2/26	3/25	4/30	5/27	5/30	6/24	7/22	8/26	9/18	10/28	
J. Vandermolen (7/22)	SOP											X	X		
V. Huynh (12/18)	CHDP	E	X	X	AP	X	X	X	E	X	X	X	AP		

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 10/16/08

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE AUGUST 26, 2008 SPECIAL POLICY COUNCIL MEETING AND THE SEPTEMBER 18, 2008 SPECIAL POLICY COUNCIL MEETING

BACKGROUND:

Attached are the minutes of the August 26, 2008 Special Policy Council meeting and the minutes of the Special Policy Council meeting of September 18, 2008.

RECOMMENDATION:

That the Policy Council review, modify if necessary, and approve the Special Policy Council minutes of August 26, 2008, and the Special Policy Council meeting minutes of September 18, 2008.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

SPECIAL 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, August 26, 2008
10:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Kathy Ruiz called the meeting to order at 10:18 a.m. Mr. Ronald Montez read the Thought of the Day. Ms. Josie Cleaver called roll; a quorum was confirmed.

Members Present:

Josie Cleaver, Sacramento City Unified School District
Irlanda Meza, Sacramento City Unified School District
Lorraine Garner, Alternate, Sacramento City Unified School District
John Brown, San Juan Unified School District
Natasha Toolate, San Juan Unified School District (EHS)
Carol Aronis, SETA-Operated Program
Salina Davey, SETA-Operated Program
Erin Kimbro, SETA-Operated Program
Donovan Harrison, Alternate for Christy Farley, SETA-Operated Program
Itzel Oregon, SETA-Operated Program
Jeanine Vandermolen, 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 Huyhn, Child Health and Disability Prevention Program
Ronald Montez, Outgoing Chair

Member Absent:

Brandy Arismende, Elk Grove Unified School District (Unexcused)
Christy Farley, SETA-Operated Program (Alternate Present)
Victor Stark, CAMP Representative (Excused)

II. **Consent Item**

- A. Approval of the Minutes of July 22, 2008 Regular Meeting – Motion by Ms. Itzel Oregon, seconded by Ms. Barbara Ramey-Clark, to approve the minutes.

Discussion: Ms. Ramey-Clark shared that at the July 22nd PC meeting, during his presentation Mr. Ed Condon recommended that members spend time as a group on the RAND Report on the under served groups and achievement gaps. She would like the minutes amended to reflect this recommendation.

Ms. Marie Desha stated that the minutes will be amended. Ayes, 15. Nays, 0. Abstentions, 3 (Ms. Ruiz, Ms. Natasha Toolate, and Ms. Irlanda Meza).

III. Action Items

A. Approval of the Amended Head Start/Early Head Start Budget for Fiscal Year 2008-2009

Ms. Maureen Dermott explained why the budget was amended. The dollars haven't changed. The reason for the amendment is there was another shortfall to overcome. Line items were gone over to assure a balanced budget, and this amended budget had to be resubmitted to the Office of Head Start. SETA found the \$1.4 million deficit when preparing for the May 1st grant submission for year 2008-2009. This deficit was due to increased rent, insurance, janitorial, personnel salary, medical benefits, tuition reimbursement, health savings account for retirees, teacher work hours, parental leave, bilingual pay, and vacation accrual. There were no additional dollars coming from the Office of Head Start. As a result, with Phase I, there were significant administrative cost reductions. There were cuts made to Schedule H of the budget: elimination of Family Day in the Park (\$43,000), as well as two conferences (\$8,000). Expense reductions were made to the Parent Leadership Institute (\$6,000), project savings for parent activities (\$4,000), and the End of Year Appreciation (\$2,000). (Thanks to PAC and PC for helping to fulfill that deficit.) Staff positions were frozen or reduced.

Phase II began after notification from the Office of Head Start that there would be no dollars coming in for COLA. SETA projected that it needed to come up with another \$1.2 million (for the) shortfall. SETA closed two HS centers: Franklin and Grace Lutheran. Whispering Pines center was reduced by 20 slots. There were 14 staff layoffs. Most staff have been placed elsewhere; Workforce filled some vacancies. There were four demotions. Two FSW's laid off are back to work. Two staff got promotions. The balanced budget is presented today for approval. Ms. Ramey-Clark asked about the (One Time Supplemental) Training and Technical Assistance grant application. Ms. Dermott said she will cover that in another report. Ms. Ramey-Clark asked if PC or PAC parents would be eligible for the financial literacy project for customers 18 to 25 to get financial or budgeting assistance. Ms. Dermott said she will research that and report back at the next meeting on whether it is connected to Workforce or not. Ms. Dermott passed out updated Organizational Charts reflecting staff reduction.

Motion by Ms. Carol Aronis, seconded Ms. Victoria Camargo, to approve the amended budget by show of hands vote. Ayes, 15. Nays, 0. Abstentions, 3 (Ms. Ruiz, Ms. Toolate and Ms. Salina Davey).

B. Approval of the SETA Head Start Early Head Start Tuberculosis (TB) Policy

Ms. Campos-Peck reported that the PC reviews the TB Policy each year, but no changes have been made in five years. At the May 21st Health Services Advisory Committee meeting, committee members (CHDP, pediatricians, nurses, representatives from the County and from the County Immunization Department) saw a need to revise the Policy as it relates to parents, keeping in line with what Delegate Agencies already require. Major changes: SETA now requires a TB clearance for parents in the Home Base Option; the past requirement of having a "TB skin test" was changed to "TB clearance" from one of three procedures - PPD, chest x-ray, or a Quantiferon blood test; volunteers must now have a TB clearance 60 days prior to volunteering (good for one year). Requirements for children remain the same: Early Head Start - TB at 12 months; Head Start - TB prior to enrollment.

Motion by Ms. Davey, seconded by Ms. Jeanine Vandermolen, to approve the Tuberculosis Policy. Ayes, 16. Nays, 0. Abstentions, 2 (Ms. Ruiz and Ms. Toolate).

IV. Information Items

A. Standing Information Items

- Parent/Family Support Unit Events and Activities - Ms. Kathy Ruiz – attached. Special PC meeting, Thursday, September 18th, 9:00 a.m. Notice will be mailed.
- Calendar of Events and Activities – Ms. Kathy Ruiz - attached.
- SETA Head Start/Early Head Start End-of-Month Enrollment Report – Ms. Elsie Bowers directed the Committee to July's report attached. There was no discussion.
- PC/PAC Parent Activity Report(s) – Family History Center - Ms. Ruiz reported that attendance was very low. Everyone had good time and received good information. Family History Center staff was very welcoming and helpful. Attendees had lunch afterward. (Center open to public.)
- Region IX Head Start Scholarship Awards. Ms. Ruiz reported that there are three awards: Al Orozco Memorial Scholarship, Torcey Wiley Memorial Scholarship, and Ron Bernard Memorial Scholarship; each for \$1,000. Only complete applications, postmarked by September 30th, will be accepted. Do not send applications to SETA (see address on attachment).

- Community Resources-PC Representative/Staff - Ms. Kathy Ruiz – Ms. Ramey-Clark commented that the Governing Board minutes (page 42 of the agenda) recorded the goal to distribute 5,000 disaster preparedness packets by Mr. Victor Bananno, and they are not fully on track. She inquired whether parents on the PAC and PC could assist. Ms. Ruiz shared that she announced last month that anyone interested in assisting could call Mr. Bonanno, which some parents did. Anyone still interested can call him at 263-4364. Ms. Ruiz shared that the End of Year Parent Appreciation is October 18th, 12:00-3:00 p.m., Lyons Gate Hotel and Conference Center, Keynote Speaker is Council Member Bonnie Pannell. Semi-formal, purple gold and teal colors; no tennis shoes or jeans. Attendees may invite two guests; responsible for \$22 non Refundable lunch fee, due by Friday, October 3rd. RSVP by the 3rd to Ms. Lori Black, 263-4068. Flyer attached.
- Parent/Staff Recognition - Ms. Kathy Ruiz - Happy birthday to all having birthdays in August. Ms. Ruiz announced that her daughter has a one-year teaching position (equivalent to professor in the States) in Korea.
- Grandparent/Foster Parent Report - Ms. Venelsia Fentress - No report.

B. SETA Governing Board Minutes for July 3, 2008 – attached.

V. Committee Reports

A. Executive Committee – Ms. Ruiz read the attached report.

B. Hospitality – Next meeting September 3rd, 1:00 p.m.

VI. Other Reports

A. SETA Head Start Deputy Director's Report – Ms. Dermott reported that the Budget Committee has previously met between January and April of each year. She believes the budget challenges will continue on a year-round basis and decided to establish a budget review committee to meet on an ongoing monthly basis. It will include three parents, three union members, the three Head Start managers, three program officers representing FSW's, site supervisors, and countywide content area staff, one Facilities staff, one HR staff, one Information Technology staff, and any appropriate Fiscal staff. (Handout provided.) SETA applied to the Office of Head Start for a (One Time Supplemental) Training and Technical Assistance grant. \$374,000 was asked for; \$68,200 was received. All Head Start teachers must have an AA degree by 2011, and 50 percent of teachers must have their BA degree by 2013. 62 teachers countywide have not received their AA; most have 40 of the 60 required units. The \$68,200 received will cover \$24,000 unit costs, and \$43,000 in books.

SETA is convening a Child Safety Committee, which Ms. Campos-Peck will chair, consisting of three PC and three PAC Representatives, staff, union representation, Facilities, and Health and Safety team. Details will be mailed by the end of the week. The Office of Head Start is focusing more on child safety. SETA asked Community Care Licensing to do a kickoff presentation of what their expectations are. They, as well as a fire marshal, will give a presentation from their perspectives at upcoming Child Safety Committee meetings. The Committee is also looking at a curriculum program on child safety for children, parents and teachers. Ms. Campos-Peck shared that the Child Development and Health Committee and the Parent and Family Support Committee are merging with the Child Safety Committee. (They will no longer meet separately.) The first (overview) meeting is September 5th at 9:00 a.m., Redwood Room. The next meeting is September 19th, 9:00 a.m., with Community Care Licensing. The third meeting is September 26th, 9:00 a.m., Redwood Room, with Sacramento Fire Marshal.

Mr. Ronald Montez shared he would like to be on the Budget Committee. The Chair will discuss it after the meeting. Ms. Ramey-Clark asked if the Budget and Planning Committee was already composed and who is on it. Ms. Dermott said it has members, but since there is additional interest, the Chair will discuss the possibility of adding Representatives or Alternates. Ms. Desha shared that when the new PC is seated, the members on the Budget Committee (as well as the Child Development Health Services Committee, and the Parent and Family Support Committee) will be switched out with new Representatives. The Budget Committee meets the first Tuesday of the month. The Joint PC/PAC Committee meeting agenda will go out today, showing the committee meeting dates/times.

III. **Action Item** (Continued)

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

The board went into closed session at 11:03 a.m. The board went back into open session at 11:10 a.m. Ms. Ruiz reported out of closed session that the board took the following action in closed session: Approval for the SETA Associate Teacher, Tier III.

VI. **Other Reports** (Continued)

- B. Chair's Report – Ms. Ruiz reported that SETA did a job fair for youths; 26 were hired. They are hoping to get another one in the South Area and one in the North Area – no dates yet.
- C. Head Start Managers' Reports
Ms. Brenda Campos-Peck – No report.
Ms. Dense Lee – No report.

Ms. Lisa Carr – No report.

- D. Open Discussion and Comments – Ms. Ramey-Clark asked the board to take note of page 40, item “D” of the agenda (Governing Board minutes), which refers to the Community Services Block Grant to match savings/investment funds for customers aged 18 to 25, in case anyone on the PC is eligible for the program. Direct questions to Mr. Victor Bonanno, 263-4364. Ms. Dermott will ask Ms. Desha to follow up with Mr. Bonanno or Ms. Sherwood-Green to develop a flyer for parents at Head Start centers.
- E. Public Participation – None.

VII. Adjournment: Meeting adjourned at 11:15 a.m.

SPECIAL MEETING OF THE HEAD START
POLICY COUNCIL
Minutes/Synopsis

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

Thursday, September 18, 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 9:07 a.m. Mr. Ronald Montez read the thought of the day.

Members Present:

Brandy Arismende, Elk Grove Unified School District
Josie Cleaver, Sacramento City Unified School District (arrived at 9:15 a.m.)
Lorrayne Garner, Alt., Sacramento City Unified School District (arrived at 9:30 a.m.)
Irlanda Meza, Sacramento City Unified School District
Natasha Toolate, San Juan Unified School District (EHS)
Carol Aronis, SETA-Operated Program
Salina Davey, SETA-Operated Program
Erin Kimbro, SETA-Operated Program (arrived at 9:12 a.m.)
Itzel Oregon, SETA-Operated Program (arrived at 9:29 a.m.)
Jeanine Vandermolen, SETA-Operated Program
Sarah Cordeiro, Home Base Program
Victoria Camargo, Past Parent Representative
Kathy Ruiz, Past Parent Representative
Barbara Ramey-Clark, Foster Parent Representative
Venelsia Fentress, Grandparent Representative
Elenita Salazar, alternate, Child Health and Disability Prevention Program
Ronald Montez, Outgoing Chair
Victor Stark, CAMP Representative

Members Seated:

Shasta King, San Juan Unified School District

Member Absent:

John Brown, San Juan Unified School District

Ms. Shasta King, San Juan Unified School District, was welcomed and seated on the Policy Council.

II. **Consent Item**

- A. Approval of the Minutes of August 26, 2008 Special Meeting: No action.

III. Action Items

- A. **TIMED ITEM: 9:00 A.M. AND PUBLIC HEARING:** First Reading of the Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council

Ms. Ruiz reviewed the modifications to the bylaws.

Moved/Davey, second/Aronis, to open a public hearing and continue this item to the October Policy Council meeting for final approval.

Show of hands vote: Aye: 14, Nay: 0, Abstentions: 2 (Ruiz and Toolate)

IV. Information Items

- A. Standing Information Items

- Parent/Family Support Unit Events and Activities: Ms. Ruiz reviewed the Calendar of Events.
- Calendar of Events and Activities: Ms. Ruiz reported that PC recruitment Community Representative application is due to Ms. Marie Desha on Friday, September 28, 2008 and the election will be held Tuesday, October 28, 9:00 a.m. Board members going to the End-of-Year Parent Appreciation Event are asked to RSVP by calling Lori Black: 263-4068.

Ms. Cleaver stated that there was a mistake regarding the count on III-A.

Another count was taken. The correct vote on Item III-A:

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 2 (Ruiz and Toolate)

- Fiscal Reports: Ms. Thelma Manzano reviewed the modified reports. Estimates were included in the board agenda, the closeout reports were distributed this morning. Ms. Manzano stated that the Agency has spent 100% of the budget for 2007/2008. In addition, the non-federal share was exceeded by 5% for a total of 30%.

Ms. Itzel Oregon arrived at 9:29 a.m.

- Community Resources-PC Representative/Staff: Ms. Jeanine Vandermolen reported that she is volunteering at the California Museum. She announced a free event to be held October 4. The first 500 families get a prize for attending. She distributed information on free museum admission date.

Ms. Lorraine Garner arrived at 9:30 a.m.

Ms. Toolate spoke of the 12th Annual Sunday Funday to be held September 28 at Rusch Park in Citrus Heights.

- Parent/Staff Recognition – Mr. Victor Bonanno have engaged in a program to get disaster preparedness information out to as many families as possible. There has been some volunteerism by Mr. Victor Stark. Mr. Stark worked on helping to stuff hundreds of packets of information. He was presented with a certificate of appreciation for his support of the disaster preparedness team.

Ms. Maureen Dermott introduced Ms. Roneca Provost, one of the Head Start staff coming up the career ladder. Ms. Roneca Provost spoke of her accomplishments in life as a result of the Head Start program.

Board members wished Ms. Dermott a Happy Birthday. There will be a chocolate birthday cake in the Redwood Room.

- Grandparent/Foster Parent Report: Ms. Fentress reported that the parent meetings will change from Tuesday to Thursday; more information to follow.

- B. Program Information Report: Ms. Lisa Carr referred to the Program Information Report (PIR) and explained why the numbers are low regarding information given to parents. Next year, staff will be taking credit for all information handed to parents. Ms. Denise Lee reviewed the SOP report. Nine percent of Head Start families have received referrals and mental health follow-up. Education screenings means that the child has received every education screening required, i.e., vision, speech, developmental, health screening.

Ms. Lorryne Garner inquired about what mental health services are available to parents. Ms. Lee stated that the Agency has professional staff in place on staff to assist with parents. Services are available for both children and parents.

Ms. Dermott stated that this is a very good report to discuss with parents and staff. Ms. Dermott acknowledged Women's Civic Improvement Club (WCIC)/ Playmate and their outstanding numbers.

- C. Disciplinary Process Procedure Update: Ms. Dermott stated that personnel disciplinary actions have recently been brought before the board. Most of the actions are under investigation and under appeal. Under the Head Start Act, the Board meets in closed session to discuss the actions. Staff will keep the board apprised on things that come up regarding this procedure. Ms. Garner asked if the board will eventually be informed about the final decision. Ms. Dermott stated that staff is working with legal counsel about this. If employees come back to employment, there are very specific conditions regarding their return.
- D. SETA Governing Board Minutes for August 7, 2008: No comments.

V. **Committee Reports**

- A. Executive Committee: Ms. Erin Kimbro read the Executive Committee critique.
- B. Personnel/Bylaws: Ms. Fentress stated that their last meeting concluded the final modifications to the bylaws.
- C. Social/Hospitality: Ms. Davey reported that the committee worked on the invitation, guest list and the program for the parent appreciation event.
- D. Program Area Committees
 - Early Childhood Development & Health Services Committee: Ms. Camargo stated that the next meeting will be 9/19, 9:00 a.m.
 - Parent/Family Support: No additional report.
- E. Community Advocating Male Participation: Mr. Bob Silva stated that meetings will be changing to the third Wednesday of each month, 2:00 p.m. in order to accommodate participants. Staff is planning the Fatherhood Health and Wellness Fair scheduled for Saturday, October 11 at Hiram Johnson, 10:00 a.m. to 2:00 p.m. A light breakfast and lunch will be served and short workshops will be available. This is open to everyone. Mr. Silva reviewed the activities that will be offered. A flyer will be distributed.

VI. Other Reports

- A. Head Start Deputy Director's Report: Ms. Maureen Dermott distributed the Rand Report referenced by Ed Condon when he provided a Head Start Update and Program Policies to the Policy Council on Tuesday, July 22, 2008. The study found: 1) use of center based programs, preschools, is the norm for California families for 3-4 year olds; 2) Latinos and socioeconomically disadvantaged children participate in lower rates; 3) center based programs fall short on key quality benchmarks; 4) all groups of children in center based experience quality shortfalls; and 5) kids in challenged neighborhoods are least likely to go to preschool. The report is a representative sample of children 1-2 years away from kindergarten.

On August 22, an ice cream social was held recognizing staff and parents participating in the federal review. Ms. Dermott expressed thanks to all participating in the review.

- B. Chair's Report: Ms. Ruiz reported that she and some PAC board members went to the Sacramento Parent Voices Equal Voice for America's Families Convention in Los Angeles held by Equal Voices, September 6, 2008. The goal was to have 10,000 people on the steps at the same time between three different places: Birmingham, Chicago and Los Angeles. Ultimately, there were 15,000 at the same time. Further information on upcoming events, go to their www.equalvoice2008.org
- C. Head Start Managers' Reports: No report from Ms. Brenda Campos or Ms. Denise Lee. Ms. Lisa Carr distributed the Men's Wellness Health Fair flyer as well as information on classes for business information and on budgeting.

Business cards for Ms. Sandra Williams from the Business Information Center (BIC) were available. On October 2, 9:00 a.m. – 12:00 noon, there is a class on budgeting; a pre-business orientation class will be held on October 6, 9:00 a.m. – 12:00 noon. Contact Sandra Brown at 263-4652. Mr. Montez stated that the information he received through the BIC was very valuable all of it was free. He went to the Stockton Blvd. Resource Center. Ms. Carr stated that one of the goals of her unit is to provide parents with business information and how to better themselves financially. It is so important to go back and empower parents to move from where they are to where they want to be. The tentative date for the legal clinic is Wednesday, October 29 at Luau Gardens. Attendees must sign up and attend the workshop before they can eat. This workshop affords free access to lawyers. Parents are encouraged to write out questions prior to the event. Flyers will be distributed. Ms. Toolate stated that this workshop gives parents/grandparents an opportunity to ask attorneys questions about childcare, housing, whatever.

D. Community Agency Reports

- Sacramento Sheriff's Department – Vacant
- Child Health and Disability Prevention Program: No report.
- Perinatal & Infant Health Advisory Committee: No report.
- Community Action Board: Ms. Ruiz stated that there are no meetings scheduled and there probably won't be a meeting till next year.

E. Health and Dental Reports

- Sacramento County Dental Health Advisory Committee: Next meeting will be October 20, 4:00 p.m. 909 – 12th Street

F. Open Discussion and Comments: Mr. Montez reported that his agency was 'blessed' with free office space, telephones, and other office supplies. His program will be providing services to Elk Grove. His office is located at 8517 Bond Road, Sacramento.

III. **Action Items** (continued)

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

The board went into closed session at 10:46 a.m. The board went back into open session at 10:48 a.m. Ms. Ruiz reported out of closed session that the Board took the following action in closed session: Associate Teacher, Tier III.

VI. Other Reports (continued)

- F. Ms. Ramey Clark has flyers to distribute for the “Stand Up for Children”, Sacramento County children’s report card. The report card will be given to the County Board of Supervisors to let them know how children’s centers are doing.

Members were reminded to sign up if they are planning to attend the End-of-Year Parent Appreciation Event. Those planning to submit an application for Community Representatives need to see Ms. Desha for an application.

- G. Public Participation: No comments.

- VI. Adjournment:** The meeting was adjourned at 10:51 a.m.

ITEM III-A – ACTION

**TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: SECOND AND FINAL READING OF
MODIFICATIONS TO THE BYLAWS OF THE HEAD START/EARLY HEAD START
POLICY COUNCIL**

BACKGROUND:

The Personnel/Bylaws Committee met several times to review and recommend revisions to the bylaws of SETA Operated Head Start/Early Head Start Policy Council.

Additions are indicated by *italic* type and deletions are indicated by ~~striketrough~~.

A public hearing was opened on September 18, 2008 to hear testimony on modifications to the bylaws.

RECOMMENDATION:

Hear any additional testimony, close the public hearing and approve the amendments to the Policy Council Bylaws as attached.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

BYLAWS OF THE SACRAMENTO COUNTY

HEAD START/EARLY HEAD START POLICY COUNCIL (PC)

Policy Council First Reading: 9/18/08
Policy Council Final Approval:
Governing Board Approval:

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**BYLAWS FOR THE SACRAMENTO COUNTY
HEAD START/EARLY HEAD START POLICY COUNCIL (PC)**

ARTICLE I

Name

This Council shall be named the Sacramento County Head Start/Early Head Start (EHS) Policy Council, hereinafter referred to as the Policy Council (PC).

ARTICLE II

Purpose, Powers, Duties and Functions

Section 1: Purpose

The purpose of the PC shall be to promote the objectives of the Head Start/EHS Child Development Program of Sacramento County, State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PC shall include, but not necessarily be limited to:

- A. The encouragement and promotion of parent participation in the process of making policy decisions about the nature and operation of Head Start/EHS programs in Sacramento County.

45 CFR 1306.3 (h): A Head Start/EHS parent means a Head Start/EHS child's mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending final adoption decree. All future reference of parent will be defined as such.

- B. Aiding and assisting local Parent Policy Committees in performing meaningful roles and functions in the operation of local Head Start/EHS programs.
- C. Initiating suggestions and ideas for Head Start/EHS program improvement.
- D. Serving as a channel of communication among organizations and agencies by building a partnership, both public and private, and individuals and groups interested in the aims, goals, and objectives of Head Start/EHS Child Development Programs.
- E. Aiding and assisting both the enrolled child and his or her family in obtaining the full benefits of programs and facilities established to aid and improve educational, economic, and health status, including dental and nutrition, of the low-income population.

Section 2: Powers, Duties and Functions

The PC must perform the following powers, duties, and functions directly:

- A. Serve as a link to the Parent Committees, Grantee and Delegate Agency governing bodies, public and private organizations, and the communities they serve;

- B. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in EHS and Head Start and to encourage their participation in the program.
- C. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.
- D. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- E. Federal regulations state that the PC must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:
 - 1. All funding applications and amendments to funding applications for EHS and Head Start, including administrative services, prior to the submission of such applications to the Department of Health and Human Services (DHHS).
 - 2. Procedures describing how the governing body and the appropriate policy group will implement shared decision making.
 - 3. Procedures for program planning in accordance with this part and the requirements of 45 CFR 1305.3.
 - 4. The program's philosophy and long- and short-range program goals and objectives.
 - 5. The selection of delegate agencies and their service areas.
 - 6. The composition of the PC and the procedures by which policy group members are chosen.
 - 7. Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR Part 1305.
 - 8. The annual self-assessment of the Grantee progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review.
 - 9. The annual independent audit that must be conducted in accordance with 45 CFR 1301.12.

10. Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, and volunteers.
 11. Decisions to hire or terminate the Head Start/EHS Director of the Grantee agency.
 12. Decisions to hire or terminate any person who works primarily for the Head Start/EHS program of the grantee agency. (For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)
 13. PC reimbursement for reasonable expenses incurred by members conducting PC business.
 14. Grantee policies that define the roles and responsibilities of the governing body members and informs them of the management procedures and functions necessary to implement a high quality program.
 15. Internal dispute resolution. PC must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and the policy group.
 16. Establish and maintain procedures for hearing and working with the grantee agency to resolve community complaints about the program.
- F. Individual members while representing the PC, shall not engage in any activities or assume any such powers, duties, or functions that are contrary to, or inconsistent with the goals and objectives of the Head Start/EHS Child Development Program, as established by either local, State or Federal laws, regulations or SETA policies.

ARTICLE III

Membership

Section 1: Parent Representatives

- A. The Parent Membership shall consist of:
- | | |
|-----------|--|
| Six (6) | Representatives elected from the SOP PAC |
| Three (3) | Representatives from Sacramento City Unified School District |
| Two (2) | Representatives from San Juan Unified School District |
| Two (2) | Representatives from Elk Grove Unified School District |
| Two (2) | Representatives from Twin Rivers Heights Unified School District |

- Two (2) Representatives from Women’s Civic Improvement Club/Playmate (WCIC)
- Two (2) Representatives from Home Base Option
- One (1) Representative from EHS - SOP
- One (1) Representative from EHS - Sacramento City Unified School District
- One (1) Representative from EHS - San Juan Unified School District

The above parent representatives must be a parent of **a child**/children currently enrolled in the Head Start Program.

B. Community Representatives

Additional PC members will include:

- One (1) Representative elected by the Community Advocating Male Participation (CAMP) - This representative may or may not be a current parent. There will be one (1) Alternate position.
- Two (2) Past Parent Representatives - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. The Past Parent elected to the PC may not have a child/children enrolled in the Head Start/EHS Program. There will be two (2) Past Parent alternate positions.
- One (1) Outgoing PC Chair - may not be held by any other party.
- ~~Two Three (3)~~ **(2)** Community Representatives appointed by agencies.
- One (1) Foster Parent Representatives - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. Representatives must be a current or past parent of SOP or a Delegate Agency. There will be one (1) Foster Parent alternate position.
- One (1) Grandparent Representatives - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. Representatives must be a current or past parent of SOP or a Delegate Agency. There will be one (1) Grandparent alternate position.

Section 2: Alternates

Each representative holding membership on the PC shall additionally be entitled to have one alternate. An alternate shall be elected by the committee/agencies s/he represents.

- A. Alternates may be seated as voting members of the PC only in the absence of the voting representative for whom they serve as alternate.
- B. Alternates may be seated as voting members upon recognition of their voting status by the PC Chair at any meeting.
- C. Alternates may not hold an office.
- D. Alternates are encouraged to attend meetings of the PC, ***on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Alternate is not replacing the Representative.***

- E. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, the National Head Start Association (NHSA) Conference, **and** the California Head Start Association (CHSA), ~~the National Black Child Development Institute (NBCDI) Conference, and the National Hispanic Conference.~~

Section 3: Other Provisions

- A. At least 51% of the voting membership of the PC shall consist of parents/guardians whose children are currently enrolled in the program.
- B. The PC may establish and select additional voting delegates who shall serve as community representatives of the PC by a two-third (2/3) vote.
- C. Community Agency Representatives wishing to be reappointed must express their desire to remain on the PC. Otherwise, the Agency may designate a replacement for that representative.
- D. The seating of representatives shall take place at the annual meeting. These representatives shall then serve as voting members.
- E. No SETA or Delegate Agency Head Start staff shall serve on the PC except parents who occasionally substitute for regular EHS or Head Start staff.
- F. Additional members may be added by a 2/3 vote to ensure all program options are proportionally represented on the PC.

Section 4: Terms

The PC, Policy Committee, and the Parent Advisory Committee must limit the number of one-year terms any individual may serve on either body to a combined total of three (3) program years. During the term of office, voting representatives (or alternates) shall serve as members (or alternates) of the PC until their voluntary termination or until replaced by the committee/agency they represent or until termed out. Representatives must continue to represent center or agency they were chosen from. The term for Community Agency Representative shall be for one (1) program year. A Community Agency Representative may not sit more than three (3) program years.

Section 5: Attendance

- A. **Absences:** Any member (or alternate/alternate replacement) in a voting capacity, missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused or unexcused) will automatically be removed. An excused absence shall include but not be limited to sickness or death in the family.

A member requesting an excused absence must call the alternate, if the alternate is known, and the Social Services/Parent Involvement (SS/PI) Coordinator, PC Board Chair, or the Clerk of the Boards, prior to the meeting.

- B. Reinstatement:** The representative agency/group may request that a member who has been removed due to absences be reinstated. This request must be in writing and submitted to the Chair/SS/PI Coordinator within seven (7) calendar days. It is the final decision of the PC Executive Committee whether any representative shall be reinstated. In the event the representatives' Early Learning Center/Agency is temporarily closed, or representatives' child/children have transitioned out of the program, the PC Executive Committee shall have the sole decision to reinstate.
1. A member who has resigned and held an Executive office and wants to be reinstated must provide a written notice to the PC Chair and SS/PI Coordinator within seven (7) calendar days. It shall be the final decision of the Executive Committee whether the member be reinstated. If the member is reinstated, member is not reinstated to their former Executive position.
- C. Punctuality:** Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator. Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.
- D. Policy Council/Policy Committee Business:** Members conducting PC/Policy Committee business and not at the PC meeting, shall be neither present nor absent, but rather identified as "PC/Policy Committee."

Section 6: **Removal**

A PC member may be removed by two-thirds vote of all members present and voting whenever, in the judgment of the Council, the best interest of the Council would be served. Action to remove a member must be on the agenda.

ARTICLE IV Meetings

Section 1: **Meetings**

A. Annual Meeting

The annual meeting of the PC shall be held ~~on the fourth Tuesday~~ in November of each year. ~~If an emergency exists that prohibits the annual meeting on the fourth Tuesday in November, then the annual meeting will be scheduled the following Tuesday or as soon thereafter as possible.~~

B. **Regular Meetings**

Unless notice is otherwise provided, regular meetings of the PC shall be held on the fourth Tuesday of each month at 9:00 a.m. at the SETA Board Room.

C. **Special Meetings**

Special meetings of the PC may be called at anytime by the SETA Governing Board, PC Chair, Head Start Deputy Director, SETA Executive Director, or upon petition by at least a majority of the members of the PC.

D. **Quorum**

For the purpose of transacting the business of the PC at any annual, regular, ~~or~~ special, **or emergency** meeting, a quorum of the PC shall be necessary. A quorum shall be a majority of those entitled to vote. Vacant positions on the PC shall not be considered in establishing a quorum. A majority (51%) of the quorum must be current parents.

Section 2: Meeting Notice

Meeting notices shall include an agenda for the next meeting, and Council members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting as soon as possible.

A. **Annual and Regular Meetings:**

Notice of annual and regular meetings of the PC shall be in writing, provided to all members of the PC, and posted at least 72 hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

B. **Special Meetings:**

Members of the PC must be notified of special meetings not less than twenty-four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least 72 hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at special meetings of the PC, excepting that business and/or discussion for which the special meeting was called.

C. **Emergency Meetings:**

The PC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section A or Section B of this Article IV, provided that the PC determines that an emergency situation as defined in the Ralph M. Brown Act exists.

D. **Committee Meetings:**

Members of the PC must be notified in writing of committee meetings. Notice of regularly scheduled meetings of the Executive Committee shall be provided in compliance with Section A, above. Notice of special meetings of other committees shall be provided in compliance with Section B, above, shall be delivered personally, or by mail, and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused will be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PC business. A member requesting an excused absence must call the PC Chair, SS/PI Coordinator or the Clerk of the Boards and request an excused absence prior to the meeting.

Section 3: Open Meetings

The PC shall conduct meetings, regular, annual, special and emergency, in conformance with the Ralph M. Brown Act, California Government Code Section 54950, et. seq.

Section 4: Mailing Address

Notices to all meetings of the PC shall be in writing and delivered personally or by mail to the PC members' addresses, as recorded in the PC records. The Council members, their alternates and Community Members, shall be personally responsible for the accuracy of mailing address. Updated contact information should be submitted to SS/PI Coordinator or Clerk of the Boards within seven (7) calendar days of change.

Section 5: Rules of Procedure

Except as specifically provided herein, Robert's Rules of Order¹ shall govern procedures in all meetings of the PC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these Bylaws or Robert's Rules of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

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¹ Robert's Rules of Order: Simplified and Applied, 2nd ed., Copyright, 2001.

Section 6: Nominations/Elections

PC Board Members or candidates must be present to be nominated or elected. **However, if PC member is absent due to PC business, the member may be nominated or elected.**

Section 7: Voting

Each PC Board Member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on, the matter. Actions of the PC may be taken only by a majority vote of all of the PC members present, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, but his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention. Results of the voting will be announced by the Chair.

Section 8: Meeting Reimbursement

Each PC member will receive reimbursement for child care and transportation. This amount is determined by the Head Start Division in the amount of \$30.

Parents are encouraged not to bring small children to the meetings. If small children are present, members will be reimbursed \$10 for transportation only.

- A. Members will receive reimbursement for child care and transportation for attendance to the meetings/functions listed below:
1. PC (regularly scheduled, annual, emergency and special meetings)
 2. Interview/screening/exam panels
 3. Standing committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Hospitality)
 4. **Office of Head Start (OHS) Monitoring Protocol PRISM** Training/Review (reimbursement for training received after completion of first review-Monitoring/Evaluation Committee)
 5. Program Area Committees
 6. Community Partnership Advisory Committee (CPAC)
 7. Health Services Advisory Committee (HSAC)
 8. Ad Hoc (special) Committee meetings
 9. Community Action Board meetings (CAB)
 10. Governing Board Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
 11. Workforce Investment board and Committee meetings (only applies to the Chair or Executive Officer in the absence of the Chair).
- B. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if **a meeting or** meetings exceed four (4) hours ~~and/or member attends more than one meeting.~~

ARTICLE V

Officers

Section 1: Officers

The Officers of the PC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Section 2: Election and Term of Office

- A. Election of the new officers shall be held at the next meeting following the annual meeting of the newly seated PC by a plurality vote of the PC members present and voting. At least 51% of the officers must be current parents. Officers elected shall take office immediately following election.
- B. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP and Delegate Agencies shall serve as an officer.

Section 3: Duties of Officers

The duties of the PC officers shall be as prescribed in these Bylaws, shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws.

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Conference (as funds allow for representation). The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 7 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event.
- C. The Secretary shall keep records of the current and preceding minutes at each meeting, record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality Committee.

- D. The Treasurer shall keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff/Council Secretary and oversee the Budget/Planning Committee. The Treasurer shall be a member of the Social/Hospitality Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

Section 4: Vacancy

In the event an officer is unable to perform his/her duties, including failure to learn and/or comply with the rules governing PC (Bylaws, Brown Act, Robert's Rules **of Order**), or failure to act in the best interest of the board, the PC Chair shall appoint an interim officer until the officer returns to duty or is replaced. (The appointment of the officer must be made from among the membership of the PC.)

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.
- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PC.

ARTICLE VI
Committees

There is hereby created standing committees of the PC. At least 51% of all Committees shall be current parents. The quorum of any committee shall be 51% of the Committee membership. No committee meeting shall have a majority of PC members present without proper public notice. ~~All absentee policies apply to all committees.~~

Section 1: Standing Committees

➤ **Executive Committee**

The Executive Committee shall be comprised of all elected officers. The Executive Committee shall perform such powers, duties, and functions as provided in these bylaws and such other powers, duties, and functions as established by the Policy Council. The Executive Committee shall meet at the discretion of the PC Chair or PC. Notice of an Executive Committee meeting shall be sent to all PC members no less than three (3) calendar days before the meeting. The Committee shall report, in writing, all actions at the next meeting of the full PC. In the event of an emergency, the Executive Committee will act on behalf of the Board pending ratification by the PC at the next meeting.

➤ **Budget/Planning Committee**

- A. Budget/Planning Committee composed of the Treasurer and other members who shall be selected after each annual meeting by the PC. This Committee shall assist in the development and review of all Head Start budgets, ***budget modifications and amendments*** for the Head Start funding year and submit their review to the full PC for approval. A ~~periodic~~ ***monthly fiscal*** report shall be provided to the PC on the fiscal status of the Head Start budget.
- B. It is recommended that all SOP Head Start Budget issues ***and modifications*** are approved by the PAC prior to PC approval. ~~At a minimum,~~ The PAC Budget Committee should review said documents.

➤ **Personnel/Bylaws Committee**

The Personnel/Bylaws Committee shall be composed of the Parliamentarian and members who shall be selected after each annual meeting by the PC. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws.

➤ **Social/Hospitality Committee**

Social/Hospitality Committee shall be composed of the Secretary, Treasurer and other members who shall be selected after each annual meeting of the PC. The duty of this committee shall be to plan for all social activities of the PC. It shall be the duty of this Committee to report the expenditure of funds to the PC.

Section 2: Program Area Committees

There is hereby created Program Area Committees of the PC. The following are Program areas: Early Childhood Development and Health Services, Parent/Family Support, Monitoring and Evaluation.

- ✓ Early Childhood Development and Health Services Committee is composed of one (1) staff and a minimum of three (3) representatives who shall plan and review the Early Childhood Development and Health Services program area.
- ✓ Parent/Family Support Committee shall be comprised of one (1) staff and a minimum of three (3) representatives who shall plan and review the Parent/Family Support program area.
- ✓ The Male Involvement Committee shall be comprised of one (1) staff and a minimum of three (3) representatives who shall plan and review the Male Involvement Program.
- ✓ The Monitoring and Evaluation Committee shall be comprised of one (1) staff and a minimum of three (3) representatives who shall plan, review and oversee program monitoring and evaluation.

- ✓♦ The EHS Committee shall be comprised of one (1) staff and a minimum of **three (3)** ~~two (2)~~ representatives from the EHS program who shall plan and review the Early Head Start Program.

PC member representatives shall select two (2) Program Area Committee to serve on as described above. Under no circumstances shall a representative select more than three (3) committees. The Executive Committee shall be counted as a committee. All PC members must be on a Program Area Committee. Special circumstances may be excused by the Chair.

Section 3: Special Committees:

When necessary to carry on the work of the PC, other committees such as Ad Hoc (special committees), shall be appointed by the Chair. Such committees must have a purpose and time frame for committee appointment. All elected Board meeting members attending approved special committee meetings will receive the standard reimbursement.

ARTICLE VII Required Reports

Section 1: Required Reports

The following reports shall be provided to the PC monthly. The purpose of reports is to maintain control of program quality and program accountability:

- ✓ ***Budget Reports***
- ✓ ***Credit Card Expense Report***
- ✓ ***USDA Meal/Snacks Report***
- ✓ ***Program Information Summaries***
- ✓ ***Enrollment Report***

ARTICLE VIII Bylaws Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PC. Proposals to amend these Bylaws must originate at least one full calendar month prior to the final voting and acceptance or rejection of the proposals.
- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.

- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place excepting at a regular, annual or special meeting of the PC.
- F. Any amendments must also be approved by the SETA Governing Board.

Current a/o 9/18/08

ITEM III-B – ACTION

REVIEW OF APPLICATIONS AND ELECTION OF PAST PARENT REPRESENTATIVES AND ALTERNATES

BACKGROUND:

This agenda item provides an opportunity for Policy Council Past Parent Applications to be reviewed and candidates elected for Program Year 2008-2009.

RECOMMENDATION:

That the Policy Council elects two (2) Past Parent Representatives and two (2) Alternates.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-C – ACTION

REVIEW OF APPLICATIONS AND ELECTION OF GRANDPARENT REPRESENTATIVE AND ALTERNATE

BACKGROUND:

This agenda item provides an opportunity for Policy Council Grandparent Applications to be reviewed and candidates elected for Program Year 2008-2009.

RECOMMENDATION:

That the Policy Council elects one (1) Grandparent Representative and one (1) Alternate.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-D – ACTION

REVIEW OF APPLICATIONS AND ELECTION OF FOSTER PARENT
REPRESENTATIVE AND ALTERNATE

BACKGROUND:

This agenda item provides an opportunity for Policy Council Foster Parent Applications to be reviewed and candidates elected for Program Year 2008-2009.

RECOMMENDATION:

That the Policy Council elects one (1) Foster Parent Representative and one (1) Alternate.

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

- Parent/Family Support Unit Events and Activities - Ms. Kathy Ruiz
- Calendar of Events and Activities (attached) – Ms. Kathy Ruiz
- Fiscal Reports (attached) – Ms. Thelma Manzano
- SETA Head Start Food Service Operations Monthly Report – Ms. Brenda Campos
- SETA Head Start/Early Head Start End-of-Month Enrollment Report (attached) – Ms. Elsie Bowers
- Program Content Area – Disabilities Report – Ms. Melanie Nicolas
- Special Education Report – Ms. Beverly Sanford
- PC/PAC End-of-Year Appreciation Reports – Event Saturday, October 18, 2008, Lyons Gate Hotel & Conference Center – Ms. Kathy Ruiz
- Community Resources-PC Representative/Staff - Ms. Kathy Ruiz
- Parent/Staff Recognition - Ms. Kathy Ruiz
- Grandparent/Foster Parent Report - Ms. Venelsia Fentress

NOTES:

CALENDAR OF EVENTS AND ACTIVITIES
PARENT/FAMILY/SUPPORT UNIT

<u>EVENT</u>	<u>DATE</u>
SETA Head Start Know Your Rights Workshop	Wednesday, October 29, 2008 9-11:00 a.m. Hometown Buffet 4300 Florin Road (see attachment)
Male Involvement Committee Meeting	Wednesday, November 19, 2008 2:00 p.m. 925 Del Paso Blvd. Redwood Room
Parent/Family Support Committee Meeting	Friday, November 7, 2008 9:00 – 11:00 a.m. 925 Del Paso Blvd. Pine Room

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Early Child Development and Health Services Committee Meeting	Tuesday, October 21, 2008 9:00 a.m. 925 Del Paso Blvd. Sequoia Room
PC Executive Committee	Thursday, October 30, 2008 10:00 a.m. 925 Del Paso Blvd. Sequoia Room
Early Child Development and Health Services Committee Meeting	Tuesday, November 4, 2008 1:30 p.m. 925 Del Paso Blvd. Cypress Room
California General Election - REMEMBER TO VOTE!!	Tuesday, November 4, 2008
Parent/Family Support Committee Meeting	Friday, November 7, 2008 9:00 – 11:00 a.m. 925 Del Paso Blvd. Pine Room
Special PAC Meeting (Annual)	Tuesday, November 13, 2008 6:00 p.m. 925 Del Paso Blvd. SETA Boardroom
PAC Executive Committee Meeting	Friday, November 14, 2008 9:30 a.m. 925 Del Paso Blvd. Pine Room
Early Child Development and Health Services Committee Meeting	Tuesday, November 18, 2008 1:30 p.m. 925 Del Paso Blvd. Cypress Room
Male Involvement Committee Meeting	Wednesday, November 19, 2008 2:00 p.m. 925 Del Paso Blvd. Redwood Room

Parent/Family Support Committee meeting Early Child Development and Health Services Committee Meeting	Friday, November 21, 2008 9:00 a.m. 925 Del Paso Blvd. Sequoia Room
PC Annual Meeting	Tuesday, November 25, 2008 9:00 a.m. 925 Del Paso Blvd. Board Room

ITEM IV-B- INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The Governing Board meeting minutes for September 4, 2008 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, September 4, 2008
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance**: Mr. Jimmie Yee called the meeting to order at 10:08 a.m.

Members Present:

Bonnie Pannell, Chair, SETA Governing Board; Councilmember, City of Sacramento (arrived at 10:37 a.m.)

Jimmie Yee, Vice Chair; Member, Board of Supervisors

Sophia Scherman, Public Representative

Don Nottoli, Member, Board of Supervisors

Robbie Waters, Councilmember, City of Sacramento

- Recognition of Long-term Employees: **Lisa Carr**, Head Start Manager, **Miss Lynch**, Associate Teacher, and **Patricia Marshall**, Head Start Site Supervisor were acknowledged for their 10 years of service. **Julita Bentz**, Head Start Education Specialist (Non-Supervisory) was not present but acknowledged.

Mr. Yee recognized some unnamed Head Start managers for taking action above and beyond the call of duty by declining their salary increases. Ms. Kossick stated that managers have not yet gone through evaluations; salary increases are going through the review process and should be completed in October.

II. **Consent Items**

The consent calendar included:

- A. Minutes of the August 7, 2008 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Temporary Reclassification Extension for Staff Support Officer
- D. Approval of Temporary Reclassification Extension for Workforce Development Professional 3

Ms. Kossick pointed that there are several categories for Youth Council representation; Mr. John Koogle fits into the "other individuals as the chairperson as determined" category.

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

- A. Approve the August 7, 2008 minutes.
- B. Approve claims and warrants for the period 8/1/08 through 8/22/08

- C. Approve the temporary reclassification of Debbie Coyne to Staff Support Officer for an additional three months.
 - D. Approve the temporary reclassification of Warren Murphy, Workforce Development Professional Range 3, for an additional three months.
- Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Final Reading and Approval of the Sacramento Employment and Training Agency Budget for Fiscal Year 2008-2009

Mr. Thatch stated that the public hearing has been continued from the June meeting. The board needs to close the public hearing after the staff report. Mr. Rick Pryor stated that there were a lot of increases in costs. The budget is currently \$78,166,125, which is a net increase of \$671,643 from last year's budget. This is due to a 22% increase in WIA formula funds. Head Start did not receive COLA this year and program improvement funds have been discontinued. The Agency is expecting a substantial savings in telephone costs due to the e-rate program.

Ms. Scherman inquired about out-of-state travel; Mr. Pryor stated that this line item has been cut back by \$30,000 but the necessary networking conferences are being budgeted. Since Sacramento is the State capitol, a lot of the networking conferences are held locally.

Moved/Nottoli, second/Scherman, to close the public hearing and approve the SETA budget for fiscal year 2008-2009.
Voice Vote: Unanimous approval.

- 2. Approval to Adjust Zones in the Broadband/Performance Management Policy

Mr. Rod Nishi reviewed this item. In 1998, the Board approved broadband pay-for-performance policy for management.

Ms. Scherman asked that the positions be included in future staff reports.

Moved/Scherman, second/Waters, to approve using the Consumer Price Index – Urban and that the Board approves a modification to the salary ranges of Zone 1 to \$57,061 - \$123,685 and Zone 2 to \$43,727 - \$87,454.
Voice Vote: Unanimous approval.

- 3. Approval of Addendum of Agreement for Services of Collective Bargaining Negotiator

Ms. Kossick stated that this item presents a request from the City to increase the contract for collective bargaining. This contract has not increased since 2002; this is a two year increase to provide services in this area. The initial increase will be to \$47,800 followed by an increase next year to a maximum of \$60,800.

Moved/Nottoli, second/Scherman, to approve an Addendum to the Agreement for Employee Relations Services with the City of Sacramento to increase the fees for services in 2008-09 to \$47,000 with an out of pocket expense limitation of \$800. The total agreement will not exceed \$47,800. For 2009-10 approve the fees for services to \$60,000 with an out of pocket expense limitation of \$800. The total agreement in 2009-10 will not exceed \$60,800.

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

4. Approval to Revise Appendix A of the Conflict of Interest Code for the Sacramento Employment and Training Agency

This is a routine matter handled annually to determine which positions are in a decision making authority.

Moved/Waters, second/Nottoli, to approve the revised Appendix A of the Conflict of Interest Code and direct Legal Counsel to forward it to the Sacramento County Board of Supervisors for ratification.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Approval to Accept Funds from the Employment Training Panel for Technology Training and Authorize the Executive Director to Execute the Subgrant Agreement, Modifications, and other Documents required by the Funding Source

Ms. Kossick stated that last month, the Board approved accepting funds from the ETP. She was not authorized to execute the agreement. This item requests authorization for her to executive the subgrant agreement.

Moved/Scherman, second/Waters, to approve acceptance of funds for the period 7/10/08 through 6/30/10 from the Employment Training Panel and authorize the Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

Voice Vote: Unanimous approval.

C. HEAD START

1. Approval of the SETA Head Start Early Head Start Tuberculosis Policy

Ms. Brenda Campos stated that this policy was reviewed and approved by the Policy Council. The major change was to add a requirement that parents

involved with home base staff be required to have a TB screen. Based on the discussion with the Health Services Advisory Committee, it is important for parents to have screening since they are interacting with staff. Ms. Campos reviewed other minor changes. This policy is reviewed annually.

Moved/Nottoli, second/Scherman, to approve the SETA Head Start/Early Head Start Tuberculosis Policy.

Voice Vote: Unanimous approval.

2. Approval of the Amended Head Start/Early Head Start Budget for Fiscal Year 2008-2009

Ms. Maureen Dermott stated that there was a \$1.4 million deficit due to rent increase, janitorial services, increases in insurance and a 4% COLA salary increase last November. SETA was not approved for a \$3.5 COLA grant by ACF. Ms. Dermott reported good news regarding laid off staff. Four staff moved laterally to workforce positions; two employees were promoted. Through attrition, two staff have been brought back. Staff is requesting approval of the amended budget that includes a lot of operational changes.

Moved/Waters, second/Scherman, to approve the amended Head Start/Early Head Start Budget for Fiscal Year 2008-2009.

Voice Vote: Unanimous approval.

3. Approval to Submit an Application for the Sutter Health Community Grant

Ms. Campos reviewed the proposal that will be submitted to Sutter Health in October. Mr. Yee asked for a copy of the grant when it is finalized.

Ms. Pannell arrived at 10:37 a.m.

Moved/Nottoli, second/Scherman, to approve the submission of an application to Sutter Medical Center in the amount of \$50,000.

Voice Vote: Unanimous approval.

Ms. Pannell took over the meeting at 10:37 a.m.

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS

1. Approval of Staff Funding Recommendations for the Refugee Employment Social Services and Targeted Assistance programs, Program Year 2008-2009

Mr. Roy Kim reported that 23 proposals were received; one was disqualified. The remaining 22 were reviewed by an evaluation team that consisted of workforce development and fiscal staff.

Moved/Yee, second/Scherman, to approve staff funding recommendations for the Refugee Employment Social Services and Targeted Assistance programs, program year 2008-2009, as indicated in the board agenda.

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

IV. Information Items

- A. Fiscal Monitoring Reports: No comments.
- B. Head Start Policy Council Minutes: No comments.
- C. Dislocated Worker Update: Mr. Waters inquired about the AT&T employees being laid. Ms. Kossick is that employees are being offered positions in three other cities; if they decline, SETA staff can offer services.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Christine Welsch stated that SETA submitted an application to CalTrans requesting \$510,000 for continuing instruction. SETA received notification that the agency will receive \$300,000, the highest grantee in the state.
- C. Deputy Directors: Ms. Dermott stated that SETA received good news regarding our application for one time training/Technical Assistance funds. The Agency submitted an application for \$68,200 to ensure our non-degreed teachers earn their Associate Degree. By 2013, 50% of Head Start teachers must have a Bachelor's degree. There was \$5 million available nationwide and SETA was granted \$68,200 for the first phase.
- D. Counsel: No report.
- E. Members of the Board: Mr. Yee attended an event for Casino Royale. This business will open on 9/17 and will hire 100 people. Mr. Nottoli inquired whether Opti Solar is working with SETA. Ms. Kossick stated that staff is working with them at McClellan on solar development/solar panels.
- F. Public: No comments.

VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION: No closed session was held.

VII. Adjournment: Meeting adjourned at 10:50 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 September 18, 2008 Policy Council meeting.

Good	Needs Improvement
Good attendance.	Cell phones off.
Thank you Joy Otero for reminder calls to attend PC meeting.	Participation by members on making motions.
Timely meeting by Chair.	Come prepared for meeting with agenda and pen.
Good job by bylaws committee members for making modifications.	
Thank you Rachel Minnick (Sacramento Parent Voices Organizer) for invitation to attend Equal Voice for America's Families Convention, September 6, 2008.	

B. PROGRAM AREA COMMITTEES:

➤ Early Childhood Development & Health Services

➤ Parent/Family Support Committee

C. COMMUNITY ADVOCATING MALE PARTICIPATION (CAMP) – Mr. Victor Stark

ITEM V- COMMITTEE REPORTS (Continued)

Page 2

D. COMMUNITY PARTNERSHIPS ADVISORY COMMITTEE (CPAC) – Ms. Salina Davey

E. HEALTH SERVICES ADVISORY COMMITTEE (HSAC) – Ms. Venelsia Fentress

ITEM VI- OTHER REPORTS

BACKGROUND:

- A. SETA HEAD START DEPUTY DIRECTOR'S REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. Maureen Dermott) to report to the Council on any items of important information or to deal with special requests which need to be addressed.

- B. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Ms. Kathy Ruiz), on a regular basis, receives numerous items of information concerning legislation, current programs and agency activities.

The important information from the material received and meetings attended will be shared with the entire Council, and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Council to provide input on items that may require future action.

- C. HEAD START MANAGERS' 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 Unit
Vacant, Early Head Start, Special Projects and Community Partnerships

ITEM VI- OTHER REPORTS (Continued)

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

- Sacramento Sheriff's Department – Vacant
- Child Health and Disability Prevention Program – Ms. Van Huyhn
- Perinatal & Infant Health Advisory Committee – Mr. Ronald Montez
- Maternal Child and Adolescent Health Board – Ms. Venelsia Fentress

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): Ms. Carol Aronis and Ms. Victoria Camargo

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.

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-E – ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: