

GOVERNING BOARD

KEVIN MCCARTY
Councilmember
City of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

JIMMIE YEE
Board of Supervisors
County of Sacramento

ADMINISTRATION

KATHY KOSSICK
Executive Director

MAUREEN DERMOTT
Deputy Director

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Sacramento, CA 95815

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

Thought of the Day: "No dreamer is ever too small. No dream is ever too big."

Author: Anonymous

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

DATE: Tuesday, September 22, 2009

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:** None.
- III. **Information Items**
 - A. Standing Information
 - Introduction of Newly Seated Members – Ms. Carol Aronis
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
 - PC/PAC Calendar of Events – Ms. Carol Aronis
 - Program Information Report (PIR) – Ms. Brenda Campos
 - Parent/Family Support Unit Events and Activities – Ms. Carol Aronis
 - Parent/Staff Recognitions – Ms. Carol Aronis
 - Community Resources – PC Representatives – Ms. Carol Aronis

- B. Governing Board Minutes for the August 6, 2009 Meeting
- C. Fiscal Monitoring Reports
 - Elk Grove Unified School District
 - San Juan Unified School District

IV. Committee Reports

- A. Executive Committee
- B. Budget/Planning Committee
- C. Personnel/Bylaws Committee
- D. Social/Hospitality Committee
- E. Program Area Committees
 - Early Childhood Development & Health Services Committee and Parent/Family Support Committee (AKA Child Safety Committee)
 - Monitoring and Evaluation
 - Male Involvement Committee/Community Advocating Male Participation (CAMP) – Mr. Frank Jackson
- F. Community Partnerships Advisory Committee (CPAC) – Mr. David Quintero
- G. Health Services Advisory Committee (HSAC) – Ms. Shernita Crosby

V. Other Reports

- A. SETA Executive Director's Report
- B. Head Start Deputy Director's Report
- C. Chair's Report
- D. Head Start Managers' Reports
 - Monthly Head Start Report
- E. Community Agency Reports
 - Child Health and Disability Prevention Program (vacant)
 - Perinatal & Infant Health Advisory Committee – Ms. Barbara Ramey-Clark
 - Maternal Child and Adolescent Health Board – Ms. Brenda Vincent
 - Community Action Board – Ms. Mary Pope
- F. Health and Dental Reports
 - Sacramento County Dental Health Advisory Committee: Ms. Mary Brown, Ms. Lorryne Garner, and Ms. Irlanda Meza
- G. Open Discussion and Comments
- H. Public Participation

VI. Action Item

- A. **CLOSED SESSION: PERSONNEL - PURSUANT TO GOVERNMENT CODE SECTION 54957**
 - Approval of Appointment of Fiscal Department Chief
 - ➔ Report out of Closed Session.

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, SEPTEMBER 17, 2009

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Mary Pope, Elk Grove Unified School District
- _____ Jennifer Ryon, Elk Grove Unified School District
- _____ Darlene Low, San Juan Unified School District
- _____ Josie Cleaver, Sacramento City Unified School District
- _____ Lorraine Garner, Sacramento City Unified School District
- _____ Irlanda Meza, Sacramento City Unified School District
- _____ Mary Brown, SETA-Operated Program
- _____ Itzel Oregon, SETA-Operated Program
- _____ Salina Davey, SETA-Operated Program
- _____ David Quintero, SETA-Operated Program
- _____ Shernita Crosby, WCIC/Playmate Child Development Center
- _____ Beartice Mehn-Member, WCIC/Playmate Child Development Center
- _____ Erin Kimbro, Home Base Program
- _____ Jeanine Vandermolen, Past Parent Representative
- _____ Brenda Vincent, Past Parent Representative
- _____ Barbara Ramey-Clark, Foster Parent Representative
- _____ Carol Aronis, Grandparent Representative
- _____ Frank Jackson, Community Advocating Male Participation/Male Involvement

Seats Vacant:

- _____ Vacant (Flores), Early Head Start (San Juan)
- _____ Vacant (Whitlow), Chicks in Crisis
- _____ Vacant (Easter), San Juan Unified School District
- _____ Vacant (Sami), Twin Rivers Unified School District
- _____ Vacant (Bell Barrow), Early Head Start (Home Base SOP)
- _____ Vacant (Granderson), Early Head Start (Sac. City)
- _____ Vacant (Gordon), Twin Rivers Unified School District
- _____ Vacant (Huynh), Child Health and Disability Prevention Program
- _____ Vacant (Oviedo), SETA-Operated Program
- _____ Vacant (McDavid), SETA-Operated Program

**** Please call your alternate, the Policy Council Chair (Carol Aronis, 331-7233, 208-7233 (msg), 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 2008-2009**

The 2008-2009 Board was seated on **November 25, 2008** and
December 12, 2008

BOARD MEMBER	SITE	11/25	12/12	2/3 *	2/24	4/24 *	5/11 *	5/26	6/18 *	7/28	8/25	9/22			
C. Aronis (11/25)	GRAND	X	X	X	X	X	X	X	X	X	X				
M. Brown (11/25)	SOP	X	X	X	X	X	X	X	AP	X	X				
J. Cleaver (11/25)	FOSTER	X	X	X	X	X	X	X	X	X	E				
S. Crosby (11/25)	WCIC	X	X	X	X	X	X	X	E	U	X				
S. Davey (11/25)	SOP	X	X	X	X	X	X	X	X	X	X				
L. Garner (11/25)	SAC	X	X	X	X	X	X	X	X	X	X				
F. Jackson (4/24)	CAMP					X	X	U	X	E	X				
E. Kimbro (11/25)	HB	X	X	X	X	E	X	X	X	X	U				
D. Low (11/25)	SJ	X	X	X	X	E	X	X	X	E	X				
B. Mehn-Member (s/b/s 7/28)	WCIC									U	X				
I. Meza (11/25)	SAC	X	X	X	X	X	X	X	X	X	X				
I. Oregon (7/28)	SOP									X	X				
M. Pope (11/25)	ELK	X	X	X	X	X	X	U	X	X	X				
D. Quintero (11/25)	SOP	X	X	X	X	X	X	X	X	X	X				
B. Ramey-Clark (11/25)	FOSTER	X	X	X	X	X	X	X	X	X	E				
J. Ryon (11/25)	ELK	X	X	X	X	X	X	X	X	X	X				
J. Vandermolen (11/25)	PP	X	X	X	AP	X	X	E	X	X	X				
B. Vincent (11/25)	PP	X	X	E	X	X	E	X	X	X	X				

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAMP	Community Advocating Male Participation
CHDP	Child Health and Disability Prevention Program
CHICKS	Chicks in Crisis
CR	Community Representative
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
TR	Twin Rivers School District
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

***:** Special Meeting

Current a/o 9/14/09

ITEM III-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

This agenda item provides an opportunity for information to be shared on the following:

- A. Standing Information
 - Introduction of Newly Seated Members – Ms. Carol Aronis
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
 - PC/PAC Calendar of Events – Ms. Carol Aronis
 - Program Information Report (PIR) – Ms. Brenda Campos
 - Parent/Family Support Unit Events and Activities – Ms. Carol Aronis
 - Parent/Staff Recognitions – Ms. Carol Aronis
 - Community Resources – PC Representatives – Ms. Carol Aronis

NOTES:

PC/PAC CALENDAR OF EVENTS

EVENT

DATE

PC Executive Committee Meeting	Thursday, September 24, 2009 9:00 a.m. 925 Del Paso Blvd. North Atrium
Personnel/Bylaws Committee Meeting	Wednesday, September 30, 2009 10:00 a.m. 925 Del Paso Blvd. North Atrium
Social/Hospitality Committee Meeting	Friday, October 2, 2009 1:00 p.m. 925 Del Paso Blvd. Olympus Room
PC/PAC Budget/Planning Committee (AKA Budget Review Committee)	Tuesday, October 13, 2009 9:00 a.m. 925 Del Paso Blvd. Shasta Room
PAC Executive Committee Meeting	Thursday, October 15, 2009 9:30 a.m. 925 Del Paso Blvd. Redwood Room
Health Services Advisory Committee (HSAC)	Thursday, October 15, 2009 5:30 p.m. 925 Del Paso Blvd. Sequoia Room
Male Involvement Committee Meeting	Wednesday, October 21, 2009 2:00 p.m. 925 Del Paso Blvd. Room TBA
PC Executive Committee Meeting	Thursday, October 22, 2009 9:00 a.m. 925 Del Paso Blvd. Redwood Room
PC/PAC End-of-Year Appreciation	Saturday, November 7, 2009 12:00 p.m. – 3:00 p.m. Lyon's Gate Hotel & Conference Center, Club Room B 3410 Westover Street Sacramento (McClellan), CA (flyer attached)

ITEM III-B- INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The August 6, 2009 Governing Board minutes are attached for your review.

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, August 6, 2009
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Jimmie Yee called the meeting to order at 10:07 a.m.

Members Present:

Jimmie Yee, Chair, SETA Governing Board; Member, Board of Supervisors
Kevin McCarty, Vice Chair, SETA Governing Board; Councilmember, City of Sacramento
Don Nottoli, Member, Board of Supervisors
Bonnie Pannell, Councilmember, City of Sacramento
Sophia Scherman, Public Representative

II. Consent Items

The consent calendar was reviewed; no questions or comments:

- A. Minutes of the June 22, 2009 Special Board meeting
- B. Approval of Claims and Warrants
- C. Approval of Temporary Reclassification Extension for Employment Services Supervisor

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

- A. Approve the June 22, 2009 minutes.
- B. Approve the claims for the period 6/16/09-7/29/09.
- C. Approval of Temporary Reclassification Extension for Employment Services Supervisor

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval to Renew the Franklin Boulevard Lease and Authorize the Executive Director to Execute the Lease

Ms. Robin Purdy reviewed this item requesting a five-year renewal of the lease for the Sacramento Works Career Center on Franklin Blvd. It will have an option to renew for another five years.

Ms. Scherman inquired who would pay for the restroom renovation; Ms. Hubbs stated that the landlord would. Mr. Thatch stated that it is included in the lease rent and part of the extension recommendation. There is no timeline when the renovations are to be done. Ms. Pannell asked that the renovations be done immediately. Ms. Hubbs replied that the property manager is anxious to please us. Mr. Thatch stated that something will be put in the lease as well.

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

There are three pages of tenant improvements. The cost of tenant improvements is estimated at \$10,000. SETA is asking for a new janitorial service so staff is assured that the office is cleaned appropriately.

Mr. Kevin McCarty arrives at 10:13 am.

In response to a question from Ms. Pannell, Ms. Hubbs stated that there are a lot of vacancies in the area and there are deals to be made. Mr. Nottoli stated that over a five year period, it is reasonable to look at no rent increases. He thinks no increases in rent for the first couple of years would be appropriate. Staff was directed to renegotiate with the landlord for a lower rate.

Moved/Scherman, second/Nottoli, to direct staff and legal counsel to renegotiate this lease for a lesser rate and include a completion date for the improvements.
Voice Vote: Unanimous approval.

2. Approval of Resolution and Memorandum of Agreement Authorizing the Transfer of the Enterprise Zone Voucher Program from SHRA to SETA

Mr. William Walker reviewed this item which transfers the Enterprise Zone voucher program from SHRA to SETA. Leslie Palmer and Greg Wessel from SHRA were introduced.

Moved/Nottoli, second/Pannell, to approve a resolution authorizing the transfer of the Enterprise Zone Voucher Program from SHRA to SETA and authorizing SETA's Executive Director to execute the Memorandum of Agreement.
Voice Vote: Unanimous approval.

3. Approval to Release a Request for Proposals (RFP) for Payroll Services: Pulled from the agenda.
4. Approval of Staff Recommendation for the Adult Vendor Services (VS) List

Ms. Espie Lindsey reviewed this item. No questions or comments.

Moved/Scherman, second/McCarty, to approve the recommendation for the Adult Vendor Services List to add The Observer Media Institute, Inc.

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

B. WORKFORCE INVESTMENT ACT

1. Approval to Modify American Recovery and Reinvestment Act funding recommendations for Beutler Corporation and Sacramento Regional Conservation Corps

In June, the Board approved Phase I ARRA funding recommendations; this item requests two modifications to the Phase I recommendations.

For the Conservation Corps, staff negotiated to increase the number of people they will train. Staff is recommending to train and place 20 customers at \$10,000 per person.

Beutler will be converted to OJT contracts. When staff met with Beutler, it was clear that they needed a teacher and training materials. Staff is recommending a service agreement for \$50,000 for teaching and two OJT contracts. One contract will be for 40 employees to install flash coolers; the second OJT contract will be for Consiolitrades to take dislocated workers to train in a variety of trades and use them to do residential and commercial construction.

Recruitment will be done at the Career Centers and participants will be enrolled in the WIA program. Staff will report back with a portfolio of the customers to be trained.

Moved/Pannell, second/Nottoli, to approve the modifications of the American Reinvestment and Recovery Act funding recommendations for Sacramento Regional Conservation Corps and Beutler Corporation.

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

2. Approval to Augment the Broadway, Lemon Hill, and South County One Stop Career Centers with Workforce Investment Act Governor's 15% Discretionary Funds for the New Start Program

Ms. Purdy stated that this program develops services for re-entry ex-offender customers at our career centers. Staff is recommend augmenting three of the career centers for \$55,000 and approve \$65,000 to be used for supportive services (housing, tools, boots) and scholarships for re-entry customers.

Moved/Nottoli, second/McCarty, to:

- Approve augmentations to the subgrant agreements the Sacramento City Unified School District, Elk Grove Unified School District and Asian Resources, Inc. in the amount of \$55,000 each to add staff to provide services to New Start customers.

- Approve \$65,000 for supportive services and scholarships for New Start customers served by this grant.

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

C. HEAD START: No items.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval to Ratify the Release of a Conditional Request for Proposals and to Allocate \$1 Million in Community Services Block Grant (CSBG) Recovery Act Funding to Support the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Ms. Cindy Sherwood-Green reported that funds were allocated in May to support the HPRP program. A conditional RFP was released. When funding recommendations are made, they will be presented to the Community Action Board and to the Governing Board in September. There was a four week turn around for proposals. SETA has not yet received our CSBG funding from the state.

Moved/Pannell, second/Scherman, to ratify the release of the HPRP RFP and approve the allocation of \$1 million in CSBG Recovery Act funding to support HPRP activities to be funded through the HPRP RFP process, subject to final funding determinations of the Governing Board.

Voice Vote: Unanimous approval.

2. Appointment of Member to the Community Action Board

Ms. Sherwood-Green reported that staff is requesting the appointment of the Sacramento Food Bank to fill a Private Sector seat on the CAB.

Moved/Scherman, second/Pannell, to appoint the Sacramento Food Bank and Family Services to represent the Private Sector on the Community Action Board.

Voice Vote: Unanimous approval.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Fiscal Monitoring Reports: No questions or comments.

B. Regional Economic Recovery Work Plan for the Sacramento Region: Ms. Purdy reviewed the regional economy recovery plan developed by SACTO built around three goals:

1. Improve our Built Environment – improving our transportation and non-transportation-related infrastructure

2. Grow a Competitive Advantage in Technology – with a particular focus on the clean/green industry sector
 3. Maintain a Strength in Workforce – investing in education and training programs that prepare residents for the jobs and skills important to the region's economy now and in the future
- C. Governor Arnold Schwarzenegger Announces California Green Jobs Corp Funding: SETA was funded for \$937,890. SETA will be the fiscal agent and will be partnering with three workforce development areas.
- D. Media Coverage Summary: Recovery Act Funded Programs: No comments.
- E. Update on the Rescue and Restore Victims of Human Trafficking Program: Ms. Mary Jennings reported that the program started in May when the funding came available.
- F. Unemployment Rates for Sacramento County: Ms. Purdy expressed hope that Recovery Act strategies will help get people back to work.
- G. WorkKeys Update: Mr. Walker reported that SETA staff have been recruiting for Campbell's Soup. Recently there was a recruitment with 600 applicants; Campbell's Soup hired 150 individuals. Applicants were lining up at 1:30 a.m. with their children. There were a lot of people looking for work and a lot of desperation. Staff have been working with the Golden Corral and all of their recruitment went through our career centers; they hired 180 people.
- H. Dislocated Worker Update: Mr. William Walker reported that Kohl's is currently hiring management staff and they will use our career centers to hire line staff.
- V. Reports to the Board**
- A. Chair: No report.
- B. Executive Director: PAC Chair Ms. Salina Davey and PC Vice Chair Ms. Jennifer Ryon, were recognized. Ms. Scherman was wished a Happy Birthday!
- C. Deputy Directors: Ms. Purdy reported that the County Department of Human Assistance monitored our three contracts. SETA received a clean monitoring report with one exception. SETA estimated some costs for employer reimbursements and the costs were not reconciled to actual. SETA reimbursed the county \$4,695.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No report.
- VI. Adjournment: Meeting adjourned at 10:50 a.m.**

ITEM III-C – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

NOTES:

MEMORANDUM

TO: Mr. Robert Roe **DATE:** August 24, 2009
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	8/1/08-7/31/09	8/1/08-5/31/09
Head Start	T & TA	9,000	8/1/08-7/31/09	8/1/08-5/31/09

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 6/17-19/09

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

Program Operator: Elk Grove Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2008 to May 31, 2009 have been traced to the delegate agency records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Tracy Tomasky **DATE:** August 26, 2009

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	8/01/08-07/31/09	8/01/08-5/31/09
Head Start	T & TA	15,000	8/01/08-07/31/09	8/01/08-5/31/09
Early HS	Basic, COLA	1,186,930	8/01/08-07/31/09	8/01/08-5/31/09
Early HS	T & TA	20,112	8/01/08-07/31/09	8/01/08-5/31/09

Monitoring Purpose: Initial X Follow-Up Special Final

Date of review: 6/24-26/09

	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, 2008 to May 31, 2009 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) There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM IV- 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 August 25, 2009 Regular Policy Council meeting.

Good	Needs Improvement
Areas were left clean.	PC reimbursement forms must be completely and accurately filled out and turned in to Ms. Marie Desha before PC meeting start time.
No cell phones went off.	Side barring.
Thank you to Ms. Marie Desha, Ms. LaShaun Burke, and Ms. Nancy Hogan for timely processing of reimbursement forms.	Asking Chair's permission to speak and be recognized if needing to leave meeting early.
	Staying professional and courteous at all times and during Board and Committee meetings.

- B. Budget/Planning Committee

- C. Personnel/Bylaws Committee

- D. Social/Hospitality Committee

ITEM IV- COMMITTEE REPORTS (Continued)
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E. Program Area Committees

- Early Childhood Development & Health Services Committee and Parent/Family Committee (AKA Child Safety Committee)

- Monitoring and Evaluation

- Male Involvement Committee/Community Advocating Male Participation (CAMP) – Mr. Frank Jackson

F. Community Partnerships Advisory Committee (CPAC) – Mr. David Quintero

G. Health Services Advisory Committee (HSAC) – Ms. Shernita Crosby

ITEM V- OTHER REPORTS

BACKGROUND:

- A. SETA EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) to report to the Council on any items of important information or to deal with special requests which need to be addressed.

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

- C. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Ms. Carol Aronis), 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.

- D. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:
- Monthly Head Start Report (attached)
 - Brenda Campos: Grantee Program Support Services
 - Denise Lee: Child Development and Education Services
 - Lisa Carr, Parent/Family Support Unit

ITEM V- OTHER REPORTS (Continued)
Page 2

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

- Child Health and Disability Prevention Program – Vacant
- Perinatal & Infant Health Advisory Committee – Ms. Barbara Ramey-Clark
- Maternal Child and Adolescent Health Board – Ms. Brenda Vincent
- Community Action Board – Ms. Mary Pope

F. HEALTH AND DENTAL REPORT: This item provides an opportunity for Policy Council representatives to submit an oral report to the Policy Council.

- Sacramento County Dental Health Advisory Committee Representatives (appointed by Chair): Ms. Mary Brown, Ms. Lorryne Garner, and Ms. Irlanda Meza

G. OPEN DISCUSSION AND COMMENTS: This item provides an opportunity for Head Start Policy Council members to bring up topics for discussion. Members are asked to address their requests to the Chair if they wish to speak. No action is to be taken on any item that is discussed during this meeting; the board may direct staff to place agenda items on upcoming agendas for action.

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

ITEM VI-A– ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: