

GOVERNING BOARD

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City of Sacramento

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County of Sacramento

BONNIE PANNELL
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SOPHIA SCHERMAN
Public Representative

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Board of Supervisors
County of Sacramento

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

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Sacramento, CA 95815

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

*Thought of the Day: "Choice, not chance,
determines one's destiny."*

Author: Unknown

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

DATE: Tuesday, March 23, 2010

TIME: 10:45 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

Page Number

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

II. Consent Item

A. Approval of the Minutes of the February 23, 2010 Special Meeting

III. Action Items

A. Appointment of Representative and Alternate to the Maternal, Child and Adolescent Health Advisory Board

IV. Information Items

A. Standing Information Items

- Introduction of Newly Seated Members – Ms. Jennifer Ryon
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
- PC/PAC Calendar of Events – Ms. Jennifer Ryon
- Parent/Family Support Unit Events and Activities – Ms. Jennifer Ryon
- Parent/Staff Recognitions – Presentations by Ms. Jennifer Ryon and Ms. Jeanine Vandermolen
- Community Resources – PC Representatives – Ms. Jennifer Ryon
- The Region IX Head Start Scholarship Awards (Attachments)
- Annual Parent Leadership Institute: 'Effective Communication for Team Building' - Trainer, Ms. Betsy Haas, MA, Esteemed Human Development.

B. Fiscal Monitoring Reports

- Elk Grove Unified School District
- San Juan Unified School District

C. Governing Board Minutes for the February 4, 2010 Meeting

V. Committee Reports

A. Executive Committee

B. Budget/Planning Committee

C. Personnel/Bylaws Committee

D. Program Area Committees

- Early Childhood Development & Health Services Committee and Parent/Family Support Committee (aka Child Safety Committee)
- Monitoring and Evaluation (aka Self Assessment)
- Male Involvement Committee/Community Advocating Male Participation (CAMP) – Vacant

E. Community Partnerships Advisory Committee (CPAC) – Ms. Coventry St. Mary

F. Health Services Advisory Committee (HSAC) – Ms. Mary Pope

VI. Other Reports

A. SETA Executive Director's Report

B. Head Start Deputy Director's Report

- ➔ Classroom Assessment Scoring System (CLASS) Overview, Mr. Nathanael Gale, Program Officer
- ➔ Discussion of the Policy Council (PC) Meeting Time Change

C. Chair's Report

D. Head Start Managers' Reports

- Monthly Head Start Report

- E. Community Agency Reports
 - Child Health and Disability Prevention Program: Ms. Elenita Salazar
 - Community Action Board – Mr. Victor Wilson
- F. Open Discussion and Comments
- G. Public Participation

III. Action Items (continued)

B. CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957

- Approval of Eligible List for: Head Start Family Placement Worker
 - ➔ Report out of Closed Session

VII. Adjournment

DISTRIBUTION DATE: FRIDAY, MARCH 19, 2010

The Policy Council meeting is hosted by:

Jennifer Ryon, Policy Council Chair
Patrice Hill, Policy Council Vice Chair
Violet Morrison, Secretary
Tamara Knox, Treasurer
Jeanine Vandermolen, Parliamentarian

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Jennifer Ryon, Elk Grove Unified School District
- _____ Victor Wilson, Elk Grove Unified School District
- _____ Patrice Hill, Sacramento City Unified School District
- _____ Sandra Renteria, Sacramento City Unified School District
- _____ Violet Morrison, San Juan Unified School District
- _____ Coventry St. Mary, San Juan Unified School District
- _____ Shernita Crosby, WCIC/Playmate Child Development Center
- _____ Katherine Arrue, SETA-Operated Program
- _____ Mary Brown, SETA-Operated Program
- _____ Kara Mann, SETA-Operated Program
- _____ David Quintero, SETA-Operated Program
- _____ Kelly Martin, SETA-Operated Program
- _____ Tamara Knox, Home Base Program
- _____ Cynthia Mack, Early Head Start (SOP)
- _____ Jeanine Vandermolen, Past Parent Representative
- _____ Brenda Vincent, Past Parent Representative
- _____ Mary Pope, Grandparent Representative
- _____ Elenita Salazar, Child Health and Disability Prevention Program

Members to be Seated:

- _____ Michela Barbosa, Twin Rivers Unified School District
- _____ Electa Broussard, Twin Rivers Unified School District
- _____ Raychelle Marshall, Sacramento City Unified School District
- _____ Yvette Hernandez, SETA-Operated Program

Seats Vacant:

- _____ Vacant (Johnson), Sacramento City Unified School District
- _____ Vacant (Long), WCIC/Playmate Child Development Center
- _____ Vacant, Community Advocating Male Participation/Male Involvement
- _____ (Vacant), SETA-Operated Program
- _____ Vacant, Early Head Start (SOP)
- _____ Vacant, Early Head Start (Sac. City)
- _____ Vacant, Early Head Start (San Juan)
- _____ Vacant, Foster Representative
- _____ Vacant, Community Representatives

**** Please call your alternate, the Policy Council Chair (Jennifer Ryon, 996-9954, or Head Start Staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. ****

BOARD MEMBER	SITE	11/30*	12/18*	1/26	2/23*	3/23								
C. St. Mary (11/30)	SJ	X	X	X	X									
J. Vandermolen (11/30)	PP	X	X	X	X									
B. Vincent (11/30)	PP	X	X	X	X									
V. Wilson (1/26)	ELK			X	X									

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAMP	Community Advocating Male Participation
CHDP	Child Health and Disability Prevention Program
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
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
- R:** Resigned
- 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

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE FEBRUARY 23, 2010 SPECIAL
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the February 23, 2010 meeting.

RECOMMENDATION:

That the Policy Council approve the February 23, 2010 meeting minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

SETA Board Room
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Tuesday, February 23, 2010
10:00 a.m.

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

Ms. Jennifer Ryon called the meeting to order at 10:03 a.m. Ms. Violet Morrison called roll; a quorum was established. Ms. Fabolia Mandragon and Ms. Claudia Martinez are translating this morning.

Members Present:

Jennifer Ryon, Elk Grove Unified School District
Victor Wilson, Elk Grove Unified School District
Patrice Hill, Sacramento City Unified School District
Shernita Crosby, Playmate/WCIC
Violet Morrison, San Juan Unified School District
Coventry St. Mary, San Juan Unified School District (arrived at 10:06 a.m.)
Katherine Arrue, SETA-Operated Program
Mary Brown, SETA-Operated Program
David Quintero, SETA-Operated Program
Kelly Martin, SETA-Operated Program
Jeanine Vandermolen, Past Parent Representative
Brenda Vincent, Past Parent Representative
Mary Pope, Grandparent Representative
Tamara Knox, Home Base Program

The following board member was seated: Cynthia Mack, Early Head Start (SOP)

Members Absent:

Sandra Renteria, Sacramento City Unified School District (unexcused)
Khalelah Hazewood, SETA-Operated Program (unexcused)
Elenita Salazar, Child Health & Disability Prevention Program (excused)
Kara Mann, SETA-Operated Program

Unseated Members Absent:

Michela Barbosa, Twin Rivers Unified School District (unexcused)
Electa Broussard, Twin Rivers Unified School District (unexcused)
Raychelle Marshall, Sacramento City Unified School District (unexcused)

II. Information Items

A. Standing Information Items

- AB 1234 Ethics Training: Mr. Victor Bonanno provided ethics training required for all boards receiving stipends and/or federal funds.

III. CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957

The board went into closed session at 10:55 a.m. The board went back into open session at 11:10 a.m. Ms. Ryon reported out of closed session that the Board took the following action in closed session: Approved the Eligible List for Head Start Manager.

IV. Consent Item

- A. Approval of the Minutes from the January 26, 2010 Meeting

Minutes were reviewed; no questions or corrections.

Moved/St. Mary, second/Brown, to approve the January 26, 2010 minutes.
Show of hands vote: Aye: 13, Nay: 0, Abstentions: 2 (Ryon and Vandermolten)

II. Information Items (continued)

- A. Standing Information Items

- Introduction of Newly Seated Members: Ms. Ryon asked Ms. Cynthia Mack to provide information on herself. Ms. Mack was welcomed to the board.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett reviewed the latest fiscal report. The county-wide SETA operation funds do not include CDE funds. The Agency is exceeding in ARRA funds expenditures since they are one-time expenditures. Overall, the budget is progressing nicely. Mr. Bartlett asked that board members explain their request for child care reimbursement, especially when it is for a school-age child.
- PC/PAC Calendar of Events: Ms. Ryon stated that the Budget/Planning Committee will be meeting four times in the month of March. Flyers for the "Know Your Rights" parent workshop were distributed. The workshop is scheduled for Wednesday, March 10, 5:30 – 8:30 p.m. in the board room. A Male Involvement Committee meeting is scheduled for March 17.
- Parent/Family Support Unit Events and Activities: Ms. Ryon reviewed the upcoming events.
- National Head Start Association Parent Training Conference Report: The reports were reviewed; no questions.

- B. Governing Board Minutes for the January 7, 2010 Meeting: No questions.

V. Committee Reports

- A. Executive Committee: Ms. Ryon reviewed the committee critique.

VI. Other Reports

- A. Chair's Report: No report.
- B. Head Start Managers' Monthly Report: No report.
- C. Public Participation: Ms. Kathy Kossick inquired whether board members had an opportunity to visit a career center to see their resources available to the board. She asked board members to spread the word to friends/neighbors about the services available at the career centers. Ms. Kossick introduced SETA's Public Information Officer, Ms. Terri Carpenter, who is looking for good news stories for the media.

Ms. Terri Carpenter, SETA's Public Information Officer, asked board members to give her a call if anything at the centers that needs to be in the media. The media is interested in seeing how SETA is using Recovery Act funding. Ms. Carpenter can be reached by calling her at 263-7891.

VII. Adjournment: The meeting was adjourned at 11:29 a.m.

ITEM III-A – ACTION

APPOINTMENT OF REPRESENTATIVE AND ALTERNATE TO THE MATERNAL,
CHILD AND ADOLESCENT HEALTH ADVISORY BOARD

BACKGROUND:

This item provides the Policy Council Chair an opportunity to appoint a representative and an alternate to sit on the Sacramento County Maternal, Child and Adolescent Health Advisory Board.

The Sacramento County Maternal, Child and Adolescent Health Advisory Board has requested one representative and one alternate to serve from Head Start. Current health issues are addressed, providing an opportunity for Head Start parents to contribute in the discussion and receive valuable information for Head Start. The committee meets five times a year on the second Tuesday of the month (January, March, May, September, and November). The meetings are held at 9333 Tech Center Drive, Suite 800, Sacramento, CA, from 8:00 – 10:00 a.m. If you have any questions, please contact Brenda Campos, 263-3881.

RECOMMENDATION:

Ratify the Chair's appointment of one representative and one alternate to serve on the Sacramento County Maternal, Child and Adolescent Health Advisory Board.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

A. Standing Information Items

- Introduction of Newly Seated Members – Ms. Jennifer Ryon
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account - Mr. Roger Bartlett
- PC/PAC Calendar of Events – Ms. Jennifer Ryon
- Parent/Family Support Unit Events and Activities – Ms. Jennifer Ryon
- Parent/Staff Recognitions – Presentations by Ms. Jennifer Ryon and Ms. Jeanine Vandermolen
- Community Resources – PC Representatives – Ms. Jennifer Ryon
- The Region IX Head Start Scholarship Awards (Attachments)
- Annual Parent Leadership Institute: 'Effective Communication for Team Building' - Trainer, Ms. Betsy Haas, MA, Esteemed Human Development.

NOTES:

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Budget/Planning Committee Meeting (Refunding grant application)	Friday, March 12, 2010 9:00-10:30 a.m. 925 Del Paso Blvd. Oak Room
Budget/Planning Committee Meeting (Refunding grant application)	Friday, March 19, 2010 9:00-10:30 a.m. 925 Del Paso Blvd. Oak Room
Male Involvement Committee Meeting	Wednesday, March 24, 2010 2:00 p.m. 925 Del Paso Blvd. Redwood Room
PC/PAC Personnel/Bylaws Committee	Thursday, March 25, 2010 10:00 a.m. 925 Del Paso Blvd. Olympus Room
PAC Executive Committee Meeting	Thursday, March 25, 2010 11:00 a.m. 925 Del Paso Blvd. Olympus Room
Budget/Planning Committee Meeting (Refunding grant application)	Friday, March 26, 2010 9:00-10:30 a.m. 925 Del Paso Blvd. Oak Room
Early Child Development and Health Services Committee/ (Disaster Preparedness Subcommittee) Meeting	Tuesday, March 30, 2010 9:00 a.m. 925 Del Paso Blvd. Cypress Room
PC Executive Committee Meeting	Friday, April 2, 2010 9:00 a.m. 925 Del Paso Blvd. Redwood Room
Parent/Family Support Committee (AKA Child Safety Committee) Meeting (Emergency Preparedness for Families – Subcommittee)	Thursday, April 8, 2010 9:30-11:30 a.m. 925 Del Paso Blvd. Redwood Room

PC/PAC CALENDAR OF EVENTS

EVENT

DATE

<p>Early Child Development & Health Services Committee Meeting (AKA Child Safety Committee) (Disaster Preparedness – Subcommittee)</p>	<p>Tuesday, April 13, 2010 9:00 a.m.-12:00 p.m. 925 Del Paso Blvd. Redwood Room</p>
<p>7 Reasons Children Misbehave Workshop</p>	<p>Wednesday, April 14, 2010 6:00 p.m. 925 Del Paso Blvd. Sequoia Room</p>
<p>Annual Parent Leadership Institute: <i>Effective Communication for Team Building</i> – Ms. Betsy Haas, MA, Esteemed Human Development</p>	<p>Thursday, April 22, 2010 9:00 a.m.-5:00 p.m. 925 Del Paso Blvd. SETA Board Room</p>
<p>Early Child Development & Health Services (AKA Child Safety Disaster Planning and Parent/Family Support) Committee Meeting – Committee of the Whole (All Committee Members)</p>	<p>Friday, April 23, 2010 9:00 a.m.-12:00 p.m. 925 Del Paso Blvd. Cypress Room</p>
<p>Community Partnerships Advisory Committee (CPAC) Meeting</p>	<p>Thursday, April 29, 2010 9:00-10:30 a.m. 925 Del Paso Blvd. Cypress Room</p>
<p>PC/PAC Personnel/Bylaws Committee Meeting</p>	<p>Wednesday, April 28, 2010 9:00-11:00 a.m. 925 Del Paso Blvd. Oak Room</p>
<p>PAC Executive Committee Meeting</p>	<p>Friday, April 30, 2010 9:00 a.m. 925 Del Paso Blvd. Oak Room</p>
<p>PC Executive Committee Meeting</p>	<p>Thursday, May 6, 2010 9:00 a.m. 925 Del Paso Blvd. Redwood Room</p>

RHSA SCHOLARSHIP AWARDS

The Regional Head Start Association (RHSA) is pleased to announce this year's RHSA Scholarship Awards. RHSA offers three (3) Scholarships, one each in commemoration of Al Orozco, Torcey Wiley and Ron Bernard, three people who supported Head Start's efforts and were committed to its goals. Each Scholarship is for \$1,000 and dedicated to a specific applicant audience.

- **Al Orozco Memorial Scholarship** is offered to present or former Head Start parents who will be or are presently attending college or an accredited vocational or technical school.
- **Torcey Wiley Memorial Scholarship** is offered to current Head Start employees who will be or are presently attending college or an accredited vocational or technical school.
- **Ron Bernard Memorial Scholarship** is offered to high school seniors who graduated from a Region IX Head Start program who will be attending college or an accredited vocational or technical school.

Parents and staff applying for a scholarship must be from agencies that are current members of RHSA. Non-member applications will not be considered. RHSA's Scholarship recipients will be announced at our Annual Regional Training Conference in October. Scholarship Awards are disbursed directly to the educational institution and can only be used for tuition and books.

APPLICATION

Only complete scholarship applications, postmarked by April 1st, will be considered for selection. A complete application includes the following information and attachments:

Please use this list to double-check the completeness of your application.

APPLICATION COVERSHEET

- Application is typed and all questions have been answered

ATTACHMENTS

- Statement of Personal Goals
- Statement of Head Start and Community Involvement
- High School or College transcripts
- Four (4) Letters of Recommendation
- (See specific requirements for each scholarship on scholarship application coversheet #5)

SUBMITTAL

- A separate application is being submitted for each scholarship you are applying for
- All attachments are paper clipped to coversheet in the order listed above - DO NOT bind application
- Application is postmarked by April 1, 2010

Application must be mailed to:

RHSA SCHOLARSHIP COMMITTEE
2650 E. FOOTHILL BLVD
PASADENA, CA 91107

SELECTION CRITERIA

Scholarship applications will be rated on the following:

<u>Selection Criteria</u>	<u>Maximum Points</u>
High School/College Grades	20 points
Personal Goal Statement	25 points
Need for Scholarship	15 points
Statement of Head Start and Community Involvement	25 points
Letters of Recommendation	15 points



RHSA SCHOLARSHIP APPLICATION COVERSHEET

1. APPLICANT INFORMATION

Applicant's Name:			SSN:
Mailing Address:			
City:	State:	Zip:	Phone:
Head Start Agency:			
Mailing Address:			
City:	State:	Zip:	Phone:
Years enrolled: () to () OR Years employed: () to ()			
If employed, Position:			
High School: <i>Attach Transcripts</i>			Grade Point Average:
Mailing Address:			
City:	State:	Zip:	Phone:
College (attending or anticipate attending):			Grade Point Average:
Mailing Address:			
City:	State:	Zip:	Phone:
Major:		<i>Attach Transcripts</i>	

Have you applied for, or are you currently receiving any monetary assistance for tuition or books? Yes No
 If yes, Identify: _____

2. **SCHOLARSHIP** - Indicate the Scholarship for which you are applying. **Each** application must be submitted **separately**.
 - Al Orozco Memorial Scholarship** - available to current or former Head Start parents
 - Torcey Wiley Memorial Scholarship** - available to current Head Start employees
 - Ron Bernard Memorial Scholarship** - available to high school seniors that were Head Start graduates

3. **STATEMENT OF PERSONAL GOALS** - describe in 300 words or less your educational and career objectives, need for the scholarship and how the RHSA's Scholarship will assist you in meeting these goals.

4. **STATEMENT OF HEAD START PARTICIPATION AND COMMUNITY INVOLVEMENT** - describe in 150 words or less your participation in and commitment to Head Start and the extracurricular or community activities in which you are involved.

5. **LETTERS OF RECOMMENDATION** -

For the Al Orozco and Torcey Wiley Scholarship - four (4) letters of recommendation of which one (1) must be from your Head Start Grantee or Delegate Agency Director; one (1) from another Head Start staff member.

For the Ron Bernard Scholarship - four (4) letters of recommendation of which one (1) must be from your high school counselor; two (2) must be from other teachers at your high school.

6. **REGION IX HEAD START ASSOCIATION MEMBERSHIP** - applicants must be from a Head Start agency that is a current member of RHSA. Membership status will be verified; non-member applications will not be considered.

7. **APPLICATION SUBMITTAL FORMAT AND PROCEDURES**
 Application must be typed. Double check for application completeness – use the checklist on the instruction sheet. Application must be postmarked no later than April 1st 2010.

Application must be mailed to: RHSA Scholarship Committee
2650 E. Foothill Blvd
Pasadena CA 91107

ITEM IV-B – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

NOTES:

MEMORANDUM

TO: Mr. Robert Roe **DATE:** February 5, 2010
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	8/1/08-7/31/09
Head Start	T & TA	9,000	8/1/08-7/31/09	8/1/08-7/31/09

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
Date of review: 12/9-11/09

	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 July 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:** February 17, 2010

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	8/01/08-7/31/09
Head Start	T & TA	15,000	8/01/08-07/31/09	8/01/08-7/31/09
Early HS	Basic, COLA	1,186,930	8/01/08-07/31/09	8/01/08-7/31/09
Early HS	T & TA	20,112	8/01/08-07/31/09	8/01/08-7/31/09

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: 12/15-17/09

	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 July 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-C- INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The February 4, 2010 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, February 4, 2010
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Kevin McCarty called the meeting to order at 10:06 a.m.

Members Present:

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

Member Absent:

Jimmie Yee, Member, Board of Supervisors

- ➔ **Recognition of Long Term Employee:** Ms. Joan Kidwell was acknowledged for her 30 years of service to SETA.

II. Consent Items

The consent calendar was reviewed; no questions or comments.

- A. Minutes of the January 7, 2010 Regular Board Meeting
- B. Approval of Claims and Warrants

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

- A. Approve the January 7, 2010 minutes.
- B. Approve the claims for the period 12/22/09 through 1/28/10.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Amendment to Contract for Retention of Economic Development Services and Authorize the Board Chair to Sign the Amendment

Ms. Kathy Kossick reviewed this item. SETA first entered this agreement in 2001 and this is the first amendment to that document.

Moved/Nottoli, second/Pannell, to approve the First Amendment to Contract for Retention of Economic Development Services between the Sacramento Employment and Training Agency and County of Sacramento, and authorize the Board Chair to execute this amendment.

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

2. Approval of Staff Recommendation for the Adult Vendor Services (VS) List

Ms. Esperanza Lindsey reviewed this item.

Moved/Scherman, second/Pannell, to approve the addition of Crossroads Diversified Services, Inc. to the Adult VS List.

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

3. Approval to Accept Funds from the California Employment Development Department Veterans Employment-Related Assistance Program (VEAP) and Authorize the Executive Director to Execute the Agreement and any Modifications to the Agreement

Mr. William Walker reviewed this item.

Speaker before the board: Mr. Frederick Gayle requested specific information regarding this item.

Ms. Scherman requested a full report sent to board members after the meeting with the outcomes and services.

Moved/Pannell, second/Scherman, to accept \$750,000 from the California Employment Development Department's Veteran Employment-Related Assistance Program (VEAP) to serve veterans. In addition, authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

Voice Vote: Unanimous approval.

4. Approval of Use of Fund Balance

Ms. Kossick stated that this item requests the utilization of agency funds for staff to go to Cap to Cap trip in April. Once the agenda is finalized, Ms. Kossick will know whether one or two staff members will attend.

Moved/Pannell, second/Scherman, to approve the use of approximately \$6,800 in agency fund balance to cover travel and attendance costs for the Executive Director and Workforce Deputy Director to participate in the 2010 Cap to Cap trip in April.

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

B. WORKFORCE INVESTMENT ACT

1. Appointment of Required Partner Member to the Sacramento Workforce Investment Board

Ms. Kossick stated that Ms. Poley's appointment will fill a vacancy in the mandatory partners slot serving older Americans.

Moved/Pannell, second/Nottoli, to appoint Ms. Tanja Poley to the vacant required partner seat representing senior employment on the Sacramento Works, Inc. Board of Directors.

Voice Vote: Unanimous approval.

2. Approval of Funding Modifications for American Recovery and Reinvestment Act Providers

Ms. Robin Purdy reviewed this item. Last April, the board approved releasing an RFP. Three categories were funded: Classroom Training, Occupational Skills, Workplace Training/Job Creation, and Business Development and Innovations. The Sacramento Works Planning/Oversight Committee has been reviewing the progress of the funded programs.

Staff is recommending that the Governing Board deobligate \$143,167 from three providers who have experienced late start-up or who have determined that they are unable to operate the proposed program. These programs are

1. TechSkills of Sacramento: \$80,760
2. Tree of Hope Funding: \$32,500
3. Mutual Assistance Network: \$29,907

Ms. Purdy reviewed a number of augmentations being recommended, both to program operators and career centers. The remaining funds will be used to administer program supply and administration and 'beef up' the IT structure. There have been a lot more people in the career centers and the infrastructure is slowing down in the computer area.

Moved/Nottoli, second/Pannell, to approve the following:

- Deobligate \$143,167 in WIA and Recovery Act funds from programs experiencing late start-up or under-enrollment after the second quarter of operations.
- Augment successful Workplace Training (OJT and Work Experience) providers with WIA Dislocated Worker and TANF ECF Subsidized employment funds and extend the time frame for subsidized employment through September, 2010.
- Deobligate \$269,256 in TANF ECF funding from Volunteers of America and obligate \$269,256 in WIA Adult/Dislocated Worker funds to Volunteers of America.

- Augment Sacramento Works One-Stop Career Centers with \$425,000 in WIA Dislocated Worker funds to increase the number of scholarships for dislocated workers.
- Transfer \$18,000 in unused WIA Adult/Dislocated Worker scholarship funds from SWCC-Mather to SWCC-Rancho Cordova.

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

3. Concurrence with the Sacramento Works, Inc. of Funding Extension Recommendations for the American Recovery and Reinvestment Act of 2009 (Recovery Act)/Workforce Investment Act Youth Employment Services for Program Year 2010-2011

Ms. Christine Welsch reviewed last year's summer youth program which provided a lot of jobs for young people. Some programs in the state utilized all of their ARRA funding last summer; SETA decided to have a summer youth program in 2009 and 2010. Ms. Welsch reviewed the funding recommendations.

Moved/Pannell, second/Nottoli, to:

- ✓ Review and concur with the Sacramento Works, Inc. approved funding recommendation of \$1,858,711 for the Recovery Act / WIA Youth Services 2010-11 to:
 1. Provide 735 youth summer employment services through subcontracts
 2. Authorize staff to increase average hours per week based on available funds.
- ✓ Negotiate with the Recovery Act year-round providers to augment their contracts with sufficient funds to provide year-round youth development services and subsidized summer employment to youth enrolled in the WIA Year-round program.
- ✓ Continue the service contract with the Community College Foundation to coordinate payroll for the summer program.
- ✓ Allocate \$25,000 to the Center for Multicultural Cooperation (CMC) for YES to serve up to 10 youth.
- ✓ Allocate up to \$60,000 for program and curriculum development, classroom instruction and program supervision for Career Pathways programs to serve up to 25 youth.

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

C. HEAD START

1. Ratification of the Submission of a Grant Application to the California Department of Education for an Infant/Toddler Resources Grant

Ms. Robyn Caruso reviewed this item which requests ratification of the submission of a \$24,000 grant request for additional classroom material. These funds will close the gaps for needs in the infant toddler program.

Moved/Pannell, second/Scherman, to ratify the submission of a grant application to CDE in the amount of \$24,000 to provide enhanced services in the Infant-Toddler Program.

Voice Vote: Unanimous approval.

2. Approval to Procure Computers for the Head Start Electronic Student Sign-in Project

Mr. Edward Proctor stated that this item is requesting the procurement of 77 touch screen computers. Staff has been working on this program since last fall; these touch screen computers will replace paper in the classrooms and provide an electronic report of the children. The computer software will also provide the basis for other electronic reports.

All of the teachers will be trained on the use of the computers. The parent/guardian can sign in and sign out the children multiple times during the day. This will tell staff exactly the number of children in the classroom at any given time. The biggest challenge was finding equipment in the Agency's price point.

In response to a question as to whether the program could be manipulated or altered, Mr. Proctor stated that only the teacher will be able to modify the attendance for an absent/sick child. There will also be a log of all changes so staff can review changes.

Moved/Nottoli, second/Scherman, to approve the purchase of 77 ASUS touch screen computers and signature pads from Zytech Solutions in the amount of \$58,495.

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

3. Approval of Memorandum of Understanding between Sacramento County Department of Health and Human Services Nurse Family Partnership Program and SETA

Ms. Denise Lee stated that this MOU is for the nurse home visiting program, which provides socialization for the children.

Moved/Nottoli, second/Scherman, to approve the Memorandum of Understanding with the Nurse-Family Partnership Program and authorize the Executive Director to sign the document.

Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of Resolution to Accept Program Year 2010 Community Services Block Grant Funds and Authorize the SETA Executive Director to Sign all Grant Documents

Ms. Cindy Sherwood-Green reviewed this item. There were no questions or comments.

Moved/Scherman, second/Pannell, to approve the resolution accepting program year 2010 CSBG funds.

Voice Vote: Unanimous approval.

E. REFUGEE PROGRAMS

1. Approval to Submit a Continuation Application to the Office of Refugee Resettlement Under the Rescue & Restore Victims of Human Trafficking Program

Ms. Mary Jennings, coordinator of this program, reviewed the board item. Ms. Jennings stated that the program is in the ninth month of operation. There are 11 cases so far and two new cases this week and the program is connecting them to services.

Moved/Scherman, second/Pannell, to approve the submission of a continuation application to the Office of Refugee Resettlement requesting \$238,000 for second year funding and authorize SETA's Executive Director to sign the application and other documents required by the funding source.

Voice Vote: Unanimous approval.

Ms. Jennings reviewed a PSA on human trafficking. This PSA will run for three months to see how many victims come forward due to the PSA. There is a national toll free line and they refer people directly to local programs. Ms. Jennings will talk about an 800 number and e-mail to be included in the PSA. The PSA will be on **Crossings** which runs from Fresno to Chico. The cost of an 800 number will be written into the new grant.

IV. Information Items

- A. Microsoft's Elevate American Program

Ms. Purdy stated that this program provides 166,000 vouchers to train on line on Microsoft products. The Agency expects to receive 6,000 vouchers that will be distributed through the career centers. There are vouchers for on-line computer literacy training and intermediate computer skills. In addition, there are 670 vouchers for training for more advanced IT professionals. As soon as the

governor announces this program, there will be an e-mail blast to people that have visited our career centers announcing the availability of the vouchers.

- B. Head Start Fiscal Report: No questions.
- C. Fiscal Monitoring Reports: No questions.
- D. Update on VITA Program Sites

Mr. Allen Brock reviewed the various sites where tax preparation will be available.

- E. Unemployment Statistics: No questions.
- F. Dislocated Worker Update

Mr. William Walker stated that CVS Caremark will be dislocating 92 employees. AT & T continues to lay people off but SETA has not yet received a WARN notice. In addition, Bank of America is laying off 36 employees.

V. **Reports to the Board**

- A. Chair: Mr. McCarty requested a report back on the green energy weatherization program.
- B. Executive Director: Ms. Kossick stated that she is planning to visit all CSBG subgrantees. She is inviting the board members to come along; staff will send out a schedule for the visits. Mr. Nottoli inquired whether any upgrades have been done to the Head Start class in Walnut Grove. Staff will e-mail an update on the classroom renovations.

C. Deputy Directors

➔ Monthly Head Start Report: Ms. Denise Lee reported that SETA received an additional 196 slots county wide in Early Head Start. In addition, a partnership agreement with River Oaks has been expanded to provide services to more families. The County Office of Education has reached into the Rio Vista area to provide services to the children in the south county area for the infant program. Staff is moving forward with planning for the 2010-2011 program year; grants will be brought forward in April. The annual self assessment is being done and board members will be receiving a short survey letter on their experience with the Head Start program.

Ms. Purdy reported she met with Mayor Kevin Johnson and Councilman McCarty's office on a proposal application through the U.S. Conference of Mayors and Wal-Mart for clean energy technology training. The proposal must be in by February 10

Ms. Welsch reviewed the Sacramento Works 2009 Youth program video. The writing of the script and shooting of the video was done by the youth participants.

D. Counsel: No comments.

E. Members of the Board: No comments.

F. Public: Speaker before the Board: Frederick Gayle

VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION:

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9:
One potential case

VII. Adjournment: The board adjourned into closed session at 11:23 a.m. The board adjourned at 11:28 a.m. with no report out of closed session.

ITEM V -COMMITTEE REPORTS

BACKGROUND:

- 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 February 23, 2010 Special Policy Council meeting.

Good	Needs Improvement
Thank you to Mr. Victor Bonanno for a great Ethics Training.	Please turn off cell phones before meeting time.
Thank you to Ms. Fabiola Mandragon (Grant Skills Center) and Ms. Claudia Martinez (Nedra Court) for translating.	Attendance; please call if you will not be attending meeting. <i>(Please see Call to Order/Roll Call Sheet.)</i>
Thank you to Ms. Theresa Marshall for reminder calls to attend board meeting.	<i>Absolutely no eating in the Board Room.</i>
Thank you for raising hands high and keeping them held up during voting process.	
Thank you for no side barring during the meeting.	
Thank you Ms. Desha for the fruit bowls.	
Thank you Ms. Jeanine Vandermolen for proofing NHSA Parent Training Conference Reports	

- B. Budget/Planning Committee

- C. Personnel/Bylaws Committee

ITEM V- COMMITTEE REPORTS (Continued)

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D. Program Area Committees

- Early Childhood Development & Health Services Committee and Parent/Family Committee (aka Child Safety Committee) (Disaster Planning/Disaster Preparedness)

- Parent/Family Support Committee (aka Child Safety Committee) (Disaster Planning/Disaster Preparedness)

- Male Involvement Committee/Community Advocating Male Participation (CAMP) (Vacant): Ms. Jennifer Ryon

E. Community Partnerships Advisory Committee (CPAC) – Ms. Coventry St. Mary

F. Health Services Advisory Committee (HSAC) – Ms. Mary Pope

ITEM VI- 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. Denise Lee) 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. Jennifer Ryon), 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:

Brenda Campos: Grantee Program Support Services

Denise Lee: Child Development and Education Services

- ➔ Classroom Assessment Scoring System (CLASS) Overview, Mr. Nathanael Gale, Program Officer
- ➔ Discussion of the Policy Council (PC) Meeting

Lisa Carr, Parent/Family Support Unit

ITEM VI- OTHER REPORTS (Continued)

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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 – Ms. Elenita Salazar
- Community Action Board – Mr. Victor Wilson

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-B - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: