

GOVERNING BOARD

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City of Sacramento

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County of Sacramento

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ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Phone: (916) 263-3804
Fax: (916) 263-3779

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

Thought of the Day: "Happiness is not something ready made. It comes from your own actions."

Author: The Dalí Lama

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

DATE: Tuesday, June 22, 2010

TIME: 1:00 p.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 the May 25, 2010 Special Meeting
- III. Action Items**
 - A. Approval to Roll-Over Fiscal Year 2009-2010 Supplemental Training and Technical Assistance Funds to Fiscal Year 2010-2011
 - B. Approval to Submit a Proposal to Department of Health and Human Services, Administration for Children and Families, Office of Head Start for American Recovery and Reinvestment Act Funds – Early Learning Mentor Coaches
 - C. Approval of Budget Revision for Head Start/Early Head Start Basic Grant 2009-2010 (Roy Kim)

- D. Approval of Labor Agreement (Rod Nishi)
- E. Appointment of Representative and Alternate to the Children's Dental Task Force
- F. Election of Policy Council Secretary

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
 - Program Content Area/Mental Health Report - Ms. Melanie Nicolas
 - Program Content Area/Special Education Report - Ms. Beverly Sanford
 - PC/PAC Calendar of Events – Ms. Jennifer Ryon
 - Parent/Family Support Unit Events and Activities – Ms. Jennifer Ryon
 - Sacramento County Head Start/Early Head Start Program Enrollment Report – Ms. Elsie Bowers
 - Community Resources – PC Representatives – Ms. Jennifer Ryon
- B. Governing Board Minutes for the April 29, 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 Emergency Preparedness for Families Subcommittee
 - Monitoring and Evaluation (aka Self Assessment)
 - Male Involvement Committee/Community Advocating Male Participation (CAMP) – Mr. Troy Luna
- 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
 - Monthly Head Start Report
- C. Chair's Report
- D. Head Start Managers' Reports
- E. Community Agency Reports
 - Child Health and Disability Prevention Program (vacant)

- Maternal, Child and Adolescent Health Advisory Board – Ms. Brenda Vincent
- Community Action Board – Mr. Victor Wilson
- F. Open Discussion and Comments
- G. Public Participation

III. Action Items (continued)

G. CLOSED SESSION: PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957

- Approval of Eligible List for: Program Officer & Head Start Typist Clerk III
➔ Report out of Closed Session

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, JUNE 17, 2010

The Policy Council meeting is hosted by:

Jennifer Ryon, Policy Council Chair
Tamara Knox, Treasurer
Vacant, Secretary

Patrice Hill, Policy Council Vice Chair
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
- _____ Chezette Taylor, Sacramento City Unified School District
- _____ Coventry St. Mary, San Juan Unified School District
- _____ Michela Barbosa, Twin Rivers Unified School District
- _____ Electa Broussard, Twin Rivers Unified School District
- _____ Mary Brown, SETA-Operated Program
- _____ Yvette Hernandez, SETA-Operated Program
- _____ Kelly Martin, SETA-Operated Program
- _____ Dina Patterson, SETA-Operated Program
- _____ David Quintero, SETA-Operated Program
- _____ Katherine Yaipen-Faulter, SETA-Operated Program
- _____ Tamara Knox, Home Base Program
- _____ Samih Shehadeh, Alternate, Early Head Start (SOP)
- _____ Jeanine Vandermolen, Past Parent Representative
- _____ Brenda Vincent, Past Parent Representative
- _____ Mary Pope, Grandparent Representative
- _____ Troy Luna, Community Advocating Male Participation/Male Involvement

Seats Vacant:

- _____ Vacant (Marshall), Sacramento City Unified School District
- _____ Vacant (Morrison), San Juan Unified School District
- _____ Vacant (Long), WCIC/Playmate Child Development Center
- _____ Vacant (Crosby), WCIC/Playmate Child Development Center
- _____ (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
- _____ Vacant (Salazar), Child Health and Disability Prevention Program

**** 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. ****

**POLICY COUNCIL
BOARD MEETING ATTENDANCE
PROGRAM YEAR 2009-2010**

The 2009-2010 Board was seated on **November 30, 2009** and
December 18, 2009

BOARD MEMBER	SITE	11/30 *	12/18 *	1/26	2/23 *	3/23	4/27 *	5/25	6/22					
M. Barbosa (s/b/s 2/23)	TR				E	X	X	X						
E. Broussard (s/b/s 2/23)	TR				U	X	X	X						
M. Brown (11/30)	SOP	X	X	X	X	X	X	X						
Y. Hernandez (3/23)	SOP					X	X	X						
P. Hill (12/18)	SAC		X	X	X	X	X	E						
T. Knox (11/30)	SOP	X	X	E	X	X	X	X						
T. Luna (4/27)	MI						X	X						
C. Mack (2/23)	EHS/SO P				X	AP	AP	AP						
K. Mann (1/26)	SOP			X	X	E	AP	AP						
K. Martin (11/30)	SOP	U	X	X	X	X	X	X						
V. Morrison (11/30)	SJ	X	X	X	X	E	X	E						
D. Patterson	SOP													
M. Pope (11/30)	GRAND	X	X	X	X	X	X	X						
D. Quintero (11/30)	SOP	X	X	X	X	X	AP	E						
S. Renteria (12/18)	SAC	U	X	X	E	X	X	X						
J. Ryon (11/30)	ELK	X	X	X	X	X	X	X						
C. St. Mary (11/30)	SJ	X	X	X	X	X	X	X						
C. Taylor (5/25)	SAC							X						

BOARD MEMBER	SITE	11/30*	12/18*	1/26	2/23*	3/23	4/27*	5/25	6/22					
J. Vandermolen (11/30)	PP	X	X	X	X	X	X	X						
B. Vincent (11/30)	PP	X	X	X	X	X	X	X						
V. Wilson (1/26)	ELK			X	X	U	X	X						
K. Yaipen-Faulter (1/26)	SOP			X	X	X	X	E						

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

Current a/o 6/9/10

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MAY 25, 2010 SPECIAL
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the May 25, 2010 meeting.

RECOMMENDATION:

That the Policy Council approve the May 25, 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, May 25, 2010
1:00 p.m.

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

Ms. Jennifer Ryon called the meeting to order at 1:17 p.m. Ms. Tamara Knox read the Thought of the Day. Ms. Mary Brown, serving as Secretary, called the roll; a quorum was established. Ms. Chezette Taylor, Sacramento City USD, was seated.

Members Present:

Jennifer Ryon, Elk Grove Unified School District
Victor Wilson, Elk Grove Unified School District
Sandra Renteria, Sacramento City Unified School District
Coventry St. Mary, San Juan Unified School District
Michela Barbosa, Twin Rivers Unified School District
Electa Broussard Twin Rivers Unified School District
Mary Brown, SETA-Operated Program
Yvette Hernandez, 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
Samih Shehadeh, Alternate, Early Head Start
Troy Luna, CAMP
Chezette Taylor, Sacramento City Unified School District
Muykea Richardson, Alternate, SOP (arrived at 1:43 p.m.)

Members Absent:

Cynthia Mack, Early Head Start (alternate present; excused)
Kara Mann, SETA-Operated Program (alternate present)
David Quintero, SETA-Operated Program (alternate present)
Violet Morrison, San Juan Unified School District (excused)
Patrice Hill, Sacramento City Unified School District (excused)
Katherine Yaipen-Faulter, SETA-Operated Program (excused)

II. Consent Item

A. Approval of the Minutes of the April 27, 2010 Special Meeting

No questions or corrections to the minutes.

Moved/Barbosa, second/St. Mary, to approve the April 27, 2010 minutes.
Show of hands vote: Aye: 14, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

The Board went off agenda.

IV. Information Items

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Fiscal Manager, Mr. Roy Kim, reviewed the budget and provided two modifications. Currently the budget is under spent a little. Ms. Lee and staff are working to ensure the funds are maximized and will not revert to the federal government. It is expected that the entire budget will be completely spent.

VI. Other Reports

A. SETA Executive Director's Report

Ms. Kathy Kossick reported at the April meeting that Microsoft training vouchers were available at the career centers. All of the vouchers have been distributed due to a media campaign. Staff recently updated the 3rd quarter report for our career centers; the number of people visiting career centers is up 30%. SETA just received Workforce Investment Act funding, decreased by \$1.2 million. Next year the funds distributed to the career centers will be decreased. Staff is finding an increasing demand for services with decreasing resources.

III. Action Items

A. Approval to Submit an Application to the Administration for Children and Families (ACF) for American Recovery and Reinvestment Act (ARRA)/Head Start Expansion Grant for 2010 (Year 2)

Ms. Denise Lee reviewed this item. A community assessment assisted in the preparation of this expansion grant. Currently, the Agency serves only 20% of the eligible families. Staff is working to get more funding to assist more families.

Ms. Muykea Richardson arrived at 1:43 p.m.

Moved/Martin, second/Knox, to approve the submission of an Application to the Administration for Children and Families (ACF) for American Recovery and Reinvestment Act (ARRA)/Head Start Expansion Grant for 2010 (Year 2)
Show of hands vote: Aye: 15, Nay: 0, abstentions: 2 (Ryon and Vandermolen)

- B. Approval to Submit an Application to the Administration for Children and Families (ACF) for American Recovery and Reinvestment Act (ARRA)/Early Head Start Expansion Grant for 2010 (Year 2)

This is application for 196 additional slots county wide. The grant application is very similar to Head Start but is more expensive since the ratio of staffing is much higher. The teacher/children ratio in Head Start is 10:1 versus Early Head Start which is 4:1. These funds are going out to competitive bid for agencies wishing to have an EHS program.

Moved/Luna, second/Renteria, to approve the submission of an application to the Administration for Children and Families (ACF) for American Recovery and Reinvestment Act (ARRA)/Early Head Start Expansion Grant for 2010 (Year 2).
Show of hands vote: Aye: 15, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

- C. Approval of the Policy Council/Parent Advisory Committee Joint Parent Activity

Ms. Desha stated that the Parent Advisory Committee and the Policy Council generally merge funds for a total of \$5,000. These funds are utilized for parent events (bonding activity and end-of-year activity). Events must be educational in nature. The first parent activity is an opportunity for parents to bond and get to know each other. Past activities included going to Discovery World, Shriner's Hospital (a tour and sing songs to the children), and visiting the Family History Center for genealogy. Ms. Desha read the agenda for the last social/hospitality meeting. Any board member with suggestions for an activity are asked to give them to committee members. The next Social/Hospitality Committee meeting is June 9 at 1:00 p.m. The Social/Hospitality Committee is responsible for planning the parent activities. The first event is being planned for August.

A guest is allowed but the guest must be over 18 years of age and they must pay their own way.

Moved/Brown, second/Barbosa, to approve a joint parent activity with the Parent Advisory Committee.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

IV. Information Items (continued)

- A. Standing Information Items

- Introduction of Newly Seated Members – Ms. Chezette Taylor introduced herself; she has two children in the Head Start program.
- PC/PAC Calendar of Events: Ms. Ryon reviewed the upcoming meetings. Ms. Ryon asked committee members to show up to meeting dates; a quorum is needed in order to do business. An updated roster was disturbed showing the committees and committee members. Board

members are urged to serve on a committee up to a maximum of three committees.

- Parent/Family Support Unit Events and Activities: No comments.
- Sacramento County Head Start/Early Head Start Program Enrollment Report: If there are questions, board members were asked to call Ms. Elsie Bowers at 263-3920.
- Community Resources: Ms. Ryon announced that the SETA BINC will have a free business orientation workshop June 15, 9 a.m. – 12:00 p.m.

Ms. Vandermolen reported that the Sacramento libraries have a literature/reading program where if you read books, you can win prizes. The kickoff is in June at the downtown Sacramento Central Library. The reading programs are broken down into age groups. Look on-line for the closest library to you. There are movie nights and puppet shows; go to the www.saclibrary.org for more information.

A Free family movie festival will be held through August, usually on Tuesdays-Thursdays. Ms. Vandermolen offered to provide information after the meeting. Mr. Luna went to one and stated that if you do plan to attend, show up early since the movies are first come, first served.

- B. Governing Board Minutes for the April 1, 2010 Meeting: Ms. Vandermolen urged board members to attend Governing Board meetings.
- C. Fiscal Monitoring Reports: No questions or comments.

V. Committee Reports

- A. Executive Committee: Ms. Ryon reviewed the critique of the last meeting.
- B. Budget/Planning Committee: The Committee went over the grants just approved.
- C. Personnel/Bylaws Committee: Ms. Vandermolen reported the Committee just completed the reading of the PAC bylaws. At the next meeting, the PC bylaws will be reviewed. After that, the Committee will be making changes.
- D. Program Area Committees
 - Early Childhood Development & Health Services Committee and Parent/Family Support Committee (aka Child Safety Committee)
 - ✓ Emergency Preparedness for Families Subcommittee: No meeting.
 - Monitoring and Evaluation (aka Self Assessment): No meeting.
 - Male Involvement Committee/Community Advocating Male Participation (CAMP) – Mr. Troy Luna reported that the last Daddy and Me event was held at the Sacramento History Museum; 60 participants enjoyed a free lunch and free museum admission. A great time was had by all. The next Daddy and Me event will be in June. The date and time of the event will be discussed at the next CAMP meeting. All board members are welcomed to attend the CAMP meetings.

- E. Community Partnerships Advisory Committee: No report.
- F. Health Services Advisory Committee: The meeting will be May 26 at 5:30 p.m.

➤ Maternal, Child and Adolescent Health Advisory Board: Ms. Brenda Vincent reported that she has attended a couple of meetings for this committee. At the last meeting, there was a lot of concern regarding a potential 80% budget cut to the Department of Health and Human Services. There was a lot of concern with potential cuts to the police department which will result in fewer police officers patrolling. On May 11, the County Health Officer, Dr. Glennah Trochet, provided an extensive report on public health concerns. She reported that H1N1 vaccinations continue and that there have not be additional deaths in the county; 200,000 people have been vaccinated. The county is planning a universal vaccine for everyone in Sacramento County. Tuberculosis control is down to one nurse. The top priority for the County of Sacramento is law enforcement. The Public health lab is down to minimum capacity. The City of Sacramento is going to recommend that fluoridation of water be discontinued.

Ms. Desha reported that Ms. Elenita Salazar not able to attend the last meeting due to the shortage of nurses. The county is expecting to lay off more public health nurses.

VI. **Other Reports** (continued)

D. Head Start Managers' Reports

Ms. Brenda Campos reported that by the end of May, all five delegates will have been monitored by her unit. Staff will be meeting with the Quality Assurances Unit and the delegates to provide a report of the monitoring visits.

Staff will begin working on the annual Program Information Report which is submitted to the Office of Head Start. The report is divided into various areas of service in the program. A summary of the report will be presented to the Policy Council later in the year.

Ms. Campos stated that SETA staff are very committed to ensure Head Start children and families receive dental and medial services. Ms. Melanie Nicholas will present a report to board members some time in June regarding medical and dental services.

- B. Head Start Deputy Director's Report: Ms. Lee reviewed the Monthly Head Start report for the SOP program. New degree requirements are being required for teachers. In 2007, staff put together A CSUS cohort program offering BA degrees. The classes are offered at night utilizing videotapes of the regular classes and streamlined at night at SETA with a facilitator. Last Friday, 12 staff

members graduated with their BA degrees. Another cohort is in its second year so graduates have a couple of years to go.

Grants: Staff has been writing grants not previously applied for to bring in more funds into the Agency to offset costs. A gifted and talented grant writer, Ms. Robyn Caruso, was able to bring in two different grants from the Department of Education. The two grants include an oral language grant for over \$7,000 and an additional \$37,000 for facility enhancements.

Program Information Report: Most administrative staff are in planning the process for the 2010-2011 fiscal year. Next year will be Year 1 so the grant requires much more information including a community assessment to determine what is happening in the community. In addition, the three-year goals and objectives is also due. Members of the federal government will be here to interview board and staff.

The Federal government just released program instruction regarding program income for families. There are questions on the horizon that some families being enrolled are over income; this program is designed for low-income families. A webinar from the Office of Head Start will be offered regarding income guidelines. In the new procedure, staff will need to make copies and keep copies of enrollment documents at the administrative office. This is a new procedure and the delegates have not yet been informed. Once there is a directive, the Policy Council cannot make changes. If children are already enrolled, there will not be a need to provide the new documentation.

C. Chair's Report: Ms. Ryon stated that the PC/PAC resource manuals are available to be checked out for two weeks; if haven't received attaché, see me.

D. Head Start Managers' Reports (continued)

→ Ms. Karen Gonzales stated that teachers will be doing their final assessment on each child; for children returning next year, these reports will be utilized for making changes if necessary and improving skills. CLASS trainers have been working hard to train staff. A lot of teachers have gone through the overview and some have gone through assessment training. Ms. Betsy Uda is working on disaster curriculum to prepare children for disaster planning.

→ Ms. Lisa Carr, Parent and Family Support Unit: Ms. Carr publically acknowledged Ms. Alma Hawkins for her hard work on the Grandparent/Foster Parent Conference. It was great and Ms. Hawkins and her team pulled off a fantastic conference. Next year, this conference will be done in collaboration with county-wide parent training.

A County-wide parent conference is being planned for the spring of 2011. Ms. Carr will be pulling together a planning committee. In July, teachers and family

service workers will be meeting on how to get parents ready for kindergarten readiness. A transition workshop will be held on June 9.

- Monthly Head Start Report: Copies were distributed.
- E. Community Agency Reports: No reports.
 - Child Health and Disability Prevention Program (vacant)
 - Maternal, Child and Adolescent Health Advisory Board: No report.
 - Community Action Board: No report.
- F. Open Discussion and Comments: Ms. Michela Barbosa reported that the Morey Avenue School held a Parent Appreciation Day where she received a parent award.
- G. Public Participation: No comments.
- VII. **Adjournment**: Meeting adjourned at 2:47 p.m.

ITEM III-A - ACTION

APPROVAL TO ROLL-OVER FISCAL YEAR 2009-2010 SUPPLEMENTAL TRAINING
AND TECHNICAL ASSISTANCE FUNDS TO FISCAL YEAR 2010-2011

BACKGROUND:

SETA Head Start/Early Head Start is seeking approval to carryover up to \$198,000 in PY2009-2010 Supplemental Training and Technical Assistance funds to PY2010-2011. Staff will notify the board of the actual amount carried over.

Supplemental Training and Technical Assistance funds were awarded to SETA for reimbursement of tuition and books for AA or BA college course work for Head Start Teacher and Associate Teachers. The reason T/TA funds were under-spent is due to the availability of additional funds SETA received under the American Recovery and Reinvestment Act for the same purposes.

Funds to be carried over will include reimbursement for tuition, books, parking and relief time. Funds are county wide and will be available for each delegate agency.

Additional information will be provided by Denise Lee.

RECOMMENDATION:

Approve the roll-over of Fiscal Year 2009-2010 Supplemental Training and Technical Assistance Funds to Fiscal Year 2010-2011 up to \$198,000.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-B - ACTION

APPROVAL TO SUBMIT A PROPOSAL TO DHHS/ACF/OHS FOR
AMERICAN RECOVERY AND REINVESTMENT ACT FUNDS –
EARLY LEARNING MENTOR COACHES

BACKGROUND:

The Administration for Children and Families (ACF), Office of Head Start (OHS), announced the availability of funds under the American Recovery and Reinvestment Act of 2009. Approximately \$25 million will be available for a project period of 17 months to be competitively awarded to current Head Start /Early Head Start agencies for Early Learning Resource Coaches. Up to 150 grants will be awarded with a maximum award of \$225,000 per project period. Funds will be used to pay resource coaches who will provide job guidance, technical assistance and training to teachers and home visitors. The overall goal of the resource coaches will be to improve the qualifications and training of teaching staff; assist grantees to promote positive, sustained outcomes for children and promote career development in Head Start grantees. It is anticipated that the work of the coaches will include topics such as ongoing child assessment and its connection to teaching and learning; curriculum implementation; strategies for improving teacher child interactions; and, effective strategies for working with culturally, linguistically, developmentally and age diverse groups of children.

Ms. Denise Lee will provide an oral report and be available to answer questions.

RECOMMENDATION:

Approve the submission of a grant application in the amount of \$225,000 for the Early Learning Mentor Coaches project funded by the DHHS, Administration for Children and Families, Office of Head Start through American Recovery and Reinvestment Act of 2009.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-C - ACTION

APPROVAL TO SUBMIT A BUDGET MODIFICATION REQUEST FOR HEAD START
BASIC FUNDS

BACKGROUND:

Over the current year, the Head Start Program has experienced significant cost savings, particularly in the Fringe Benefits and Other (occupancy and nutrition) categories of the budget, and current fiscal projections reflect that the grant will not be fully spent at the end of the grant period of July 31, 2010.

The reasons for the cost savings are as follows:

- Fringe Benefits: increased use of substitute teachers which do not receive fringe benefits.
- Occupancy: improved oversight of rent, janitorial and building maintenance costs.
- Nutrition: improved oversight and control of food costs and increase in number of reimbursable meals.

In order to maximize program funds, staff is recommending a budget modification to direct a portion of the cost savings to replace technology and classroom supplies, and move the remainder to the Personnel category, which will increase significantly upon approval of the proposed labor agreement.

The budget modification request will be sent under separate cover.

Mr. Roy Kim will provide an oral report and be available to answer questions.

RECOMMENDATION:

Approve the submission of a budget modification request for Head Start Basic funds, transferring a total of \$820,000 among budget cost categories. Total grant funds will remain the same.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-D – ACTION

APPROVAL OF LABOR AGREEMENT

BACKGROUND:

The American Federation of State, County, and Municipal Employees (AFSCME) and the Sacramento Employment and Training Agency (SETA) have been in negotiations meetings since March 2010. A tentative agreement has been reached with the three (3) bargaining units represented by AFSCME and voted upon. The units of the Agency are:

- Clerical, Technical, and Analytical
- Supervisory
- Head Start

The voting was not completed prior to the preparation of this agenda item. Therefore, staff will make a short report identifying the outcome of the vote taken.

The SETA Governing Board will take action at their July 1, 2010 meeting.

The major provisions of the agreements between SETA and AFSCME are outlined on the following page and cover a three year period. There is “re-opener” clause for years 2 and 3. The tentative agreement covers that period of July 1, 2010 through June 30, 2013.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the labor agreements effective July 1, 2010 – June 30, 2013.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

Highlights of Tentative Agreement

Wages

Regular employees employed on June 1, 2010 shall receive a lump sum of \$1200 paid July 2010 (exact date to be determined). Reopener May 15, 2011, Reopener May 15, 2012

Medical

Effective January 2, 2011; \$25 increase for employee only to \$470/month, \$50 increase for employee plus dependents to \$730; Reopener May 15, 2012.

Vacation

Increase vacation cap from 400 to 480 hours of accrued leave. Employees cease to accrue vacation once they reach the 480 cap until they either cash out or take vacation time off.

Transfers

Employees may request an additional 5 days to the existing 5 day notice before an involuntary transfer is effective if they have childcare or transportation issues.

Catastrophic Leave

Catastrophic leave time may now be donated in 1 hour increments on an hour for hour basis instead of a dollar for dollar basis.. This means if someone donates 6 hours the receiving employee gets 6 hours.

Parental Leave

Medical substantiation must be provided in order for an employee to use sick leave during extended parental leave.

Sick Leave

Remove the language in the Personnel Policies regarding placing an employee on sick leave restriction when their balance falls below 40 hours. Add language that states that an employee must be counseled, in writing, prior to being placed on sick leave restriction, and creates a process to be used by supervisors and managers when dealing with an employee who has sick leave problem of either abuse or excessive use.

Head Start Substitute Teacher Allowance

An Associate Teacher may substitute for an EHS Educator or Site Supervisor; an EHS Educator may substitute for a Site Supervisor.

Reduced Work Schedule

- Allows for a reduced work schedule up to two (2) days per month, but not more than twenty-four (24) days in a twelve (12) month period.
- Work schedules may be reduced up to sixteen (16) hours per month for a period up to twelve (12) months due to lack of work, lack of funds, abolishment or reclassification on positions.

FMLA/CFRA and Pregnancy Disability Leave

Create a Side letter of agreement that states that the Union and SETA will meet during the coming year to discuss and develop comprehensive policies for FMLA/CFRA and Pregnancy Disability Leave.

Leave of Absence Without Pay

Employees returning from protected leave will return to his/her classification and the site assignment at the time of their leave. Those employees returning after their protected leave and not exceeding twelve (12) months may return to their classification only. If the position is to be filled on a permanent basis, the employee shall be so advised prior to the leave.

ITEM III-E - ACTION

APPOINTMENT OF REPRESENTATIVE AND ALTERNATE TO THE CHILDREN'S DENTAL TASK FORCE

BACKGROUND:

This item provides the Policy Council Chair an opportunity to appoint a representative and an alternate to sit on the Children's Dental Task Force.

The Children's Dental Task Force was first co-convened in January, 2008 by First 5 Sacramento and Cover the Kids, to work collaboratively to address dental access problems for children in Sacramento County. As a result, a report was created that examines the strengths and challenges of the current system of dental care for children in Sacramento County titled, "Embracing an Oral Health Agenda for Sacramento County's Youngest and Most Vulnerable Residents." This report recommends nine steps to improve the availability of dental services for children and the utilization of those services. The Children's Dental Task Force is following up on those nine recommendations to improve dental access for Sacramento County Children.

The Children's Dental Task Force meets quarterly, on the fourth Wednesday, starting July 28, 2010, 3:00 p.m. – 5:00 p.m., at First 5 Sacramento, 2750 Gateway Oaks, Sacramento.

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 Children's Dental Task Force.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-F - ACTION

ELECTION OF POLICY COUNCIL SECRETARY

BACKGROUND:

Due to the recent resignation of Policy Council Secretary Violet Morrison, the Policy Council has an opportunity to elect a replacement for the remainder of the 2009-2010 program year. The duties of the Policy Council secretary, as outlined in the Policy Council Bylaws, Article V, Section 3 – Duties of Officers, follow:

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.

- 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/Fundraising Committee.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council elect a Secretary.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

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
 - Program Content Area/Mental Health Report-Ms. Melanie Nicolas
 - Program Content Area/Special Education Report-Ms. Beverly Sanford
 - PC/PAC Calendar of Events – Ms. Jennifer Ryon
 - Parent/Family Support Unit Events and Activities – Ms. Jennifer Ryon
 - Sacramento County Head Start/Early Head Start Program Enrollment Report – Ms. Elsie Bowers
 - Community Resources – PC Representatives – Ms. Jennifer Ryon

NOTES:

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 01/31/10)

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1305.6 (c) states that at least 10% of the total number of enrollment in each grantee and delegate agency must be made available to children with disabilities.

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP (% AFE)</u>	
Twin Rivers USD (179)	17	(9.5%)	N/A	
Elk Grove USD (380)	57	(15%)	N/A	
Sacramento City USD (1272)(115)	110	(8.6%)	9	(8%)
San Juan USD (680) (129)	52	(7.6%)	20	(15%)
WCIC (100)	3	(3%)	N/A	
SETA (2778) (213)	163	(6%)	28	(13%)
County (5389) (457)	402	(7%)	57 (12.5%)	

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 02/28/10)

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1305.6 (c) states that at least 10% of the total number of enrollment in each grantee and delegate agency must be made available to children with disabilities.

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP (% AFE)</u>	
Twin Rivers USD (179)	17	(9.5%)	N/A	
Elk Grove USD (380)	59	(15%)	N/A	
Sacramento City USD (1272)(115)	110	(8.6%)	9	(8%)
San Juan USD (680) (129)	67	(10%)	23	(18%)
WCIC (100)	10	(10%)	N/A	
SETA (2778) (213)	200	(7%)	33	(15%)
County (5389) (457)	463	(9%)	65 (14%)	

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start (As of 03/31/10)

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1305.6 (c) states that at least 10% of the total number of enrollment in each grantee and delegate agency must be made available to children with disabilities.

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP (% AFE)</u>	
Twin Rivers USD (179)	17	(9.5%)	N/A	
Elk Grove USD (380)	67	(17%)	N/A	
Sacramento City USD (1272)(115)	110	(8.6%)	9	(8%)
San Juan USD (680) (129)	72	(11%)	23	(18%)
WCIC (100)	10	(10%)	N/A	
SETA (2778) (213)	220	(8%)	33	(15%)
County (5389) (457)	496	(9%)	65 (14%)	

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 04/30/10)

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1305.6 (c) states that at least 10% of the total number of enrollment in each grantee and delegate agency must be made available to children with disabilities.

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP (% AFE)</u>	
Twin Rivers USD (179)	17	(9.5%)	N/A	
Elk Grove USD (380)	68	(18%)	N/A	
Sacramento City USD (1272)(115)	155	(12%)	10	(9%)
San Juan USD (680) (129)	76	(11%)	23	(18%)
WCIC (100)	10	(10%)	N/A	
SETA (2778) (213)	220	(8%)	35	(15%)
County (5389) (457)	546	(10%)	68	(15%)

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

Sacramento County Head Start/Early Head Start Program Enrollment Report May 2010

HEAD START

Agency	Funded Enrollment	Last Day of Month Enrollment	% Actual to Funded	ARRA Funded Enrollment	ARRA End of Month Enrollment	% Actual to Funded
Elk Grove	380	370*	97	40	38*	95
Sacramento City	1,272	1,293	102	20	24	120
San Juan	680	713	105	20	20	100
SETA	1,860 (2,778)	1,897	102	18	20	111
Twin Rivers	179	179	100	32	32	100
WCIC/Playmate	100	100	100	20	20	100
County Totals	4,471 (5,389)	4,552	102	150	154	103

*Program to close for summer; not enrolling any more slots for 2009-2010

EARLY HEAD START

Agency	Funded Enrollment	Last Day of Month Enrollment	% Actual to Funded	ARRA Funded Enrollment	ARRA End of Month Enrollment	% Actual to Funded
Sacramento City	115	115	100	32	34	106
San Juan	129	129	100	32	35	109
SETA	213	216	101	132	129	98
County Totals	457	460	101	196	198	101

CALENDAR OF EVENTS
PARENT/FAMILY SUPPORT UNIT

EVENT

DATE

Male Involvement Committee Meeting	Friday, June 25, 2010 11:00 a.m. 925 Del Paso Blvd. Redwood Room
Male Involvement Committee Meeting	July, 2010 Date/time to be announced.

PC/PAC CALENDAR OF EVENTS

EVENT

DATE

PAC Executive Committee Meeting	Thursday, June 24, 2010 9:00 a.m. 925 Del Paso Blvd. Olympus Room
PC/PAC Personnel/Bylaws Committee Meeting	Thursday, June 24, 2010 10:00 a.m. 925 Del Paso Blvd. Olympus Room
Male Involvement Committee Meeting	Friday, June 25, 2010 11:00 a.m. 925 Del Paso Blvd. Redwood Room
PC Executive Committee Meeting	Thursday, July 1, 2010 9:00 a.m. 925 Del Paso Blvd. Olympus Room
Social/Hospitality Committee Meeting	July 7, 2010 1:00 p.m. 925 Del Paso Blvd. Olympus Room
Food Services Committee Meeting	July 8, 2010 9:00 a.m. 925 Del Paso Blvd. Oak Room
PC/PAC Budget/Planning Committee Meeting	Friday, July 9, 2010 9:00 a.m. 925 Del Paso Blvd. Oak Room
Early Childhood Development & Health Services (aka Child Safety Committee) Emergency Preparedness for Families Subcommittee Meeting	Friday, July 9, 2010 9:30 a.m. 925 Del Paso Blvd. Redwood Room
PC/PAC Budget/Planning Committee	July 13, 2010 9:00 a.m. 925 Del Paso Blvd. Redwood Room

PC/PAC CALENDAR OF EVENTS

EVENT

DATE

PAC Executive Committee Meeting	July 22, 2010 9:00 a.m. 925 Del Paso Blvd. Olympus Room
PC/PAC Personnel/Bylaws Committee Meeting	July 29, 2010 10:00 a.m. 925 Del Paso Blvd. Olympus Room
PC Executive Committee Meeting	Thursday, August 5, 2010 9:00 a.m. 925 Del Paso Blvd. Olympus Room

ITEM IV-B- INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The April 29, 2010 Governing Board minutes are attached for your review.

NOTES:

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

Minutes/Synopsis

(The minutes reflect the actual progression of the meeting.)

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

Thursday, April 29, 2010
10:00 a.m.

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

Members Present:

Kevin McCarty, Chair, SETA Governing Board; Councilmember, City of Sacramento (arrived at 10:08 a.m.)
Don Nottoli, Vice Chair, SETA Governing Board; Member, Board of Supervisors
Bonnie Pannell, Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Jimmie Yee, Member, Board of Supervisors

II. Consent Items

The consent calendar was reviewed; no questions or comments.

- A. Minutes of the April 1, 2010 Regular Board Meeting
- B. Approval of Claims and Warrants

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

- A. Approve the April 1, 2010 minutes.
- B. Approve the claims for the period 3/26/10 – 4/21/10.

Voice Vote: Unanimous approval with one abstention (Nottoli).

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval to Release of a Request for Proposals for Warehouse/Workshop/ Office Space

Mr. Rod Nishi reviewed this item. The current warehouse lease expires at the end of this calendar year. Facilities and maintenance staff repair Head Start centers/playgrounds and receive products for Head Start. These items are stored at the warehouse for later use in the classroom.

Mr. McCarty arrived at 10:08 a.m.

Target occupancy date is December 1 of this year. The proposal will be released Monday, May 3 with an offerors' conference on May 20. The proposal due date is June 30 and staff is expecting to present the recommendation on August 5. The central office is the hub so warehouse space is being sought nearby.

Ms. Kossick stated that the RFP site location should be corrected to state Del Paso Road.

Mr. Nottoli asked staff to consider working with the city and/or county. The county is pulling back significantly from building leases but there are plenty of county facilities available with modest renovations. Mr. Thatch is not sure whether this would be possible but legal counsel will certainly look at the situation. Mr. Thatch stated that given that this is a joint powers agency, it may be possible to utilize county facilities; the most concern is with federal guidelines. Legal counsel will definitely look for it and report back.

Moved/Pannell, second/Yee, to approve the release of a Request for Proposals (RFP) for warehouse/office space.

Voice vote: Unanimous approval.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

The board recessed into closed session at 10:14 a.m. The board went back into open session at 10:51 a.m.; there was nothing to report out of closed session.

III. Action Items

A. GENERAL ADMINISTRATION/SETA (continued)

2. Approval of Revisions to the Sacramento Employment and Training Agency 2009-2010 Budget

Mr. Roy Kim reported that the agency started the year with a budget of \$91.8 million. The Agency has received an additional \$11.6 million in grants for a total of \$103.4 million. The revised budget reflects increases in the fixed assets category. Staff is using reprogramming funds for classroom and vehicle replacements.

Moved/Yee, second/Pannell, to approve the revised budget for fiscal year 2009-2010.

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

3. Approval of Out of State Travel to Attend the Institute for Sustainable Communities Climate Leadership Academy on Green Jobs

Ms. Terri Carpenter stated that a team representing City of Sacramento will be one of 15 cities selected to attend the Institute for Sustainable Communities Academy. This is a great opportunity to work with peers to move the green economy forward. The Academy is paying for airfare and hotel for the team.

Moved/Scherman, second/Yee, to approve out of state travel to send Terri Carpenter to represent SETA at the Climate Leadership Academy on Green Jobs on May 24-26, 2010 in Washington, D.C. Airfare and lodging to be paid by the Institute for Sustainable Communities.

Voice Vote: Unanimous approval.

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

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

Moved/Pannell, second/Scherman, to approve the staff recommendation to add CPS Human Resources Services the Adult VS List.

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

B. WORKFORCE INVESTMENT ACT

1. Approval to Accept Workforce Investment Act Governor's 15% Discretionary Funds for the New Start Program and Augment Subgrantees

Mr. William Walker stated that SETA received additional funds (\$165,174) specifically geared to re-entry clients/parolees at designated Sacramento Works One Stop Career Centers. Staff requests approval to accept the funds and allocate the funds to four career centers that serve the highest number of re-entry clients/parolees.

Moved/Pannell, second/Yee, to:

- Accept \$165,174 in funding from the Employment Development Department to serve Re-Entry customers.
- Approve augmenting and extending the subgrant agreements of Asian Resources, Inc., Sacramento City Unified School District, and Elk Grove Unified School District and for \$13,750 for each to continue funding staff to provide services to New Start customers through September 30, 2010.
- Approve augmentations to the subgrant agreement of the Greater Sacramento Urban League (GSUL) for \$22,917 to operate from May 1, 2010 to September 30, 2010 a New Start Program.
- Approve the addition of \$67,907 for supportive services and scholarships for New Start customers served by this grant.

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

2. Approval to Accept Temporary Assistance for Needy Families (TANF) Emergency Contingency Funds (ECF) from the Department of Human Assistance for Youth Employment Services, and Authorize the Executive Director to Execute Amendments to the Existing Agreements, and Augment Youth Providers
Ms. Christine Welsch stated that the county of Sacramento receives TANF ECF funds to provide employment services to CalWorks families. The Department of Human Assistance will be requesting to subcontract with SETA at an upcoming Board of Supervisors meeting. Because of the timing and summer vacations, staff is requesting preliminary approval when the Board of Supervisors approves the subcontract. Staff request approval to negotiate with existing providers to ensure providers have enough funds for the summer programs. Ms. Welsch reviewed the programs being recommended for augmentation. It is hoped that with the additional funds, an additional 205 young people will be served.

Moved/Yee, second/Scherman, to:

- ♦ Approve the acceptance of up to \$698,507 in TANF ECF funding from the Department of Human Assistance to serve dependent teens;
- ♦ Authorize the Executive Director to execute any amendments; and
- ♦ Approve the augmentation of youth providers.

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

3. Approval to Procure License for Geographic Solutions' Virtual One Stop System and Authorize the Executive Director to Execute the Agreement and any Related Amendments

Mr. Edward Proctor reported that SETA has been using SMARTware since 1999 to manage the client information at the career centers. In 2003, SETA purchased the product and since 2007 SETA has been maintaining the program. Currently, there are six SMARTware users hosted by SETA.

Mr. Proctor stated that staff is hoping to implement this in late 2010 or early 2011. This product allows our customers and our employers to access this product from their own space/office/home. This creates a virtual one stop.

Moved/Pannell, second/ Scherman, to approve the purchase of a license subscription for use of the VOS system with Geographic Solutions at an annual cost of \$109,834 fixed for the first two years. Subsequent annual license fee increases will be capped at 3% per year tied to the CPI. Subject to review and approval of legal counsel, authorize the Executive Director to execute the necessary agreement to allow for implementation of VOS at SETA's twelve One Stop Career Centers. In addition, authorize the Executive Director to approve up to \$10,000 additional expense for training of 25 staff by Geographic Solutions in Sacramento.

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

C. HEAD START

1. Approval of Fiscal Year 2010-2011 Head Start/Early Head Start Budget

Ms. Denise reviewed items 1-6 as follows:

Ms. Lee stated this item requests approval to apply for the annual grant funding. The \$46 million requested includes a prorated COLA. There are no staff layoffs this year. Staff have strategically planned that positions that will not be retained through ARRA funds will move to open positions.

2. Approval of Fiscal Year 2010-2011 Head Start/Early Head Start Grant Application

Ms. Lee reviewed changes to the application. Florin Meadows will close and the children/families will smoothly transition over to the other five SETA-Operated centers nearby.

3. Approval of Fiscal Year 2010-2011 Head Start/Early Head Start Training/Technical Assistance Grant Application to be in Alignment with Established Three-Year Goals

Ms. Lee reviewed the Training/Technical Assistance application and the goals; no questions or comments.

4. Approval of County-wide Head Start/Early Head Start Center Locations

The center locations remain the same; no questions or comments.

5. Approval of Fiscal Year 2010-2011 SETA-Operated Program Tracks

There were no comments on this item.

6. Approval of Fiscal Year 2010-2011 Sacramento County Program Options/Grantee and Delegate Agencies

This item shows the variety of services available to Head Start children and families. SETA is meeting as many needs as possible in the community.

Ms. Pannell commended Head Start staff and stated that she never wants to see a center close; every child should experience Head Start before going to kindergarten.

Moved/Pannell, second/Yee, to approve recommendations as follows:

C-1: Approve the FY 2010-2011 Head Start/Early Head Start Budget.

- C-2: Approve the FY 2010-2011 Head Start/Early Head Start Grant Application.
 - C-3: Approve the FY 2010-2011 Head Start/Early Head Start Training/Technical Grant Application as aligned with established three-year goals.
 - C-4: Approve FY 2010-2011 Head Start/Early Head Start Center Locations.
 - C-5: Approve FY 2010-2011 SETA Operated Program Tracks.
 - C-6: Approve FY 2010-2011 Sacramento County Program Options/Grantee and Delegate Agencies.
- Voice Vote: Unanimous approval.

7. Approval to Submit a Reprogramming Request/Budget Modification for Head Start Program Improvement Funds

Ms. Lee stated that staff applies for every grant that comes available. When extra funds are available, it is applied to health and safety projects. SETA received \$1.6 million in Program Improvement Funds. One project was significantly under budget and staff had the opportunity to distribute under spent funds to other priority items. On Thursday, SETA received \$38,000 from CDE to cover priority #48 and #49 (HVAC at Northview and resurfacing of rubber at Sharon Neese). Elk Grove had first dibs on the Program Improvement Funds since they were under expended. Ms. Robyn Caruso was acknowledged for her expertise in writing and submitting grants for additional funds.

Moved/Yee, second/Scherman, to approve the submission of a reprogramming request/budget modification for Head Start Program Improvement funds in the amount of \$131,801.

Voice Vote: Unanimous approval.

8. Approval to Submit a Budget Modification Request for Head Start Basic Funds

Mr. Roy Kim this is related to the agency budget reviewed earlier in the agenda. The budget modification request also requires approval from the Administration for Children and Families. Mr. Kim reviewed the modifications to the budget.

Moved/Yee, second/Nottoli, to approve the submission of a budget modification request for Head Start Basic funds in the amount of \$460,000.

Voice Vote: Unanimous approval.

9. Approval of SETA Head Start/Early Head Start Self Assessment Results for 2009-2010

Ms. Lee stated that staff received 681 surveys back. A large part of the families are happy with the services provided by our Head Start program. Staff was asked to see if a mobile clinic can be produced. Ms. Lee stated that in the basic budget, funds are available for medical care as "payer of last resort" to pay for medical

coverage. Due to severe budget constraints, the County will significantly cut the services available to low income families.

Ms. Brenda Campos reported that she just returned from the California Head Start Healthcare Institute. Sacramento County is partnering with family nurses and staff will be working with Ms. Caruso to apply for funding for services available to Head Start. Mr. Nottoli encouraged staff to get in touch with County Health Officer Dr. Glennah Trochet to leverage funds.

Moved/Pannell, second/Scherman, to approve the Head Start/Early Head Start Self Assessment results for 2009-2010.

Voice Vote: Unanimous approval.

10. Approval of Out-of-State Travel to Attend the Office of Head Start Child Outcomes Framework Meeting

Ms. Kossick offered to answer questions; no questions or comments.

Moved/Scherman, second/Pannell, to approve out-of-state travel for Ms. Denise Lee to the OHS Invitational Meeting regarding Child Outcomes Framework in May 2010 at limited to no cost to SETA.

Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Fiscal Monitoring Reports: No additional report.

B. Head Start Fiscal Report: No comments.

C. Unemployment Update/Press Release from the Employment Development Department: Ms. Purdy stated that the good news is that there was job growth in February and March but there is still 13.1% unemployment due to extension of unemployment funding. Staff is hoping to see a turnaround soon.

D. Dislocated Worker Update: Mr. William Walker stated that staff received a WARN notice from RT announcing the layoff of 90 individuals. Bridges Behavioral Language is also closing their offices. Ms. Kathy Hamilton, Elk Grove USD, announced that close to 300 layoff notices have been rescinded; it is hoped that more notices will be rescinded soon.

Ms. Purdy stated that staff will be coming to the board in June with extension recommendations. WIA allocations received will be decreased by approximately 10%. SETA is negotiating with the county for one stop costs.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick distributed a new American Recovery & Reinvestment Act brochure. This brochure was provided to federal hosts at the Cap to Cap trip and highlights ARRA funding and where it was invested in the Sacramento region. Ms. Terri Carpenter was credited for this very well received brochure. Ms. Carpenter did the photography herself; the brochure cost under \$1,000 for the whole project.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman requested an unbound board packet sent to her.
- F. Public: No report.

VII. Adjournment: Meeting adjourned at 12:05 p.m.

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 on June 3, 2010 and evaluated the May 25, 2010 Special Policy Council meeting.

Good	Needs Improvement
No cell phones went off.	Attendance.
Thank you for keeping our board room clean!	Please address the Chair for personal privilege prior to speaking.
Thank you Ms. Mary Degnan for reminder calls to attend the board meeting.	
Thank you board members for participating in the voting process.	

- B. Budget/Planning Committee

- C. Personnel/Bylaws Committee

- D. Program Area Committees

- Early Childhood Development & Health Services Committee and Parent/Family Committee Subcommittee
- ✓ Emergency Preparedness for Families Subcommittee

ITEM V- COMMITTEE REPORTS (Continued)
Page 2

- Male Involvement Committee/Community Advocating Male Participation (CAMP): Mr. Troy Luna

- 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.

- Monthly Head Start Report (will be provided at the meeting)

- 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
Karen Gonzales: Child Development and Education Services
Lisa Carr, Parent/Family Support Unit

ITEM VI- 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)
- 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-D - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: