

Thought of the Day: "I am today, the choice I made yesterday."

Author: Unknown

GOVERNING BOARD

KEVIN MCCARTY
Councilmember
City of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

JIMMIE YEE
Board of Supervisors
County of Sacramento

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

DATE: Tuesday, August 24, 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.

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>

AGENDA

	<u>Page Number</u>
I. <u>Call to Order/Roll Call/Review of Board Member Attendance</u>	1-3
II. <u>Consent Item</u>	
A. Approval of the Minutes of the July 27, 2010 Special Meeting	4-9
III. <u>Action Items</u>: None.	
IV. <u>Information Items</u>	
A. Standing Information Items	10-25
➤ 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
 - Sacramento County Head Start/Early Head Start Program Enrollment Report (July) – Ms. Elsie Bowers
 - PC/PAC Joint Parent Activity Report
 - PC/PAC Orientation II Report
 - Community Resources – PC Representatives/Staff – Ms. Jennifer Ryon/Ms. Melanie Nicolas
- First 5 Sacramento Community Grants and Health Education Council (HEC) Parent Education Program

B. Governing Board Minutes for the July 1, 2010 Meeting 26-32

V. **Committee Reports** 33-34

- A. Executive Committee
- B. Budget/Planning Committee
- C. Personnel/Bylaws Committee
- D. Social/Hospitality Committee
- E. Program Area Committees
 - Early Childhood Development & Health Services Committee and Parent/Family Support Committee (aka Child Safety Committee)
 - Monitoring and Evaluation (aka Self Assessment)
 - Male Involvement Committee/Community Advocating Male Participation (CAMP) – Mr. Troy Luna
- F. Community Partnerships Advisory Committee (CPAC) – Ms. Coventry St. Mary
- G. Health Services Advisory Committee (HSAC) – Ms. Mary Pope

VI. **Other Reports** 35-36

- 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 – Ms. Patrice Hill
- F. Open Discussion and Comments
- G. Public Participation

VII. **Adjournment**

DISTRIBUTION DATE: THURSDAY, AUGUST 19, 2010

The Policy Council meeting is hosted by:
Jennifer Ryon, Policy Council Chair
Patrice Hill, Policy Council Vice Chair
Coventry St. Mary, Secretary
Jeanine Vandermolten, Parliamentarian
Tamara Knox, Treasurer

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
- _____ Patrice Hill, 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
- _____ 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 (Wilson), Elk Grove Unified School District
- _____ Vacant (Renteria), Sacramento City Unified School District
- _____ Vacant (Taylor), Sacramento City Unified School District
- _____ Vacant (Mack), Early Head Start (SOP)
- _____ Vacant (Morrison), San Juan Unified School District
- _____ Vacant (Long), WCIC/Playmate Child Development Center
- _____ Vacant (Crosby), WCIC/Playmate Child Development Center
- _____ 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

Members to be Seated:

- _____ Samih Shehadeh, Early Head Start (SOP)
- _____ Shernita Crosby, WCIC/Playmate Child Development Center

**** 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 *	7/27 *	8/24 *				
M. Barbosa (s/b/s 2/23)	TR				E	X	X	X	X	X					
E. Broussard (s/b/s 2/23)	TR				U	X	X	X	X	X					
M. Brown (11/30)	SOP	X	X	X	X	X	X	X	X	X					
S. Crosby	WCIC														
Y. Hernandez (3/23)	SOP					X	X	X	E	X					
P. Hill (12/18)	SAC		X	X	X	X	X	E	X	E					
T. Knox (11/30)	SOP	X	X	E	X	X	X	X	X	X					
T. Luna (4/27)	MI						X	X	E	E					
C. Mack (2/23)	EHS/SOP				X	AP	AP	AP	X	U					
K. Martin (11/30)	SOP	U	X	X	X	X	X	X	X	AP					
D. Patterson (5/25)	SOP								X	U					
M. Pope (11/30)	GRAND	X	X	X	X	X	X	X	X	X					
D. Quintero (11/30)	SOP	X	X	X	X	X	AP	E	E	X					
S. Renteria (12/18)	SAG	U	X	X	E	X	X	X	X	E					
J. Ryon (11/30)	ELK	X	X	X	X	X	X	X	X	X					
S. Shehadeh	EHS														
C. St. Mary (11/30)	SJ	X	X	X	X	X	X	X	X	X					
C. Taylor (5/25)	SAC							X	U	U					
J. Vandermolten (11/30)	PP	X	X	X	X	X	X	X	X	X					

BOARD MEMBER	SITE	11/30 *	12/18 *	1/26	2/23 *	3/23	4/27 *	5/25 *	6/22 *	7/27 *	8/24 *			
B. Vincent (11/30)	PP	X	X	X	X	X	X	X	X	X				
V. Wilson (1/26)	ELK			X	X	U	X	X	U	E				
K. Yaipen-Faulter (1/26)	SOP			X	X	X	X	E	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

Current a/o 8/11/10

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JULY 27, 2010 SPECIAL
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the July 27, 2010 meeting.

RECOMMENDATION:

That the Policy Council approve the July 27, 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, July 27, 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 1:15 p.m. and read the Thought of the Day. Ms. Coventry St. Mary called the roll; a quorum was established.

Members Present:

Jennifer Ryon, Elk Grove Unified School District
Coventry St. Mary, San Juan Unified School District
Michela Barbosa, Twin Rivers Unified School District (arrived at 1:25 p.m.)
Electa Broussard Twin Rivers Unified School District
Mary Brown, SETA-Operated Program
Yvette Hernandez, SETA-Operated Program
Muykea Richardson, Alternate, SETA-Operated Program
David Quintero, SETA-Operated Program
Katherine Yaipen-Faulter, SETA-Operated Program
Jeanine Vandermolen, Past Parent Representative
Brenda Vincent, Past Parent Representative
Tamara Knox, Home Base Program
Mary Pope, Grandparent Representative

Members Absent:

Victor Wilson, Elk Grove Unified School District (excused)
Cynthia Mack, Early Head Start (unexcused)
Patrice Hill, Sacramento City Unified School District (excused)
Chezette Taylor, Sacramento City Unified School District (unexcused)
Sandra Renteria, Sacramento City Unified School District (excused)
Kelly Martin, SETA-Operated Program (excused; alternate present)
Dina Patterson, SETA-Operated Program (unexcused)
Troy Luna, CAMP (excused)

II. Consent Item

- A. Approval of the Minutes of the June 22, 2010 Special Meeting

Minutes were reviewed.

Moved/Yaipen-Faulter, second/St. Mary, to approve the June 22, 2010 minutes.
Show of hands vote: Aye: 10, Nay: 0, Abstentions: 2 (Vandermolen and Ryon)

III. **Action Items:** No items.

IV. **Information Items**

A. Standing Information Items

- Introduction of Newly Seated Members: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: To be done later in the meeting.
- PC/PAC Calendar of Events: Ms. Ryon reviewed the upcoming meetings.
- Parent/Family Support Unit Events and Activities: Ms. Ryon distributed a sign-in sheet for the parent activity.

On Friday, August 13 Ms. Vandermolen will be participating in an art show at the Mix Gallery from 4-7:00 p.m. And on August 14 (Second Saturday), she will be located at 18th & "L" from 6-9 p.m. Ms. Tamara Knox will debut her photography on August 14 at Cuilla Brothers Auto Body Shop, 2413 "J" Street, 5:00 p.m. – 9:00 p.m.

Ms. Barbosa arrived at 1:25 p.m.

- Sacramento County Head Start/Early Head Start Program Enrollment Report: No report.
- PC/PAC Joint Parent Activity (see attached flyer)
- PC/PAC Orientation II, Tuesday, August 3, 2010, 8:30 a.m.: Registration, 9:00 a.m. – 12:30 p.m.: Orientation, SETA Board Room
- Community Resources – PC Representatives: No comments.

B. Sacramento Habitat for Humanity Presentation

Ms. Ashley Tulley stated that the Sacramento Habitat for Humanity has been a local affiliate for 25 years. She works to qualify families for the houses that are built. Ms. Tully is working to reach all Head Start families to get them involved in the orientation and to learn of the criteria for home ownership; families are always being recruited. There is no waitlist for Habitat homes. Ms. Tulley stated that the criteria for families seeking homes includes: There is a need for adequate shelter; 1) families are currently in substandard conditions, paying more than 50% of current income on current housing, or over crowded; 2) partner with habitat for humanity by putting in 500 'sweat equity' hours into your home; and 3) ability to pay; must fall within income guidelines 30-50% gross income median in Sacramento County. In addition, people have to be a first time home owner, and residents of Sacramento County. The family has to have a responsible credit history. Ms. Tulley reviewed the process to apply for a home. An orientation for interested families is 1-1 ½ hours in length. The typical home is built in 3-4 months. The entire process is from 6-12 months in length, depending upon how quickly the prequalification process is completed.

Ms. Tulley stated that Habitat for Humanity is always looking for volunteers to assist the families working on their houses. Call 916-440-1215, ext. 1111 for additional information or to volunteer.

Ms. Tulley stated that a home will be dedicated on Saturday, July 31 located at 2911 – 20th Avenue. The home dedication is what Habitat for Humanity is all about. Board members were invited to participate.

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett reviewed the summary of expenditures. New modular buildings are being put into place at Bannon Creek. There has been \$730,000 in expenditures related to the two modulars; all expenses are to be encumbered by the end of July. The non-federal share is 31% of our grant; the Agency is required to have a 25% match. The budget is currently at 10% of administration; no more than 15% can be spent on administration costs.
- C. Governing Board Minutes for the June 3, 2010 Meeting: No questions.

V. Committee Reports

- A. Executive Committee: Ms. Ryon reviewed the critique of the last meeting.
- B. Budget/Planning Committee: Ms. Mary Brown at the last meeting, it was discovered that additional funds (\$1,000) have been found to be utilized for the End-of-Year Parent Appreciation luncheon/dinner.
- C. Personnel/Bylaws Committee: Ms. Vandermolen reported that the committee have read through both PC and PAC bylaws. Modifications to the PAC bylaws have begun.
- D. Social/Hospitality Committee: Ms. Vandermolen reported that committee members went to review potential locations for the End-of-Year Parent event. If anyone has an idea where to go, see her after the meeting.
- E. 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): Ms. Brown attended the Quality Review Assurance meeting where Melanie Nicholas reviewed the results of monitoring the 34 centers and how a system was in place to provide accountability of services. Overall, the program was meeting performance standards. Staff and parent relationships remain strong.
 - Male Involvement Committee/Community Advocating Male Participation (CAMP): Ms. Yvette Hernandez reported that attendees talked about each site getting involved in doing some kind of Daddy and Me activity.

There was also discussion of doing a newsletter and making tee shirts. Bob Silva can be contacted for details on Daddy and Me events. He has information on past activities, what has worked and what has not worked. The events must be educationally related.

- F. Community Partnerships Advisory Committee (CPAC): Date to be announced.
- G. Health Services Advisory Committee (HSAC): Date to be announced.

VI. Other Reports

- A. SETA Executive Director's Report: No report.
- B. Head Start Deputy Director's Report: Ms. Denise Lee introduced Ms. Bonnie Bilger, the new Senior Personnel Analyst. Ms. Bilger will be presenting Closed Session items before the Policy Council.

Ms. Bilger reported that she works primarily with Head Start recruitments and workers compensation claims.

Ms. Lee's report was distributed. The delegate agencies are, for the most part, off session during the summer, so the report is mostly SOP. Center of Praise has notified SETA that they want their space back. That center serves 20 full day and 40 part day children. The children will transition to centers located at Mather, La Riviera, and Bright Beginnings. Staff is in the process of searching for other locations in the east part of the county. There are not a lot of locations suitable for a Head Start center. Staff is looking in the north and the south for locations. Seventy percent of our children are moving into kindergarten so it will mean that it will be easier to transition children over to new centers. SETA Head Start is currently seeking applications for children for the coming school year. Head Start PRISM review will be coming up early next year. The review entails looking at classrooms, talking to staff and teachers, ensuring paperwork is in order, and that regulations are being met. Notification of the review used to be given months ahead of time, but the Office of Head Start is proposing unannounced visits. The California Head Start Association sent a letter asking for the 30-day notification window and not to allow the unannounced reviews. To prepare for a federal review is very intense; staff and the California Head Start Association are asking for 30 days notification prior to the actual review.

- C. Chair's Report: The monitoring/quality report will be available next meeting. Ms. Vandermolen reported that Melanie Nicholas is seeking parents interested in becoming a parent educator. Parents would receive a stipend for those completing the training. Call 916-263-3736 for more information. First 5 Sacramento sent out a flyer announcing \$5,000 grants for groups of parents/care givers with ideas that benefit children 5 and under. Go to their web site at www.first5sacramento.net for examples of activities. Information can also be

attained by calling 916-876-5865 or e-mail: first5grants@saccounty.net Ms. Richardson reported that she wrote grants that were funded for the Seavey Circle neighborhoods.

D. Head Start Managers' Reports: Tabled until next month.

E. Community Agency Reports: Tabled

- Child Health and Disability Prevention Program (vacant)
- Maternal, Child and Adolescent Health Advisory Board
- Community Action Board: Mr. Victor Wilson will no longer be the representative.

F. Open Discussion and Comments: No comments.

G. Public Participation: No comments.

VII. Adjournment: The meeting was adjourned at 2:29 p.m.

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
 - Sacramento County Head Start/Early Head Start Program Enrollment Report (July) – Ms. Elsie Bowers
 - PC/PAC Joint Parent Activity Report
 - PC/PAC Orientation II Report
 - Community Resources – PC Representatives/Staff – Ms. Jennifer Ryon/Ms. Melanie Nicolas
- First 5 Sacramento Community Grants and Health Education Council (HEC) Parent Education Program

NOTES:

CALENDAR OF EVENTS
PARENT/FAMILY SUPPORT UNIT

EVENT

DATE

Male Involvement Committee Meeting	August 27, 2010 11:00 a.m. 925 Del Paso Blvd. Sequoia Room

PC/PAC CALENDAR OF EVENTS

EVENT	DATE
PAC Executive Committee Meeting	Thursday, August 26, 2010 9:00 a.m. 925 Del Paso Blvd. Shasta Room
PC/PAC Personnel/Bylaws Committee Meeting	Thursday, August 26, 2010 10:00 a.m. 925 Del Paso Blvd. Shasta Room
Male Involvement Committee Meeting	August 27, 2010 11:00 a.m. 925 Del Paso Blvd. Sequoia Room
Social/Hospitality Committee Meeting	September 1, 2010 1:00 p.m. 925 Del Paso Blvd. Olympus Room
PC Executive Committee Meeting	Thursday, September 2, 2010 9:00 a.m. 925 Del Paso Blvd. Olympus Room
PAC Food Services Committee Meeting	Thursday, September 9, 2010 9:00 a.m. 925 Del Paso Blvd. Oak Room
CPAC Meeting	Thursday, September 23, 2010 9:00 a.m. 925 Del Paso Blvd. Sequoia Room
PAC Executive Committee Meeting	Thursday, September 23, 2010 9:00 a.m. 925 Del Paso Blvd. Olympus Room

PC/PAC Personnel/Bylaws Committee Meeting	Thursday, September 30, 2010 10:00 a.m. 925 Del Paso Blvd. Olympus Room
PC Executive Committee Meeting	Thursday, October 7, 2010 9:00 a.m. 925 Del Paso Blvd. Olympus Room



PAC/PC

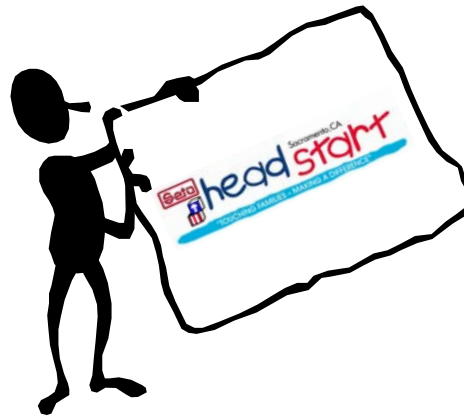
Attendance Requested

Program Support Services Unit

Review of SETA Operated Programs

And

Health/Nutrition Policies and Procedures



Friday

October 15, 2010

9:00 – 11:00 a.m.

Sequoia Room

RSVP: Valerie Powell, (916) 263-5658 by 9/30/10

This meeting will provide information about the current status of SETA Operated Programs and Health/Nutrition Policies.

Program Support Services

Manager: Brenda Campos
925 Del Paso Blvd.
Suite 200
Sacramento, CA 95815
Valerie Powell
Phone: (916) 263-5658
VJPowell@seta.headstart.net

ITEM IV-B- INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The July 1, 2010 Governing Board minutes are attached for your review.

NOTES:

**REGULAR 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, July 1, 2010
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Kevin McCarty called the meeting to order at 10:10 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:** Mario Montes was presented with a gift in recognition of his 20 years of service to SETA. Ms. Kossick stated that there will be an open house at the Rancho Cordova Career Center on Wednesday, July 6; board members will receive notifications.

II. **Consent Items**

- A. Minutes of the June 3, 2010 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approve to Roll-Over Head Start Fiscal Year 2009-2010 Supplemental Training and Technical Assistance funds to Fiscal Year 2010-2011

The consent items were reviewed; no questions or comments.

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

- A. Approve the June 3, 2010 minutes.
 - B. Approve claims and warrants for the period 5/28/10 through 6/24/10.
 - C. Approve the roll-over of Fiscal Year 2009-2010 Supplemental Training and Technical Assistance Funds to Fiscal Year 2010-2011 up to \$198,000.
- Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Approval of Labor Agreements

Mr. Rod Nishi introduced Mr. Ed Takach and Ms. Nancy Matalich, chief negotiators on behalf of the Agency and the Union. Mr. Nishi stated that participants negotiated on the labor agreement during very difficult times.

Mr. Takach stated that 7-8 meetings were held to produce the labor agreements; there are still some things that need to be finalized. He thanked Ms. Matalich and staff for the hard work on the agreement.

Ms. Matalich stated that ASFME is requesting ratification of the agreements. Forty percent of the membership voted and it was overwhelmingly approved. There were some issues, such as health benefits cost, that need to be discussed. Ms. Matalich distributed a chart showing what staff is currently paying out of pocket in insurance, what will be paid in 2011 and what will be paid in 2012. Medical insurance coverage will not be discussed again until 2012 but it is a serious issue. On July 16, the insurance broker for the county will talk with the unions regarding upcoming insurance premiums. Ms. Scherman inquired whether board members could lobby on behalf of staff. Mr. Larsen stated that the Governing Board cannot lobby public officials but private citizens can. Mr. McCarty asked Ms. Matalich to send board members a paragraph regarding the insurance subsidies so they can then contact public officials. Ms. Matalich was thanked for her hard work on behalf of staff.

Moved/Scherman, second/Pannell, to approve the labor agreements effective July 1, 2010 – June 30, 2013.

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

2. Approval of 2010-11 Compensation Recommendations for Unrepresented Confidential and Management Personnel and the Personnel Resolution Covering Unrepresented Employees

Ms. Kossick stated that this document mirrors the labor agreement but for unrepresented staff.

Moved/Scherman, second/Nottoli, to approve the report, and adopt the resolution to authorize the implementation of the proposed 2010-2011 salary and benefit increases for unrepresented confidential and management employees on the effective date given in the report.

Voice Vote: Unanimous approval.

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

Ms. Marianne Sphar reviewed this item; this vendor will be providing adult in-service training. No questions or comments.

Moved/Scherman, second/Nottoli, to approve the addition of California Capital Financial Development Corp. to the Adult VS List.

Voice Vote: Unanimous approval.

4. Approval to Ratify the Submission of a Proposal in Response to the Green Innovation Challenge Solicitation for Concept Papers: Dropped from the agenda.
5. Approval to Authorize Lease Negotiations for Hillsdale Career Center Office Space

Ms. Kossick stated that staff received four proposals. The current landlord came in with the lowest price which is significantly lower than what is being paid now. The vendor is recommending \$1.15 per square foot. Staff will come back with the approval of the actual lease. This item requests authorizing staff negotiations with the landlord of the Hillsdale Career center, the Olivewood Group.

Mr. Larsen stated that if negotiations are not successful with proposer #1, then staff will enter into negotiations with proposer #2.

Moved/Nottoli, second/Pannell, to authorize staff to enter into lease negotiations with representatives of the top ranked proposal. If unsuccessful, staff will negotiate with the proposal ranked second. Upon successful negotiations, staff will return to the board for action to approve a lease agreement.

Voice Vote: Unanimous approval.

6. Approval for Non-Competitive Procurement of Propriety Payroll Services and Authorization for the Executive Director to Execute the Agreement, Modifications, and any Documents Required

Ms. Kossick stated that SETA has been contracting with Ingentra since 2006. The company has recently gone out of business and staff is in process of negotiating with a software provider. Staff is requesting approval to enter into non-competitive procurement to continue providing services.

Staff in the process of looking at the contract with legal counsel.

Moved/Nottoli, second/Pannell, that the SETA Governing Board finds that the non-competitive procurement of proprietary payroll services from High Line Corporation is appropriate based upon the emergency resulting from the closure of Ingentra and authorize the Executive Director to execute an agreement with High Line Corporation for the provision of Human Resources payroll and benefits related services for a period not to exceed two (2) years.

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

B. WORKFORCE INVESTMENT ACT

1. Retroactive Approval of Time-only Extension of Opening Doors, Inc.'s Business Development and Innovation Subgrant Agreement Under the American Recovery and Reinvestment Act/Workforce Investment Act (ARRA/WIA)

Ms. Michelle O'Camb reviewed this item which requests a one month extension for programs to complete training and finalize paperwork. The extension would be through July 31, 2010.

Moved/Pannell, second/Scherman, to approve, retroactively, the time-only extension of ODI's business development and innovation ARRA/WIA subgrant agreement through July 31, 2010.

Voice Vote: Unanimous approval.

2. Augmentation of Asian Resources TANF ECF Subgrant Agreement for Workplace Training

Ms. O'Camb reviewed this item; no questions or comments.

Moved/Scherman, second/Nottoli, to approve an augmentation of \$32,400 in TANF ECF funds to the wage subsidy budget line item for Asian Resources, Inc. Workplace Training/On-the-job training subgrant agreement.

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

C. HEAD START

1. Approval to Submit a Budget Modification Request for Head Start Basic Funds for 2009-2010

Mr. Roy Kim stated that at the last meeting, the board approved a budget modification request to cover modular buildings. The program is still underspent in some areas and staff is requesting to reprogram the funds for supplies and to cover labor costs for a total of \$820,000.

Moved/Pannell, second/Scherman, to 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.

Voice Vote: Unanimous approval.

2. 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

There were no questions or comments.

Moved/Scherman, second/Pannell, to 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 the American Recovery and Reinvestment Act of 2009.

Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT

1. Reappointment of Community Action Board Members

No questions or comments.

Moved/Scherman, second/Pannell, to reappoint the listed member organizations to represent the Private and Low-Income sectors on the Community Action Board for an additional term.

Voice Vote: Unanimous approval.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Presentation of California Council for Adult Education Award

Ms. Nancy Compton, recently retired principal of Charles A. Jones Skills Center, introduced Rudy Meza and Diane Eid. Ms. Compton presented SETA with an award given by the California Council for Adult Education. SETA was selected as a community partner that works with an adult school. Ms. Compton stated that SETA has worked to enhance the lives of the customers and clients in Sacramento County. Ms. Kossick thanked staff and partners for their hard work.

B. Review of SETA Operations by the Employment Development Department, Equal Opportunity Office: No questions or comments.

C. Fiscal Monitoring Reports: No questions.

D. Head Start Fiscal Report: Ms. Pannell asked about Whispering Pines. Ms. Kossick stated that the program is continuing to operate.

E. Head Start Policy Council Minutes: No questions.

F. Unemployment Rates for Sacramento County: Mr. Proctor showed a DVD of jobs gained and lost from 2004 to 2009.

G. Dislocated Worker Update: Mr. William Walker reported that Penske bought out Calvin Logistics, so the employees will not be dislocated. Mr. Nottoli inquired about services provided to dislocated county employees. Mr. Walker stated that

his staff is in the process of providing rapid response services for affected county employees.

V. Reports to the Board

A. Chair: None.

B. Executive Director: Ms. Kossick stated that SETA has been chosen as one of 30 areas to participate in a WIA gold standard evaluation. This will be a five-year project, beginning in 2011, to evaluate the effectiveness of the Workforce Investment Act. Reviewers will select participants in our programs and people not in our programs and compare the effectiveness of our program. SETA was awarded CalGRIP funds in the amount of \$490,000. The State of California applied with 28 local areas for \$32 million to provide services for dislocated workers. SETA requested \$1.5 million and was granted \$725,000, which will provide OJT services for dislocated workers. The Rancho Cordova Career Center open house will be July 7.

C. Deputy Directors: No report.

D. Counsel: No report.

E. Members of the Board: No report.

F. Public: No report.

VI. Adjournment: The meeting was adjourned at 11:08 a.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 and evaluated the July 27, 2010 Special Policy Council meeting.

Good	Needs Improvement
Thank you Ms. Mary Degnan for reminder calls to attend board meeting.	Board members addressing the Chair prior to speaking.
Thank you for clean board room.	Board member attendance at standing and program area committee meetings.
Thank you Jennifer Ryon, Chair, for a timely meeting.	

- B. Budget/Planning Committee

- C. Personnel/Bylaws Committee

- D. Social/Hospitality Committee

ITEM V- COMMITTEE REPORTS (Continued)
Page 2

E. Program Area Committees

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

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

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

G. 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 – Ms. Patrice Hill

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.
