

Thought for the Day: "Life is 10 percent what happens to me and 90 percent how I react to it."

Author: Coach Lou Holtz

GOVERNING BOARD

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City of Sacramento

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City of Sacramento

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

DATE: Tuesday, May 4, 2004

TIME: 9:00 a.m.

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

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

AGENDA

ADMINISTRATION

925 Del Paso Blvd., Suite 200
Sacramento, CA 95815
Tel: (916) 263-3804
Fax: (916) 263-3779
Website:
www.headstart.seta.net

KATHY KOSSICK
Executive Director

NORMA JOHNSON
Deputy Director

- I. **Call to Order/Roll Call/Review of Board Member Attendance**
- II. **Consent Item**
 - A. Approval of the Minutes of March 23, 2004 Regular Meeting
- III. **Action Item**
 - A. Approval of Fiscal Year 2004-2005 Head Start/Early Head Start Basic Grant Application
 - B. Approval of Fiscal Year 2004-2005 Head Start/Early Head Start Training/Technical Assistance Grant Application
 - C. Approval of Fiscal Year 2004-2005 Head Start Program Options and Tracks
 - D. Approval of Fiscal Year 2004-2005 Head Start/Early Head Start Center Locations
 - E. Approval of Delegating Authority to the Parent Advisory Committee to Function in the Screening and Interviewing of Prospective Applicants Directly Related to the SETA-Operated Program

IV. Information Items

A. Standing Information Items

- Introduction of New Staff
- Upcoming Meetings, Training, Conferences and Events
 - ✿ Ms. Alma Walton, Mr. Robert Silva, Ms. Belinda Malone and Ms. Julita Bentz
- Average Daily Attendance (ADA) Report – Ms. Elsie Bowers
- Monthly Special Education Report – Ms. Beverly Sanford
- CHSA Report
 - ◆ NHSA Annual Training Conference, April 21-24 (Wednesday-Saturday), Anaheim, CA (Reports Due Date)
 - ◆ Annual Parent Leadership Institute - May 12-14 (Wednesday – Friday), Hilton Hotel, Concord, CA
- Region IX Head Start Report – Vacant
- Sacramento City Unified School District's Citizen's Title I/SCE Program Advisory Committee Report: Ms. Darlene Anderson
- Fiscal Report (January, April, July, October): Mr. Kim Peck
- Community Resources/Recognitions -Catherine Goins/ Policy Council Members
- Parent/Staff Recognitions
- Grandparent/Foster Parent Report – Ms. Willie Williams and Ms. Mary Lenoir

B. SETA Governing Board Minutes

V. Committee Reports

A. Executive

B. Personnel/Bylaws

C. Budget/Planning

D. Hospitality

E. Program Area Committees

Early Childhood Development and Health Services

Family & Community Partnerships/Training

Monitoring & Evaluation (Self-Assessment)

Early Head Start

F. Community Advocating Male Participation (CAMP) – Mr. Gary Rauscher

VI. Other Reports

A. SETA Executive Director's Report

B. Chair's Report

C. Head Start Deputy Director's Report

D. Head Start Managers' Report

E. Community Agency Report

- Women Escaping a Violent Environment - Vacant
- Child Health and Disability Prevention Program – Ms. Victoria Benson
- Community Services Planning Council - Vacant
- Advisory Board of Perinatal & Infant Health Committee – Ms. Jacoolla Moody
- Maternal, Child and Adolescent Health Board – Ms. Beverly Shah
- Community Action Board: Ms. Darlene Anderson

- F. Health and Dental Report
 - Sacramento County Dental Health Advisory Committee Reps: Ms. LaRisa Yarbrough, Ms. Betty Walker, and Ms. Victoria Benson
- G. Open Discussion and Comments
- H. Public Participation

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, APRIL 29, 2004

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Harriett Oden, Elk Grove Unified School District
- _____ Tyrone Rhinehart, Meadowview Community Action
- _____ Mai Yong Lee, Meadowview Community Action
- _____ Jessie Ramos, Playmate Child Development Center
- _____ Oma Reed, Playmate Child Development Center
- _____ Tawfiq Alnassiri, Sacramento City Unified School District
- _____ Juan Ibarra, Sacramento City Unified School District
- _____ Stan Thompson, Sacramento City Unified School District
- _____ Diane Miller, San Juan Unified School District
- _____ Jennifer Lozano, SETA-Operated Program
- _____ Hasan McWhorter, SETA-Operated Program
- _____ Kama Meredith, SETA-Operated Program
- _____ Denise Nelson, SETA Operated Program
- _____ Betty Walker, SETA-Operated Program
- _____ LaRisa Yarbrough, SETA-Operated Program
- _____ Darlene Anderson, Past Parent Representative
- _____ Lyle LeTourneau, Past Parent Representative
- _____ Margie Mitchell, Past Parent Representative
- _____ Janet Foster, Early Head Start (San Juan)
- _____ Jacoolla Moody, Early Head Start (SETA)
- _____ Gary Rauscher, CAMP Representative
- _____ Mary Lenoir, Foster Parent Representative
- _____ Beverly Shah, Grandparent Representative
- _____ Willie Williams, Grandparent Representative
- _____ Akilah Parks, Community Representative
- _____ Victoria Benson, Child Health and Disability Prevention Program

New Representative to be Seated:

- _____ Raymond Munoz, Sacramento City Unified School District
- _____ Shanitha Lee, Early Head Start (Sacramento City USD)

- _____ Vacant, Del Paso Heights
- _____ Vacant, Del Paso Heights
- _____ Vacant, Elk Grove Unified School District
- _____ Vacant, San Juan Unified School District
- _____ Vacant, Elk Grove Unified School District

**** Please call your alternate, the Policy Council Chair (Margie Mitchell: 683-5747) or Head Start Staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. ****

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MARCH 23, 2004 REGULAR POLICY COUNCIL
MEETING

BACKGROUND:

Attached are the minutes of the March 23, 2004 Policy Council meeting for your review.

RECOMMENDATION:

That your Council review, modify if necessary, and approve the attached minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

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

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

Tuesday, March 23, 2004
9:00 a.m.

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

Ms. Margie Mitchell, called the meeting to order at 9:10 a.m. Thought for the day read by Ms. Harriett Oden. Roll called by Secretary. Quorum confirmed. The Board recognized guest, Mr. Ramon Munuez, San Juan Policy Council/Americorp, who is thinking of becoming a Policy Council Representative.

Members Present:

Harriett Oden, Elk Grove Unified School District
Jessie Ramos, Playmate Child Development Center
Oma Reed, Playmate Child Development Center (9:13 arrival)
Tawfiq Alnassiri, Sacramento City Unified School District (9:13 arrival)
Juan Ibarra, Sacramento City Unified School District
Diane Miller, San Juan Unified School District (9:14 arrival)
Akilah Parks, Del Paso Heights (10:20 arrival)
Hasan McWhorter, SETA-Operated Program
Kama Meredith, SETA-Operated Program
Denise Nelson, SETA-Operated Program (9:13 arrival)
Betty Walker, SETA-Operated Program (9:40 arrival)
LaRisa Yarbrough, SETA-Operated Program (9:13 arrival)
Darlene Anderson, Past Parent Representative (9:13 arrival)
Lyle LeTourneau, Past Parent Representative
Margie Mitchell, Past Parent Representative
Janet Foster, Early Head Start, San Juan (9:26 arrival)
Gary Rauscher, CAMP Representative (10:25 arrival)
Mary Lenoir, Foster Parent Representative
Beverly Shah, Grandparent Representative
Willie Williams, Grandparent Representative
Victoria Benson, Child Health and Disability Prevention Program

New Representatives Seated:

Stan Thompson, Sacramento City Unified School District (9:23 arrival)

Members Absent:

Cassandra Tye, Elk Grove Unified School District (unexcused)
Tyrone Rhinehart, Meadowview Community Action (unexcused)
Mai Yong Lee, Meadowview Community Action (unexcused)

Jennifer Lozano, SETA-Operated Program (excused)
Jacolla Moody, Early Head Start, SETA-Operated Program (excused)
Jesus Esquilin, Early Head Start (Sacramento City USD) (unexcused)

II. Consent Item

A. Approval of the Minutes of February 24, 2004 Regular Meeting

Discussion: The reference to the Early Head Start "PAC" having an opportunity to attend the conference, as stated on Page 7, Action Item 3, A, paragraph 4, is correct, as explained by Ms. Marie Desha.

Motion by Mr. Lyle LeTourneau to adopt the minutes as they stand. Seconded by Ms. Kama Meredith. Motion carried.

III. Action Item

A. Selection of Representatives and Alternates to Attend the Public Policy Symposium

Background given by Ms. Willie Williams. Details provided in the agenda. Ms. Desha gave the logistics on the Symposium. The Policy Council will meet here at 7:30 a.m. The agency will provide lunch. Registration begins at 8:00 a.m.; lunch at 1:00 p.m. Information on this event will be distributed prior to the event.

New Representative, Mr. Stan Thompson from Sacramento Unified School district was seated.

Ms. Janet Foster present at 9:26.

Motion by Ms. Darlene Anderson to approve the selection of five Representatives by ballot to attend the Symposium, with the person with the highest votes to attend, and the next five to be the Alternates. Seconded by Mr. Tawfiq Alnassiri.

Discussion: Representatives were reminded that this is during the week of the NHSA Conference. Representatives who are on the PAC will have an opportunity to attend the Symposium.

The Chair did not vote. Nominees were Ms. Darlene Anderson, Ms. Willie Williams, Mr. Tawfiq Alnassiri, Ms. Mary Lenior, and Mr. Stan Thompson, Vote unnecessary. The five Representatives were selected. All Representatives must make a written report.

B. Approval of Community Representative

The Chair continued until the next PC meeting. After the arrival of Ms. Akilah Parks, this item was reopened.

Background information read by Ms. Mary Lenoir. Motion by Ms. Denise Nelson to approve Ms. Akilah Parks as a Community Representative. Seconded by Ms. LaRisa Yarbrough.

Discussion: Ms. Parks explained why she would like to relinquish her seat as Delegate Agency Representative for Del Paso Heights USD Head Start and take the position of Community Representative, which would allow her to remain on the Policy Council. She thanked everyone for the cards for her son.

A vote by show of hands yielded a unanimous vote. Ms. Parks was elected as the new Community Representative.

C. Election of Treasurer for the Policy Council

Ms. Mitchell read the background. Motion by Ms. Beverly Shah to elect a Treasurer by ballot. Seconded by Ms. Denise Nelson.

Discussion: The Treasurer needs to be a current Head Start parent. The Committees must consist of 51 percent current parents. Ms. Mary Lenoir stated that Mr. Stan Thompson is a current parent.

Ms. Mitchell did not vote. She asked Representatives to carefully consider whether or not they would be able to commit to attending the Executive meetings. Attendance is necessary to carry out business. Meetings are Fridays, following Policy Council meetings.

The nominees were: Ms. Harriet Oden. Mr. Stan Thompson. Ms. Denise Nelson, Ms. LaRisa Yarbrough, and Ms. Betty Walker. Meetings will be Friday following the PC meeting. Each member stated their reasons for running.

Ms. Harriett Oden was elected Treasurer.

Ms. Betty Walker present at 9:40 a.m.

IV. **Information Items**

A. Standing Information Items

- Introduction of New Staff – Ms. Tammy Dillard is in her third week with SETA Head Start as Health Coordinator. Ms. Dillard comes from Juvenile Correctional Health with Sacramento County.
- Upcoming Meetings, Training, Conferences and Events
 - ✿ Ms. Alma Walton, Mr. Robert Silva, Ms. Belinda Malone and Ms. Julita Bentz – Mr. Robert Silva shared that the Fatherhood conference is April 23rd. Speakers are being confirmed, flyer to follow this week by

Friday. Open to fathers and their families. Wives may attend. There will be several workshops.

- Ms. Alma Walton thanked those who attended Keeping your Child Safe workshop March 19, 2004. Ms. Belinda Malone is the key staff responsible for the event. It was very successful.
- Grandparent Support – The next meeting will be April 12, 2004. Will have computer lab, and hand massages and workshops.
- Current FLIP book was distributed to PC Representatives, along with suggested activities to do at home. Not available in Spanish, so an alternate was distributed.
- Ms. Julita Bentz thanked everyone for their participation in the Keeping your Child Safe event.

- Average Daily Attendance (ADA) Report – Ms. Elsie Bowers - January report included in PC agenda. Sac City Home Base program does not have a long waiting list. They are working on the recruitment.
- Monthly Special Education Report – Ms. Beverly Sanford - February report included in the agenda. Ms. Sanford explained that report. SETA, San Juan, Elk Grove and Sac. City all have some form of full inclusion programs for children with severe disabilities; not all schools do. Ms. Betty Walker shared that parents have the right to place their child in the school you prefer with the least restrictive environment and to receive support services.
- CHSA Conference Reports
 - ◆ NHSA Annual Training Conference, April 21-24 (Wednesday-Saturday), Anaheim, CA – Travel meeting will be held in the Oak Room at 1:00, April 16.
 - ◆ Annual Parent Leadership Institute - May 12-14 (Wednesday – Friday), Hilton Hotel, Concord, CA – Sign up sheet was passed around. Deadline for sign-up is April 23.
 - ◆ NHSA/Region IX – Head Start Education Awards & Scholarships – Ms. Desha shared that the NHSA scholarship program information will be available in early April at www.NHSA.org. Only current parents can apply for the national awards. Region IX award application is available at www.R9HSA.com. Past parents may apply. Application process training will be held April 12, 1:00-3:00, SETA Head Start, Oak Room. Those planning to apply should attend the training to assure they don't eliminate themselves by not applying properly.

April 23, 2004, is the deadline for signing up for the Parent Leadership Institute. Flyers will go out to centers and Delegate Agencies.

- Region IX Head Start Report – No report.
- Sacramento City Unified School District's Citizen's Title I/SCE Program Advisory Committee Report: Ms. Darlene Anderson – Information included in the agenda. Ms. Anderson has additional information for those interested. Ms. Johnson asked if all Ms. Anderson explained that some school districts participate in Title I and some do not. She has the web address of a site that shows which schools do.

Raffle drawing was held.

Akilah Parks present at 10:20 a.m.

Mr. Gary Rauscher present at 10:25.

Break 10:30 – 10:40 a.m.

- Fiscal Report (January, April, July, October): Mr. Kim Peck – No report.
- Community Resources/Recognitions -Catherine Goins/ Policy Council Members – No report. St. Paul's celebrated their 56th church anniversary.
- Parent/Staff Recognitions – Ms. Desha's birthday is the 26th of March, Ms. Johnson's was the 9th, Ms. Walton's was the 30th, and Mr. Silva's and Ms. Malone's were also this month. Ms. Mitchell celebrated her 10th wedding anniversary. Celebration cake in the Redwood Room with lunch.

The Board acknowledged Ms. Jean Hill from San Juan and thanked her for her support. Also present were Ms. Jean Pierson, former Policy Council member and member of Americorp, Margie's son and Victoria's daughter.

- Grandparent/Foster Parent Report – Ms. Willie Williams, Ms. Mary and Lenoir and Ms. Beverly Shah – The Grandparent Association meeting was very informative. Presenter Ms. Shah spoke on parents who receive children from the court system, and how to help incarcerated family members. The gardening activity was very relaxing. Ms. Shah spoke on the victims of crime program. Counseling and other services are available through this program. Agencies such as the Sacramento County Adoptions and Child Support, and Lilliput Adoptions and Foster children are just two of the 25 agencies that need to place children birth to 18 years of age. Ms. Lenoir thanked everyone for prayers their and cards.

B. SETA Governing Board Minutes – Minutes attached for review. Ms. Mitchell thanked Ms. Anderson for attending the meeting in her absence.

V. **Committee Reports**

- A. Executive – Mr. McWhorter read the attached report.
- D. Personnel/Bylaws – Meet this Thursday, March 25, 9:00, Oak Room.
- E. Budget/Planning – Ms. Harriet Oden gave report. Discussion was had of deleting the NHSA Parent Conference funds and putting those funds into the NHSA Training Conference and CHSA Parent Conference. Discussion was to be continued at the Family and Community Partnerships/Training Committee meeting.
- F. Hospitality – Committee has not met.
- E. Program Area Committees
- Early Childhood Development and Health Services – Ms. Willie Williams reported on the new program being implemented through creative curriculum.
 - Family & Community Partnerships/Training – Ms. Janet Foster reported that the committee worked on the 2004 budget, but did not get resolved. They discussed going to Concord, April 7-9, 2004.
 - Monitoring & Evaluation (Self-Assessment) – PAC Representative, Ms. Kama Meredith, stated she will be doing her assessment this coming week. Ms. Denise Nelson stated they have an appointment to do the assessments. The center is going to set up a raffle as an incentive to get parents to complete assessments. Ms. Johnson asked the Executive Committee to complete questions 1 through 8 with her. Date will be set at the next Executive Committee meeting.
 - Early Head Start – Ms. Foster reported that they went to Job Corp and reviewed the toddler's room and saw the play area. Very nice set up. Job Corp takes in the community children and young adults that are in Job Corp.
- G. Community Advocating Male Participation (CAMP) – Mr. Gary Rauscher reported that the next CAMP meeting is April 2, 2004, 3:00 p.m., at Hiram Johnson High School. Ms. Johnson thanked Mr. Tawfiq Alnassiri for the gift he made at one of his male involvement activities.

VI. **Other Reports**

- A. SETA Executive Director's Report – No report.
- B. Chair's Report – Members were asked to return their signed Statement of Economic Interest forms to Ms. Lori Black, who was filling in for Ms. Nancy Hogan.
- C. Head Start Deputy Director's Report – Ms. Johnson stated that she is glad Ms. Mary is doing better. Ms. Neese is at home in hospice. She looks good, but is very ill and doesn't expect her return. Ms. Johnson asked for a prayer in her

behalf. Ms. Catherine Goins is filling in during her absence. Ms. Desha stated Ms. Rochella Garrett is doing well recovering from surgery. She will have surgery on her other hand in May.

D. Head Start Managers' Report – No report.

E. Community Agency Report

- Women Escaping a Violent Environment - Vacant
- Child Health and Disability Prevention Program – Ms. Victoria Benson reported that the Sacramento County Child Health and disability Prevention Program had a meeting for doctors who provide health exams to children in Sacramento County. The training was on asthma management. The next meeting will be hosted by Placer County for ancillary health care professionals. She cautioned parents to check school sites to make sure there is no standing water around schools for mosquitoes to breed.
- Community Services Planning Council - Vacant
- Advisory Board of Perinatal & Infant Health Committee – Ms. Jacoolla Moody – No report.
- Maternal, Child and Adolescent Health Board – Ms. Beverly Shah stated she will type a report to provide for the next minutes. Due to budget cuts, health staff is being cut dramatically and a lot of programs are being shut down. The West Nile Virus is in California. Be sure there is no standing water around housing, wear insect repellent and long sleeves/leg covering, and avoid dusk or early hours when mosquitoes are more abundant.
- Community Action Board: Ms. Darlene Anderson – Meeting was cancelled. Rescheduled for next month.

F. Health and Dental Report

- Sacramento County Dental Health Advisory Committee Reps: Ms. LaRisa Yarbrough, Ms. Betty Walker, and Ms. Victoria Benson – The Committee has not met yet. The first meeting will be April 21st. It has not been determined what or if dental programs will be affected by the County budget. Please share dental information or needs of importance with Committee, so it can be taken to the next meeting.

G. Open Discussion and Comments – Ms. Shah shared that her church is having a play, April 9 and 10, called the Gift, regarding how Jesus affected the lives of those close to Him.

Ms. Parks shared that there are increasing numbers of non-Christians becoming involved in our schools, and asked that all members promote an attitude of acceptance and tolerance amongst other parents and administration at their centers.

Ms. LaRisa Yarbrough shared that - North Valley Church is having an Easter egg hunt, crafts, etc., Saturday, April 10.

Ms. Parks shared that the Masjid Ebroheim Islamic Center on Rio Linda Blvd. is having a spring cleaning rummage sale on the 28th. Flyer will be provided.

- H. Public Participation – The Chair thanked PAC Clerk, Ms. Black, for standing in for PC Clerk, Ms. Hogan, while she is on vacation.

Representatives were asked to pick up a PC/PAC Calendar if they haven't received one.

VIII. Adjournment - 11:32 a.m.

ITEM III-A – ACTION

APPROVAL OF FISCAL YEAR 2004-2005 HEAD START/EARLY HEAD START
BASIC GRANT APPLICATION

BACKGROUND:

Attached please find the Head Start/Earl Head Start grant application for Fiscal Year 2004-2005. The budget is under separate cover. The application for Head Start and Early Head Start totals are as follows:

Head Start

Basic Grant	\$ 38,193,974
Cost of Living Adjustment (COLA)/Quality	\$ 0
NRS	\$ 0
Training/Technical Assistance	\$ 369,068
	<u>\$ 38,563,042</u>

Early Head Start

Basic Grant	\$ 4,583,348
Cost of Living Adjustment (COLA)/Quality	\$ 0
NRS	\$ 0
Training/Technical Assistance	\$ 114,584
Quality	\$ 0
	<u>\$ 4,697,932</u>

Ms. Norma Johnson, Deputy Director, will be available to answer any questions.

RECOMMENDATION:

That the Policy Council approves the Head Start Fiscal Year 2004-2005 Basic Grant Application for both Head Start and Early Head Start.

NOTES:

ACTION: Moved _____ Second _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-B – ACTION

APPROVAL OF FISCAL YEAR 2004-2005 HEAD START/EARLY HEAD START
TRAINING/TECHNICAL ASSISTANCE GRANT APPLICATION

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Head Start/Early Head Start fiscal Year 2004-2005 Training/Technical Assistance Grant Application in the amount of \$369,068 Head Start, and \$114,584 Early Head Start. The Parent Advisory Committee/Policy Council Training Committee met three times with staff to provide input on the budget.

Ms. Joann Ingman, Program Officer, will provide an oral report.

RECOMMENDATION:

That the Policy Council approves the Head Start/Early Head Start Fiscal Year 2004-2005 Training/Technical Assistance Grant Application.

NOTES:

ACTION: Moved _____ Second _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-C – ACTION

APPROVAL OF FISCAL YEAR 2004-2005 HEAD START
PROGRAM OPTIONS AND TRACKS

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Program Options and Tracks for Fiscal Year 2004-2005.

RECOMMENDATION:

That the Policy Council approves the Fiscal Year 2004-2005 Head Start Program Options and Tracks.

NOTES:

ACTION: Moved _____ Second _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-D – ACTION

APPROVAL OF FISCAL YEAR 2004-2005 HEAD START AND EARLY HEAD
START CENTER LOCATIONS

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve Head Start and Early Head Start center locations for Fiscal Year 2004-2005.

The listing of SETA-Operated Program center locations is attached for your review.

RECOMMENDATION:

That the Policy Council approves the Head Start and Early Head Start center locations for Fiscal Year 2004-2005.

NOTES:

ACTION: Moved _____ Second _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-E – ACTION

APPROVAL OF DELEGATING AUTHORITY TO THE PARENT ADVISORY COMMITTEE TO FUNCTION IN THE SCREENING AND INTERVIEWING OF PROSPECTIVE APPLICANTS DIRECTLY RELATED TO THE SETA-OPERATED PROGRAM

BACKGROUND:

This agenda item provides an opportunity for the Policy council to approve the Parent Advisory Committee's involvement in screening and interviewing prospective applicants directly related to the SETA-Operated Program. Reference the Policy Council bylaws:

Article II Purpose, Powers, Duties and Functions, #-12: For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SETA-Operated Program may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the Policy Council on an annual basis.)

RECOMMENDATION:

That the Policy Council approve the delegation of authority to the Parent Advisory Committee to function in the screening and interviewing of prospective applicants directly related to the SETA-Operated Program.

NOTES:

ACTION: Moved _____ Second _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM IV-A - INFORMATION

STANDING INFORMATION ITEMS

BACKGROUND:

This agenda item provides an opportunity for upcoming meetings, trainings, conferences, and events to be shared with the Policy Council.

Standing Information Items

- Introduction of New Staff
 - Upcoming Meetings, Training, Conferences and Events
 - ✱ Ms. Alma Walton, Mr. Robert Silva, Ms. Belinda Malone and Ms. Julita Bentz
 - Average Daily Attendance (ADA) Report – Ms. Elsie Bowers
 - Monthly Special Education Report – Ms. Beverly Sanford
 - CHSA Conference Reports
 - ◆ NHSA Annual Training Conference, April 21-24 (Wednesday-Saturday), Anaheim, CA (Reports Due Date)
 - ◆ Annual Parent Leadership Institute - May 12-14 (Wednesday – Friday), Hilton Hotel, Concord, CA
 - Region IX Head Start Report – Vacant
 - Sacramento City Unified School District's Citizen's Title I/SCE Program Advisory Committee Report: Ms. Darlene Anderson
 - Fiscal Report (January, April, July, October): Mr. Kim Peck
 - Community Resources/Recognitions -Catherine Goins/ Policy Council Members
 - Parent/Staff Recognitions
 - Grandparent/Foster Parent Report – Ms. Willie Williams and Ms. Mary Lenoir

NOTES:

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

A copy of the Governing Board minutes is attached for your review.

NOTES:

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

Minutes/Synopsis

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

Thursday, March 4, 2004
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Ms. Pannell called the meeting to order at 10:17 a.m.

Members Present:

Illa Collin, Member, Board of Supervisors
Bonnie Pannell, Councilmember, City of Sacramento
Sophia Scherman, SETA Governing Board; Public Representative

Members Absent:

Don Nottoli, Chairperson, SETA Governing Board; Member, Board of Supervisors
Robbie Waters, Vice Chairperson, Councilmember, City of Sacramento

- **Recognition of Long Term Employee:** Ms. Melanie Nicolas, Head Start Coordinator, Social Services/Parent Involvement, was presented with a gift in recognition of her 10 years at SETA. Ms. Nicholas spoke of her appreciation to SETA/Head Start.

II. **Consent Items**

The consent calendar included approval of the minutes of the February 19, 2004 regular board meeting, and approval of claims and warrants for the period 2/12/04 through 2/26/04. There were no questions or corrections.

Moved/Collin, second/Scherman, to approve the consent calendar as distributed.

Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Approval of Out-of-State Travel to the National Association of Workforce Boards Conference in Washington, D. C.

There were no questions. Ms. Collin congratulated Ms. Welsch on being invited to attend this important conference.

Moved/Collin, second/Scherman, to approve out-of-state travel for Ms. Christine Welsch to attend the National Association of Workforce Boards conference in Washington, D.C.

Voice Vote: Unanimous approval.

2. Approval of Resolution Celebrating Forty Years of Community Action

Ms. Collin stated how important these funds have been over the years and expressed her desire that additional funds would become available.

Moved/Collin, second/Scherman, to approve a resolution celebrating 40 years of Community Action.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Appointment of Private Sector Member to the Sacramento Works, Inc. Board of Directors

Ms. Collin expressed her appreciation of the Sacramento Works Executive Committee for their recommendation.

Moved/Collin, second/Scherman, to appoint Ms. Kim Parker to one Private Business seat on the Workforce Investment Board operating as Sacramento Works, Inc.

Voice Vote: Unanimous approval.

2. Approval to Augment WIA One Stop Services Subgrant Agreement with Elk Grove Unified School District

No questions or comments on this item.

Moved/Scherman, second/Collin, to approve the augmentation to Elk Grove Unified School District of \$25,000 of WIA funds for the period beginning March 10, 2004 and ending June 30, 2004.

Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 0.

C. HEAD START: No items.

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Fiscal Monitoring Reports: No questions or comments.
- B. Sacramento Works One Stop Career Center Business Information Center Report

Ms. Sandra Brown provided a brief overview of the Business Information Centers. The first BIC was opened in response to the closure of McClellan Air Force Base. She introduced Darlene Conway who provided a listing of the various services available at the Centers and how they have evolved over the years. There are five BICs located throughout the area.

- C. Nurse Workforce Initiative Update

Ms. Cindy Sherwood-Green provided an update on this program. There are 177 trainees enrolled, 12 have graduated, and there is still 18 months to go in the program.

- D. Article in the Sacramento Business Journal: No questions or comments.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kathy Kossick reported that the Youth Resolution Conflict Workshop was held at the agency and was very well received.
- C. Counsel: No report.
- D. Members of the Board: Ms. Collin congratulated Ms. Pannell on her recent re-election to the City Council. Ms. Collin also congratulated Ms. Pannell on the groundbreaking ceremony for Phoenix Park. She spoke of the many partners that have been involved in this neighborhood's renovation.
- E. Public: Ms. Welsch requested that the board save the date for the Apprenticeship Conference for Women scheduled for May 18. The board will receive invitations.

- VI. Adjournment:** The meeting was adjourned at 10:41 a.m.

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, March 18, 2004
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:13 a.m.

Members Present:

Don Nottoli, Chairperson, SETA Governing Board; Member, Board of Supervisors
Robbie Waters, Vice Chairperson, Councilmember, City of Sacramento
Illa Collin, Member, Board of Supervisors
Bonnie Pannell, Councilmember, City of Sacramento

Members Absent:

Sophia Scherman, SETA Governing Board; Public Representative

III. Action Items

- A. GENERAL ADMINISTRATION/SETA – No items.**

B. WORKFORCE INVESTMENT ACT

1. Approval to De-obligate and Re-obligate Workforce Investment Act Title 1 Scholarship Funds

Ms. Robin Purdy reviewed this item. The Mutual Assistance Network was able to return \$164,000 to SETA due to their ability to utilize leveraged funding to provide services. Staff is recommending the allocation of a portion of the funds to the following career centers:

Broadway Career Center: \$11,950
South County Career Center: \$46,000
Mather Career Center: \$26,300
Franklin Career Center: \$30,000

The remaining funds will be held until the fourth quarter to be allocated.

Moved/Pannell, second/Waters, to approve staff recommendations as follows:

1. Approve the voluntary deobligation of Scholarship/Workforce Skills Preparation funds from the Mutual Assistance Network in the amount of \$164,000.

2. Approve the reobligation of these funds to the career centers as outlined above.

3. Reserve \$48,000 for customized training, scholarships, or supportive services identified in the fourth quarter of FY 2004.

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

II. Consent Items

A. Minutes of the March 4, 2004 Regular Board Meeting

B. Approval of Claims and Warrants

Due to the fact that two board members were not present at the March 4, 2004 meeting, the minutes will be presented on April 1 for approval.

Moved/Waters, second/Collin, to continue Item A to the April 1, 2004 meeting for approval, and approve the claims and warrants for the period 2/27/04 through 3/11/04.

Voice Vote: Unanimous approval

C. **HEAD START** – No items.

D. **COMMUNITY SERVICES BLOCK GRANT** – No items.

E. **REFUGEE PROGRAMS** – No items.

IV. Information Items

A. Presentation by Peter Pecora, Senior Director of Research Services for the Casey Family Programs

Ms. Mookie Abdullah introduced Dr. Peter Pecora, Casey Family Programs. She had the opportunity to work with Dr. Pecora on the study. Mr. Nottoli noted that Ms. Abdullah is a success story from the foster care program.

Mr. Pecora reviewed the study that reviewed kids that were in foster care. A group of 1,609 emancipated foster youth in the states of Washington and Oregon was included in the study with a 73% response rate. Youth involved in Casey Programs tended to have better success as adults. Youth that completed high school while still in foster care also had better success.

Ms. Collin asked if Mr. Pecora would be available to make a presentation before the Board of Supervisors; he added that he would be most willing to make a presentation. Mr. Waters also asked that the City Council be made aware of this study. Mr. Pecora stated that the final report would be available in August so he will make another presentation in the fall and perhaps include the City Council

and Board of Supervisors. All board members requested extra copies of the report to be distributed to their colleagues.

B. Report on the Anticipated Arrival of Hmong-Lao Refugees from Thailand

Mr. Roy Kim reviewed this item. The Thai government will be sending 15,000 refugees for resettlement to the United States. These refugees were living under the protection of a Buddhist monk that passed away two years ago. Only those registered by the Thai government will be allowed to move to the United States. Most will be pre-destined, reunification cases based on family members already living in the United States. It is anticipated that approximately 2,000 refugees will be settling in the Sacramento area.

Ms. Pannell asked if there is a group of people working to coordinate services locally and Mr. Kim stated that there is a collaborative that is working on this issue.

C. Fiscal Monitoring Report – No questions or comments.

V. **Reports to the Board**

A. Chair: No report.

B. Executive Director: Ms. Kossick just attended the National Association of Workforce Boards in Washington, D. C. Ms. Christine Welsch provided an excellent report on the Employers Boot Camp program that operates in Sacramento. Sacramento is very much ahead with the focus on industry sectors and collaboratives.

C. Counsel: No report.

D. Members of the Board: Ms. Collin at some point when the legislature does their budget the board needs to know how it will affect SETA's resources. The SETA board needs to see the entire picture rather than pieces of the puzzle.

Ms. Pannell asked if there was any more thought about having a Head Start Center near the Florin or Meadowview light rail stations. Ms. Kossick will be discussing this item with Ms. Rasmussen.

E. Public: No comments.

VI. **Adjournment**: Meeting adjourned at 11:17 a.m.

ITEM V- COMMITTEE REPORTS

- A. EXECUTIVE COMMITTEE:** This item provides the opportunity for the Executive Committee to submit an oral report to the Policy Council.

The Executive Committee met and evaluated the March 23, 2004 Policy Council meeting.

Good	Needs Improvement
Attendance	Tardiness/Punctuality
Representation Input	
Parliamentarian did a good job.	

- B. PERSONNEL/BYLAWS COMMITTEE:** A report on the most recent meeting will be given at this time.

- C. BUDGET/PLANNING COMMITTEE:** This item provides the opportunity for the Planning/Budget Committee to submit an oral report to the Policy Council.

ITEM V- COMMITTEE REPORTS (Continued)

Page 2

D. HOSPITALITY COMMITTEE: A report on the most recent meeting will be given at this time.

E. PROGRAM AREA COMMITTEES:

☀ Early Childhood Development & Health Services

☀ Family & Community Partnerships/Training

☀ Monitoring & Evaluation Committee (Self-Assessment)

☀ Early Head Start

F. COMMUNITY ADVOCATING MALE PARTICIPATION (CAMP)

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 but, because of time constraints, were not included in the formal Policy Council packet.

The Executive Director's report also allows the Executive Director to apprise the Council of upcoming events, significant agency activities or conferences.

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

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

- C. HEAD START DEPUTY DIRECTOR'S MONTHLY REPORT:** This item is set aside to allow the Head Start Deputy Director (Ms. Norma Johnson) to report to the Council on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal Head Start Policy Council packet.

The Deputy Director's Report also allows the opportunity for the Head Start Director to apprise the Council of upcoming events, significant agency activities, or conferences.

ITEM VI- OTHER REPORTS (Continued)

D. HEAD START MANAGER’S REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:

Brenda Flores: Grantee Program Support Services Manager

Catherine Goins: Grantee Program Operations

Catherine Goins, Early Head Start, Special Projects and Community Partnerships

Buffie Engstrom, Head Start Administration

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

- Women Escaping a Violent Environment – Vacant
 - Child Health and Disability Prevention Program – Ms. Victoria Benson
 - Community Services Planning Council - Vacant
 - Advisory Board of Perinatal & Infant Health Committee – Ms. Jacoolla Moody
 - Maternal, Child and Adolescent Health Board – Ms. Beverly Shah
 - Community Action Board – Ms. Darlene Anderson
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F. HEALTH AND DENTAL REPORT: 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.

- Sacramento County Dental Health Advisory Committee Representatives: Ms. LaRisa Yarbrough, Ms. Betty Walker and Ms. Victoria Benson
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G. OPEN DISCUSSION AND COMMENTS: This item provides an opportunity for Head Start Policy Council members to bring up topics for discussion. Members are asked to address their requests to the Chair if they wish to speak. No action is to be taken on any item that is discussed during this meeting; the board may direct staff to place agenda items on upcoming agendas for action.

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

The 2003-2004 Board was seated on **November 18, 2003** and **December 23, 2003**

POLICY COUNCIL - BOARD MEETING ATTENDANCE - PROGRAM YEAR 2003-2004

BOARD MEMBER	SITE	11/18	12/23	1/27	2/24	3/23	5/4						
T. Alnassiri (2/24)	SAC				X	X							
D. Anderson (11/18)	PAST	X	X	X	X	X							
J. Esquilin (s/b seated 2/24)	EHS (Sac)				U	U							
J. Foster (11/18)	EHS	X	X	X	X	U							
J. Ibarra (2/24)	SAC				X	X							
S. Lee s/b seated 5/4/04	EHS (Sac)												
M. Lenoir (11/18)	FOSTER	X	X	X	E	X							
L. LeTourneau (11/18)	PAST	X	E	X	X	X							
J. Lozano (11/18)	SOP	X	E	X	X	E							
H. McWhorter (12/23)	SOP		X	X	X	X							
K. Meredith (11/18)	SOP	X	X	X	X	X							
D. Miller (s/b seated 11/18) (12/23)	SJ	U	X	X	X	X							
M. Mitchell (11/18)	PAST	X	X	X	X	X							
J. Moody (11/18)	EHS	X	X	X	E	E							
R. Munoz (s/b seated 5/4/04)	SJ												
D. Nelson (1/27)	SOP			X	X	X							

BOARD MEMBER	SITE	11/18	12/23	1/27	2/24	3/23	5/4						
H. Oden (1/27)	EG			X	X	X							
A. Parks (12/23)	CR		X	X	X	X							
J. Ramos (2/24)	PLAY				X	X							
G. Rauscher (8/26)	CAMP	U	X	X	X	X							
O. Reed (11/18)	MCA	X	X	X	X	X							
T. Rhinehart (12/23)	MCA		X	X	X	U							
B. Shah (11/18)	GRAND	X	X	X	X	X							
S. Thompson (3/23)	SAC					X							
C. Tye (11/18)	EG	X	X	X	U	U							
B. Walker (11/18)	SOP	X	X	X	X	X							
W. Williams (11/18)	GRAND	X	X	X	X	X							
L. Yarbrough (11/18)	SOP	X	X	X	X	X							
M. Yong Lee (12/23)	MCA		X	E	X	U							
V. Benson (11/18)	CHDP	X	AP	X	X	X							
Vacant	WEAVE												
Vacant	CSPC												

DP: Del Paso Heights School District DHA: Dept. Of Human Assistance CCCP: Child Care Collaboration Program SOP: SETA-Operated Program SJ: San Juan Unified School District HB: Home Based Option EG: Elk Grove Unified School District
Alta: Alta California Regional Center SAC: Sac. City Unified School District EHS: Early Head Start PAST: Past Parent Representative
WCIC: Playmate Child Child Center CHDP: Child Health & Disability Prevention Program CAMP: Community Advocating Male Participation
MCA: Meadowview Community Action ACTION: Child Action CSPC: Community Services Planning Council CR: Community Representative
S/B/S: Should be Seated **AP:** Alternate Present **X:** Present **E:** Excused **U:** Unexcused Absence
E/PCB: Excused, Policy Council Business **E/PCB:** Excused, Policy Committee Business
GRAND: Grandparent representative **FOSTER:** Foster parent representative