

*Thought for the Day: "If you are failing to plan,
you are planning to fail."*

Author: Betsy Haas

GOVERNING BOARD

BONNIE PANSELL
Council Member
City of Sacramento

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County of Sacramento

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Board of Supervisors
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SOPHIA SCHERMAN
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Council Member
City of Sacramento

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

DATE: Tuesday, May 25, 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.

ADMINISTRATION

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KATHY KOSSICK
Executive Director

NORMA JOHNSON
Deputy Director

AGENDA

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

II. Consent Item

A. Approval of the Minutes of May 4, 2004 Special Meeting

III. Action Item

A. Approval of the SETA Head Start/Early Head Start Tobacco Free Policy

B. Approval of the SETA Head Start/Early Head Start Exposure Control Plan for Bloodborne Pathogens Policy

- C. Approval of the SETA Head Start/Early Head Start Tuberculosis Policy

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
- Public Policy Symposium Reports, April 21, 2004 (Wednesday), Sacramento Convention Center and Capitol Building
- NHSA Annual Training Conference Reports (written), April 21-24 (Wednesday-Saturday), Anaheim, CA
- Annual Parent Leadership Institute Reports - May 12-14 (Wednesday – Friday), Hilton Hotel, Concord, CA
- Region IX Head Start Report
- Sacramento City Unified School District's Citizen's Title I/SCE Program Advisory Committee Report: Ms. Darlene Anderson
- Fiscal Report (January, April, July, October)
- Community Resources/Recognitions -Catherine Goins/ Policy Council Members
- Parent/Staff Recognitions
- Grandparent/Foster Parent Report – Ms. Willie Williams, Ms. Beverly Shah 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: WEDNESDAY, MAY 19, 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
- _____ 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
- _____ Raymond Muñoz, 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:

- _____ Mai Yong Lee, Meadowview Community Action

- _____ 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
- _____ Vacant, Early Head Start (Sacramento City USD)

**** 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. ****

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	X						
D. Anderson (11/18)	PAST	X	X	X	X	X	X						
J. Foster (11/18)	EHS	X	X	X	X	X	X						
J. Ibarra (2/24)	SAC				X	X	X						
M. Lenoir (11/18)	FOSTER	X	X	X	E	X	X						
L. LeTourneau (11/18)	PAST	X	E	X	X	X	X						
J. Lozano (11/18)	SOP	X	E	X	X	E	U						
H. McWhorter (12/23)	SOP		X	X	X	X	X						
K. Meredith (11/18)	SOP	X	X	X	X	X	X						
D. Miller (s/b seated 11/18) (12/23)	SJ	U	X	X	X	X	X						
M. Mitchell (11/18)	PAST	X	X	X	X	X	X						
J. Moody (11/18)	EHS	X	X	X	E	E	X						
R. Muñoz (s/b seated 5/4/04) (5/4/04)	SJ						X						
D. Nelson (1/27)	SOP			X	X	X	E						

BOARD MEMBER	SITE	11/18	12/23	1/27	2/24	3/23	5/4						
H. Oden (1/27)	EG			X	X	X	X						
A. Parks (12/23)	CR		X	X	X	X	X						
J. Ramos (2/24)	PLAY				X	X	E						
G. Rauscher (8/26)	CAMP	U	X	X	X	X	X						
O. Reed (11/18)	WCIC	X	X	X	X	X	X						
T. Rhinehart (12/23)	MCA		X	X	X	U	X						
B. Shah (11/18)	GRAND	X	X	X	X	X	X						
S. Thompson (3/23)	SAC					X	U						
B. Walker (11/18)	SOP	X	X	X	X	X	X						
W. Williams (11/18)	GRAND	X	X	X	X	X	X						
L. Yarbrough (11/18)	SOP	X	X	X	X	X	X						
M. Yong Lee (12/23)	MCA		X	E	X	U	E						
V. Benson (11/18)	CHDP	X	AP	X	X	X	AP						
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 **Current a/o 5/17/04**

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MAY 4, 2004 SPECIAL POLICY COUNCIL
MEETING

BACKGROUND:

Attached are the minutes of the May 4, 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: _____

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL
Minutes/Synopsis

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

Tuesday, May 4, 2004
9:00 a.m.

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

Ms. Mitchell called the meeting to order at 9:10 a.m. Mr. Alnassiri was asked to serve as Secretary until Ms. Williams arrived. Mr. LeTourneau read the thought of the day. Mr. Alnassiri called the roll.

Mr. Raymond Muñoz, Sacramento City Unified School District was seated.

Members Present:

Harriett Oden, Elk Grove Unified School District (arrived at 9:29 a.m.)
Tyrone Rhinehart, Meadowview Community Action (arrived at 9:19 a.m.)
Oma Reed, Playmate Child Development Center (arrived at 9:17 a.m.)
Tawfiq Alnassiri, Sacramento City Unified School District
Juan Ibarra, Sacramento City Unified School District
Diane Miller, San Juan Unified School District (arrived at 9:15 a.m.)
Akilah Parks, Del Paso Heights School District
Hasan McWhorter, SETA-Operated Program
Kama Meredith, SETA-Operated Program
Betty Walker, SETA-Operated Program (arrived at 9:29 a.m.)
LaRisa Yarbrough, SETA-Operated Program
Darlene Anderson, Past Parent Representative (arrived at 9:17 a.m.)
Lyle LeTourneau, Past Parent Representative
Margie Mitchell, Past Parent Representative
Janet Foster, Early Head Start, San Juan Unified School District
Gary Rauscher, CAMP Representative (arrived at 9:15 a.m.)
Mary Lenoir, Foster Parent Representative
Beverly Shah, Grandparent Representative
Willie Williams, Grandparent Representative (arrived at 9:16 a.m.)
Akilah Parks, Community Representative
Van Hyuhn, Alternate, Child Health and Disability Prevention Program

New Representative Seated:

Raymond Muñoz, Sacramento City Unified School District

Members Absent:

Mai Yong Lee, Meadowview Community Action (Excused)
Jessie Ramos, Playmate Child Development Center (Excused)
Stan Thompson, Sacramento City Unified School District (Unexcused)
Jennifer Lozano, SETA-Operated Program (Unexcused)
Denise Nelson, SETA-Operated Program (Excused)

II. Consent Item

A. Approval of the Minutes of March 23, 2004 Regular Meeting

Minutes were reviewed. Ms. Mitchell made one correction to the minutes. Minutes stand approved as corrected.

VII. Action Item

A. Approval of Fiscal Year 2004-2005 Head Start/Early Head Start Basic Grant Application

Moved/Anderson, second/Parks, to approve, by show of hands, the Head Start FY 204-2005 Basic Grant application for both Head Start and Early Head Start. Show of Hands Vote: Aye: 21, Nay: 0 (McWhorter did not vote due to the nature of the balloting: he cannot vote if there is no balloting.)

Ms. Johnson reviewed a clerical error in the budget will be corrected under Parent Services: National Training Conference(s)/Parent Training Conference was included.

B. Approval of Fiscal Year 2004-2005 Head Start/Early Head Start Training/ Technical Assistance Grant Application

Ms. Johnson reviewed the out-of state travel budget and explained which amounts were for the staff and which were for parent travel expenses.

Moved/Rhinehart, second/Yarbrough, to approve, by show of hands, the Head Start/Early Head Start FY 2004-2005 Training/Technical Assistance Grant Application.

Ms. Parks requested clarification for item #11 (Region IX conferences). The parents will attend the conferences but NOT the Board meetings.

Board members requested clarification to line items #39 and 40. Ms. Goins stated that this came to the attention of staff after the PAC meeting. Some additional funds were noticed. All of the Early Head Start centers are full day. This money would allow the Early Head Start staff to attend training and/or conference without closing the centers.

Mr. Muñoz requested #39 read “substitutes for Early Head Start Teachers.”

Show of hands: Aye: 21, Nay: 0 (Mr. McWhorter did not vote due to his position as parliamentarian.)

C. Approval of Fiscal Year 2004-2005 Head Start Program Options and Tracks

There were no questions or comments on this item.

Moved/Meredith, second/Moody, that the Policy Council approve, by a show of hands vote, the FY 2004-2005 Head Start Program Options and Tracks.

Show of hands: Aye: 21, Nay: 0 (Mr. McWhorter did not vote due to his position as parliamentarian.)

D. Approval of Fiscal Year 2004-2005 Head Start/Early Head Start Center Locations

Moved/Williams, second/Yarbrough, to approve, by a show of hands, the Head Start and Early Head Start center locations for Fiscal Year 2004-2005.

Show of hands: Aye: 21, Nay: 0 (Mr. McWhorter did not vote due to his position as parliamentarian.)

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

Moved/Reed, second/Oden, 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.

Voice Vote: Unanimous approval.

Ms. Mitchell went off the agenda.

Ms. Johnson informed the Policy Council that Sharon Neese passed away May 3, 2004. Ms. Elsie Bowers' mother died the previous Friday.

Ms. Margie Mitchell distributed gifts to the following board members: Janet Foster, Kama Meredith, Akilah Parks, Gary Rauscher, and Mary Lenoir.

The Policy Council took a break from 10:12 a.m. to 10:27 a.m.

IV. Information Items

A. Standing Information Items

- Introduction of New Staff: No new staff
- Upcoming Meetings, Training, Conferences and Events

Ms. Alma Walton announced the Grandparent/Foster Parent Conference will be June 4, 2004. There will be a health fair and then there will be workshops to attend. Ms. Walton reviewed the various workshops that will be available.

Ms. Walton distributed the book of the month, Dinosaurs Before Dark. Ms. Meredith thanked SETA Head Start for the books and stated that her

daughter now understands the concept of reading a book. Ms. Mitchell spoke on behalf of the board and expressed appreciation for the books that are provided.

Mr. Bob Silva showed a video on the Fatherhood Conference and thanked the Policy Council for the support and funds that are provided to do their jobs. Mr. Silva stated that it was a successful event and there are plans for next year's event.

Mr. Silva distributed information on the River Cats game scheduled for Saturday, May 22, 2004. Staff is in the process of distributing flyers. Attendees will meet at the Head Start offices where dinner will be provided. There will be free transportation to and from the game.

- Average Daily Attendance Report: No report.
- Monthly Special Education Report: Call Ms. Beverly Sanford at 263-3056 if there are any questions.
- CHSA Report
- NHSA Annual Training Conference: Written reports are due to Ms. Desha by May 11.
- Annual Parent Leadership Institute: Members were asked to see Ms. Desha to sign up. The program officers will be providing the family photo albums this year.
- Region IX Head Start Report: No report.
- Sacramento City Unified School District's Citizen's Title I/SCE Program Advisory Committee Report: No report.
- Fiscal Report: Mr. Peck reported that a 1.2% COLA is expected in Head Start. Mr. Peck reviewed the fiscal reports included in the board packet.
- Community Resources/Recognitions: Ms. Mitchell acknowledged Ms. Jean Hill from San Juan and Ms. Edenausaboye Davis from WCIC.
- Parent/Staff Recognitions: Ms. Yarbrough's birthday will be May 19. Mr. Alnassiri's daughter's birthday is May 15. Ms. Williams stated that on May 2, her first great grandchild was born. Ms. Foster's birthday is May 6. Kim Peck's birthday is May 10. Ms. Mitchell presented a pen to Mr. McWhorter for the excellent work as Parliamentarian. Gifts were also presented to Vice Chair, Darlene Anderson, Secretary, Willie Williams, and Treasurer, Harriett Oden. Staff presented with gifts included Kim Peck, Buffie Engstrom, Alma Walton and Robert Silva.
- Grandparent/Foster Parent Report – Ms. Willie Williams spoke of the Grandparent Conference. There is a lot of public interest and looking for more grandparent input. There was no grandparent meeting this month. Ms. Shah reported that at the April meeting, a grandparent came and showed attendees how to play computer games. Ms. Lenoir had no report on the foster children.

Policy Council members attending the Public Policy Symposium were reminded that their written reports are due by May 17.

Policy Council Executive Committee will be May 6, 9-11 a.m. in the Oak Room. The regular Policy Council meeting will be on Tuesday, May 25 at 9:00 a.m. in the boardroom. The regular PAC meeting has been canceled for the month of May.

B. SETA Governing Board Minutes: No comments.

V. Committee Reports

A. Executive: Ms. Anderson read the Executive Committee report.

V. Personnel/Bylaws: Mr. Rhinehart reported on the most recent committee meeting. The next meeting will be on May 27. Any board member having input on the bylaws are asked to give the information to Mr. McWhorter, Ms. Desha, Ms. Mitchell or the Clerk. Ms. Desha stated that the PAC made modifications to their bylaws and the Policy Council will have an opportunity make changes at the May 27 meeting.

C. Budget/Planning: This committee has completed their work; all committee members were thanked for their participation.

D. Hospitality: This committee will have a meeting in June.

E. Program Area Committees:

Early Childhood Development and Health Services: No report.

Family & Community Partnerships/Training: Ms. Parks reported that there was good attendance at the last meeting; the next meeting will be May 5, 9:00 a.m.

Monitoring & Evaluation: No report.

Early Head Start: The last meeting was held April 9. Ms. Foster gave a report on the meeting.

F. Community Advocating Male Participation: Mr. Gary Rauscher left the meeting before reporting.

VI. Other Reports

A. SETA Executive Director's Report: No report.

B. Chair's Report: Ms. Mitchell stated that she has pictures from the San Francisco and Anaheim trips and offered to show the pictures to those interested.

C. Head Start Deputy Director's Report: No report.

D. Head Start Managers' Report: No report.

E. Community Agency Report

- Women Escaping a Violent Environment - Vacant
- Child Health and Disability Prevention Program: Ms. Van Hyuyen distributed information on West Nile Virus and information on how low-income parents can get free physical exams for their children.
- Community Services Planning Council - Vacant
- Advisory Board of Perinatal & Infant Health Committee – Ms. Moody has not attended meetings due to family issues.

- Maternal, Child and Adolescent Health Board: Ms. Shah stated that the last meeting was March 9; she gave a report at the March Policy Council meeting. The next meeting will be on May 11.
 - Community Action Board: No report.
- F. Health and Dental Report
- Sacramento County Dental Health Advisory Committee Reps: Ms. Yarbrough reported on the most recent meeting where there was discussion about getting Sacramento's water fluoridated. She also talked about Smilekeepers. Ms. Shah asked if one of the Policy Council members could meet with Ms. Walton to discuss purchasing a stuffed tooth that cost \$5. She requested that this tooth be purchased to be utilized as a teaching tool. There will be a report back on this issue.
- G. Open Discussion and Comments: Ms. Oden provided an oral report on "40 acres and a Mule". She suggested members go to the web site: www.bfaa.org that will give information on this program.
- H. Public Participation: No comments.
- VII. Adjournment:** Meeting adjourned at 11:47 a.m.

ITEM III-A – ACTION

APPROVAL OF THE SETA HEAD START/EARLY HEAD START TOBACCO FREE
POLICY

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review and approve the SETA Head Start/Early Head Start Tobacco Free Policy (attached). Ms. Brenda Campos, manager, Program Support Services, will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the SETA Head Start/Early Head Start Tobacco Free Policy.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-B – ACTION

APPROVAL OF THE SETA HEAD START/EARLY HEAD START EXPOSURE
CONTROL PLAN FOR BLOODBOARNE PATHOGENS POLICY

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review and approve the SETA Head Start/Early Head Start Exposure Control Plan for Bloodborne Pathogens Policy. The policy will be sent under separate cover.

Ms. Brenda Campos, Manager, Program Support Services, will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the SETA Head Start/Early Head Start Exposure Control Plan for Bloodborne Pathogens Policy.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-C – ACTION

APPROVAL OF THE SETA HEAD START/EARLY HEAD START TUBERCULOSIS
POLICY

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review and approve the SETA Head Start/Early Head Start Tuberculosis Policy (attached).

Ms. Brenda Campos, Manager, Program Support Services, will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the SETA Head Start/Early Head Start Tuberculosis Policy.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

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 Report
- Public Policy Symposium Reports, April 21, 2004 (Wednesday), Sacramento Convention Center and Capitol Building
- NHSA Annual Training Conference Reports (written), April 21-24 (Wednesday-Saturday), Anaheim, CA
- Annual Parent Leadership Institute Reports - May 12-14 (Wednesday – Friday), Hilton Hotel, Concord, CA
- Region IX Head Start Report
- Sacramento City Unified School District's Citizen's Title I/SCE Program Advisory Committee Report: Ms. Darlene Anderson
- Fiscal Report (January, April, July, October)
- Community Resources/Recognitions -Catherine Goins/ Policy Council Members
- Parent/Staff Recognitions
- Grandparent/Foster Parent Report – Ms. Willie Williams, Ms. Beverly Shah 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, April 1, 2004
10:00 a.m.

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

Members Present:

Robbie Waters, Vice Chairperson, Councilmember, City of Sacramento
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
Illa Collin, Member, Board of Supervisors

- Mr. Waters presented a gift to the following staff in recognition of their long-term employment with SETA: Barbara Meyer, Community Services Coordinator (20 years); Joann Ingman, Program Officer, Karen Milton, Head Start Family Services Worker, Annette Brown, Head Start Head Teacher (all 10 years).

II. **Consent Items**

The consent calendar included approval of the minutes of the March 4 and 18, 2004 regular board meetings, and approval of claims and warrants for the period 3/12/04 through 3/25/04. There were no questions or corrections.

Moved/Pannell, second/Waters, to approve the consent calendar as distributed.
Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Approval to Negotiate with Automatic Data Processing, Inc. for Payroll Services

Mr. Kim Peck reviewed this item. Contract negotiations with Paychex have not been productive and staff is requesting approval to negotiate with Automatic Data Processing for the SETA payroll. Mr. Peck stated that the County will no longer be processing payrolls for special districts which requires SETA to contract for these services.

Moved/Pannell, second/Scherman, to authorize staff and legal counsel to negotiate a contract with Automatic Data Processing for payroll services.
Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 0

B. WORKFORCE INVESTMENT ACT

1. Concurrence with Sacramento Works, Inc. Board on Revised Critical Industries for the Sacramento Region

Ms. Robin Purdy reviewed this item which was approved by the Sacramento Works, Inc. Board on March 25. The Sacramento Works, Inc. Planning Committee met several times to review and modify the list of the critical industries.

Moved/Pannell, second/Scherman, to concur with Sacramento Works Inc. Board on the critical industries for the Sacramento Region.
Voice Vote: Unanimous approval.

2. Concurrence with Sacramento Works, Inc. Board on Resource Allocation Plan for Fiscal Year 2005

Ms. Purdy stated that this was also reviewed and approved by the Sacramento Works, Inc. Board. She answered questions from the Board.

Moved/Scherman, second/Pannell, to concur with the Sacramento Works, Inc. Board on the above Resource Allocation Plan for fiscal year 2005.
Voice Vote: Unanimous approval.

3. Concurrence with Sacramento Works, Inc. Board on Appointment of Youth Council Member

There were no questions or comments on this item.

Moved/Scherman, second/Pannell, to concur with Sacramento Works, Inc. Board to appoint Pattie Espinosa to the Sacramento Works Youth Council.
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. Fiscal Monitoring Report: No questions or comments.

- B. Sacramento Works, Inc. Press Kit: Ms. Terri Carpenter stated that the press kits were prepared to be utilized by Sacramento Works Board members. The Employer Outreach Committee was responsible for the content of the press kit. The press kit will be modified to include the additional critical industries approved by the board.
- C. Workforce Investment Act Legislative Update: No questions or comments.
- D. Sacramento Works One Stop Career Center Performance and Training Provider Performance Reports: Ms. Purdy reviewed this item and provided additional information.
- E. Nurse Workforce Initiative Quarterly Report: No questions.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: No report.
- C. Counsel: No report.
- D. Members of the Board: Ms. Pannell inquired whether SETA participated in the Earned Income Tax Credit program. Ms. Kossick responded that five of the career centers have participated in the program. Mr. Roy Kim will provide a final report at a future board meeting.

Ms. Scherman announced that she was recently appointed to the State Parks and Recreation Commission. She was selected because of her work with the disabled.

- E. Public: No comments.

VI. Adjournment: Meeting adjourned at 11:03 a.m.

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

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

Thursday, April 15, 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
Sophia Scherman, SETA Governing Board; Public Representative
Illa Collin, Member, Board of Supervisors

Members Absent:

Bonnie Pannell, Councilmember, City of Sacramento

II. **Consent Items**

The consent calendar included approval of the April 1, 2004 regular board meeting minutes, and approval of claims and warrants for the period 3/26/04 through 4/8/04.

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

Voice Vote: Unanimous approval.

III. **Action Items**

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

B. **WORKFORCE INVESTMENT ACT**

1. Approval to Augment Workforce Investment Act One Stop Services Subgrant Agreement with Sacramento City Unified School District

Ms. Robin Purdy reviewed this item. On March 18, the Board was asked to approve a deobligation of funds from the Mutual Assistance Program. This item is requesting an augmentation for the Lemon Hill career center in the amount of \$36,826 to serve an additional 18 customers. These funds will also provide bilingual computer literacy services.

Moved/Scherman, second/Waters, to approve the augmentation to Sacramento City Unified School District of \$36,826 of WIA Adult funds for the period beginning April 15, 2004 and ending June 30, 2004.

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

C. HEAD START – No items.

D. COMMUNITY SERVICES BLOCK GRANT – No items.

E. REFUGEE PROGRAMS

1. Approval to Submit Application for Targeted Assistance Discretionary Grant funds to Serve Elderly Refugees, PY2004-2005

Ms. Caroline Stromberg reviewed this item. Funds will be allocated to each county according to the number of elderly refugees in each impacted area. There will be an additional number of participants if this application is approved. Approximately 200 customers will be served.

Mr. Thatch stated that the proposal is also to contract with Sacramento Lao Family, Inc., but this is subject to the state granting us sole source approval.

Moved/Collin, second/Scherman, to approve the submission of an application for Targeted Assistance Discretionary Grant Funds to serve elderly refugees, PY2004-2005. This item is subject to the State's granting SETA sole source approval to contract with Sacramento Lao Family, Inc. to provide these services. Voice Vote: Unanimous approval.

IV. Information Items

A. Fiscal Monitoring Report: No questions or comments.

B. Presidential Action on the Workforce Investment Act

Ms. Kossick distributed a copy of a draft National Association of Workforce Boards (NAWB) response to the initiative from President Bush. They do not like the initiative because it ignores the local controls. Ms. Kossick suggested that board members call her or Ms. Purdy for additional information.

Ms. Colin asked if this same information is being conveyed to our own Congress people and Ms. Kossick replied affirmatively.

V. Reports to the Board

A. Chair: Mr. Nottoli shared a letter from Ms. Sharon Neese thanking the Board for the honor of having the Del Paso Child Care Center dedicated to her.

- B. Executive Director: A copy of an article in the National Association of Workforce Board's newsletter highlighting the California Association of Employers' bootcamp with SETA was distributed to Board members.

Mr. Walker responded to Ms. Collin's question regarding Apple Computer's dislocation. Mr. Walker stated that Apple did send a WARN letter and have already started laying people off. Apple will be providing a stipend to the dislocated staff along with dislocated worker services. Mr. Walker has left several phone messages with the HR staff at Apple but has not received a response to the calls.

- C. Counsel: No report.

- D. Members of the Board: No comments.

- E. Public: Ms. Cheryl Powell announced the second annual job fair on May 2 in Sunrise Mall. Many of their customers need a variety of social services before they can even start looking for a job.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR: Continued to May 6, 2004

Pursuant to Government Code Section 54957.6

Agency Negotiator: Jackie Sanders

Employee Organization: AFSCME Local 146

- VII. Adjournment:** Meeting adjourned at 10:31 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 May 4, 2004 Policy Council meeting.

Good	Needs Improvement
Attendance	Sidebarring
Chair did a great job expediting timeliness of meeting	Tardiness/Punctuality
Staff/Executive Committee Recognition	CELL PHONES SHOULD NOT BE ON DURING MEETING.

- 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)

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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 Campos: 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.
