

Thought of the Day: "Each moment is precious. Set goals for the future, but live each moment in the present."

Author: Esteemed Human Development International, Inc.

### GOVERNING BOARD

BONNIE PANNELL  
Council Member  
City of Sacramento

DON NOTTOLI  
Board of Supervisors  
County of Sacramento

ILLA COLLIN  
Board of Supervisors  
County of Sacramento

SOPHIA SCHERMAN  
Public Representative

ROBBIE WATERS  
Council Member  
City of Sacramento

### SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

**DATE:** Thursday, December 21, 2006

**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](http://www.seta.net).

### ADMINISTRATION

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

KATHY KOSSICK  
Executive Director

MAUREEN DERMOTT  
Deputy Director

### AGENDA

- I. Call to Order/Roll Call/Review of Board Member Attendance
- II. Consent Item
  - A. Approval of the Minutes of the November 28, 2006 Regular Meeting
- III. Information Items
  - A. Ice Breaker: Ms. Denise Nelson, Chair

- B. Head Start and Program Governance Overview: Ms. Marie Desha, Social Services/Parent Involvement Coordinator
  - Introduction of Newly Seated Members

- C. How to Present and Make a Motion: Ms. Denise Nelson, Chair

#### IV. **Action Items**

- A. Election of Policy Council Officers for Program Year 2006-2007

- B. Selection of Representatives and Alternates to Attend the California Head Start Association (CHSA) Annual Parent Conference

- C. 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

#### D. **CLOSED SESSION: PERSONNEL - PURSUANT TO GOVERNMENT CODE SECTION 54957**

- Approval of Eligible Lists for the following positions: Approval of Eligible Lists for the following Positions: Head Start Teacher, Family Services Worker, Family Services Worker II, Education Specialist (non-supervisory), Head Cook
  - Report out of Closed Session

#### III. **Information Items** (Continued)

##### D. Standing Information Items

- Introduction of New Staff
- Upcoming Meetings, Training, Conferences and Events
  - Ms. Alma Hawkins, Mr. Robert Silva, Ms. Belinda Malone
- PC/PAC Orientation, Friday, January 5, 2007, 9:00 a.m. – 1:00 p.m., SETA Board Room. Registration from 8:30 – 9:00 a.m., Light Brunch, 11:00 a.m. – 11:30 a.m.
- PC/PAC and Delegate Agency Officer Training, Friday, January 12, 2007, 9:00 a.m. – 12:00 p.m., Redwood Room. Registration from 8:30 – 9:00 a.m., Lunch
- California Head Start Association General Conference, Hyatt Regency, Newport Beach, CA, January 31-February 2, 2007
- Fiscal Report: Mr. Rick Pryor – See attachment
- Community Resource/Recognitions – PC Representatives/Staff
- Parent/Staff Recognitions

- E. Governing Board Minutes

**V. Committee Reports**

- A. Executive Committee

**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. Open Discussion and Comments
- F. Public Participation

**VII. Adjournment**

**DISTRIBUTION DATE: TUESDAY, DECEMBER 12, 2006**

ITEM I - CALL TO ORDER/ROLL CALL

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

- \_\_\_\_\_ Natalie Cordova, Playmate Child Development Center
- \_\_\_\_\_ Tusundra Nunley, Playmate Child Development Center
- \_\_\_\_\_ Josie Cleaver, Sacramento City Unified School District
- \_\_\_\_\_ Irlanda Meza, Sacramento City Unified School District
- \_\_\_\_\_ Ronald Montez, Sacramento City Unified School District
- \_\_\_\_\_ Tanya Goode, San Juan Unified School District
- \_\_\_\_\_ Danyelle Nelson, San Juan Unified School District
- \_\_\_\_\_ Sherry Gangloff, SETA-Operated Program
- \_\_\_\_\_ Carolina Guerra, SETA-Operated Program
- \_\_\_\_\_ Templa Allen, SETA-Operated Program
- \_\_\_\_\_ Tryna Larkins, SETA-Operated Program
- \_\_\_\_\_ Kathy Ruiz, SETA-Operated Program
- \_\_\_\_\_ Kelly Wilson, SETA-Operated Program
- \_\_\_\_\_ Nina Dyba, Past Parent Representative
- \_\_\_\_\_ Kenesha Gray, Past Parent Representative
- \_\_\_\_\_ Reanna Coe, Early Head Start (San Juan)
- \_\_\_\_\_ Donald M. Clark, Grandparent Representative
- \_\_\_\_\_ Denise Nelson, Past Parent Representative
- \_\_\_\_\_ Roy Shier, CAMP Representative
- \_\_\_\_\_ Carol Schaefer, Child Health and Disability Prevention Program

Members to be Seated:

- \_\_\_\_\_ Tracie Snowden, Del Paso Early Childhood Development Center
- \_\_\_\_\_ Vacant, Del Paso Early Childhood Development Center
- \_\_\_\_\_ Rick Brasier, Elk Grove Unified School District
- \_\_\_\_\_ Brenda Vincent, Elk Grove Unified School District
- \_\_\_\_\_ Tessa Solomon, Early Head Start (SETA)
- \_\_\_\_\_ Vacant, Foster Parent Representative

**\*\* Please call your alternate, the Policy Council Chair (Denise Nelson, 427-9226) 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 2006-2007

The 2005-2006 Board was seated on **November 28, 2006**  
and **December 21, 2006**

BOARD MEMBER	SITE	11/28	12/21														
T. Allen (11/28)	SOP	X															
R. Braiser s/b seated 11/28	ELK	E															
D. Clark (11/28)	GP	X															
J. Cleaver (11/28)	SAC	X															
R. Coe (11/28)	EHS (SJ)	X															
N. Cordova (11/28)	WCIC	X															
N. Dyba (11/28)	PAST	X															
S. Gangloff (11/28)	SOP	X															
T. Goode (11/28)	SJ	X															
K. Gray (11/28)	PAST	X															
C. Guerra (11/28)	SOP	X															
T. Larkins (11/28)	SOP	X															
I. Meza (11/28)	SAC	X															
R. Montez (11/28)	SAC	X															
Danyelle. Nelson (11/28)	SJ	X															
K. Ruiz (11/28)	SOP	X															

BOARD MEMBER	SITE	11/28	12/21											
C. Schaefer (11/28)	CHDP	X												
R. Shier (3/28)	CAMP	X												
T. Snowden	DP													
T. Solomon s/b/seated 11/28	EHS SETA	U												
B. Vincent s/b/seated 11/28	ELK	U												
K. Wilson s/b/seated 11/28	SOP	E												
Vacant	WEAVE													
Vacant	CSPC													

**GLOSSARY OF ACRONYMS**

ACRONYM	REPRESENTATIVE CENTER
ACTION	Child Action
ALTA	Alta California Regional Center
CAMP	Community Advocating Male Participation
CHDP	Child Health and Disability Prevention Program
CR	Community Representative
CSPC	Community Services Planning Council
DHA	Department of Human Assistance
DP	Del Paso Heights School District
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
SHA	Sacramento Housing Alliance
SJ	San Juan Unified School District
SOP	SETA-Operated Program
WCIC	Women’s Civic Improvement Club/Playmate Child Care Center

- X:** Present
- E:** Excused
- U:** Unexcused Absence
- S/B/S:** Should be Seated
- AP:** Alternate Present
- E/PCB:** Excused, Policy Council Business
- E/PCB:** Excused, Policy Committee Business

Current a/o 12/8/06

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 28, 2006 REGULAR POLICY  
COUNCIL MEETING

BACKGROUND:

Attached are the minutes of the November 28, 2006 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

*(Minutes reflect the actual progression of the meeting.)*

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

Tuesday, November 28, 2006  
9:00 a.m.

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

Ms. Denise Nelson called the meeting to order at 9:05 a.m. Ms. Victoria Camargo read the thought of the day. Ms. Kenesha Gray called the roll

#### **Members Present:**

Victoria Camargo, Sacramento City Unified School District  
Ronald Montez, Sacramento City Unified School District  
Janet Foster, San Juan Unified School District  
Sherry Gangloff, SETA-Operated Program (arrived at 9:10 a.m.)  
Kenesha Gray, SETA-Operated Program  
Paula Stackhouse, SETA Operated Program  
Donald Clark, SETA-Operated Program (arrived at 9:07 a.m.)  
Penny Campbell- Mays, Past Parent Representative  
Denise Nelson, Past Parent Representative  
Roy Shier, CAMP Representative  
Carol Schaefer, Child Health & Disability Prevention Program

#### **Members Absent:**

Zebadeisha Grooms, SETA-Operated Program (unexcused)  
Rita Laux, Sacramento City Unified School District (excused)

#### **II. Consent Item**

##### **A. Approval of the Minutes of October 24, 2006 Regular Meeting**

The minutes were reviewed. One modification was made and noted by the Clerk.

Moved/Camargo, second/Stackhouse, to approve the minutes as modified, by show of hands vote.

Show of hands vote: Aye: 9, Nay: 0, Abstentions: 2 (Clark and Nelson)

Ms. Nelson announced that no applications have been received for Past Parent or Grandparent board seats; the recruitment efforts will continue. Mr. Clark suggested intensifying the outreach to churches and faith-based organizations in the county. Ms. Gangloff will be bringing it up in her center's parent meeting.

#### **III. Information Items**

##### **A. Standing Information Items**

- Region IX Head Start Association, Professional Development Conference



Report: Ms. Nelson's report was included in the board packet. Ms. Olga Mercado's report was distributed to board members. Ms. Mercado attended the conference as staff parent support.

- Program Information Report: Ms. Yolanda Macias reviewed the PIR comprehensive report. This report contains data which is compiled biennially and presented to Congress. The report has been provided to the regional office. In December or January, SETA will receive feedback if we have not met our goal in a particular area.
- Executive Committee Report: Ms. Gray reviewed the report.
- Policy Council/Staff Recognition 2005-2006 Program Year: A gift in appreciation was given to Ms. Alma Hawkins. Mr. Ronald Montez was given a gift for Rita Laux.
- Seating of New Policy Council Members: The following termed out members stepped down from the Board: Ms. Penny Campbell-Mays and Ms. Janet Foster. Mr. Roy Shier will remain on the board until replaced or re-elected - Ms. Paula Stackhouse and Ms. Victoria Camargo stepped down.

New members seated: Natalie Cordova, Tusundra Nunley, Josie Cleaver, Irlanda Meza, Ronald Montez, Tanya Goode, Danyelle Nelson, Sherry Gangloff, Carolina Guerra, Templa Davis Allen, Tryna Larkins, Kathy Ruiz, Nina Dyba, Kenesha Gray, Reanna Coe, Donald Clark and Carol Schaefer.

- Introduction of New Staff: Ms. Roneca Provost was introduced as a new addition to Sharon Adams' unit.
- Board Procedures
  - ✓ Personnel – Mr. Jeanie Ross reviewed the personnel procedures and distributed a sign up sheet to assist in the screening and personnel process. There are a lot of job openings so assistance in the screening process is needed. Ms. Ross also went over the reimbursement policy for board members.
  - ✓ Conflict of Interest – Ms. Nancy Hogan reviewed SETA's Conflict of Interest code and explained the process.

### **III. Information Items (Continued)**

#### **A. Standing Information Items**

- Special Policy Council Meeting, Thursday, December 21, 2006: No additional report.
- Upcoming Meetings, Training, Conferences and Events

Mr. Roy Shier reported last month's Daddy and Me activity, pumpkin carving held on October 30, had over 200 participants. The next CAMP meeting will be December 13, 2-3:30 p.m. in the Oak Room. The next Daddy and Me activity will be a fishing activity scheduled for December 16, 9 a.m. - 2 p.m. at William Land Park.

- Ms. Alma Hawkins announced that Merrill Lynch is offering free 1 hour phone calls from 9 a.m. – 3 p.m. on December 2, 1435 River Park Drive, Suite 100. Coffee and refreshments will be served. This is for adults aged 55 and up. Call 1-800-893-7079 for an appointment. Ms. Hawkins stated that Grandparents and Foster Parents that go to the monthly meetings, the meetings will be starting in January. The support meetings will be taken to the sites and will be held quarterly.

#### **IV. Action Items**

##### **A. Election of Representatives and Alternates to Attend the National Head Start Association Parent Training Conference**

Ms. Nelson reviewed the conference details. Ms. Marie Desha provided an overview of the past conference attendance and conference information.

Moved/Gray, second/Ruiz, that the Policy Council elect two representatives, and two alternates, by show of hands vote.

Show of hands vote: Aye: 18, Nay: 0, Abstention: 1 (Denise Nelson)

Those interested in attending: Templa Davis Allen, Kathy Ruiz, Tryna Larkins, Ronald Montez, Nina Dyba, Kenesha Gray, Reanna Coe, Josie Cleaver. Ms. Gray later withdrew her name.

After a series of votes, the following board members were elected to attend:

Representatives: Ronald Montez and Kathy Ruiz

Alternates: #1: Templa Davis Allen and #2 Reanna Coe

- PC/PAC Orientation: No additional details.
- PC/PAC and Delegate Agency Officer Training: No additional details.
- California Head Start Association Parent Conference: No additional details.
- California Head Start Association General Conference: No additional details.

##### **B. Governing Board Minutes: No questions.**

#### **V. Committee Reports**

##### **A. Executive Committee: Reviewed earlier in the meeting.**

#### **VI. Other Reports**

##### **A. Open Discussion and Comments: Ms. Desha reported Mr. Kim Peck is out of town but will give a full fiscal report in December. Ms. Desha asked for permission to share address and phone number on the roster; there was unanimous approval by the board.**

Ms. Kathy Ruiz brought some pictures from the Annual Parent Appreciation Event, "A Time to Remember".

B. Public Participation: None.

**IV. Action Items** (Continued)

B. CLOSED SESSION: PERSONNEL - Pursuant to Government Code Section 54957

The board went into closed session at 10:15 a.m. At 10:33 a.m. the board went into open session. Ms. Nelson reported out of closed session that the eligible list was approved for the following positions: Head Start Associate Teacher III, and Head Start Site Supervisor.

**VII. Adjournment:** The meeting adjourned at 10:34 a.m.

## ITEM III-A - INFORMATION

### BACKGROUND:

This agenda item provides an opportunity for information to be shared on the following:

- Ice Breaker: Ms. Denise Nelson, Chair

### **NOTES:**

## ITEM III-B - INFORMATION

### BACKGROUND:

This agenda item provides an opportunity for information to be shared on the following:

- Head Start and Program Governance Overview - Ms. Marie Desha, Parent Involvement/Social Services Coordinator
- Introduction of Newly Seated Representatives

### **NOTES:**

ITEM III-C- INFORMATION

HOW TO PRESENT AND MAKE A MOTION

BACKGROUND:

This agenda item provides an opportunity for Ms. Denise Nelson, Chair, to share information on how to present and make a motion with the Policy Council.

NOTES:

## ITEM IV-A - ACTION

### ELECTION OF POLICY COUNCIL OFFICERS FOR PROGRAM YEAR 2006-2007

#### BACKGROUND:

This agenda item provides an opportunity for the Policy Council to elect officers for the 2006-2007 program year. The duties of the Policy Council officers shall be as prescribed in the Policy Council Bylaws, Article V, Section 3 – Duties of Officers. These duties are as follows:

#### Section 3: Duties of Officers

The duties of the PC officers shall be as prescribed in these Bylaws, shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws.

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Conference (as funds allow for representation). The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 7 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event.
- C. The Secretary shall keep records of the current and preceding minutes at each meeting, record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality/Fundraising Committee.
- D. The Treasurer shall keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff/Council Secretary and oversee the Budget/Planning Committee. The Treasurer shall be a member of the Social/Hospitality/Fundraising Committee.

ITEM IV-A - ACTION (Continued)  
Page 2

- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council elect:

Chair  
Vice Chair  
Secretary  
Treasurer  
Parliamentarian

**NOTES:**

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_



ITEM IV-B – ACTION

SELECTION OF REPRESENTATIVE AND ALTERNATE TO ATTEND THE CALIFORNIA HEAD START ASSOCIATION (CHSA) ANNUAL PARENT CONFERENCE

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to select Representatives and Alternates to attend the California Head Start Association (CHSA) Annual Parent Conference. The Conference will be held at the Hyatt Regency Hotel, January 29-30, 2007 (Monday-Tuesday), in Newport Beach, California.

Please see attached Conference Attendance Guidelines and conference information.

RECOMMENDATION:

That the Policy Council approve the selection of two (2) Representatives and two (2) Alternates to attend the California Head Start Association Parent Conference January 29-30, 2007.

**NOTES:**

ACTION: Moved \_\_\_\_\_ Seconded \_\_\_\_\_

VOTE: Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_

# **POLICY COUNCIL** **REPRESENTATIVE CONFERENCE ATTENDANCE** **GUIDELINES**

The following guidelines are for Policy Council members who have an interest in attending a Head Start Parent Conference are as follows:

1. Priority preference for selection to attend a Head Start Conference will be Policy Council members who have not had an opportunity to attend an out-of-state Head Start Conference.
2. The Policy Council (PC) members must give a written report to the PC at the next scheduled PC meeting upon his/her return from the parent conference (local or out of state).
3. The Policy Council member's report must include the Policy Council member's name, conference date, title, location; workshops attended and networking information.
4. Any additional comments.

ITEM IV-C – 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, Section 2: Powers, Duties and Functions, E12: *For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC 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-D- ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

## ITEM III-D – 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 Hawkins, Mr. Robert Silva, Ms. Belinda Malone
- PC/PAC Orientation, Friday, January 5, 2007, 9:00 a.m. – 1:00 p.m., SETA Board Room. Registration from 8:30 – 9:00 a.m., Light Brunch, 11:00 a.m. – 11:30 a.m.
- PC/PAC and Delegate Agency Officer Training, Friday, January 12, 2007, 9:00 a.m. – 12:00 p.m., Redwood Room. Registration from 8:30 – 9:00 a.m., Lunch
- California Head Start Association General Conference, Hyatt Regency, Newport Beach, CA, January 31-February 2, 2007
- Fiscal Report: Mr. Rick Pryor – See attachment
- Community Resource/Recognitions – PC Representatives/Staff
- Parent/Staff Recognitions

ITEM III-E – INFORMATION  
GOVERNING BOARD MINUTES

BACKGROUND:

The latest Governing Board meeting minutes are attached.

**NOTES:**

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

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

Monday, November 6, 2006  
10:00 a.m.

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

**Members Present:**

Illa Collin, Chair, SETA Governing Board; Member, Board of Supervisors  
Sophia Scherman, Vice Chair, SETA Governing Board; Public Representative  
Don Nottoli, Member, Board of Supervisors  
Robbie Waters, Councilmember, City of Sacramento

**Member Absent:**

Bonnie Pannell, Councilmember, City of Sacramento

II. **Consent Items**

There were no questions or corrections to the consent items:

- A. Minutes of the October 5, 2006 Regular Board Meeting
- B. Approval of Claims and Warrants

Moved/Waters, second/Scherman, to approve the consent items as follows:

- A. Approve the minutes of the October 5, 2006 meeting.
- B. Approve claims and warrants for the period 9/29/06 – 10/30/06

Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

- 1. Election of Officers of the Sacramento Employment and Training Agency Governing Board

Ms. Kossick explained the rotation for officers will be Ms. Scherman as chair and Ms. Pannell as vice chair. The term of office begins Tuesday, November 7, 2006.

Moved/Nottoli, second/Waters, to approve Sophia Scherman as Chair and Bonnie Pannell as Vice Chair of the SETA Governing Board with the term beginning November 7, 2006.

Voice Vote: Unanimous approval.

2. Approval of Compensation Package for Executive Director

A resolution for the Executive Director's compensation package was reviewed.

Moved/Nottoli, second/Scherman, to approve the compensation package for the Executive Director as outlined in the resolution presented to the board.

Voice Vote: Unanimous approval.

3. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident

Mr. Jim Toner stated there is a possibility that there may be another bidder for the insurance package purchased by SETA. Great American Insurance Company has expressed interest but has not yet submitted a proposal. Mr. Toner reviewed the insurance coverage purchased annually by the Agency.

Moved/Waters, second/Nottoli, to approve and delegate authority to the Executive Director to make the final decision for insurance coverage subject to final quotes.

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

4. Approval of Revised Retiree Medical Participation Agreement

Ms. Kossick reported that this item was presented at the last meeting. After it was approved by this board, there were some amended pages. The entire agreement with the corrected revised policy and the strikeout policy was distributed.

Moved/Nottoli, second/Scherman, to approve the Retiree Medical Participation Agreement which includes amendments to Exhibit A, the Retiree Medical and Dental Insurance Program Administrative Policy.

Voice Vote: Unanimous approval

**B. WORKFORCE INVESTMENT ACT: No items.**

**C. HEAD START**

1. Approval of Authorization of Signature for the California State Department of Social Services, Community Care Licensing Division

Ms. Kossick stated that this is a standard application item. Ms. Maureen Dermott, Deputy Director, was introduced.

Moved/Nottoli, second/Collin, that the board give authorization to Deputy Director Maureen Dermott to sign Community Care Licensing forms for submission to the



California State Department of Social Services, Community Care Licensing Division.

Voice Vote: Unanimous approval.

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

**E. REFUGEE PROGRAMS**

1. Approval to Modify Targeted Assistance Programs, PY 2006-2007

Mr. Roy Kim noted that at the September Governing Board meeting the refugee funding recommendations were reviewed and approved. The item presented includes some modifications to the funding recommendations.

Moved/Scherman, second/Nottoli, to approve modification recommendations as shown in the board packet.

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

**IV. Information Items**

A. Fiscal Monitoring Reports: No questions

B. Dislocated Worker Update: No questions.

C. Head Start Quarterly Report: No questions.

D. Annual Audit Report: Mr. Kim reviewed the audit report. The management letter identified some areas for recommended improvements. SETA has procured a new payroll system which will be implemented January 1, 2007. The second item is the development of a policy regarding fraud. SETA staff have begun the process to develop a fraud policy. An additional item regarding SETA's shared costs through the Department of Human Assistance was reviewed. Gail White, Rick Pryor, and Kim Peck were acknowledged for their work on the audit.

**V. Reports to the Board**

A. Chair: Ms. Collin thanked staff and the agency for making this year's stint as chair very easy. She also thanked her fellow board members.

B. Executive Director: Ms. Kossick reported Ms. Stephany Murphy updated the staff year book. A copy was given to each board member. A new 2007 calendar was distributed.

C. Counsel: No report.

D. Members of the Board: Ms. Scherman asked if there will be a reception for Ms. Collin; Ms. Kossick replied that a January date is being planned for a reception.

E. Public: No comments.

**VI. Adjournment:** Meeting adjourned at 10:48 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 November 28, 2006 regular Policy Council meeting.

<b>Good</b>	<b>Needs Improvement</b>
Attendance.	Cell phones need to be turned off.
Staff participation.	Side barring.
Timely meeting.	Chair's permission to be excused.
Information support by Ms. Marie Desha.	

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. Denise Nelson), 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. Maureen Dermott) 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

Denise Lee: Grantee Program Operations

Vacant, Parent/Family Support

---

---

---

- 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.

---

---

---