

Thought of the Day: "Your mind is like a parachute; it only works if it is open."

Author: Anthony J. Diangelo

GOVERNING BOARD

BONNIE PANNELL
Council Member
City of Sacramento

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Board of Supervisors
County of Sacramento

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Board of Supervisors
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ROBBIE WATERS
Council Member
City of Sacramento

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, January 24, 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.

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 December 21, 2005 Special Meeting
- III. Information Items
 - A. Ice Breaker: Ms. Denise Nelson, Chair
 - B. Head Start and Program Governance Overview: Ms. Norma Johnson, Deputy Executive Director, Head Start Children and Family Services
 - 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 2005-2006
- B. CLOSED SESSION: PERSONNEL - PURSUANT TO GOVERNMENT CODE SECTION 54957
- Approval of Eligible Lists for the following positions: Assistant Teacher, Special Education Field Technician, and Associate Teacher
 - Report out of Closed Session
- C. Selection of Committee Representatives for Program Year 2005-2006
- 1) Head Start Personnel/Bylaws Committee Representatives
 - 2) Head Start Budget/Planning Committee Representatives
 - 3) Head Start Social/Hospitality/Fundraiser Committee
 - 4) Program Area Committees
 - A) Early Child Development and Health Services Committee
 - B) Family and Community Partnership/Training Committee
 - C) Monitoring & Evaluation (Self-Assessment) Committee
 - 5) Appointment of Representatives to Advisory Committee on Perinatal and Infant Health
 - 6) Appointment of Representative and Alternate to the Maternal, Child and Adolescent Health Advisory Board
 - 7) Appointment of Three Representatives to the Sacramento County Dental Health Advisory Committee
 - 8) Early Head Start Committee
- D. Selection of Representative to the SETA Head Start Community Partnerships Advisory Committee (CPAC)
- E. Selection of Representative and Alternate to the SETA Head Start Health Advisory Committee (HSAC)

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, Ms. Julita Bentz, Ms. Cathy Spivey or Ms. Judy Weber
 - PC/PAC and Delegate Agency Officer Training, Friday, January 27, 2006, 9:00 a.m. – 12:00 p.m., Redwood Room. Registration from 8:30 a.m. – 9:00 a.m.
 - National Head Start Association (NHSA) Parent Training Conference Report – Attached.

- Fiscal Report (January, April, July, October): Mr. Kim Peck – Attached
- Community Resource/Recognitions – PC Representatives/Staff
- Parent/Staff Recognitions

E. Governing Board Minutes

V. Committee Reports

A. Executive

VI. Other Reports

A. SETA Executive Director's Report

B. Chair's Report

C. Head Start Deputy Executive Director's Report

D. Head Start Managers' Report

E. Open Discussion and Comments

F. Public Participation

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, JANUARY 18, 2006

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Katrina Emerson, Del Paso Early Childhood Development Center
- _____ Lupe Martinez, Elk Grove Unified School District
- _____ Gloria Neal, Meadowview Community Action
- _____ Toni Allen, Sacramento City Unified School District
- _____ Victoria Camargo, Sacramento City Unified School District
- _____ James Williams, Sacramento City Unified School District
- _____ Janet Foster, San Juan Unified School District
- _____ Marilyn Osborn, San Juan Unified School District
- _____ Donald M. Clark, SETA-Operated Program
- _____ Sherry Gangloff, SETA-Operated Program
- _____ Kenesha Gray, SETA-Operated Program
- _____ Zebadeisha Grooms, SETA-Operated Program
- _____ Belinda Gomez, Early Head Start (San Juan)
- _____ Kayla Green, Early Head Start
- _____ Mystee Marquez, Early Head Start (SETA)
- _____ Penny Campbell-Mays, Past Parent Representative
- _____ Felicia Harris, Foster Parent Representative
- _____ Minerva Gillette, Past Parent Representative
- _____ Denise Nelson, Past Parent Representative
- _____ Carol Schaefer, Child Health and Disability Prevention Program
- _____ Alvin Fincher, Sacramento Housing Alliance

Members to be Seated:

- _____ Sara Fuentes, SETA-Operated Program
- _____ Ana Melara, SETA-Operated Program

Seats Vacant:

- _____ Vacant (Rosales), Elk Grove Unified School District
- _____ Vacant (Bowden), Playmate Child Development Center
- _____ Vacant (Traylor), Playmate Child Development Center
- _____ Vacant (Weissman), Del Paso Early Childhood Development Center

**** Please call your alternate, the Policy Council Vice 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. ****

BOARD MEMBER	SITE	11/22	12/21	1/24											
T. Traylor	WCIC	U	U												
J. Weissman	DP	U	U												
T. West (12/21)	SOP		X												
J. Williams (12/21)	SAC		X												
A. Fincher (12/21)	SHA		X												
C. Schaefer (11/29/04)	CHDP	X	X												
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
MCA	Meadowview Community Action
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 1/12/06

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE DECEMBER 21, 2005 SPECIAL POLICY
COUNCIL MEETING

BACKGROUND:

Attached are the minutes of the December 21, 2005 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

Wednesday, December 21, 2005
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** The meeting to order at 9:08 a.m. Ms. Grooms read the thought of the day. Ms. Nelson called the roll.

Members Present:

Katrina Emerson, Del Paso Early Childhood
Lupe Martinez, Elk Grove Unified School District
Janet Foster, San Juan Unified School District
Sherry Gangloff, SETA-Operated Program
Zebadisha Grooms, SETA-Operated Program
Penny Campbell Mays, Past Parent Representative
Minerva Gillette, Past Parent Representative
Denise Nelson, Past Parent Representative
Belinda Gomez, Early Head Start (San Juan)
Carol Schaefer, Child Health & Disability Prevention Program

Members Absent:

Marilyn Osborn, San Juan Unified School District (unexcused)
Donald Clark, SETA-Operated Program (excused)
Kenesha Gray, SETA-Operated Program (unexcused)
Mystee Marquez, Early Head Start (unexcused)

Members to be Seated But Absent:

Karla Rosales, Elk Grove Unified School District (unexcused)
Brandy Bowden, Playmate/WCIC (unexcused)
Tishanna Traylor, Playmate/WCIC (unexcused)
Jamie Weissman, Del Paso Early Childhood (unexcused)
Sara Fuentes, SETA Operated Program (unexcused)

New Members Seated:

Gloria Neal, Meadowview Community Action
James Williams, Sacramento City Unified School District
Alvin Fincher, Sacramento Housing Alliance
Toni Allen, Sacramento City Unified School District
Themaris West, SETA Operated Program
Victoria Camargo, Sacramento City Unified School District
Kayla Green, Early Head Start (Sacramento City)
Felicia Harris, Foster Parent

II. Consent Item

A. Approval of the Minutes of November 22, 2005 Regular Meeting

Moved/Schaefer, second/Allen, to approve the minutes of the November 22, 2005 minutes, by show of hands vote.

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 2 (Nelson and Camargo)

III. Action Items

A. Approval of the SETA-Operated Programs Self-Assessment Plan

Ms. Denise Nelson reviewed the board item.

Moved/J. Williams, second/Gillette, to approve the SETA Operated Program's Self Assessment Plan.

Ms. Emerson asked if there would be a way to review the 17 booklets. Ms. Belinda Malone and Ms. Cathy Spivey introduced themselves. Ms. Malone stated that the 17 booklets are available for review. The booklets are taken from the Performance Standards (PRISM). These booklets came from the Administration for Children and Families.

Ms. Allen reiterated that the booklets are in the Performance Standards and are considered public information.

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 2 (Fincher and Nelson)

The self-assessment questions were distributed to Policy Council members and asked. The questions will be asked by the reviewers. It is essential that board members know the processes of the agency.

IV. Information Item

A. Fiscal Monitoring Reports

No questions.

V. Committee Reports: None.

VI. Other Reports

A. Public Participation

There were no speaker cards submitted.

III. **Action Items** (Continued)

B. **CLOSED SESSION: PERSONNEL - PURSUANT TO GOVERNMENT
Code Section 54957**

The board went into closed session at 9:45 a.m. At 10:09 a.m., the board went back into open session. Ms. Nelson reported out of closed session that the eligible lists were approved for the following positions: Bilingual Aide Vietnamese; Associate Teacher, Teacher Assistant, and Head Start Family Services Worker.

A listing of upcoming meetings was read off.

Ms. Marie Desha reminded board members that at the next regular meeting will be January 24, 2006, 9:00 a.m. The election of officers and selection of committees will be agendaized. All board members are asked to attend and participate.

Ms. Schaefer asked if board members would go state their names and where they are from.

VII. **Adjournment:** Meeting adjourned at 10:16 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. Norma Johnson, Deputy Executive Director, Head Start Children and Family Services
- 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 2005-2006

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to elect officers for the 2005-2006 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, a meeting will be held within fourteen (14) calendar days 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)

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- 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

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

ITEM IV-C – ACTION

SELECTION OF COMMITTEE REPRESENTATIVES FOR PROGRAM
YEAR 2005-2006

BACKGROUND:

The following committees require Policy Council representatives be appointed. It is hoped every member will participate on at least three (3) committees.

- 1) **Head Start Personnel/Bylaws Committee Representatives** (3 Representatives)
a) Parliamentarian
b) _____
c) _____

- 2) **Head Start Budget/Planning – Program Design and Management Committee Representatives** (3 Representatives)

a) Treasurer
b) _____
c) _____

- 3) **Head Start Social/Hospitality/Fundraiser Committee** (3 Representatives)

a) Secretary
b) Treasurer
c) _____

A description of each of these committees is included in the Policy Council bylaws. Staff will be available to provide an oral report and answer questions.

4) **Program Area Committees**

The Performance Standards are structured around comprehensive program content areas of Early Childhood Development and Health Services, Family and Community Partnership, and Program Design and Management. The new program areas provide additional support to quality services and family and community partnerships. Each program area will be composed of one staff and a minimum of three parents shall be selected by the Policy Council to plan and review each program area as well as participate in the writing of program plans and narratives.

The Training Committee will provide an opportunity for parents to work with staff in developing and planning continued high quality Head Start program trainings.

The Program Monitoring and Evaluation (Self-Assessment) Committee is designed to assist the SETA Head Start Monitoring/Evaluation staff in conducting on-center evaluations throughout the program year. Committee members will have the opportunity to visit and evaluate classroom(s) throughout the County. They will also be responsible for the end of the year assessment which will be held in April (formally know as the (OSPRI).

A) Early Child Development and Health Services
Committee (3 Representatives)

- a) _____
- b) _____
- c) _____

B) Family and Community Partnership/Training Committee
(3 Representatives)

- a) _____
- b) _____
- c) _____

C) Monitoring/Evaluation (Self-Assessment) Committee

Policy Council members will participate as a Committee of the Whole.

5) Appointment of Representatives to Advisory Committee on Perinatal and Infant Health

The Infant Mortality Reduction/Prevention Committee would like to have four parents in the Committee. The group addresses women, infants, children and adolescent health issues. They serve as an advisory group for black infant health issues and campaigns. They also serve in an advisory capacity for the recommendations that come forth from the fetal and infant death reviews from the entire county. The meetings are held monthly on the second Wednesday, from noon to 2:00 p.m., at the Primary Care Center, 4600 Broadway, Community Room 2020. If you have any questions, please contact Brenda Campos, 263-3881.

One Representative: _____

6) Appointment of Representative and Alternate to the Maternal, Child and Adolescent Health Advisory Board

The Sacramento County Maternal, Child and Adolescent Health Advisory Board has requested one representative and one alternate to serve from Head Start. Current health issues are addressed, providing an opportunity for Head Start parents to contribute in the discussion and receive valuable information for Head Start. Staff will provide an oral report on the dates that the meetings will be held.

The meetings are held at 9333 Tech Center Drive, Suite 800, Sacramento, CA, from 8:00 – 10:00 a.m. If you have any questions, please contact Brenda Campos, 263-3881.

One Representative: _____

One Alternate: _____

7) Appointment of Three Representatives to the Sacramento County Dental Health Advisory Committee

The Sacramento County Dental Health Advisory Committee has requested three representatives from Head Start to serve this year. The committee discusses the dental needs of all residents in Sacramento County and the needs of children are frequently reviewed. Parents will commit to three (3) meetings during the next year which are generally held on Wednesdays from 4:00 – 5:30 p.m. at the Community Services Planning Council office, 909 – 12th Street, Suite 200. The next meeting has not been announced as of yet. Those interested in dental health would be appropriate members of this committee. If you have any questions, please contact Brenda Campos, 263-3881.

Three Representatives: 1) _____
2) _____ 3) _____

8) The Early Head Start Committee will provide an opportunity for parents to work with staff in planning, reviewing and overseeing program monitoring and evaluation

Early Head Start Committee (3 Representatives)

- a) _____
- b) _____
- c) _____

RECOMMENDATION:

As each committee is reviewed, interested Council members will be added to that committee. After all committee slots are filled, it is recommended that the Policy Council ratify the committee membership.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM IV-D – ACTION

ELECTION OF REPRESENTATIVE AND ALTERNATE TO THE SETA HEAD START
COMMUNITY PARTNERSHIPS ADVISORY COMMITTEE (CPAC)

BACKGROUND:

The Policy Council is requesting to elect one (1) Representative and one (1) Alternate to serve on the Community Partnership Advisory Committee (CPAC). This advisory committee is an advisory group to the Head Start social services program area of Head Start. Members of this committee include Head Start staff, parents and social services professionals from the community with an interest in the Head Start Program. Each program year a PC Representative is selected to sit on this committee. The CPAC meetings will be held semi-annually; time and date will be announced when determined. Having an interest in social service collaboration would be appropriate for those wishing to serve on this committee.

Staff will be available to share additional information and answer questions.

Please see the attached minutes of the last meeting held on Thursday, March 17, 2005.

RECOMMENDATION:

That the Policy Council elect one (1) Community Partnership Advisory Committee Representative and one (1) Alternate to serve on the committee.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM IV-E – ACTION

ELECTION OF A REPRESENTATIVE AND ALTERNATE TO
SETA HEAD START HEALTH SERVICES ADVISORY COMMITTEE (HSAC)

BACKGROUND:

The Policy Council is requested to elect one (1) Representative and one Alternate to serve on the Head Start Health Services Advisory Committee. This committee is an advisory group to the health program area plan, assists with creation of policies, and serves as one of our primary community resources for health information. Members on the committee include Head Start staff and parents and health professionals from the community with an interest in Head Start. The group meets two times per year for a luncheon or dinner. Meeting location and time to be announced. An interest in health would be appropriate for those serving on this committee. Ms. Brenda Campos will be available to share information and answer questions.

Please see the attached minutes of the last meeting held on Wednesday, November 2, 2005.

RECOMMENDATION:

That the Policy Council elect one (1) Health Services Advisory Committee Representative and one (1) Alternate to serve on the committee.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

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, Ms. Julita Bentz, Ms. Cathy Spivey, or Ms. Judy Weber
- PC/PAC and Delegate Agency Officer Training, Friday, January 27, 2006, 9:00 a.m. – 12:00 p.m., Redwood Room. Registration from 8:30 – 9:00 a.m.
- National Head Start (NHSA) Parent Training Conference Report – attached
- Fiscal Report (January, April, July, October): Mr. Kim Peck – Attached
- Community Resource/Recognitions – PC Representatives/Staff
- Parent/Staff Recognitions

ITEM III-E – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

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

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 21, 2005
10:00 a.m.

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

Members Present:

Robbie Waters, Chair, SETA Governing Board; Councilmember, City of Sacramento

Illa Collin, Vice Chair, SETA Governing Board; Member, Board of Supervisors

Bonnie Pannell, Councilmember, City of Sacramento

Sophia Scherman, SETA Governing Board; Public Representative

Don Nottoli, Member, Board of Supervisors

- Recognition of Long-Term Employees: Maria Steele and Edwina Minor were presented with gifts in recognition of their 15 years of service to SETA.

II. Consent Items

The consent calendar includes approval of the minutes of the October 6, 2005 regular board meeting and approval of claims and warrants for the period 9/30/05 – 10/27/05. There were no questions or corrections.

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

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 stated that is the annual election of officers. Ms. Kossick reviewed with the board the progression of the chair through the five board members.

Moved/Pannell, second/Nottoli, to elect Ms. Illa Collin as Chair and Ms. Sophia Scherman as Vice Chair, to serve a one-year term to begin 11/22/05.

Voice Vote: Unanimous approval

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

Mr. Jim Toner reviewed the changes in the insurance policies. There is a 6.4% reduction in the premium for 2006 due to a combination of continued good loss ratio and a reduction in the market rates.

Moved/Pannell, second/Nottoli, to approve the purchase of agency insurance for general liability, vehicle liability, umbrella liability, property, student accident, sexual harassment and errors and omissions.

Voice vote: Unanimous approval.

3. Adoption of Resolution Modifying the Salary Range for the Classification of Senior Personnel Analyst (Supervisory)

Mr. Rod Nishi reviewed this item. The purpose of this agenda item is to deal with the increasing duties and responsibilities of this position and to recruit applicants for this position. This item also requests retroactive approval to pay period 23.

Moved/Scherman, second/Pannell, adopt the resolution modifying the salary range for the classification of Senior Personnel Analyst (Supervisory) retroactive to pay period 23.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Appointment of Required Partner Member to the Sacramento Works, Inc. Board

Ms. Kossick stated that Mr. Jack Padley recently retired from the Employment Development Department. His replacement will be Diane Ferrari.

Moved/Pannell, second/Nottoli, to appoint Ms. Diane Ferrari to the vacant required partner seat on the Sacramento Works, Inc. Board.

Voice Vote: Unanimous approval.

Ms. Scherman spoke of knowing Mr. Padley from the Private Industry Council. He will be very much missed on the WIB board.

C. HEAD START

1. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council

Ms. Norma Johnson reviewed this item. The changes are minor.

Moved/Scherman, second/Nottoli, to approve the modifications to the Policy Council bylaws as outlined in the board packet.

Voice Vote: Unanimous approval.

2. Approval of Out-of-State Travel to Attend the Head Start Director's Institute: No action taken.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of Waiver of Mandatory Offeror's Conference Provision of CSBG RFP

Mr. Larry Larsen reviewed this item. Historically, the Board has not approved waivers to the RFP. It is Mr. Larsen's understanding that staff supports this waiver in this circumstance. The board has the authority to approve the waiver; but the board also has the authority to preclude Travelers Aid from being considered under the RFP. The Offeror's conference was mandatory this year.

Travelers Aid moved this year and their new address was not included in the RFP notification. Mr. Nottoli stated that in light of the circumstances, he feels that it would be appropriate to approve this waiver. Ms. Scherman stated that operators need to take the initiative to be aware of potential proposal changes.

Ms. Kossick stated that the Community Action Board has met to review the proposals. Staff included this proposal in the consideration process because of the timing of the meetings.

Moved/Nottoli, second/Scherman, to approve the waiver of the mandatory offeror's conference provision. Given the unique circumstances, the Board excuses the failure of Travelers Aid to attend the Offeror's Conference and direct staff to evaluate its proposal in conjunction with staff's evaluation of all other timely submitted proposals.

Voice Vote: Unanimous approval.

E. REFUGEE PROGRAMS

1. Acceptance of Targeted Assistance Discretionary (TAD) Funds to Serve Long-Term Refugees, and Approval to Augment Targeted Assistance Subgrants, PY 2005-2006

Ms. Espie Lindsey reviewed this item. There were no questions or comments.

Moved/Nottoli, second/Pannell, to accept Targeted Assistance Discretionary Grant funds to serve long-term refugees, PY2005-2006 and approve augmenting Targeted Assistance Subgrants.

Voice Vote: Unanimous approval.

Ms. Illa Collin arrived at 10:43 a.m.

IV. Information Items

- A. Quarterly Head Start Update: Ms. Johnson reviewed this item. Ms. Pannell spoke of Family Day at the Park and how much she enjoyed it.
- B. Fiscal Monitoring Reports: No questions or comments.
- C. Dislocated Worker Update: Mr. Walker reported on Good Guys which will be locating sublet stores inside of CompUSA in order to sell electronic components.
- D. Annual Workforce Investment Act Report: 2004-2005: Ms. Kossick reviewed the annual report. SETA served over 36,000 customers in the one stop career system. The Centers also served 2,293 adult and dislocated workers.

V. Reports to the Board

- A. Chair: Mr. Waters thanked staff for the year as chair.
- B. Executive Director: Ms. Kossick thanked Mr. Waters for his leadership this past year. On 10/20, the annual Sacramento Works for Women took place. This provides women opportunities for employment in the construction field. A mini hard hat and measuring tape was distributed. The latest critical industry newsletter was distributed. Ms. Kossick pointed out a letter to Meadowview Community Action regarding corrective action. SETA staff will be going out during the week of December 5 to review the progress by MCA.
- C. Counsel: No report.
- D. Members of the Board: Ms. Pannell asked about the dip in visits at the Franklin Career Center. Ms. Purdy stated that the changes in the number of services to customers is still being reviewed. It may be the way that the services were bar coded.

Ms. Collin spoke of Florin Mall's purchase and development of Super Walmart. That particular land is already zoned for a shopping center and there are incredible possibilities for this area. There will be diligent search for a replacement to the Southgate Shopping Center when Walmart moves out.

Ms. Pannell reported that she met with the developer and thinks that there will be opportunities for SETA to assist in employee recruitment.

- E. Public: No comments.

VI. Adjournment: Meeting adjourned at 11:03 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 December 21, 2005 Special Policy Council meeting.

Good	Needs Improvement
Attendance.	Being recognized by Chair before leaving your seat.
Participation and questions asked by new members.	Cell phones OFF or on vibrate (phones should not be on table top)
Chair, Denise Nelson – Great Job!	
Self-Assessment Plan presentation by Ms. Cathy Spivey and Ms. Belinda Malone.	

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 EXECUTIVE DIRECTOR'S MONTHLY REPORT:** This item is set aside to allow the Head Start Deputy Executive 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 Executive 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 Child Development and Education Services
Vacant, Early Head Start, Special Projects and Community Partnerships
Buffie Engstrom, Administration, Staff Development and Parent Services

- E. 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.

- F. 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.
