

Thought of the Day: "Opportunity is often missed because we are broadcasting when we should be tuning in."

Author: Anonymous

**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

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

**DATE:** Tuesday, July 25, 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**

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KATHY KOSSICK  
Executive Director

**AGENDA**

- I. **Call to Order/Roll Call/Review of Board Member Attendance**
- II. **Consent Item**
  - A. Approval of the Minutes of June 27, 2006 Regular Meeting
- III. **Action Items**
  - A. Selection of a Representative and Alternate to SETA Head Start Health Services Advisory Committee (HSAC)

- B. Selection of Representatives and Alternates to Attend the Region IX Head Start Association Annual Training Conference

**IV. Information Items**

A. 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
- Average Daily Attendance (ADA Report) – Ms. Elsie Bowers
- Monthly Special Education Report - Ms. Beverly Sanford
- Program Content Area/Disabilities Services Report – Ms. Beverly Sanford (February, April, June, August, October)
- Program Content Area/Mental Health Report – Ms. Melanie Nicholas (February, April, June, August, October)
- CHSA Report
- Region IX Head Start Association Report
- Fiscal Report (February, May, August, November) – Mr. Kim Peck
- Community Resource/Recognitions – PC Representatives/Staff
- Parent/Staff Recognitions
- Grandparent/Foster Parent Report – Ms. Felicia Harris

B. Governing Board Minutes

C. Fiscal Monitoring Report

- Elk Grove Unified School District

**V. Other Reports**

A. Executive

A. 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) – Committee of the Whole
- Early Head Start

F. Community Advocating Male Participation (CAMP) Representative – Mr. Roy Shier

G. Community Partnerships Advisory Committee (CPAC) – Mr. Alvin Fincher

H. Health Services Advisory Committee (HSAC) – Vacant

**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. Community Agency Report

- Women Escaping a Violent Environment - Vacant
- Child Health and Disability Prevention Program – Ms. Carol Schaefer

- Community Services Planning Council - Vacant
- Perinatal Child Health Advisory Committee – Ms. Sherry Gangloff
- Maternal, Child and Adolescent Health Board – Ms. Victoria Camargo
- Community Action Board: Mr. Donald Clark
- Sacramento Housing Alliance – Mr. Alvin Fincher

F. Health and Dental Report:

- Sacramento County Dental Health Advisory Committee Reps: Ms. Zebadeisha Grooms, Ms. Penny Campbell-Mays, and Ms. Carol Schaefer

G. Open Discussion and Comments

H. Public Participation

**III. Action Items (Continued)**

C. CLOSED SESSION: PERSONNEL - PURSUANT TO GOVERNMENT CODE SECTION 54957

- Approval of Eligible List for the following Positions: Associate Teacher, Head Start Coordinator (Nutrition), Family Placement Worker, and Bilingual Aide

➔ Report out of Closed Session.

**VII. Adjournment**

**DISTRIBUTION DATE: TUESDAY, JULY 18, 2006**

ITEM I - CALL TO ORDER/ROLL CALL

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

- \_\_\_\_\_ Erica Ruiz, Elk Grove Unified School District
- \_\_\_\_\_ Lupe Martinez, Elk Grove Unified School District
- \_\_\_\_\_ Natalie Cordova, Playmate Child Development Center
- \_\_\_\_\_ Victoria Camargo, Sacramento City Unified School District
- \_\_\_\_\_ Ronald Montez, Sacramento City Unified School District
- \_\_\_\_\_ Janet Foster, San Juan Unified School District
- \_\_\_\_\_ Alma Garcia, 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
- \_\_\_\_\_ Ana Melara, SETA-Operated Program
- \_\_\_\_\_ Paula Stackhouse, SETA-Operated Program
- \_\_\_\_\_ Natasha Toolate, Early Head Start (San Juan)
- \_\_\_\_\_ Penny Campbell-Mays, Past Parent Representative
- \_\_\_\_\_ Felicia Harris, Foster Parent Representative
- \_\_\_\_\_ Denise Nelson, Past Parent Representative
- \_\_\_\_\_ Roy Shier, CAMP Representative
- \_\_\_\_\_ Carol Schaefer, Child Health and Disability Prevention Program
- \_\_\_\_\_ Alvin Fincher, Sacramento Housing Alliance

Members to be seated:

- \_\_\_\_\_ Rita Laux, Sacramento City Unified School District

Seats Vacant:

- \_\_\_\_\_ Vacant (Emerson), Del Paso Early Childhood Development Center
- \_\_\_\_\_ Vacant (Weissman), Del Paso Early Childhood Development Center
- \_\_\_\_\_ Vacant (Neal), Meadowview Community Action
- \_\_\_\_\_ Vacant (Jennings), Playmate Child Development Center
- \_\_\_\_\_ Vacant, Meadowview Community Action
- \_\_\_\_\_ Vacant (Green), Early Head Start
- \_\_\_\_\_ Vacant (Marquez), Early Head Start (SETA)
- \_\_\_\_\_ Vacant (Gillette), Past 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 2005-2006

The 2005-2006 Board was seated on **November 22, 2005** and  
**December 21, 2005**

BOARD MEMBER	SITE	11/22	12/21	1/24	2/28	3/28	5/2	5/23	6/27	7/25					
V. Camargo (12/21)	SAC		X	X	X	X	X	X	X						
P. Campbell-Mays (11/22)	PAST	X	X	X	E	X	X	X	X						
D. Clark (11/22)	SOP	X	E	E	X	X	X	X	X						
N. Cordova (3/28)	WCIC					X	X	X	E						
J. Foster (11/22)	SJ	X	X	X	X	X	X	X	X						
S. Gangloff (11/22)	SOP	X	X	X	X	X	X	X	X						
A. Garcia (5/2/06)	SJ						X	E	U						
M. Gillette (11/22)	PAST	X	X	X	E	X	X	U	U						
K. Gray (11/22)	SOP	X	U	X	X	X	X	X	X						
K. Green (12/21)	EHS		X	U	X	X	X	E	U						
Z. Grooms (11/22)	SOP	X	X	X	X	X	U	X	X						
F. Harris (12/21)	FOSTER	U	X	E	X	X	X	X	X						
R. Laux	SAC								E						
L. Martinez (11/22)	ELK	X	X	X	X	X	U	X	E						
A. Melara s/b/s 1/24	SOP			U	X	X	U	X	X						
R. Montez (5/2)							X	X	AP						
D. Nelson (11/22)	PAST	X	X	X	X	X	X	X	X						
BOARD MEMBER	SITE	11/22	12/21	1/24	2/28	3/28	5/2	5/23	6/27	7/25					
E. Ruiz (3/28)	EG					X	U	X	U						

P. Stackhouse (5/2/06)	SOP						X	X	U							
N. Toolate (3/28)	SJ/EHS					X	X	X	X							
A. Fincher (12/21)	SHA		X	X	E	X	E	X	X							
R. Shier (3/28)	CAMP					X	X	X	E							
C. Schaefer (2/28)	CHDP				X	X	X	X	X							
Vacant	WEAVE															
Vacant	CSPC															

**GLOSSARY OF ACRONYMS**

<b>ACRONYM</b>	<b>REPRESENTATIVE CENTER</b>
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 7/13/06*

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JUNE 27, 2006 REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached are the minutes of the June 27, 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

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

Tuesday, June 27, 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 9:09 a.m. Ms. Carol Schaefer read the Thought for the Day (Ms. Desha shared that the author is Esteemed Human Development *International*, not *Institute*). Ms. Victoria Camargo served as Secretary and called roll. Quorum confirmed.

**Members Present:**

Victoria Camargo, Sacramento City Unified School District  
Ronald Montez, Sacramento City Unified School District (AP – Ronika Walker)  
Janet Foster, San Juan Unified School District  
Donald Clark, SETA-Operated Program  
Sherry Gangloff, SETA-Operated Program  
Kenesha Gray, SETA-Operated Program  
Zebadeisha Grooms, SETA-Operated Program  
Ana Melara, SETA Operated Program  
Natasha Toolate, Early Head Start (San Juan)  
Penny Campbell Mays, Past Parent Representative  
Felicia Harris, Foster Parent  
Denise Nelson, Past Parent Representative  
Carol Schaefer, Child Health & Disability Prevention Program  
Alvin Fincher, Sacramento Housing Alliance

**Members Absent:**

Erica Ruiz, Elk Grove Unified School District (unexcused)  
Lupe Martinez, Elk Grove Unified School District (excused)  
Natalie Cordova, Playmate Child Development Center (excused)  
Alma Garcia, San Juan Unified School District (unexcused)  
Paula Stackhouse, SETA Operated Program (unexcused)  
Kayla Green, Early Head Start (Sacramento City) (unexcused)  
Minerva Gillette, Past Parent Representative (unexcused)  
Roy Shier, CAMP Representative (excused)  
Rita Laux, Sacramento City Unified School District (excused)

**II. Consent Item**

**A. Approval of the Minutes of May 23, 2006 Regular Meeting**

Moved/Gray, second/Camargo, to approve the minutes by show of hands vote.

Corrections: page 10, VI-E, second bullet, Carolyn Peck, should be *Caroline* Peck; page 7, IV-A, second paragraph, capitalize Daddy and *Me*; page 7, last paragraph, ADH/ADD should be *ADD/ADHD*.

Ayes: 11, Nays: 0, Abstentions: 2 (Nelson and Grooms). The minutes were approved as corrected.

Ms. Felicia Harris arrived at 9:17 a.m.



**III. Action Items (out of order)**

**D. Approval of Head Start Selection Criteria Sacramento County Over Income Criteria**

Ms. Harris reviewed the item. Ms. Elsie Bowers shared that a group of Delegate representatives, a parent from the Parent Advisory Committee and herself met and came up with criteria on how SETA will determine over-income families. 10 percent of the funded enrollment can be for children who exceed the federal income guidelines. (Selection criteria attached.) Ms. Buffie Engstrom shared that Ms. Norma Johnson left a list of items that other Head Start agencies had been called out of compliance on, and she brought to SETA's attention that this criteria must be in place.

Moved/Gangloff, second/Melara, to approve the Head Start Selection Criteria Sacramento County Over Income Criteria by show of hands vote.

Ayes: 12, Nays: 0, Abstentions, 2 (Nelson and Grooms).

**E. Approval of Policy Council/Parent Advisory Committee Joint Parent Activity**

Ms. Nelson reviewed the item. Ms. Marie Desha gave an overview. There is money earmarked in the Head Start/Early Head Start budget for Parent Activity in the amounts of \$3,000 for PC and \$3,000 for PAC. Joint PC/PAC activities have been chosen in the past to better utilize funds. Some past activities were shared. The activity has to be educational and local. No children are allowed. Activity funds also cover the End of Year Appreciation, which will be planned by the Social/Hospitality/Fundraising Committee. Ms. Kenesha Gray gave an overview of the last Social/Hospitality/Fundraising Committee meeting. Parents may bring a guest 18 or over to the activity. The month of August was selected for the activity.

Moved/Camargo, second/Gangloff, to approve a joint parent activity with the Parent Advisory Committee by show of hands vote.

Ayes: 12, Nays: 0, Abstentions: 2 (Nelson and Grooms).

**F. Appointment of Two Representatives to the Sacramento County Dental Health Advisory Committee**

Ms. Carol Schaefer reviewed the item. Moved/Gangloff, second/Gray, to appoint Head Start Policy Council representatives to serve on the Sacramento County Dental Health Advisory Committee by show of hands vote. No discussion.

Ayes: 12, Nays: 0, Abstentions: 2 (Nelson and Grooms). Representatives interested were Ms. Penny Campbell-Mays and Ms. Schaefer. (Ms. Grooms currently holds a Representative position.) Campbell-Mays and Schaefer were appointed.

**G. Appointment of Representative and Alternate to the Maternal, Child and Adolescent Health Advisory Board**

Ms. Ana Melara reviewed the item. Moved/Toolate, second/Clark, to appoint a Representative and an Alternate to serve on the Maternal, Child and Adolescent Health Advisory Board by show of hands vote.

Ayes: 12, Nays: 0, Abstentions: 2 (Nelson and Grooms). Representatives interested were Mr. Clark (ineligible – currently on three committees) and Ms. Camargo. Ms. Camargo was appointed Representative. Ms. Schaefer volunteered for and was appointed Alternate.

#### H. Election of Policy Council Secretary – 2005-2006

Ms. Janet Foster reviewed the item. Moved/Harris, second/Fincher, to elect a Secretary for Program Year 2005-2006 by show of hands vote. Discussion: the Secretary will be asked to call roll, confirm a quorum, count votes and take back-up minutes.

Ayes: 12, Nays: 0, Abstentions: 2 (Nelson and Grooms).

Nominees: Ms. Kenesha Gray, Ms. Natasha Toolate, Ms. Victoria Camargo. Each Representative explained their desire to hold the position. Vote results: Gray (6 votes), Toolate (5 votes), Camargo (1 vote). Ms. Gray was elected Secretary.

#### IV. Information Items

##### A. 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 – Mr. Silva shared the Literacy Night was a huge success. San Juan did a great job. Approximately 220 people attended the Daddy and Me at the River Cats Game activity. Changing the time from Friday, 7:00 p.m. to Sunday, 1:00 p.m., and free parking made a big difference in parent turnout. SETA had approximately 90 participants at its Safety Fair, June 24<sup>th</sup>. (30 signed up.) Life vests were given out. Presenters did a good job. The next Daddy and Me activity is tentatively scheduled for July 29<sup>th</sup> at the Discovery Museum. Mr. Silva thanked Optima Therapies for donating money to Head Start. The Grandparent Conference is being planned for September 9<sup>th</sup> at American River College in collaboration with AARP and other organizations.
- Average Daily Attendance (ADA Report) – Ms. Elsie Bowers shared that the March report is in the agenda. The April report was handed out.
- Monthly Special Education Report – (Report attached.) Contact Ms. Beverly Sanford with any questions at 263-3056.
- Program Content Area/Disabilities Services Report – Ms. Beverly Sanford (February, April, June, August, October) – Ms. Engstrom shared that SETA and the Delegates, except Sac. City, are exceeding the 10 percent mandate for children with diagnosed disabilities (see attached Early Intervention Report Percentages). Ms. Sanford is assisting Sac. City in identifying more children with disabilities. Contact Ms. Sanford with any questions at 263-3056.
- CHSA Report – Ms. Engstrom – No report. Handout on voter registration provided.
- Region IX Head Start Association Report - Skipped.
- Fiscal Report (February, May, August, November) – Mr. Kim Peck – No report.
- Community Resource/Recognitions – PC Representatives/Staff – Ms. Desha thanked the parents who participated in the set up and the loan of display dolls for Ms. Johnson's going away event. Ms. Donna Hubbs presented her with a hand-made doll (Ms. Santa Claus). Thank you cards were sent out to parents who assisted. Ms. Johnson was thrilled and thanked everyone for everything. Ms. Nelson thanked Head Start for the sympathy card for her family. She thanked Ms. Sherry Gangloff and family for the gift and card.
- Parent/Staff Recognitions – Ms. Gray recognized the passing of Ms. Nelson's nephew, Mr. Danny Ray Robinson, Jr., of Bakersfield, Ca., and asked for prayers for Ms. Nelson and family.
- Grandparent/Foster Parent Report – Ms. Felicia Harris – No report.

##### B. Governing Board Minutes – The minutes will be available in July's Policy Council agenda.

**V. Committee Reports**

- A. Executive – Overview given by Ms. Nelson. Mr. Donald Clark read the attached report.
- B. Personnel/Bylaws – The next meeting will be Thursday, June 29<sup>th</sup>, 9:00 a.m. Ms. Gray gave an overview of the last meeting. A few items in the Bylaws were modified.
- C. Budget/Planning – The meetings have concluded.
- D. Hospitality – Ms. Janet Foster reported that the Hospitality Committee decided to have a joint PC/PAC activity. They will meet July 5<sup>th</sup> at 1:00 p.m. to vote on the location of the activity to be held in August.
- E. Program Area Committees
  - Early Childhood Development and Health Services - No meeting in July. The next meeting is August 10<sup>th</sup>, 1:30 in the Oak Room. Ms. Gangloff shared that some of the blood pressure requirements for children would be eliminated.
  - Family & Community Partnerships/Training – The next meeting is Tuesday, July 18<sup>th</sup>, 9:30 a.m.-12:30 p.m. Ms. Gangloff shared on June’s meeting. Family Day will be at William Land Park, October 6<sup>th</sup>. There will be a Grandparent meeting August 8<sup>th</sup>. A Family Fest is being planned.
  - Monitoring & Evaluation (Self-Assessment) – Committee of the Whole
  - Early Head Start – Ms. Nelson shared there is no meeting in July. The next meeting will be August 17<sup>th</sup> at 10:00 a.m.
- F. Community Advocating Male Participation (CAMP) Representative – Mr. Roy Shier – (Information previously given by Mr. Silva.)
- G. Community Partnerships Advisory Committee (CPAC) – Mr. Alvin Fincher shared the last meeting was April 6<sup>th</sup>. A number of agencies shared information on their programs, such as affordable housing and employment services. The next meeting will be September 21<sup>st</sup>, 11:30 a.m., Shasta Room.
- H. Health Services Advisory Committee (HSAC) – The next meeting will be November 2<sup>nd</sup>, 5:30 p.m., Sequoia Room.

**III. Action Items (continued)**

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

Ms. Nelson reviewed the item. Moved/Gangloff, second/Melara, to approve the SETA Head Start/Early Head Start Tobacco Free Policy by show of hands vote. Discussion: Mr. Clark shared that the Sacramento County Tobacco Control Committee is an advisory body that extends from one of the public health units. He would like to see SETA’s Tobacco Policy coordinated with the Tobacco Control Committee. Ms. Brenda Campos-Peck shared that committee may already be involved with SETA. She will have staff contact them to see what services they offer. Mr. Clark will provide Ms. Campos-Peck with contact information. Tobacco Free Policy attached.

Ayes: 12, Nays: 0, Abstentions: 2 (Nelson and Grooms).

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

Ms. Nelson reviewed the item. Moved/Fincher, second/Harris, to approve the Exposure Control Plan for Bloodborne Pathogens Policy by show of hands vote. Discussion: Ms. Campos-Peck shared that last year some of the wording of the Policy was changed, but no changes were made to content procedure. Staff are informed of the procedures at time of hire and annually.

Ayes: 12, Nays: 0, Abstentions: 2 (Nelson and Grooms).

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

Ms. Nelson reviewed the item. Moved/Campbell-Mays, second/Schaefer, to approve the SETA Head Start/Early Head Start Tuberculosis Policy. Discussion: Mr. Clark asked if SETA coordinates with Dr. Glennah Trochet, with the Public Health Department. Ms. Campos-Peck shared that Dr. Trochet was part of the development of this policy and SETA keeps in close contact with her. SETA received the TB serum through her prescription for staff TB screenings. No changes were made to the Tuberculosis Policy in the past year. The Grantee determines the basics of the Policy. Each Delegate Agency may enforce a stricter policy, but may not go below the guidelines of SETA or the Performance Standards.

Ayes: 12, Nays: 0, Abstentions: 2 (Nelson and Grooms).

**VII. Other Reports**

- A. SETA Executive Director's Report – Ms. Kathy Kossick, Executive Director, shared that SETA extended the search for Head Start Deputy Director until July 31<sup>st</sup>. SETA will then begin the process to hire a new Deputy Director. The Policy Council will be updated next month.
- B. Chair's Report – Ms. Nelson reported that on Friday, July 14<sup>th</sup>, there will be a dental meeting at 9:00 a.m. at Head Start. This is part of the Dental Task Force. Ms. Amy Banh will give away electric toothbrushes and obtain information on the results of the children's visits to the dentist. Voter registration kits are available to have at parent meetings. (See handout.) Contact Ms. Nelson if there is a problem obtaining the kits.
- C. Head Start Deputy Executive Director's Report – No report. (Ms. Robin Purdy is on vacation.)
- D. Head Start Managers' Report – Ms. Campos-Peck shared that SETA does its Program Information Report (PIR) this time of the year. Each year the Delegates submit to SETA a report of statistical information on the children they serve (such as screenings, demographics, languages, etc.). SETA combines its information with the Delegates' and submits this report to the Bureau. Sometime in September or October PC Representatives will be given this information.

In response to Mr. Clark's inquiry last month, Ms. Buffie Engstrom provided a preliminary report on the recruitment of Head Start parents for employment at SETA. There are 34 past parents working at Head Start: 3 site supervisors, 15 associate teachers, 7 Head Start teachers, 8 family services workers, and 1 Early Head Start educator. Next month all of the numbers should be in.

**IV. Information Items (continued)**

- A. Standing Information Items
- Program Content Area/Mental Health Report – (February, April, June, August, October) – Ms. Melanie Nicholas provided a draft copy of the Family Handbook, which covers child abuse, substance abuse and domestic violence prevention, access to mental health services, and depression. This material is also being translated in Spanish. SETA is in the process of updating the monitoring tool to

reflect protocols that were published last year. In answer to Mr. Clark's inquiry, Ms. Nicolas shared that SETA is very actively involved in requesting funding that is available through Proposition 63. However, during the first round of monies, the issues of the zero to five community were not addressed. In the next round of Prevention and Early Intervention SETA's proposal was ranked one of the top ten.

Ms. Harris asked if the handbook photo of a foster parent (family) was used with permission. She believes photos of actual foster children may not be used. Ms. Nicolas was not aware and will work with her clerical staff (to select another photo).

**VII. Other Reports (continued)**

**E. Community Agency Report**

- Women Escaping a Violent Environment – Vacant
- Child Health and Disability Prevention Program – Ms. Schaefer shared that Medi-Cal approved fluoride varnish to be a benefit in the Medi-Cal provider office. It will be allowed three times per year for children five and under. The Health Educator, Susan Countryman, will be leaving CHDP to take a job with Kaiser.
- Community Services Planning Council - Vacant
- Advisory Board of Perinatal & Infant Health Committee – Ms. Sherry Gangloff – No report.
- Maternal, Child and Adolescent Health Board – Vacant
- Community Action Board – Mr. Donald Clark shared that in regards to the Grand Jury audit and the ongoing problems with Galt Concillio, the real charges of mismanagement or allocation fall on DHA and DHHS. MCA seems to have reconciled problems and will be allowed to continue services and will be permitted to submit an application when the next grant cycle comes up in October or January.
- Sacramento Housing Alliance – Mr. Alvin Fincher shared that there is a new affordable housing development site, Acacia Meadows, at 7735 Stockton Blvd. He suggested that those interested apply very quickly.

**F. Health and Dental Report:**

- Sacramento County Dental Health Advisory Committee Representatives - Ms. Zebadeisha Grooms – No report. The next meeting is in October.

**G. Open Discussion and Comments – Ms. Campbell-Mays will try to provide information on teaching children sign language at the next meeting.**

Ms. Toolate invited Representatives to look at the Parent Ambassadors tri-fold she brought from the San Juan Unified School District which has information on the Sacramento County Fair and Family Literacy Night events.

**H. Public Participation – None.**

**VII. Adjournment: The meeting adjourned at 10:46 a.m.**

ITEM III-A – ACTION

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

BACKGROUND:

There is currently a vacant Representative and Alternate position 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 services 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 twice a year for a luncheon or dinner. The first meeting was held Thursday, April 6, 2006. The next meeting will be held Wednesday, November 1, 2006, 5:30 p.m., in the SETA Sequoia Room.

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 minutes of the last meeting held on Wednesday, April 6, 2006 (attached).

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: \_\_\_\_\_ Abstentions: \_\_\_\_\_

ITEM III-B – ACTION

SELECTION OF REPRESENTATIVES AND ALTERNATES TO ATTEND THE REGION IX HEAD START ASSOCIATION ANNUAL TRAINING CONFERENCE

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to select two (2) representatives and two (2) alternates to attend the Region IX Head Start Association Annual Training Conference in Reno, Nevada, October 11-13, 2006.

The conference will be held at the Atlantis Casino Resort and Spa Hotel. Please see the attached Conference Attendance Guidelines. Additional information will be provided when received.

RECOMMENDATION:

That the Policy Council select two (2) representatives and two (2) alternates to attend the Region IX Head Start Association Annual Training Conference in Reno, Nevada, October 11-13, 2006.

**NOTES:**

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

VOTE: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

# **POLICY COUNCIL REPRESENTATIVE CONFERENCE ATTENDANCE GUIDELINES**

The following guidelines 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 attend an out-of-state Head Start conference.
2. The Policy Council (PC) Representative 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, conference title, location, workshops attended and networking information.
4. Any additional comments.





## 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.

- A. 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
  - Average Daily Attendance (ADA Report – Ms. Elsie Bowers
  - Monthly Special Education Report - Ms. Beverly Sanford
  - Program Content Area/Disabilities Services Report – Ms. Beverly Sanford (February, April, June, August, October)
  - Program Content Area/Mental Health Report – Ms. Melanie Nicholas (February, April, June, August, October)
  - CHSA Report
  - Region IX Head Start Association Report
  - Fiscal Report (February, May, August, November) – Mr. Kim Peck
  - Community Resource/Recognitions – PC Representatives/Staff
  - Parent/Staff Recognitions
  - Grandparent/Foster Parent Report – Ms. Felicia Harris

ITEM IV-B – INFORMATION  
GOVERNING BOARD MINUTES

BACKGROUND:

The latest Governing Board meeting minutes are attached.

**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, May 4, 2006  
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Collin called the meeting to order at 10:19 a.m.

Members Present:

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

- A. Minutes of the April 6, 2006 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Revision to Job Specification of Head Start Social Worker (Supervisory) and (Non-Supervisory) to Head Start Social Services Specialist (Supervisory) and (Non-Supervisory)
- D. Approval of Resolution Modifying the Salary Range for the Classifications of Head Start Social Services Specialist (Supervisory) and Head Start Social Services Specialist (Non-Supervisory)
- E. Approval of Reallocation of Head Start Social Worker (Non-Supervisory) and Head Start Social Worker (Supervisory) to Social Services Specialist
- F. Adoption of Resolutions Modifying the Salary Range for the Classification of Head Start Coordinator (Health) (Non-Supervisory) and Head Start Coordinator (Health) (Supervisory)
- G. Approval of Out-of-State Travel to Attend a Head Start and Early Head Start Facilities Training Seminar

Moved/Waters, second/Nottoli, to approve the consent calendar as follows:

- A. Approve the minutes of the April 6, 2006 meeting.
- B. Approve claims and warrants for the period 3/31/06 through 4/27/06.
- C. Approve the modification to the Head Start Social Worker (Supervisory) and (Non-supervisory) job specifications to Head Start Social Services Specialist (Supervisory) and (Non-supervisory).

- D. Approve resolutions modifying the salary range for the Head Start Social Services Specialist (Supervisory) and (Non-supervisory) classifications.
- E. Approve the reclassification of the six incumbent Head Start Social Workers to Head Start Social Services Specialist at the appropriate tier. The incumbents will retain their seniority in this revised classification.
- F. Approve resolutions modifying the salary range for the Head Start Coordinator (Health) (Non-supervisory) and Head Start Coordinator (Health) (Supervisory) classification.
- G. Approve out-of-state travel for one staff person to attend the Head Start Facilities Training Seminar, May 11 & 12, 2006 in Las Vegas, Nevada at an approximate cost of \$1,100.

Voice Vote: Unanimous approval

### **III. Action Items**

#### **A. GENERAL ADMINISTRATION/SETA**

##### **1. Approval of Options Regarding Retiree Health Insurance Premium Offsets**

Ms. Kossick reviewed this item and the four options offered for consideration for current retired and future retired employees. Ms. Kossick stated that another potential option is to stop the subsidy for future retiree enrollments. This is not a vested benefit for retirees.

The County is going through an actuarial cost for continued benefits. This study includes looking at various choices to be made available to new hires. The Board will be provided more information before December 2007 regarding the potential liability of continuing payments. Ms. Kossick's recommendation is to provide the subsidy for 18 months and take this period (7/1/06 – 12/31/07) for consideration of action regarding the retiree subsidy.

Mr. Thatch requested that the motion coincide with the date that the County finalizes the actuarial study.

Ms. Scherman could not support 1-3 options because retirees look forward to the subsidy. It is important not to cut the retirement subsidy. She is concerned that if the subsidy is discontinued, employees will be leaving to find other employment.

Mr. Nottoli inquired about modification #4 and whether it applies to retirees. Ms. Collin stated that new hires need to understand that they should not expect the same retirement benefits as longer-termed employees. Ms. Collin spoke about employees that retire before they are able to get Medicare and how medical insurance is crucial. The county is searching for other options.

Ms. Kossick stated that the original intent of this item was to mirror the county policy. Mr. Thatch suggested that the last sentence be removed from the recommendation.

Moved/Nottoli, second/Scherman, to continue paying medical and dental subsidies to current retirees at the current rates and limit future program enrollment to new retirees, who, as of January 1, 2007, are SETA/SCERS members that have achieved at least 60 combined years of age and SCERS service as of that date. These payments will continue through December, 2007. The County will finalize the actuarial study prior to this date.  
Roll Call: Aye: 4, Nay: 0, Abstentions: 0

2. Authorization for the Executive Director to Execute a Contract with Ingentra for Payroll/Human Resources Services

Mr. Pryor provided an oral report and thanked Mr. Thatch's staff for assistance during the negotiation process. Staff recommends entering into a three-year contract with Ingentra with a potential extension of the contract subject to board approval. The annual cost for the services is \$75,000 for the first year plus implementation cost. The cost for the second year will be \$73,125, with implementation costs between \$20,000 to \$28,000 plus staffing.

Ms. Collin inquired whether the implementation cost is one time only. Mr. Pryor explained that the training can be as much or as little as staff need. He does not expect the training cost to be extensive because SETA is already using Ingentra.

Moved/Scherman, second/Collin, to authorize the Executive Director to execute a contract with Ingentra for Payroll/Human Resource services.  
Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

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

**C. HEAD START**

1. Approval of Fiscal Year 2006-2007 Head Start/Early Head Start Grant Applications

Ms. Norma Johnson reviewed this item. This is an application for refunding for the coming year. The primary change is that SETA taking over the MCA Head Start program and the number of Elk Grove slots will be increasing.

Moved/Waters, second/Scherman, to approve the Head Start Fiscal Year 2006-2007 Basic Grant Application for both Head Start and Early Head Start (Basic Grant and Training/Technical Assistance).  
Voice Vote: Unanimous approval.

2. Approval of Fiscal Year 2006-2007 Head Start/Early Head Start Training/Technical Assistance Grant Application

This application provides funding for training for staff and board members.

Moved/Waters, second/Collin, to approve the Head Start/Early Head Start Fiscal Year 2006-2007 Training/Technical Assistance Grant Application.

Voice Vote: Unanimous approval.

3. Approval of Fiscal Year 2006-2007 Program Goals

These goals are developed county-wide. Ms. Johnson stated that there are dentists working with Head Start to provide dental screenings for young children. Staff is working on a marketing campaign to help parents understand how important dental exams are for children. Ms. Scherman stated that parents need to be educated about the importance of dental exams.

Moved/Scherman, second/Nottoli, to approve the Fiscal Year 2006-2007 Program Goals.

Voice Vote: Unanimous approval.

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

**E. REFUGEE PROGRAMS – No items.**

**IV. Information Items**

A. Head Start Quarterly Report: This report represents two quarters. MCA staff has smoothly transitioned into SETA and the licensing transfer went well. Head Start, in partnership with U.C. Berkeley, will be offering a math literacy enhancement program. This one of the few in the country that is beginning for young children. The actual implementation will begin this fall. Ms. Yolanda Macias was acknowledged for the excellent documentation.

B. Follow-up on Equipment Dispersal: Ms. Gail White spoke on this issue and thanked Mr. Nottoli for easing the way through the county departments. The computers will be sold through the county and one van will be disposed of through the county surplus services.

C. Dislocated Worker Update: No additional report.

**V. Reports to the Board**

A. Chair: Ms. Collin expressed how much Ms. Johnson will be missed. A reception will be held in Ms. Johnson's honor, May 24, 6:30 – 8:30 p.m. at Antioch Progressive Baptist Church. All board members have been contacted.

- B. Executive Director: Ms. Kossick thanked the board for attending Capitol to Capitol. She learned a lot and it was a very good experience. She attended several meetings with DOL and learned of several opportunities for additional funds to be sought. The dedication of the Illa Collin Early Learning Center is scheduled for Friday, May 12, 11:30 a.m.
- C. Counsel: No report.
- D. Members of the Board: Ms. Scherman very pleased that Ms. Kossick attended Capitol to Capitol. Elk Grove is having their Western Festival this weekend. She will be a great grandmother soon.

Ms. Collin thanked all those that attended Capitol to Capitol. She also spoke of the levee situation in the area and that any flood in Sacramento takes out interstate commerce.

- E. Public: Ms. Darlene Waddle, Assistant Superintendent of the Galt High School District, spoke before the board requesting funding for the south county area. Ms. Sibba Alexanders spoke of the successful program they ran. Ms. Karen Liu asked if there could be some funding to serve the older youth.

Ms. Purdy stated that staff was very disappointed that Galt failed to submit their proposal on time. Galt has been one of the providers that really embraced WIA. The Youth Council funding recommendation asked that the County Office of Education serve in-school youth in the Galt area and broaden their area to include youth in the criminal justice system. Ms. Purdy will be meeting with Galt staff to discuss options.

Ms. Kossick asked board members to stay after the meeting so staff can take board member comments for Ms. Johnson's event.

- VI. **Adjournment**: Meeting adjourned at 11:39 a.m.



ITEM IV-C – INFORMATION  
FISCAL MONITORING REPORTS

BACKGROUND:

Attached are copies of the latest fiscal monitoring reports. Staff will be available to answer questions.

**NOTES:**

**MEMORANDUM**

**TO:** Ms. Nancy Herota **DATE:** June 29, 2006  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Elk Grove Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & COLA	\$ 1,809,826	8/1/05-7/31/06	8/1/05-3/31/06
Head Start	T & TA	7,500	8/1/05-7/31/06	8/1/05-3/31/06
Head Start	Prog. Impv.	29,982	8/1/05-7/31/06	8/1/05-3/31/06

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** 5/11/06 & various dates

<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
1 Accounting Systems/Records	X			
2 Internal Control	X			
3 Bank Reconciliation		N/A		
4 Disbursement Control	X			
5 Staff Payroll/Files	X			
6 Fringe Benefits	X			
7 Participant Payroll		N/A		
8 OJT Contracts/Files/Payment		N/A		
9 Indirect Cost Allocation	X			
10 Adherence to Budget	X			
11 In-Kind Contribution	X			
12 Equipment Records		N/A		

**Program Operator:** Elk Grove Unified School District

**Findings and General Observations:**

- 1) The total costs as reported to SETA from August 1, 2005 to March 31, 2006 have been traced to the delegate agency records. The records were verified and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board  
Policy Council

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 June 27, 2006 regular Policy Council meeting.

<b>Good</b>	<b>Needs Improvement</b>
Timely meeting.	Attendance.
Phones were off.	Requesting point of personal privilege before going to the restroom.
Chair did a good job.	Side bars.
Buffie Engstrom and Brenda Campos did a good job on sharing information.	Representatives need to be prepared to give committee reports.
Members were attentive and focused.	

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

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

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

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ITEM V- COMMITTEE REPORTS (Continued)

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E. PROGRAM AREA COMMITTEES:

Early Childhood Development & Health Services

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Family & Community Partnerships/Training

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Monitoring & Evaluation Committee (Self-Assessment) – Committee of the Whole

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Early Head Start

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F. COMMUNITY ADVOCATING MALE PARTICIPATION (CAMP) – Mr. Roy Shier

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G. COMMUNITY PARTNERSHIPS ADVISORY COMMITTEE (CPAC) – Mr. Alvin Fincher

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H. HEALTH SERVICES ADVISORY COMMITTEE (HSAC) – Vacant

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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.

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- 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.

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- C. HEAD START DEPUTY EXECUTIVE DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Executive Director (Ms. Robin Purdy is serving as interim Head Start Deputy Executive Director) 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.

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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, Early Head Start, Special Projects and Community Partnerships  
Buffie Engstrom, Head Start Administration

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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. Carol Schaefer
  - Community Services Planning Council - Vacant
  - Perinatal Child Health Advisory Committee – Ms. Sherry Gangloff (appointed by Chair)
  - Maternal, Child and Adolescent Health Board – Ms. Victoria Camargo
  - Community Action Board – Mr. Donald Clark
  - Sacramento Housing Alliance – Mr. Alvin Fincher
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F. HEALTH AND DENTAL REPORT: This item provides an opportunity for Policy Council representatives to submit an oral report to the Policy Council.

- Sacramento County Dental Health Advisory Committee Representatives (appointed by Chair): Ms. Zebadeisha Grooms, Ms. Penny Campbell-Mays, and Ms. Carol Schaefer
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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.

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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.

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ITEM III-C – ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: