

Thought of the Day: "There are no limitations to what you can do, except the limitations you put on yourself."

Author: Esteemed Human Development International

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, May 23, 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 May 2, 2006 Special Meeting
- III. Action Items**
 - A. Approval of Fiscal Year 2006-2007 Head Start/Early Head Start Program Improvement Grant Submission

IV. Information Items

A. Standing Information Items

- Introduction of New Staff
- Upcoming Meetings, Training, Conferences and Events
- Average Daily Attendance (ADA Report) – Ms. Elsie Bowers
- Monthly Special Education Report - Ms. Beverly Sanford
- Program Content Area/Disabilities Services Report (February, April, June, August, October) – Ms. Beverly Sanford
- Program Content Area/Mental Health Report (February, April, June, August, October) – Ms. Melanie Nicholas
- 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. Personnel Interview and Screening Process Training

C. Fiscal Monitoring Report

- Del Paso Heights School District
- Women's Civic Improvement Club

D. Governing Board Minutes

V. Other Reports

A. Executive

B. Personnel/Bylaws

C. Budget/Planning

D. Hospitality

E. Program Area Committees

- Early Childhood Development and Health Services
- Family & Community Partnerships/Training
- Monitoring & Evaluation (Self-Assessment) – 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
 - Advisory Board of Perinatal & Infant Health Committee – Ms. Sherry Gangloff
 - Maternal, Child and Adolescent Health Board – Ms Toni Allen
 - Community Action Board: Mr. Donald Clark
 - Sacramento Housing Alliance – Mr. Alvin Fincher
- F. Health and Dental Report:
- Sacramento County Dental Health Advisory Committee Reps
- G. Open Discussion and Comments
- H. Public Participation

III. Action Items (Continued)

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

- Approval of Eligible List for the following positions: Bilingual Aide, Cook/Driver, and Head Start Coordinator (Education) Supervisory
- Report out of Closed Session

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, MAY 17, 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
- _____ Gloria Neal, Meadowview Community Action
- _____ Natalie Cordova, Playmate Child Development Center
- _____ Victoria Jennings, Playmate Child Development Center
- _____ Toni Allen, Sacramento City Unified School District
- _____ 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
- _____ Kayla Green, Early Head Start
- _____ Natasha Toolate, Early Head Start (San Juan)
- _____ Penny Campbell-Mays, Past Parent Representative
- _____ Felicia Harris, Foster Parent Representative
- _____ Minerva Gillette, Past Parent Representative
- _____ Denise Nelson, Past Parent Representative
- _____ Roy Shier, CAMP Representative
- _____ Carol Schaefer, Child Health and Disability Prevention Program
- _____ Alvin Fincher, Sacramento Housing Alliance

Seats Vacant:

- _____ Vacant (Emerson), Del Paso Early Childhood Development Center
- _____ Vacant (Weissman), Del Paso Early Childhood Development Center
- _____ Vacant, Meadowview Community Action
- _____ Vacant (Marquez), Early Head Start (SETA)

**** 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							
T. Allen (12/21)	SAC	X	X	X	X	X	E								
V. Camargo (12/21)	SAC		X	X	X	X	X								
P. Campbell-Mays (11/22)	PAST	X	X	X	E	X	X								
D. Clark (11/22)	SOP	X	E	E	X	X	X								
N. Cordova (3/28)	WCIC					X	X								
K. Emerson (11/22)	DP	X	X	X	U	E	U								
J. Foster (11/22)	SJ	X	X	X	X	X	X								
S. Gangloff (11/22)	SOP	X	X	X	X	X	X								
A. Garcia (5/2/06)	SJ						X								
M. Gillette (11/22)	PAST	X	X	X	E	X	X								
K. Gray (11/22)	SOP	X	U	X	X	X	X								
K. Green (12/21)	EHS		X	U	X	X	X								
Z. Grooms (11/22)	SOP	X	X	X	X	X	U								
F. Harris (12/21)	FOSTER	U	X	E	X	X	X								
V. Jennings (3/28)	WCIC					X	U								
L. Martinez (11/22)	ELK	X	X	X	X	X	U								
A. Melara s/b/s 1/24	SOP			U	X	X	U								
R. Montez (5/2)							X								
G. Neal (12/21)	MCA		X	U	X	X	E								
D. Nelson (11/22)	PAST	X	X	X	X	X	X								

BOARD MEMBER	SITE	11/22	12/21	1/24	2/28	3/28	5/2	5/23							
E. Ruiz (3/28)	EG					X	U								
P. Stackhouse (5/2/06)	SOP						X								
N. Toolate (3/28)	SJ/EHS					X	X								
A. Fincher (12/21)	SHA		X	X	E	X	E								
R. Shier (3/28)	CAMP					X	X								
C. Schaefer (2/28)	CHDP	X	X	E	X	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 5/4/06

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MAY 2, 2006 SPECIAL POLICY COUNCIL
MEETING

BACKGROUND:

Attached are the minutes of the May 2, 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: _____

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL
Minutes/Synopsis

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

Tuesday, May 2, 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 9:20 a.m. Mr. Donald Clark read the thought of the day. Ms. Kenesha Gray is sitting in as Parliamentarian and Ms. Felicia Harris as Secretary. New members were seated: Ronald Montez, Sacramento City Unified School District; Alma Garcia, San Juan Unified School District; and, Paula Stackhouse, SETA Operated Program.

Members Present:

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 Clark, SETA-Operated Program
Sherry Gangloff, SETA-Operated Program
Kenesha Gray, SETA-Operated Program
Paula Stackhouse, SETA Operated Program
Penny Campbell Mays, Past Parent Representative
Minerva Gillette, Past Parent Representative
Felicia Harris, Foster Parent
Kayla Green, Early Head Start (Sacramento City)
Denise Nelson, Past Parent Representative
Carol Schaefer, Child Health & Disability Prevention Program

Members Absent:

Katrina Emerson, Del Paso Early Childhood (unexcused)
Erica Ruiz, Elk Grove Unified School District (unexcused)
Lupe Martinez, Elk Grove Unified School District (unexcused)
Victoria Jennings, Playmate Child Development Center (unexcused)
Gloria Neal, Meadowview Community Action (excused)
Toni Allen, Sacramento City Unified School District (excused)
Zebadeisha Grooms, SETA-Operated Program (unexcused)
Ana Melara, SETA Operated Program (unexcused)
Alvin Fincher, Sacramento Housing Alliance (excused)

II. **Consent Item**

- A. Approval of the Minutes of March 28, 2006 Regular Meeting

Minutes were reviewed; two clerical errors were noted.

Moved/Camargo, second/Stackhouse, to approve the minutes of the March 28, 2006 meeting as corrected.

Vote on the Motion: Aye: 15, Nay: 0, Abstentions: 2 (Gray and Nelson)

III. Action Items

A. Approval of Fiscal Year 2006-2007 Head Start/Early Head Start Budget

Ms. Nelson reviewed this item.

Moved/Gangloff, second/Garcia, to approve the Head Start/Early Head Start budget for Fiscal Year 2006-2007, by a show of hands vote.

Ms. Norma Johnson reviewed several items in the budget. The fiscal begins August 1 and ends July 31.

Vote on the Motion: Aye: 15, Nay: 0, Abstentions: 2 (Gray and Nelson)

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

Moved/Gangloff, second/Gillette, to approve the Head Start/Early Head Start Fiscal Year 2006-2007 Training/Technical Assistance Grant Application, by a show of hands vote.

Ms. Belinda Malone reported that the Training/Technical Assistance funds are focused primarily on Head Start parents. Ms. Johnson stated that the one stop career centers have outreached to the general community and Head Start parents. There are a lot of employment opportunities available through these career centers. Mr. Montez asked if other bilingual Teacher Assistants will be trained to meet the demand of the bilingual needs in the classroom. Ms. Johnson stated that bilingual aides are frequently hired in an effort to have a wide diversity of staff to serve several other languages.

Vote on the motion: Aye: 15, Nay: 0, Absentions: 2 (Gray and Nelson)

C. Approval of 2005-2006 Budget Revision Request to the Administration for Children and Families, SETA's Phoenix Park Head Start/Early Head Start

Ms. Nelson read the board item. There were no questions.

Moved/Stackhouse, second/Montez, to approve the purchase of Playground equipment for SETA's Phoenix Park Head Start/Early Head Start program, by a show of hands vote.

Vote on the Motion: Aye: 15, Nay: 0, Abstentions: (Gray and Nelson)

- D. Approval of 2005-2006 Budget Revision Request Administration for Children and Families (ACF), SETA's Job Corps. Early Head Start Program

Ms. Nelson read the board item.

Moved/Campbell-Mays, second/Stackhouse, to approve the purchase of playground equipment for SETA's Job Corps. Early Head Start Program, by a show of hands vote.

Vote on the Motion: Aye: 15, Nay: 0, Abstentions (Gray and Nelson)

- E. Approval of 2005-2006 Budget Revision Request to the Administration for Children and Families (ACF), Solid Foundation

Moved/Gangloff, second/Campbell-Mays, to approve the driveway resurfacing at the Solid Foundation Head Start program, by a show of hands vote.

A vote was delayed until staff could provide the amount of the budget request.

IV. Information Items

A. Standing Information Items

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

Mr. Bob Silva has been working with the Sacramento Superior Courts to provide additional services for men. He will be doing a focus group specifically for men. Mr. Silva asked all men interested in participating in this focus group to call him. This will be male specific so male board members and husbands are invited.

A Daddy and Me event will be held on Sunday, June 4. Participants will go to a River Cats game. Sunday is Kids Day. Those attending will meet at Crocker Park, have a BBQ, and attendees will be shuttled over to the game, or you can pay for parking yourself. Staff is in the process of purchasing the tickets and making the park reservation. The event will begin at Crocker Park is 7th and O Streets, 11 a.m. There was a question about research on the welfare initiative. Mr. Silva reported that there is \$100,000 million set aside for Healthy Marriages.

Ms. Malone distributed information on the Grandparent support meeting scheduled for May 10, 2006, as well as information on available computer training. The computer training is self paced training where participants check out a software program. The software can be checked out for 30 days to take home. Ms. Gangloff asked if a translator can be arranged at her center since there are a lot of limited English-speaking parents. Ms.

Malone stated that if staff is notified prior to the training, a translator can be arranged through the Family Services Worker. Ms. Johnson asked that a group of people use the translator.

III. Action Items (Continued)

- E. Approval of 2005-2006 Budget Revision Request to the Administration for Children and Families (ACF), Solid Foundation (Continued)

The budget revision amount is \$33,652 which will resurface the driveway. Mr. Montez stated that there should be other bids to do the work. He feels that the landlord should be required to do the driveway repaving. Ms. Johnson stated that the agency is required to get three bids in order to get the work done.

Vote on the Motion: Aye: 14, Nay: 1 (Schaefer), Abstentions: 2 (Gray and Nelson)

- F. Approval of Fiscal Year 2006-2007 Three Year Program Narrative

Ms. Nelson read the item; there were no question or comments.

Moved/Gangloff, second/Campbell-Mays, to approve Fiscal Year 2006-2007 Three Year Program Narrative, by a show of hands vote.

Vote on the motion: Aye: 14, Nay: 0, Abstentions: 3 (Gray, Nelson, and Clark)

- G. Approval of Three Year Goals and Objectives

Ms. Nelson reviewed this item; no questions or comments.

Moved/Campbell-Mays, second/Garcia, to approve the Three-Year Program Goals and Objectives, by a show of hands vote.

Vote on the Motion: Aye: 15, Nay: 0, Abstention: (Gray and Nelson)

- H. Approval of County-Wide Head Start/Early Head Start Program Options and Site Locations for Fiscal Year 2006-2007

Ms. Nelson reviewed this item.

Moved/Green, second/Stackhouse, to approve the County-Wide Head Start/Early Head Start Program Options and Site Locations for Fiscal Year 2006-2007.

Mr. Montez asked what were the options available. Ms. Johnson answered reviewed the options and answered several other questions.

Vote on the motion: Aye: 15, Nay: 0, Abstentions: 2 (Gray and Nelson)

I. Approval of Fiscal Year 2006-2007 SETA Head Start/Early Head Start Program Options and Tracks

Ms. Nelson reviewed this item; no questions or comments.

Moved/Garcia, second/Green, to approve Fiscal Year 2006-2007 Head Start Program Options and Tracks, by show of hands vote.

Vote on the Motion: Aye: 15, Nay: 0, Abstentions: 2 (Gray and Nelson)

IV. Information Items (Continued)

A. Standing Information Items (Continued)

- NHSA 33rd Annual Head Start Association Training Conference: Ms. Nelson and Ms. Harris will be attending and will submit a report.
- NHSA Scholarship/Awards and Region IX Head Start Association Education Awards: Ms. Nelson announced the due dates for these scholarships. Ms. MARIE Desha reminded board members that the due date to her is May 8; she will send the applications in to CHSA. Board members were reminded to follow the guidelines or the application will be rejected.
- Average Daily Attendance: No additional report.
- Monthly Special Education Report: No report.
- Program Content Area/Disabilities Services Report: No report
- Program Content Area/Mental Health Report: Ms. Melanie Nicholas reported that the mental health services provided by the Agency are primarily preventive. Treatment services are coordinated with the child's primary care provider or community based agency. Ms. Nicholas stated that she has counterparts in all of the Delegate Agencies and read off a list of contacts. Call Ms. Nicholas at 263-3736 for questions. Staff is nearly finished with the mental health parent handbook which will provide practical strategies for families. She encouraged board members to participate in the program area committee meetings. The meetings are the most appropriate venues to participate and to provide input on the procedures in the program. Typically in a school year, 10% children are identified as needing mental health services. Currently there are 9-10% of families requesting assistance. Since fall, 2005, 504 requests have been received to assist the child or the parents. In Early Head Start, there have been 101 requests which are 22% of the Early Head Start parents.
- CHSA Report: No report.
- Region IX Head Start Association Report: No report.
- Fiscal Report: No report.
- Community Resource/Recognitions – PC Representatives/Staff: None
- Parent/Staff Recognitions: None.
- Grandparent/Foster Parent Report: Reported earlier by Ms. Malone.

- B. California Department of Child Support Services: No additional report.
- C. Governing Board Minutes: No additional report.
- V. **Other Reports**
- A. Executive: Ms. Gray reviewed the Executive Committee critique.
- B. Personnel/Bylaws: Ms. Nelson stated that she was the only attendee at the most recent meeting. Any suggested modifications to the bylaws need to be given to staff prior to the May 19 meeting.
- C. Budget/Planning: Meetings are completed for the year.
- D. Hospitality: June 7 will be the first meeting.
- E. Program Area Committees
 - Early Childhood Development & Health Services: Next meeting will be May 18, 1:30 – 3:30 p.m.
 - Family & Community Partnerships/Training: Next meeting will be May 16.
 - Monitoring & Evaluation: No report.
 - Early Head Start: The next meeting will be May 25, 10:00 a.m. Ms. Desha asked that members that signed up for a committee attend the committee meetings. Board member attendance important to get business done.
- F. Community Advocating Male Participation Representative: Mr. Roy Shier reported that a Daddy and Me model plane activity was held April 22 that included 30 participants and free lunch. There were model airplane kits made out of corrugated boards that the kids cut out and decorated. Mr. Shier said that eight men are needed to participate in the father focus group to discuss services provided by Sacramento Superior Court. June 4, River Cats game: 11 a.m.-12:30 p.m. lunch at Crocker Park and then go to the game. The game will begin at 1:00 p.m. Flyers will be sent out in two weeks. Tickets will be distributed to participating delegate agencies.

Mr. Clark asked about the Monitoring and Evaluation Committee. Ms. Desha stated that if there are reports, input or information regarding monitoring and evaluation, it will be brought up at the PC meeting. The PC is the Committee of the Whole for the Monitoring and Evaluation Committee.

Mr. Montez inquired when another model plane Daddy and Me activity will be held and when the River Cats tickets be available. Flyers for the River Cats activity will be out in two weeks. Mr. Shier reported that a National Guard reservist brought out the model planes and Mr. Silva organized it. There are no plans yet on another model plane activity.

- G. Community Partnerships Advisory Committee: No report.
- H. Health Services Advisory Committee: No report.

III. **Action Items** (Continued)

- J. **CLOSED SESSION: PERSONNEL - PURSUANT TO GOVERNMENT Code Section 54957 – AND – CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE Pursuant to Government Code Section 54957**

The board went into closed session at 10:41 a.m. At 11:09 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: Associate Teacher and Head Start Education Coordinator (not an agenda item). In addition, the item for public employee dismissal was approved.

I. Community Action Board Representative: No report

VI. Other Reports

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

B. Chair's Report: Ms. Nelson asked board members to attend the committee meetings to which they are assigned. The Public Policy Symposium is canceled this year. Mr. Francisco Navarro will be creating a video for Ms. Johnson. A farewell reception will be held May 24, 6:30 – 8:30 p.m. at Antioch Baptist Church.

C. Head Start Deputy Executive Director's Report: Ms. Johnson reported that she is moving to San Diego to help their Head Start program (Neighborhood House Association (NHA)).

D. Head Start Managers' Report: No report.

E. Community Agency Report

- Women Escaping a Violent Environment - Vacant
- Child Health and Disability Prevention Program: No report.
- Community Services Planning Council - Vacant
- Advisory Board of Perinatal & Infant Health Committee – Ms. Gangloff reported that she attended the meeting this past month. An advertising campaign will be started this month regarding prenatal care for pregnant mothers. This committee meets once a month to discuss young girls that are not carrying their babies to full term, focused primarily in the African American community. There is research to determine why this is happening; one possible reason is stress.
- Maternal, Child and Adolescent Health Board: No report.
- Community Action Board: Mr. Clark has not yet attended a meeting.
- Sacramento Housing Alliance: No report.

F. Health and Dental Report: None.

G. Open Discussion and Comments: Ms. Kenesha Gray asked that people pay attention so questions are not asked several times.

Ms. Foster reminded board members that if they have recently moved, please fill out a new voter registration form. Every time you move you have to fill out a new form. Ms. Denise Nelson has voter registration applications.

Mr. Montez asked about the WEAVE representative and Ms. Desha stated that the slot is vacant.

H. Public Participation: None.

VII. **Adjournment:** Meeting adjourned at 11:19 a.m.

ITEM III-A – ACTION

APPROVAL OF FISCAL YEAR 2006-2007 HEAD START/EARLY HEAD START PROGRAM IMPROVEMENT GRANT SUBMISSION

BACKGROUND:

SETA was notified from the Administration of Children and Families the availability of competitive Program Improvement funds. Program Improvement funds are for one-time expenditures which are non-predictable or non-recurring. Head Start Managers, Brenda Campos and Denise Lee have met with SETA Head Start's Program Coordinator, Program Officers and Teaching staff to seek input on health and safety concerns that meet eligibility to apply for supplemental Program Improvement funds. This agenda item provides an opportunity for the Policy Council to approve the submission of the Head Start Fiscal Year 2006-2007 Program Improvement Grant in the amount of \$2,119,000 for Head Start. Ms. Brenda Campos will be available to answer any questions. Attached is the Program Improvement Summary for your review.

RECOMMENDATION:

That the Policy Council approve the submission of the Head Start Fiscal Year 2006-2007 Program Improvement Grant Application.

SETA HEAD START/EARLY HEAD START 2006-2007

PROGRAM IMPROVEMENT SUMMARY PAGE

<u>AGENCY</u>	<u>HEAD START</u>	<u>EARLY HEAD START</u>
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY		
Galt Head Start Playground Structure Replacement \$40,000 Playground Surface Replacement \$30,000	\$70,000	
Northview Head Start Re-Surface parking lot and playground area with asphalt.	\$40,000	
Shade Structures Two Head Start Centers @ \$12,000 One Head Start Center @ \$30,000	\$72,000	
Countrywood Head Start Playground Surface Replacement \$17,000	\$17,000	
Grizzly Hollow (New Center) Preschool Playground Construction \$90,000	\$90,000	
Bannon Creek Modular Modular Unit Purchase \$500,000 Utility Hook-Up \$50,000 New sewer lines and separate electrical meter \$60,000 Parking Lot Exit \$50,000 Playground Structure \$40,000 Playground Surface Replacement \$30,000	\$730,000	
Bright Beginnings Modular Modular Unit Purchase \$500,000 Utility Hook-Up \$50,000	\$550,000	
Hopkins Park Modular Modular Unit Purchase \$500,000 Utility Hook-Up \$50,000	\$550,000	
Subtotal for SETA	\$2,119,000	

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

PERSONNEL INTERVIEW AND SCREENING PROCESS TRAINING

BACKGROUND:

This agenda item provides an opportunity for Ms. Jeanie Ross, Senior Personnel Analyst, to train the Policy Council on the Agency's interview and screening process.

NOTES:

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: Mr. Wyman Sanders **DATE:** May 5, 2006
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Del Paso Heights School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA, Quality	\$ 1,534,639	8/1/05-07/31/06	8/1/05-2/28/06
Head Start	T & TA	7,500	8/1/05-07/31/06	8/1/05-2/28/06
Head Start	Prog Improvement	63,500	8/1/05-07/31/06	8/1/05-2/28/06

Monitoring Purpose: Initial Follow-Up Special Final
Dates of review: 4/6/06

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
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	X			

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2005 to February 28, 2006 have been traced to the delegate's 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

Program Operator: WCIC

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2005 to February 28, 2006 have been traced to the subgrantee's 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 IV-D – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

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

NOTES:

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

Minutes/Synopsis

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

Thursday, April 6, 2006
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:14 a.m.

Members Present:

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

Member Absent:

Sophia Scherman, Vice Chair, SETA Governing Board; SETA Governing Board
Public Representative

II. Consent Items

- A. Minutes of the March 2, 2006 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Youth Council Member
- D. Approval of Extension of Audit Services
- E. Approval of Fiscal Year 2006-2007 Head Start and Early Head Start Center Locations

The consent calendar was reviewed. Mr. Thatch asked that II-F be pulled and reviewed separately.

Moved/Pannell, second/Waters, to approve the consent calendar as follows, with the exception of F.

- A. Approve the minutes of the March 2, 2006 meeting.
- B. Approve claims and warrants for the period 2/23/06 – 3/20/06.
- C. Approve the appointment of Mr. Dennis Morin to the Sacramento Works Youth Council.
- D. Approve the extension of the contract with Gilbert Associates, Inc. for audit services for SETA for the fiscal year ending June 30, 2006 for the fee not to exceed \$30,400.
- E. Approve the Head Start and Early Head Start center locations for Fiscal Year 2006-2007 as outlined in the board packet.

Voice Vote: Unanimous approval.

F. Approval of Disposition of Vehicles and Computers

Ms. Gail White provided a staff report. Mr. Thatch asked that the board approval be subject to review by legal counsel. He is comfortable with the distribution of the computers but a review of state law on surplus property needs to be done prior to the disposition of the vehicles. Mr. Nottoli offered to assist in the disposition of the agency vehicles through the County General Services Department. Ms. White stated that this is a time sensitive issue since there is a vehicle sale scheduled for May 11; the vehicles would have to be delivered to General Services by May 1.

Mr. Nottoli inquired whether we are able to make the computers available to the local schools or some of our partnering agencies. Has there been any broadcast as to the availability of these computers? Mr. Thatch responded that the federal government does not care what we do with the computers except that any income needs to return to the agency. If any of the operators want to have these computers, he sees no problem.

Mr. John Valdez stated that in most cases, most of our delegate agencies have newer computers donated to them. Most of our computers are five to seven years old and do not have enough memory to run most of the current software programs. Visions Unlimited has agreed to take four of our computers.

Ms. White stated that there have been some inquiries from Head Start parents but the computers are completely unformatted. She would rather see them used than disposed.

Ms. Collin arrived at 10:27 a.m.

Mr. Thatch stated that it is not a problem for these computers to be offered to a program operator for their use. However, it would be a problem to offer the computers to individuals and other organizations. The simplest way to go is to auction the computers off at the county. Mr. Thatch recommends adoption of a motion with the understanding that legal counsel will look into these matters.

Moved/Pannell, second/Waters, to approve, subject to legal counsel review, the disposition of old computers and agency vehicles.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Resolution Naming a Head Start Early Learning Center in Honor of Illa Collin

This item was reviewed. Ms. Norma Johnson stated that this was approved for another site; this item is asking to change the site to Mulberry Commons. This center is in the unincorporated area of Sacramento County.

Moved/Nottoli, second/Pannell, to approve a resolution naming the Mulberry Commons Early Learning Center the Illa Collin Early Learning Center.
Voice Vote: Unanimous approval.

Mr. Nottoli stated that a hiking trail in the Southgate Park and Recreation District will be named after Ms. Collin as well. Ms. Collin stated that the trail was part of an Eagle Scout project. She walked the trail area and it was a great time to see vernal pools. April 22 will be the trail dedication.

2. Authorization to Negotiate with Vendors for Payroll/Human Resource Services

Mr. Rick Pryor reviewed this item. Based upon the criteria established in the RFP and staff review, of the five proposals received, Kintera is a software program, not a payroll service. ADP withdrew one of their proposals. Staff is recommending the ability to open contract negotiations with the top two vendors, ADP and Ingentra.

Moved/Nottoli, second/Collin, to approve contract negotiations opened with the top two ranked vendors.

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

B. WORKFORCE INVESTMENT ACT

1. Approval to Release a Request for Proposals for One Stop Career Center Services in North Sacramento/Del Paso Heights

Ms. Robin Purdy reviewed this item. Two years ago an RFP was released to open an affiliate center and the Urban League was funded. This has been a very successful career center. This item requests the release of an RFP for core and intensive services. Staff is requesting that the amount be increased to \$175,000. The site will be determined upon who responds to the proposal.

Moved/Pannell, second/Waters, to approve the release of a Request for Proposals for WIA Title I Adult and Dislocated Worker funds for Program Year 2006 - 2007.

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

2. Approval to Deobligate Workforce Investment Act Title 1 Dislocated Worker Program Funds

Mr. Roy Kim reviewed this item. Each year funds are allocated for ITA and the obligations of those monies are reviewed on a quarterly basis. Four career centers are underutilizing their ITA funds. Ralph's dislocated workers have been requesting ITAs. There are 15 enrolled in the program already.

Staff is requesting to deobligate four career centers that are underutilizing their funds and reobligate the funds for Ralph's dislocated workers. Mr. Bill Walker stated that 60 Ralph's employees turned out at a job fair and 10 were offered a job on the spot. A lot of the Ralph's workers are union and the new contracts are offering jobs at a lower rate of pay. Many of the employers were looking for truck drivers specifically. Mr. Walker stated that many of the dislocated workers want to get out of the grocery business and get trained in a new career.

Moved/Nottoli, second/Collin, to deobligate Dislocated Worker Scholarship/ITA funds from four of the SWCCs (Broadway, La Familia, Lemon Hill, and South County), and set aside \$65,000 to obligate to SWCCs serving dislocated workers (approximately 27) from Ralph's stores and seek additional funding, if necessary, to meet the retraining needs of the remaining Ralph's workforce.

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

3. Concurrence with Sacramento Works, Inc. on the Resource Allocation Plan for FY 2006/2007

Ms. Purdy reported that the WIB approved the resource allocation plan for the adult and dislocated worker program. This funds the one stop career system. The allocation plan was reviewed; there were few changes from the last plan. There are three major areas: board initiative funds, one stop support, and administration. Thirty-eight percent goes out the door to training scholarships or OJT; 40% goes to the one stop centers, and 22% is overhead (7% is administration). This year the one stop career centers have done well.

Ms. Purdy reviewed the recommendations to concur the high priority areas to provide high quality customer services, and setting aside money for regional training team. The equipment at the career centers will be updated. A new software program that will increase the speed of the internet at the career centers has been purchased. Employees will be trained on common measures. This will target getting people employed, keeping them employed, and earning a higher wage. Staff is anticipating a cut in next year's allocation; we may get a cut this year as well.

Moved/Nottoli, second/Waters, to approve the following:

1. Concur on the following high priority areas for improving the one stop system in Fiscal Year 2006-2007:

2. Concur with Sacramento Works, Inc. to continue the investment in the one stop career center system for next year while conducting a review of the system to identify system efficiencies, possible mergers, and an analysis of which activities provide the best customer outcomes.
3. Concur with Sacramento Works, Inc. of the Resource Allocation Plan for Fiscal Year 2006-2007.

Voice vote: Unanimous approval (Ms. Pannell was out of the room during the vote).

4. Authorization for Executive Director to Execute Service Agreements with Los Rios Community College District for the Nurse Education Initiative Project

Ms. Cindy Sherwood-Green reviewed this item. The major health care organizations are involved in this project. For this new project, SETA will determine eligibility for the initial 70 trainees enrolled.

Moved/Waters, second/Nottoli, to authorize the Executive Director to execute the Service Agreements with Los Rios Community College District.

Voice Vote: Unanimous approval

- C. **HEAD START** – No items.
- D. **COMMUNITY SERVICES BLOCK GRANT** – No items.
- E. **REFUGEE PROGRAMS** – No items.

IV. Information Items

- A. Presentation of Annual Audit

Mr. Rick Pryor reviewed the audit. Gilbert and Associates found SETA to be in compliance with GAAP and regulations. There is a reportable condition: due to fiscal personnel problems, reconciliations for reports were not done. In response, there is a systematic procedure to ensure that all reconciliations are done in a timely manner. One of the results in the audit delay was that the California Department of Education contracts were placed on conditional status. A portion of the funds were withheld; with the issuance of the audit, the restrictions will be lifted. The audit will be published on our web page.

Mr. Nottoli stated that with all of the funding streams and funds coming through the agency, this audit maintains the public trust for government funds. This provides the fiscal oversight that is important. Mr. Nottoli commended staff for the professional and outstanding job year after year.

- B. Fiscal Monitoring Reports: No comments.

C. Update on the Volunteer Income Tax Assistance/Earned Income Tax Credit Project

Ms. Collin reviewed this and asked if there will there be a final report on how many people have been served. Ms. Purdy stated that the Department of Human Assistance will be providing a final report on all of the people involved and assisted.

D. Regional Toll Free Number for Employer Outreach

Mr. Walker reported that 877-922-JOBS is the number that will be utilized on a regional basis. The number will be received here, and the employer will be called back and sent to the appropriate WIB. The routing will be done automatically. Staff will provide a report back on this. The cost will be paid from all of the WIBs. The cost will be renegotiated based on volume of calls received.

E. Dislocated Worker Update: No additional comments.

F. Employment Training Panel Funding Announcements

Mr. Walker reviewed this item. Staff is in the process of negotiating a contract with ETP for the nurse program.

G. Regional Collaboration Award Notification

Ms. Purdy reviewed this item. SETA received \$70,000 for the regional incentive program which will fund the regional toll free number. SETA was one of the three highest ranked in the state so we received the full amount that is allowable.

H. WIA Title I Youth Request for Proposals Deadline

Ms. Christine Welsch reported that an RFP for Youth Services was released in February. Information on the RFP was posted in a number of places. Galt Joint High School District submitted their proposal after the deadline. The proposal was submitted but has not been reviewed for funding. This is one of the proposals that have served people in the south county area.

Mr. Nottoli talked about a food service program that was initially started through a grant from SETA about 20 years ago. Mr. Nottoli this is a long-standing program and has worked with the local employers in the south county area. It is his hope to find a way to recognize the need in the area and provide services. He asked about other ideas that will be available.

Ms. Collin stated that there must be an ability in the RFP to set aside funds for this area and do a supplemental RFP.

Darlene Waddle, Assistant Superintendent, Galt High School District, spoke before the board.

Ms. Welsch stated that staff can set aside funds if directed by the board. Mr. Thatch stated that the agency has never accepted a late proposal. There are options to serve Galt. Staff can come back with a proposal at the May 4 meeting to serve the south county area.

V. Reports to the Board

A. Chair: No additional report

B. Executive Director

Ms. Norma Johnson introduced Stephany Murphy, Ms. Kossick's new secretary.

Ms. Johnson announced her resignation from SETA. She has accepted a position in San Diego where she will be the Head Start Director. She is hoping to help make the San Diego Head Start program as great as our program in Sacramento. Her last day will be May 19.

C. Counsel: No report.

D. Members of the Board: No comments.

E. Public: No comments.

**VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6**

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

Subject: Retiree Health

The board adjourned into closed session at 11:44 a.m.

VII. Adjournment: Meeting adjourned at 11:44 a.m. No report out of closed session.

ITEM V- COMMITTEE REPORTS

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

The Executive Committee met and evaluated the May 2, 2006 Special Policy Council meeting.

Good	Needs Improvement
Attendance.	Committee Reports.
Participation by Representatives in making motions.	Talking in the audience (voices carry).
Requesting point of personal privilege <u>before</u> going to the restroom.	
Reports by Head Start staff.	
Timely meeting.	
Chair did a good job.	

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

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

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

ITEM V- COMMITTEE REPORTS (Continued)
Page 2

E. PROGRAM AREA COMMITTEES:

Early Childhood Development & Health Services

Family & Community Partnerships/Training

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

Early Head Start

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

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

H. HEALTH SERVICES ADVISORY COMMITTEE (HSAC) – Vacant

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

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

- Women Escaping a Violent Environment – Vacant
 - Child Health and Disability Prevention Program – Ms. Carol Schaefer
 - Community Services Planning Council - Vacant
 - Perinatal & Infant Health Advisory Committee – Ms. Sherry Gangloff (appointed by Chair)
 - Maternal, Child and Adolescent Health Board – Ms. Toni Allen (appointed by Chair)
 - 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. Toni Allen and Ms. Zebadeisha Grooms
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G. OPEN DISCUSSION AND COMMENTS: This item provides an opportunity for Head Start Policy Council members to bring up topics for discussion. Members are asked to address their requests to the Chair if they wish to speak. No action is to be taken on any item that is discussed during this meeting; the board may direct staff to place agenda items on upcoming agendas for action.

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

ITEM III-B – ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: