

# Thought of the Day: "Every Victory empowers your heart to shape your destiny."

Author: Anonymous

## GOVERNING BOARD

BONNIE PANNELL  
Council Member  
City of Sacramento

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Board of Supervisors  
County of Sacramento

ILLA COLLIN  
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County of Sacramento

SOPHIA SCHERMAN  
Public Representative

ROBBIE WATERS  
Council Member  
City of Sacramento

## REGULAR MEETING OF THE HEAD START POLICY COUNCIL

**DATE:** Tuesday, October 24, 2006

**TIME:** 9:00 a.m.

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

While the SETA/Head Start Policy Council welcomes and encourages participation in the Council meetings, it would be appreciated if you would limit your comments to three minutes so that everyone may be heard. Matters under jurisdiction of the SETA/Head Start Policy Council and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA/Head Start Policy Council limits testimony on matters not on the agenda to three minutes per person and not more than ten minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: [www.seta.net](http://www.seta.net).

## ADMINISTRATION

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

KATHY KOSSICK  
Executive Director

MAUREEN DERMOTT  
Deputy Director

## AGENDA

- I. **Call to Order/Roll Call/Review of Board Member Attendance**
- II. **Consent Item**
  - A. Approval of the Minutes of September 26, 2006 Regular Meeting
- III. **Action Items**
  - A. Review of Applications and Election of Past Parent Representatives and Alternates
  - B. Review of Applications and Election of Grandparent Representatives and Alternates
  - C. Review of Applications and Election of Foster Parent Representatives and Alternates

#### **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
- Head Start Family Day Reports, William Land Park, Friday, October 6, 2006
- PC/PAC Annual End of Year Parent Appreciation Reports – Hilton Hotel, Sacramento Arden West, Saturday, October 21, 2006
- 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, December) – Ms. Beverly Sanford
- Program Content Area/Mental Health Report (February, April, June, August, October, December) – 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 – Vacant

##### **B. SETA Operated Head Start Annual Self-Assessment Update**

##### **C. 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– Committee of the Whole
- Early Head Start

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

##### **G. Community Partnerships Advisory Committee (CPAC) – Vacant**

##### **H. Health Services Advisory Committee (HSAC) – Ms. Rita Laux**

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

##### **A. SETA Executive Director's Report**

##### **B. Chair's Report**

##### **C. Head Start Deputy Director's Report**

- D. Head Start Managers' Report
- E. Community Agency Report
  - Women Escaping a Violent Environment - Vacant
  - Child Health and Disability Prevention Program – Ms. 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 – Vacant
- F. Health and Dental Report: Sacramento County Dental Health Advisory Committee Reps
- G. Open Discussion and Comments
- H. Public Participation

**III. Action Items (Continued)**

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

- Approval of Eligible Lists for the following Positions: Associate Teacher I and II, and Head Start Courier Maintenance.
  - ➔ Report out of Closed Session.

**VII. Adjournment**

**DISTRIBUTION DATE: TUESDAY, OCTOBER 17, 2006**

ITEM I - CALL TO ORDER/ROLL CALL

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

- \_\_\_\_\_ Natalie Cordova, Playmate Child Development Center
- \_\_\_\_\_ Victoria Camargo, Sacramento City Unified School District
- \_\_\_\_\_ Rita Laux, Sacramento City Unified School District
- \_\_\_\_\_ Ronald Montez, Sacramento City Unified School District
- \_\_\_\_\_ Janet Foster, 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
- \_\_\_\_\_ Paula Stackhouse, SETA-Operated Program
- \_\_\_\_\_ Natasha Toolate, Early Head Start (San Juan)
- \_\_\_\_\_ Penny Campbell-Mays, Past Parent Representative
- \_\_\_\_\_ Denise Nelson, Past Parent Representative
- \_\_\_\_\_ Roy Shier, CAMP Representative
- \_\_\_\_\_ Carol Schaefer, Child Health and Disability Prevention Program

Seats Vacant:

- \_\_\_\_\_ Vacant (Emerson), Del Paso Early Childhood Development Center
- \_\_\_\_\_ Vacant (Weissman), Del Paso Early Childhood Development Center
- \_\_\_\_\_ Vacant (Ruiz), Elk Grove Unified School District
- \_\_\_\_\_ Vacant (Martinez), Elk Grove Unified School District
- \_\_\_\_\_ Vacant (Neal), Meadowview Community Action
- \_\_\_\_\_ Vacant, Meadowview Community Action
- \_\_\_\_\_ Vacant (Melara), SETA-Operated Program
- \_\_\_\_\_ Vacant (Garcia), San Juan Unified School District
- \_\_\_\_\_ Vacant (Jennings), Playmate Child Development Center
- \_\_\_\_\_ Vacant (Green), Early Head Start
- \_\_\_\_\_ Vacant (Marquez), Early Head Start (SETA)
- \_\_\_\_\_ Vacant (Harris), Foster Parent Representative
- \_\_\_\_\_ Vacant (Gillette), Past Parent Representative
- \_\_\_\_\_ Vacant (Fincher), Sacramento Housing Alliance

**\*\* 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	8/22	9/26	10/24		
V. Camargo (12/21)	SAC		X	X	X	X	X	X	X	X	X	X			
P. Campbell-Mays (11/22)	PAST	X	X	X	E	X	X	X	X	X	X	X			
D. Clark (11/22)	SOP	X	E	E	X	X	X	X	X	X	X	X			
N. Cordova (3/28)	WCIC					X	X	X	E	E	X	X			
J. Foster (11/22)	SJ	X	X	X	X	X	X	X	X	X	X	X			
S. Gangloff (11/22)	SOP	X	X	X	X	X	X	X	X	X	E	X			
K. Gray (11/22)	SOP	X	U	X	X	X	X	X	X	X	X	X			
Z. Grooms (11/22)	SOP	X	X	X	X	X	U	X	X	X	X	E			
R. Laux (7/25)	SAC								E	X	X	X			
R. Montez (5/2)	SAC						X	X	AP	E	U	X			
D. Nelson (11/22)	PAST	X	X	X	X	X	X	X	X	X	X	X			
P. Stackhouse (5/2/06)	SOP						X	X	U	X	X	X			
N. Toolate (3/28)	SJ/EHS					X	X	X	X	X	X	X			
R. Shier (3/28)	CAMP					X	X	X	E	X	X	X			
C. Schaefer (2/28)	CHDP				X	X	X	X	X	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 10/13/06*

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE SEPTEMBER 26, 2006 REGULAR POLICY  
COUNCIL MEETING

BACKGROUND:

Attached are the minutes of the September 26, 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, September 26, 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 9:10 a.m. Ms. Carol Shaefer read the thought of the day. Ms. Kenesha Gray called the roll.

#### Members Present:

Natalie Cordova, Playmate Child Development Center  
Victoria Camargo, Sacramento City Unified School District  
Rita Laux, Sacramento City Unified School District  
Ronald Montez, Sacramento City Unified School District  
Janet Foster, 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  
Natasha Toolate, Early Head Start (San Juan)  
Denise Nelson, Past Parent Representative  
Roy Shier, CAMP Representative  
Carol Schaefer, Child Health & Disability Prevention Program

#### Member Absent:

Zebadeisha Grooms, SETA-Operated Program (excused)

## II. **Consent Item**

- A. Approval of the Minutes of August 22, 2006 Regular Meeting

Ms. Nelson reviewed this board item. No questions or corrections.

Moved/Gangloff, second/Campbell-Mays, to approve the minutes of the August 22, 2006 meeting, by show of hands vote.

Show of hands vote: 13, Nay: 0, Abstentions: 1 (Nelson)

## III. **Action Items**

- A. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Second and Final Reading of the Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council



Ms. Nelson reviewed this item. There were no additional modifications to the bylaws.

Moved/Campbell-Mays, second/Toolate, to close the public hearing and approve the amendments to the Policy Council bylaws, by show of hands vote.

Show of hands vote: Aye: 13, Nay: 0, Abstentions 1 (Nelson)

#### **IV. Information Items**

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

- Introduction of New Staff: No 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. Bob Silva spoke of Family Day in the Park, October 6 at William Land Park. Board members were reminded to park at St. Paul Baptist Church; a bus will be running every 15 minutes. There will be a guard at the parking lot. Staff is expecting 5,000 attendees. The mayor and vice mayor of the City of Citrus Heights and the City of Sacramento have been invited as well as local State assembly members. Mr. Donald Clark asked if ACF regional staff is invited; Ms. Kathy Kossick said yes, but the travel budget for ACF has been cut; the travel funds are very limited.

Ms. Penny Campbell-Mays was acknowledged for donating her long cut hair to Locks of Love.

Mr. Silva reported that the Mutual Assistance Network will be having their Multicultural Fair October 14. Policy Council members were invited to attend; he is looking for adult volunteers to assist teenagers in setting up and breaking down for the event.

Ms. Cathy Spivey announced that SHRA is taking waiting list for Section 8 vouchers. Those interested can apply on line at [www.sacwaitlist.com](http://www.sacwaitlist.com). The availability of housing is still based on income. The waiting list will be accepting people until 9/29. Selection will be done on a lottery basis.

- “Second Time Around”, Grandparents Conference Report: Mr. Clark found the conference to be stimulating. There were about 50 people in attendance.
- PC/PAC Parent Activity-Family History Center reports: Ms. Paula Stackhouse said that several people that signed up did not show up. She learned a lot of information on her personal history. Attendees had full Access to the Family History Center library then went to lunch at Macaroni Grill. It was a nice event.

- Head Start Family Day, Friday, October 6, 2006, William Land Park from 10:00 a.m. to 1:30 p.m.: No additional report.
- Region IX Head Start Association Professional Development Conference: The details on this conference were reviewed.
- Region IX Head Start Association Professional Development Conference Travel Meeting: Monday, October 9, 2006, 1:30 p.m., Oak Room.
- PC/PAC Annual End-of-Year Parent Appreciation: The flyer was reviewed. This is a semi formal event. The keynote speaker will be Ms. Alma Hawkins.
- Average Daily Attendance Report: No report.
- Monthly Special Education Report - Ms. Beverly Sanford reviewed the report. She attended Fiesta Educativa, an all-Spanish conference at CSUS for families with disabled children. The conference was utilized as a way to recruit families into Head Start. Staff has collaborated with SCOE to recruit teachers to assist special needs children.
- Program Content Area/Disabilities Services Report: No additional report.
- Program Content Area/Mental Health Report: No report.
- 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: Ms. Nelson recognized Head Start staff that prepare for meetings, but there is very low attendance of parents. She appreciates all of the work put into the preparation of the meetings. Mr. Clark, maybe need more of an incentive than a stipend; staff need to figure out what parents want to get out of Head Start. Perhaps a \$25 meeting reimbursement is not enough to get them to attend meetings. Ms. Nelson replied that parents can benefit from the information shared by staff at Program Area Committee meetings and that parents are not being committed to attending meetings.
- Grandparent/Foster Parent Report: Mr. Clark wants to talk about kin care at an upcoming meeting. Mr. Clark explained that kin care is foster care caseload as well, but with kin care there are no social workers attached.

B. Child Action, Inc. Presentation: Mr. Terry Lindsay, Protection and Advocacy, Inc. Advocate distributed information on advocacy for children with special needs. There are four offices in California. They help to represent parents at IEP or 504 meetings and may represent a parent at a Fair Hearing to ensure the parents and children will receive the services they are entitled to. A book entitled “Special Education Rights and Responsibilities” is produced every year and explains the services provided to parents. They can send out the book but a donation will be requested; or it can be downloaded from their web site: [www.pai-ca.org](http://www.pai-ca.org). They are collaborating with other organizations to ensure services are available to those that need it. They depend a lot on collaborating with other service organizations. Contact Mr. Lindsay at 800-776-5746 if there are questions.

All kinds of services are available for special needs children, but the child needs to be special education eligible. A 504 plan can allow for a reasonable accommodation for special needs children.

Ms. Penny Campbell-Mays spoke of a situation with her grandson and asked if Mr. Lindsay's agency could provide services; she will be calling him.

Mr. Clark inquired whether this organization can facilitate his granddaughter to be diagnosed with mental health issues. Mr. Clark stated that a diagnosis is required in order to get resources and he has experienced difficulty getting a diagnosis. The school received a diagnosis but he does not agree with it.

C. SETA Operated Head Start Annual Self-Assessment Update: Tabled.

D. Governing Board Minutes: No additional report.

E. Fiscal Monitoring Report: No questions.

**V. Other Reports**

A. Executive: Ms. Victoria Camargo read the Executive Committee critique.

B. Personnel/Bylaws: Meetings concluded.

C. Budget/Planning: Meetings concluded.

D. Hospitality: Preparations for the End-of-Year Parent Appreciation dinner will continue.

E. Program Area Committees

➤ Early Childhood Development and Health Services: Meetings concluded.

➤ Family & Community Partnerships/Training: There will be no more meetings for this program year.

➤ Monitoring & Evaluation– Committee of the Whole: No report.

➤ Early Head Start: No more meetings.

F. Community Advocating Male Participation Representative – Mr. Roy Shier reported on the FLIP activity at Fairytale Town. There were over 80 participants; they had a continental breakfast and pizza for lunch. The next Daddy and Me will be a harvest day activity, with the date and time to be announced. The next CAMP meeting will be October 11, 2-3:30 p.m. in the Redwood Room. CAMP will be participating in the Community Unity Fair for San Juan School District, at Marvin Marshall School, from 10 a.m. – 2 p.m. on September 30.

G. Community Partnerships Advisory Committee: No report.

H. Health Services Advisory Committee: The next meeting will be November 1, 5:30 p.m. in the Sequoia Room.

**VII. Other Reports**

A. SETA Executive Director's Report: Ms. Kathy Kossick reported that staff is still considering enrollment the number one issue. The federal government is requiring us to report to the national office three times during the next year.

- B. Chair's Report: Ms. Nelson asked for volunteers for the Two Dollars per Child Campaign at Family Day. She has flyers entitled "Tips for Electing Officials." Voter registration kits are available on the CHSA web site; go to their web site to order the kits: [www.caheadstart.org](http://www.caheadstart.org). She has a flyer for parents seeking jobs.
- C. Head Start Deputy Director's Report: No report.
- D. Head Start Managers' Report: Ms. Buffie Engstrom commended Belinda Malone for having a meeting with the parking supervisor at the city. She negotiated guards to patrol the parking around Land Park. There will be people in uniforms notifying people where to park. The centers are starting up and electing representatives to boards. She encourages new parents to participate at the board level. It is possible for everyone to learn and participate.
- E. Community Agency Report
  - Women Escaping a Violent Environment - Vacant
  - Child Health and Disability Prevention Program – Ms. Schaefer reported CHDP will be hiring a new senior public health nurse and a new health educator. CHDP had their Obesity Conference on September 7, which was well attended. It is hoped that all of the providers are more keyed in to obesity in children.
  - Community Services Planning Council - Vacant
  - Perinatal Child Health Advisory Committee: No report
  - Maternal, Child and Adolescent Health Board: No report.
  - Community Action Board: Mr. Clark stated that an upcoming meeting will be held to discuss CDBG reformatting for 2006. Another item is the CSBG reauthorization for 2006.
  - Sacramento Housing Alliance – Vacant
- F. Health and Dental Report: Sacramento County Dental Health Advisory Committee Reps: The next meeting will be November 1, 4-5:30 p.m.
- G. Open Discussion and Comments: Mr. Ronald Montez asked about the vacancies on CSPC and Sacramento Housing Alliance: Ms. Nelson will talk to him after the meeting.
- H. Public Participation: No comments.

**III. Action Items (Continued)**

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

The board went into closed session at 10:19 a.m. At 10:38 a.m. the board went into open session. Ms. Nelson reported out of closed session that the eligible list was approved for the following position: Associate Teacher. Also, the Policy Council approved the appointment of the Deputy Director (Children and Family Services).

**VII. Adjournment: Meeting adjourned at 10:40 a.m.**

ITEM III-A – ACTION

REVIEW OF APPLICATIONS AND ELECTION OF PAST PARENT REPRESENTATIVES AND ALTERNATES

BACKGROUND:

This agenda item provides an opportunity for Policy Council Past Parent Applications to be reviewed and candidates elected for Program Year 2006-2007.

RECOMMENDATION:

That the Policy Council elects three (3) Past Parent Representatives and three (3) Alternates.

**NOTES:**

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

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

ITEM III-B – ACTION

REVIEW OF APPLICATIONS AND ELECTION OF GRANDPARENT REPRESENTATIVES AND ALTERNATES

BACKGROUND:

This agenda item provides an opportunity for Policy Council Grandparent Applications to be reviewed and candidates elected for Program Year 2006-2007.

RECOMMENDATION:

That the Policy Council elects two (2) Grandparent Representatives and two (2) Alternates.

**NOTES:**

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

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

ITEM III-C – ACTION

REVIEW OF APPLICATIONS AND ELECTION OF FOSTER PARENT REPRESENTATIVES AND ALTERNATES

BACKGROUND:

This agenda item provides an opportunity for Policy Council Foster Parent Applications to be reviewed and candidates elected for Program Year 2006-2007.

RECOMMENDATION:

That the Policy Council elects two (2) Foster Parent Representatives and two (2) Alternates.

**NOTES:**

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

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

## ITEM IV-A – INFORMATION

### STANDING INFORMATION ITEMS

#### BACKGROUND:

This agenda item provides an opportunity for upcoming meetings, trainings, conferences, and events to be shared with the Policy Council.

#### 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
- Head Start Family Day Reports, William Land Park, Friday, October 6, 2006
- PC/PAC Annual End of Year Parent Appreciation reports – Hilton Hotel, Sacramento Arden West, Saturday, October 21, 2006
- 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, December) – Ms. Beverly Sanford
- Program Content Area/Mental Health Report (February, April, June, August, October, December) – 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 – Vacant



ITEM IV-B – INFORMATION

SETA OPERATED HEAD START ANNUAL SELF-ASSESSMENT UPDATE

BACKGROUND:

This agenda item provides an opportunity for Ms. Buffie Engstrom, Manager - Administration, Staff Development and Parent Services, to provide an update to the Policy Council on the SETA-Operated Head Start Annual Self-Assessment for Program Year 2005-2006.

NOTES:

ITEM IV-C – INFORMATION  
GOVERNING BOARD MINUTES

BACKGROUND:

The latest Governing Board meeting minutes are attached.

**NOTES:**

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

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

Thursday, September 7, 2006  
8:45 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Collin called the meeting to order at 8:57 a.m.

Members Present:

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

Members Absent:

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

**II. Consent Items**

Items C and D of the consent calendar were moved to action items. Items remaining on the consent calendar include:

- A. Approval of Minutes of the August 3, 2006 Regular Board Meeting
- B. Approval of Claims and Warrants

There were no questions or corrections to the consent calendar.

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

- A. Approve the minutes of the August 3, 2006 meeting.
- B. Approve claims and warrants for the period 7/28/06 to 8/31/06.

Voice Vote: Unanimous approval.

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

- II-C. Approval of Memorandum of Understanding between the County Child Health and Disability Prevention Program and the SETA Head Start Program

No questions on this item.

Moved/Pannell, second/Waters, to approve the attached Memorandum of Understanding and Resolution providing authority for the Executive Director to execute the MOU.

Voice Vote: Unanimous approval.

II-D. Approval of Staff Recommendation for Workforce Skills Prep Vendor List

No questions or comments.

Moved/Waters, second/Nottoli, to approve the Workforce Skills Prep Vendor list as outlined in the board packet.

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

1. **TIMED ITEM 8:45 A.M. AND PUBLIC HEARING:** Final Reading and Approval of the Sacramento Employment and Training Agency Budget for Fiscal Year 2006 –2007

Mr. Rick Pryor reviewed this item. Funding remains fairly static with the exception of a decrease in WIA formula funds. SETA is in the process of implementing a new payroll system.

Ms. Kossick stated that the positions of Public Information Officer and Personnel Manager are being added to the budget. Ms. Kossick stated that the Public Information Officer will also be working with the employer outreach program.

Ms. Collin inquired about funds for board member travel. Ms. Kossick stated that the parent portion is specifically listed in the Head Start budget. The out-of-state travel in this budget is for staff.

Mr. Nottoli inquired why there is such a difference in the amounts of the modular buildings and Ms. Kossick replied that there are different sized modular buildings. Some buildings hold one class and others hold two to three classes.

Ms. Kossick stated that staff should know shortly whether the Administration for Children and Families (ACF) has approved our program improvement grant recommendation.

Ms. Pannell inquired whether SETA provides funds for after school programs. Ms. Kossick stated not with the federal ACF funds, which is for children 0-5 years. However, WIA funds are utilized in programs for youth 14-21 years old. Ms. Pannell inquired about what is being done to prevent gang participation; she asked for a list of programs that provide youth diversion programs.

Moved/Pannell, second/Nottoli, to close the public hearing and approve the SETA budget for fiscal year 2006-2007.

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

**B. WORKFORCE INVESTMENT ACT**

1. Approval of Contract Extension to Accept CalWorks Funds from the County Department of Human Assistance

Mr. Roy Kim stated that this item requests a one-year extension for this program for CalWorks customers. This provides the subsidized wage for participation in the program. These specific customers are enrolled in Cal Works and WIA programs.

Ms. Collin requested a joint presentation before the County Board of Supervisors by the Department of Human Assistance and SETA to discuss what to do with people timing out of their public assistance. Ms. Kossick will talk with Bruce Wagstaff to prepare a joint presentation before the Board of Supervisors.

Moved/Waters, second/Pannell, to approve the extension of the agreement with the County Department of Human Assistance, PY2006-2007.

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

2. Approval to Submit a Rapid Response Application to the Employment Development Department for Fiscal Year 2006-2007

This item requests approval to submit an application for rapid response services. The focus of the grant will be business retention and expansion as well as small business services.

Moved/Pannell, second/Nottoli, to approve the submission of the Special Project Rapid Response application for Fiscal Year 2006/2007. The application is due September 15, 2006.

Voice Vote: Unanimous approval.

**C. HEAD START:** No items.

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

**E. REFUGEE PROGRAMS**

1. Approval of Staff Funding Extension Recommendations for Refugee Employment Social Services (RESS), Targeted Assistance (TA) and Discretionary Grant Programs, PY2006-2007

Mr. Roy Kim provided an oral report on this item. There were no questions.

Moved/Pannell, second/Nottoli, to approve funding extensions for the Refugee Employment Social Services, Targeted Assistance and discretionary grant programs, PY 2006-2007.

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

**IV. Information Items**

- A. Fiscal Monitoring Report: No questions or comments.
- B. Update on Head Start Enrollment: Ms. Kossick stated that the enrollment issue in the Head Start program is in the spotlight and is critical. We need to make every effort to have full enrollment at all times. The national office did a review over the summer. The particular months picked for review, it was found that full enrollment was not achieved. ACF is expecting full enrollment all the time. Staff is working with delegate staff to ensure full enrollment. By the 10<sup>th</sup> of every month, we will be reporting the enrollments and the attendance to ACF. Staff is being creative to ensure waiting lists are available.

Staff is looking at huge waiting lists where more enrollments are needed to see if resources need to be shifted to ensure enrollment is made. Ms. Pannell wants to know where in her area the enrollment is not full.

Ms. Kossick stated that part of the Public Information Officer's job will be to market the Head Start program to the entire community.

- C. Dislocated Worker Update: Mr. Waters asked about Intel. The Intel dislocations will be much higher. Mr. William Walker stated that staff has not received information from Intel. In addition, Mr. Walker reported that Radio Shack gave notice to their dislocated workers via e-mail.

**V. Reports to the Board**

- A. Chair: No
- B. Executive Director: No report.
- C. Counsel: No report.
- D. Members of the Board: No report.
- E. Public

Juanita Sendejas Lopez distributed information on their enrollment and employer connections. The enrollments at South County are almost at goal.

- VI. Adjournment: Meeting adjourned at 9:37 a.m.**

ITEM V- COMMITTEE REPORTS

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

The Executive Committee met and evaluated the September 26, 2006 regular Policy Council meeting.

<b>Good</b>	<b>Needs Improvement</b>
Attendance.	Side barring.
Punctuality.	Members being recognized by the Chair before speaking.
Call phones were off.	
Timely meeting.	
Presentation by Terry Lindsay from Protection and Advocacy, Inc.	
Chair, Ms. Denise Nelson, did a good job.	

- 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)  
Page 2

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) – Vacant

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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 DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. Maureen Dermott) to report to the Council on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal Head Start Policy Council packet.

The Deputy Director's Report also allows the opportunity for the Head Start Director to apprise the Council of upcoming events, significant agency activities, or conferences.

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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 – Vacant
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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-D – ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: