

Thought of the Day: "Kind words can be short and easy to speak, but their echoes are truly endless."

Author: Mother Theresa

GOVERNING BOARD

BONNIE PANNELL
Council Member
City of Sacramento

DON NOTTOLI
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, January 23, 2007

TIME: 9:00 a.m.

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

ADMINISTRATION

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

KATHY KOSSICK
Executive Director

MAUREEN DERMOTT
Deputy Director

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.

AGENDA

- I. **Call to Order/Roll Call/Review of Board Member Attendance**
- II. **Consent Item**
 - A. Approval of the Minutes of December 21, 2006 Special Meeting
- III. **Action Items**
 - A. Selection of Committee Representatives for Program Year 2006-2007
 - 1) Head Start Personnel/Bylaws Committee Representatives
 - 2) Head Start Budget/Planning Committee Representatives
 - 3) Head Start Social/Hospitality/Fundraiser Committee

- 4) Program Area Committees
 - A) Early Child Development and Health Services Committee
 - B) Family and Community Partnership/Training Committee (aka: Parent/Family Support Committee)
 - C) Monitoring & Evaluation (aka: Self-Assessment) Committee
- 5) Appointment of Representatives to Advisory Committee on Perinatal and Infant Health
- 6) Appointment of Representative and Alternate to the Maternal, Child and Adolescent Health Advisory Board
- 7) Appointment of Three Representatives to the Sacramento County Dental Health Advisory Committee
- 8) Early Head Start Committee

- B. Selection of Representative and Alternate to the SETA Head Start Community Partnerships Advisory Committee (CPAC)

- C. Selection of Representative and Alternate to the SETA Head Start Health Advisory Committee (HSAC)

- D. Appointment of Representative and Alternate to the Community Action Board

- E. **CLOSED SESSION: PERSONNEL - PURSUANT TO GOVERNMENT CODE SECTION 54957**
 - ✓ Approval of Eligible List for the following positions: Associate Teacher, Head Start Manager, Staff Support Officer, Program Officer, Parent Intern, and Revised FSW II list (previously approved in the 12-21-06 meeting).
 - Report out of Closed Session

IV. Information Items

- A. Standing Information Items
 - Introduction of New Staff
 - Current Children and Family Services Department Organizational Chart
 - Transition/Kindergarten Readiness – Ms. Julita Bentz
 - Upcoming Meetings, Training, Conferences and Events
 - Average Daily Attendance (ADA) Report – Ms. Elsie Bowers
 - Monthly Special Education Report – Beverly Sanford
 - Program Content Area/Disabilities services Report – Provided in the months of February, April, June, August, and October – Ms. Beverly Sanford
 - Program Content Area/Mental Health Reports – Provided in the months of February, April, June, August, and October – Ms. Melanie Nichols
 - National Head Start Association (NHSA) Parent Training Conference Reports – Attached
 - California Head Start Association Report
 - Fiscal Reports – Provided in the months of February, May, August, & November – Mr. Kim Peck

- Community Resource/Recognitions – PC Representatives/Staff
- Parent/Staff Recognitions

B. Governing Board Minutes for the December 7, 2006 Meeting

C. Fiscal Monitoring Reports

- Sacramento City Unified School District
- Women's Civic Improvement Club

D. AB 1234 Ethics Training Update

V. Committee Reports

A. Executive Committee

VI. Other Reports

- A. SETA Executive Director's Report
- B. Chair's Report
- C. Head Start Deputy Director's Report
- D. Head Start Managers' Report
- E. Open Discussion and Comments
- F. Public Participation

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, JANUARY 18, 2007

ITEM I - CALL TO ORDER/ROLL CALL

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

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

Members to be Seated:

- _____ Tracie Snowden, Del Paso Early Childhood Development Center
- _____ Rick Brasier, Elk Grove Unified School District
- _____ Erika Schneider, Early Head Start (SETA)

Seats Vacant:

- _____ Vacant, Del Paso Early Childhood Development Center
- _____ Vacant, Foster Parent Representative

**** Please call your alternate, the Policy Council Chair (Ronald Montez, 379-9201) 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 28, 2006 and
December 21, 2006

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

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

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
ACTION	Child Action
ALTA	Alta California Regional Center
CAMP	Community Advocating Male Participation
CHDP	Child Health and Disability Prevention Program
CR	Community Representative
CSPC	Community Services Planning Council
DHA	Department of Human Assistance
DP	Del Paso Heights School District
EHS	Early Head Start
ELK	Elk Grove Unified School District
FOSTER	Foster Parent Representative
GRAND	Grandparent Representative
HB	Home based Option
PAST	Past Parent Representative
SAC	Sacramento City Unified School District
SHA	Sacramento Housing Alliance
SJ	San Juan Unified School District
SOP	SETA-Operated Program
WCIC	Women's Civic Improvement Club/Playmate Child Care Center

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

Current a/o 1/17/06

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE DECEMBER 21, 2006 SPECIAL POLICY
COUNCIL MEETING

BACKGROUND:

Attached are the minutes of the December 21, 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

Thursday, December 21, 2006
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance** Ms. Nelson called the meeting to order at 9:05 a.m. Josie Cleaver read the thought of the day. Ms. Nelson called the roll. Ms. Brenda Vincent was seated.

Members Present:

Brenda Vincent, Elk Grove Unified School District
Natalie Cordova, Playmate Child Development Center
Tusundra Nunley, Playmate Child Development Center (arrived at 9:17 a.m.)
Josie Cleaver, Sacramento City Unified School District
Irlanda Meza, Sacramento City Unified School District
Ronald Montez, Sacramento City Unified School District
Tanya Goode, San Juan Unified School District
Danyelle Nelson, San Juan Unified School District
Carolina Guerra, SETA-Operated Program (arrived at 9:11 a.m.)
Templa Allen, SETA-Operated Program
Kathy Ruiz, SETA-Operated Program
Nina Dyba, Past Parent Representative
Kenessa Gray, Past Parent Representative
Reanna Coe, Early Head Start (San Juan)
Donald M. Clark, Grandparent Representative (arrived at 9:10 a.m.)
Denise Nelson, Past Parent Representative
Roy Shier, CAMP Representative
Carol Schaefer, Child Health and Disability Prevention Program

Members Absent:

Rick Brasier, Elk Grove Unified School District (unexcused)
Tracie Snowden, Del Paso Early Childhood Development Center (unexcused)
Sherry Gangloff, SETA-Operated Program (excused)
Tryna Larkins, SETA-Operated Program (unexcused)
Kellie Wilson, SETA-Operated Program (excused)
Tessa Solomon, Early Head Start (SETA) (unexcused)

II. **Consent Item**

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

Ms. Nelson reviewed the board item. There were no corrections to the minutes.

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

Show of hands vote: Aye: 14, Nay: 0, Abstention: 1 (Denise Nelson)

III. Information Items

A. Ice Breaker: Board members participated in an ice breaker until 9:17 a.m.

B. Head Start and Program Governance Overview: Ms. Marie Desha, Social Services/Parent Involvement Coordinator

➤ Introduction of Newly Seated Members

Ms. Brenda Vincent introduced herself.

Ms. Desha reviewed the governance for the Policy Council.

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

Ms. Nelson reviewed the process by which members make and second motions.

➤ Parent/Staff Recognitions: Ms. Desha acknowledged Ms. Denise Nelson for her excellent leadership skills and assistance to her over the year as well as her support and commitment to the program. Ms. Nelson has been very helpful to Ms. Desha. Ms. Nelson was given a gift in appreciation for her hard work. Ms. Ruiz presented Ms. Nelson with a gift she got at the recent parent conference. She also presented a gift to Ms. Desha for the assistance over the years.

IV. Action Items

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

Ms. Kenesha Gray and Ms. Denise Nelson read the board item.

Moved/Danyelle Nelson, second/Schaefer, to elect officers for 2006/2007 by show of hands vote.

Aye: 17, Nay: 0, Abstentions: 1 (Denise Nelson)

Those interested in the position of Chair: Kathy Ruiz, Kenesha Gray, Donald Clark, Ronald Montez.

The election results: Kathy: 4, Kenesha: 3, Donald: 2, Ronald: 8.

Those interested in the position of Vice Chair: Donald Clark, Kenesha Gray, Kathy Ruiz

The election results: Donald: 4, Kenesha: 6, Kathy: 7

Those interested in the position of Secretary: Kenesha Gray, Tanya Goode.

The election results: Kenesha: 7, Tanya: 9

Those interested in the position of Treasurer: Danyelle Nelson
The election results: Danyelle: 17

Those interested in the position of Parliamentarian: Reanna Coe, Donald Clark
The election results: Reanna: 7, Donald: 9

Ms. Kenesha Gray left at 10:03 a.m.

Mr. Montez assumed the position of Chair and began presiding over the meeting.

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

Mr. Montez read the board item.

Ms. Desha reviewed the expenditures for which the Agency is responsible. A travel meeting will be held on January 26, 2007, and conference attendees are expected to attend.

Moved/Goode, second/Allen, to approve the selection of two representatives and two alternates to attend the California Head Start Association Parent Conference, January 29-30, 2007, by show of hands vote.
Vote: Aye: 14 Nay: 0, Abstentions: 2 (Clark and Montez)

Those interested in attending: Josie Cleaver, Donald Clark, Reanna Coe, Ronald Montez

Votes: Josie: 6, Donald: 2, Reanna: 4, Ronald: 4
Runoff: Reanna: 7, Ronald: 9

Representatives: Josie Cleaver, Ronald Montez
Alternates: Reanna Coe, Donald Clark

C. Approval of Delegating Authority to the Parent Advisory Committee to Function in the Screening and Interviewing of Prospective Applicants Directly Related to the SETA-Operated Program

Mr. Montez reviewed the board item.

Moved/Cleaver, second/Coe, to approve the delegation of authority to the Parent Advisory Committee to function in the screening and interviewing of prospective applicants directly related to the SETA-Operated Program.

Ms. Denise Nelson stated that parents need to come in to do the screening and interviewing. The parent involvement is very important. Notify staff immediately

if you cannot attend a screening/interview that you are scheduled to do.

Vote on the motion: Aye: 14, Nay: 0, Abstentions: 2 (Clark and Montez)

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

The board went into closed session at 10:28 a.m. At 11:10 a.m. the board went into open session. It was reported out of closed session that the eligible list was approved for the following positions: Parent Intern, Head Cook, Family Service Worker, Head Start Teacher, Family Service Worker II, and Education Specialist (Non-Supervisory).

III. Information Items (Continued)

D. Standing Information Items

- Introduction of New Staff: None.
- Upcoming Meetings, Training, Conferences and Events

Mr. Robert Silva discussed the Family Literacy Involvement Program (FLIP) and distributed a copy of the book *Clifford* to board members. Each month, parents are given a book and a log to keep track of how long the children are read to. Every Delegate Agency has a literacy program.

A Daddy and Me fishing trip was held at William Land Park last Saturday. Participants were provided breakfast and lunch and almost everyone caught at least one fish. The next Daddy and Me activity will be a memory book activity. The date will be announced in January. Childcare and memory book materials will be provided at no cost.

- PC/PAC Orientation, Friday, January 5, 2007: Ms. Desha asked all board members to be in attendance at this meeting. All board members and their alternates are asked to attend.
- PC/PAC and Delegate Agency Officer Training, Friday, January 12, 2007: Ms. Desha asked all officers to attend this meeting.
- California Head Start Association General Conference, Hyatt Regency, Newport Beach, CA, January 31-February 2, 2007: No report.
- Fiscal Report: Mr. Rick Pryor reviewed the fiscal report included in the board packet. Mr. Roy Kim, Fiscal Manager, was introduced to the Policy Council. Mr. Clark inquired whether Del Paso and Sac City would submit fiscal reports, and after the reports are submitted, are they reviewed by regional authorities? Mr. Pryor replied that the Delegate Agencies reporting to us are required to report on a regular basis. National Head Start and Regional Head Start require us to do monitoring of our Delegate

Agencies on a regular basis to ensure the reports are correct. Call Mr. Rick Pryor at 263-1677 if there are any questions regarding fiscal reports.

Ms. Maureen Dermott stated that SETA accepts the responsibility to ensure that reports are submitted on time. It is our expectation of Policy Council members to make sure the Delegate Agencies submit the fiscal reports on a regular basis. Some delegates are not very diligent in submitting reports. Ms. Desha reminded board members that Fiscal Monitoring Reports are submitted in board packets on a regular basis.

➤ Community Resource/Recognitions: None.

E. Governing Board Minutes: No comments.

V. Committee Reports

A. Executive Committee: Ms. Kathy Ruiz read the critique.

VI. Other Reports

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

B. Chair's Report: Ms. Nelson stated that NHSA Parent Conference reports are due to Ms. Desha.

C. Head Start Deputy Director's Report: Ms. Dermott reported that a system has been put in place to ensure staffing positions are quickly filled. She attended the Head Start Financial Institute and Director's institute. Mr. Pryor attended as well. The mission is to reassert Head Start as the leader for early childhood development. States are moving to universal pre-K. Budget development will be starting after the first of the year. The PRISM review will be November 2007. We are in the process of establishing our teams to prepare for a very successful review.

D. Head Start Managers' Report: Ms. Denise Lee reported that at the January meeting, board members will have an opportunity to select committees. All children will be going through a Desired Results Environmental Profile to measure where the child's learning is. Assessment will be done at mid-year and at the end of the year.

E. Open Discussion and Comments: The next Policy Council Executive Committee meeting will be on 1/8/07, 1:00 p.m. for all officers.

F. Public Participations: None.

VII. Adjournment: Meeting adjourned at 11:45 a.m.

ITEM III-A – ACTION

SELECTION OF COMMITTEE REPRESENTATIVES FOR PROGRAM
YEAR 2006-2007

BACKGROUND:

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

1) Head Start Personnel/Bylaws Committee Representatives (3 Representatives)
Oversight by: Marie Desha

- a) Parliamentarian - Donald Clark
- b) _____
- c) _____

2) Head Start Budget/Planning – Program Design and Management Committee Representatives (3 Representatives)
Oversight by: Maureen Dermott

- a) Treasurer – Danyelle Nelson
- b) _____
- c) _____

3) Head Start Social/Hospitality/Fundraiser Committee (3 Representatives)
Oversight by: Marie Desha

- a) Secretary – Tanya Goode
- b) Treasurer – Danyelle Nelson
- c) _____

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

4) Program Area Committees

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

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

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

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

Oversight by: Denise Lee

a) _____

b) _____

c) _____

B) Family and Community Partnership/Training Committee (aka: Parent Family Support) (3 Representatives)

Oversight by: William Walker

a) _____

b) _____

c) _____

C) Monitoring/Evaluation (aka: Self-Assessment) Committee

Oversight by: Yolanda Macias

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

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

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

One Representative: _____

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

The Sacramento County Maternal, Child and Adolescent Health Advisory Board has requested one representative and one alternate to serve from Head Start. Current health issues are addressed, providing an opportunity for Head Start parents to contribute in the discussion and receive valuable information for Head Start. The committee meets five times a year on the second Tuesday of the month (January, March, May, September, and November). The meetings are held at 9333 Tech Center Drive, Suite 800, Sacramento, CA, from 8:00 – 10:00 a.m. If you have any questions, please contact Brenda Campos, 263-3881.

One Representative: _____

One Alternate: _____

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

The Sacramento County Dental Health Advisory Committee has requested three representatives from Head Start to serve this year. The committee discusses the dental needs of all residents in Sacramento County and the needs of children are frequently reviewed. Parents will commit to three (3) meetings during the next year which are generally held on Wednesdays from 4:00 – 5:30 p.m. at the Community Services Planning Council office, 909 – 12th Street, Suite 200. Meeting dates to be announced. Those interested in dental health would be appropriate members of this committee. If you have any questions, please contact Brenda Campos, 263-3881.

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

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

Early Head Start Committee (3 Representatives)

Oversight by: Denise Lee

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

RECOMMENDATION:

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

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM III-B – ACTION

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

BACKGROUND:

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

Ms. Renita Ervin will be available to share additional information and answer questions.

Please see the attached minutes of the last meeting held on Thursday, September 21, 2006.

RECOMMENDATION:

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

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM III-C – ACTION

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

BACKGROUND:

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

Please see the attached minutes of the last meeting held on Tuesday, December 5, 2006.

RECOMMENDATION:

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

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM III-D – ACTION

ELECTION OF REPRESENTATIVE AND ALTERNATE TO THE
COMMUNITY ACTION BOARD

BACKGROUND:

The SETA Community Action Board is comprised of representatives from the Private, Public and Low-Income Sectors. The duties of the Board include recommending allocations of Community Services Block Grant (CSBG) funds to community services agencies throughout Sacramento County. Attached for your review is a CAB overview.

In the past, Donald Clark served as the Head Start representative from the Low-Income Sector. Policy Council representatives to the Community Action Board receive a meeting reimbursement.

Ms. Nancy Hogan will be available to answer any questions.

RECOMMENDATION:

That the Council elect a representative and alternate to serve as Low-Income Sector representatives to the Community Action Board.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

COMMUNITY ACTION BOARD OVERVIEW

The Community Action Board (CAB) is a twelve-person board representing a number of public, private and low-income interests. SETA, as the designated Community Action Agency for Sacramento County, receives Community Services Block Grant (CSBG) and funds from the U. S. Department of Health and Human Services through California's Department of Community Services and Development. SETA administers CSBG programs with the advice of the tri-partite Community Action Board.

The SETA CAB was established as an advisory body to the SETA Governing Board and is entrusted with a mission to make the entire community respond to the needs and interests of the poor. Its members assess the needs of the low-income community, receive and review proposals for CSBG funding, and made recommendations to the Governing Board to fund programs which most effectively address those needs.

The long-range objective of the CSBG program is to enable individuals to deal with the problems of poverty and attain self-sufficiency. Because the social needs in SETA's service delivery area are diverse - from drug abuse among youth to the problems of seniors - and because funding for programs is relatively scarce, Board members exercise great care in setting program priorities, allocating funds and evaluating program performance.

MEETING SCHEDULE

Regular meetings of the Community Action Board are held on the second Wednesday of each month at 10:00 a.m., 925 Del Paso Blvd. Meetings seldom exceed one hour in length with the exception of annual funding meetings.

COMPOSITION OF THE COMMUNITY ACTION BOARD

The Community Action Board is composed of twelve members with four members representing each of three constituent groups: 1) Public Officials or their representatives; 2) Private Sector, consists of business, industry, labor, religious groups, welfare, education, or other major groups and interests in the community; and 3) Low Income Sector, or representatives of the poor residents within the Community Action Board jurisdiction.

SECTOR PROFILES

Public - Public officials bring expertise in public relations, meetings, administration, funding and fiscal affairs. They represent the interests of the general public, yet can also serve as ambassadors of goodwill to the client groups.

Low Income - Representatives of the poor are the fundamental source of information on conditions and problems of poverty. Their participation and involvement on the Board, on its committees and at neighborhood levels is critical to Community Action efforts. Also important is their ability to help develop public and institutional understanding of, and support for, the programs -- and the positive effects those programs can have on the community.

Private - Representatives of the private sector provide good decision-making capabilities. They normally have business, management and fiscal expertise. They are major sources of funds and other resources. Finally, they provide balance to the Board by representing the remainder of the community.

APPLICATION/APPOINTMENT PROCESS

Those wishing to apply for membership on the CAB are asked to fill out an application form available at 925 Del Paso Blvd., Sacramento, CA 95815, Attention: Nancy Hogan (Phone 263-3827). Completed applications should be returned to SETA. These applications go through an application/appointment process for each sector. CAB members serve one-year terms beginning in January of each year.

CONFLICT OF INTEREST

Upon appointment, each applicant is required to submit a completed Statement of Conflict of Interest (form provided by SETA).

ITEM III-E- ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

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.

- Introduction of New Staff
- Current Children and Family Services Department Organizational Chart
- Transition/Kindergarten Readiness – Ms. Julita Bentz
- Upcoming Meetings, Training, Conferences and Events
 - Ms. Alma Hawkins, Mr. Robert Silva, or Ms. Belinda Malone
- Average Daily Attendance (ADA) Report – Ms. Elsie Bowers
- Monthly Special Education Report – Beverly Sanford
- Program Content Area/Disabilities services Report – Provided in the months of February, April, June, August, and October – Ms. Beverly Sanford
- Program Content Area/Mental Health Reports – Provided in the months of February, April, June, August, and October – Ms. Melanie Nichols
- National Head Start Association (NHSA) Parent Training Conference Reports – Attached
- California Head Start Association Report
- Fiscal Reports – Provided in the months of February, May, August, and November – Mr. Kim Peck
- Community Resource/Recognitions – PC Representatives/Staff
- Parent/Staff Recognitions

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The December 7, 2006 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, December 7, 2006
10:00 a.m.

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

Members Present:

Sophia Scherman, Chair, SETA Governing Board; Public Representative
Bonnie Pannell, Vice Chair, SETA Governing Board; Councilmember, City of
Sacramento

Robbie Waters, Councilmember, City of Sacramento

Illa Collin, Member, Board of Supervisors

Don Nottoli, Member, Board of Supervisors

II. **Consent Items**

There were no questions or corrections to the consent items:

- A. Minutes of the November 6, 2006 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Staff Recommendations for Workforce Skills Preparation Vendor List

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

- A. Approve the minutes of the November 6, 2006 special meeting.
- B. Approve claims and warrants for the period 10/31/06 – 11/30/06.
- C. Approve the recommendations for the Workforce Skills Preparation Vendor List for 2006-2007 as outlined in the board packet.

Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Approval of Procurement of Worker's Compensation Insurance

Mr. Jim Toner distributed the proposal with terms and conditions for SETA's insurance renewal for 2007. There is a significant reduction in the costs for 2007 over 2006 as a result of staff working with the insurance claims staff and insurance reforms approved in 2004.

Moved/Nottoli, second/Pannell, to authorize the Executive Director to purchase

insurance not to exceed \$900,000.
Voice vote: Unanimous approval.

➤ Presentation to Ms. Illa Collin

Ms. Kossick presented Ms. Collin with a gift to the Independent Living Program from the management team and a small gift. On behalf of the staff, Ms. Collin was thanked for her services for the past 30 years. She has been a huge advocate for the programs run by the Agency. Children from the Sharon Neese Child Care Center sang "May You Always Have Sunshine" to Ms. Collin.

2. Approval of Revisions to the Job Specifications of Personnel Manager

Mr. Rod Nishi reviewed this item and the modifications to the existing job specification. The Agency is implementing a new payroll system and this new person will be supervising the personnel and the payroll staff. The activity of moving to a new payroll system has been very complex. This position will be responsible for personnel/human resources and payroll functions. There will be two managers assigned in the human resources department.

Moved/Collin, second/Nottoli, to approve the modifications to the job specification of Personnel Manager. The job specification is retitled Human Resources Manager.

Voice vote: Unanimous approval.

3. Approval of Use of Fund Balance

Ms. Kossick stated that this funding is required for her to attend Capitol to Capitol.

Moved/Pannell, second/Nottoli, to approve the use of approximately \$3,500 in agency fund balance to cover travel and attendance costs for the Executive Director to participate in the 2007 Capitol to Capitol trip in April, 2007.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

4. Approval to Establish a New Agency Imprest Account

Mr. Rick Pryor reviewed this item which requests the establishment of a new imprest account to take care of special needs payroll issues. The amount of the account will be \$15,000 at Bank of America. The fund is replenished by the County.

Moved/Nottoli, second/Collin, to approve the establishment of an imprest account in the amount of \$15,000 to create checks needed outside of the payroll system.

Voice vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Concurrence Approval to Fund the Galt High School District for the Workforce Investment Act, Title I, Youth Program, for Program Year 2006-2007

Ms. Christine Welsch reviewed this item. In 2006, the Youth Council approved youth funding. SCOE was funded to provide services to Galt but returned the funds to SETA. An RFQ was sent to a number of sources and one proposal was received from Galt High School District. Because there was only one bid, a sole source finding was made.

Mr. Thatch stated that the Board finds that, after solicitation of a number of sources, competition has been deemed inadequate and that, consistent with SETA's Procurement Policies and Federal Regulations, non-competitive procurement is appropriate. Based upon such findings, the Board concurs with the recommendation of Sacramento Works, Inc. to fund the Galt High School District for \$75,000 for the WIA, Title I, Youth Program, FY 2006-2007, to provide services to the Galt area.

Moved/Nottoli, second/Pannell, to make the sole source finding as read into the record and concur with the recommendation to fund Galt High School District for \$75,000 for the WIA, Title I, Youth Program, FY 2006-2007.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

Ms. Welsch spoke of attending a kickoff program for a group that will work to stop youth violence. Partners include the Employment Development Department, City of Sacramento Parks and Recreation, and a number of local congregations. Young people will be recruited for a boot camp to prepare them to go to work.

2. Appointment of Member to the Sacramento Works, Inc. Board

Ms. Kossick reviewed this item that requests approval to fill a slot on the WIB. Ms. Gloria Parker, Area 4 Agency on Aging, submitted an application to fill a mandated partner slot for older American Workers.

Moved/Collin, second/waters, to appoint Ms. Gloria Parker to the Sacramento Works, Inc. Board of Directors.

Voice Vote: Unanimous approval.

C. HEAD START

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

This item authorizes Denise Lee to sign licensing documents on behalf of the Agency.

Moved/Collin, second/Nottoli, to grant authorization to Denise Lee to sign Community Care Licensing forms for submission to the California State Department of Social Services, Community Care Licensing Division.
Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of Termination of Delegate Agency Agreement with Meadowview Community Action, Inc. and Allocate Unspent Balance to Travelers Aid

Ms. Cindy Sherwood-Green reviewed this item. This item was reviewed and approved by the Community Action Board at their November 8 meeting.

Moved/Pannell, second/Waters, to approve the termination MCA's delegate agreement, and augment Travelers Aid's delegate agreement by \$22,581.

Mr. Nottoli inquired if staff was confident the \$10,000 already spent was spent appropriately. Ms. Sherwood-Green stated that SETA monitors are still working with MCA to locate the appropriate documentation.

Mr. Waters asked how documentation is investigated and if the documentation is not found, what happens? Ms. Kossick replied that SETA has program and fiscal monitors that go out to attempt to validate the expenditure of funds. Staff is continuing the effort to validate the expenditures. Mr. Waters suggested modifying the process by which programs are paid their funds only after documentation is provided. Ms. Kossick explained the situation regarding setting of appointments and MCA not showing up. A report on this issue will be provided in January.

Voice Vote: Unanimous approval.

2. Approval of Community Services Block Grant Contract Extensions for Fiscal Year 2007 and Funding Augmentation for Travelers Aid

Ms. Cindy Sherwood-Green reported that all of the operators have been evaluated and are performing satisfactorily. Many program operators have exceeded their contracted goals. Ms. Sherwood-Green reviewed the services provided through Travelers Aid. This funding augmentation is recommended because no other operator is funded to provide safety net services.

Community Action Board Chair Ms. Elizabeth Mitchell was introduced.

Moved/Collin, second/Pannell, to approve the following staff recommendations:

1. Extend all CSBG subcontracts for an additional one year term
2. Maintain Daren Maeda as a SETA consultant for an additional year; and
3. Augment Travelers Aid for an additional \$32,000 for the 2007 program year.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Dislocated Worker Update: Mr. William Walker reviewed this item. The San Jose Mercury News modified the number of staff to be laid off.

Last year, SETA submitted an application requesting \$235,000 in rapid response funds to work with small businesses. SETA was recently notified of the award totaling \$222,000.

V. Reports to the Board

A. Chair: Ms. Scherman congratulated Mr. Nottoli and Mr. Waters on their re-elections. January 11 will be the date of the next Governing Board meeting.

B. Executive Director: Ms. Kossick acknowledged Mr. Nottoli's birthday on Monday. She also thanked the board for another great year.

C. Counsel: Mr. Thatch reported that Ms. Collin was elected in 1978, the year SETA was established. The first Governing Board members were Ted Sheedy and Sandy Smoley. Then Ms. Collin and Mr. Toby Johnson were then elected to the SETA Governing Board.

D. Members of the Board: All board members spoke of their appreciation for Ms. Collin and their fond memories of her.

Ms. Christine Welsch thanked Ms. Collin for the support over the years; she was one of the first champions on the non-traditional work for women programs.

Ms. Collin expressed her appreciation for the board members and staff at SETA and stated that she will continue to be involved in the programs.

E. Public: No comments.

VI. Adjournment: The meeting was adjourned at 11:57 a.m. in honor of Ms. Collin.

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:

Program Operator: Sacramento City Unified School District

Findings and General Observations:

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

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Edenausegboye Davis **DATE:** December 21, 2006

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of WCIC

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA,	\$ 644,039	8/01/05-7/31/06	8/01/05-7/31/06
Head Start	T & TA	7,500	8/01/05-7/31/06	8/01/05-7/31/06
Head Start	Prog. Improvement	137,819	8/01/05-7/31/06	8/01/05-7/31/06

Monitoring Purpose: Initial ____ Follow-Up ____ Special ____ Final X

Date of review: Various dates.

AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
	YES	NO	YES	NO
1 Accounting Systems/Records	X			
2 Internal Control	X			
3 Bank Reconciliation	X			
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		N/A		
10 Adherence to Budget	X			
11 In-Kind Contribution	X			
12 Equipment Records		N/A		

Program Operator: WCIC

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2005 to July 31, 2006 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) In January, 2006 during the holiday break, high wind and rain caused a tree to fall on the Playmate Center building which made the building unsafe for Head Start classes. The WCIC rented the Playmate Center building from the City of Sacramento which collected only \$ 1,906.00 per month while \$2,659.00 per month and \$875.00 per month for office space and parking/playground space, respectively, were donated as in-kind contributions. The classes were immediately transferred to the WCIC-owned Administrative Office building after it was brought up to licensing code requirements. The classes were returned to the Playmate Center in November, 2006 after repairs were completed.

During the period that the classes were held in the Administrative building, the WCIC continued to claim the same amount of rent and the same amounts of in-kind contributions since the WCIC office space used for the classes was approximately the same as the Playmate Center and both sites are located in the same area.

OMB Circular A-122 (Cost Principles for Non-Profit Organizations) provides in Attachment A, Section 11:

- a) Compensation for the use of buildings, other capital improvements, and equipment on hand may be made through use allowances or depreciation.
- b) Where the use allowance method is followed, the use allowance for buildings and improvement will be computed at an annual rate not exceeding two percent of acquisition cost.
- c) The computation of use allowance will exclude any portion of the cost of buildings borne by or donated by the Federal Government irrespective of where title was originally vested or where it presently resides.
- d) The computation of use allowance will exclude any portion of the cost of buildings contributed by or for the organization in satisfaction of a statutory matching requirements.

In view of this, we are questioning total rent of \$11,436.00 (\$1,906 x 6 months) and in-kind contributions of \$21,204.00 [(\$2,659 x 6) + (\$875 x 6)].

Recommendations for Corrective Action:

- 1) Submit documents, no later than 45 days from receipt of this letter, showing the computation of compensation for the use of the WCIC Offices for Head Start classes using the use allowance method to determine whether the questioned costs will be allowed as charges to the Head Start program which ended July 31, 2006.

cc: Kathy Kossick
Policy Council

ITEM IV-D - INFORMATION

AB 1234 ETHICS TRAINING UPDATE

BACKGROUND:

State law (AB 1234) requires that all legislative bodies include not only the governing body of a local agency, but also a commission, committee, board or other body, that receive compensation, salary, stipends, or expense reimbursements must receive training in public service ethics laws and principles every two years. This requirement applies to the Policy Council and the SETA-Operated Parent Advisory Committee.

Agency staff is developing a training course to be provided at the February Policy Council meeting on Tuesday, February 27, 2007, 9:00 a.m. and at the Parent Advisory Committee meeting on Tuesday, February 13, 2007, 6:00 p.m. Both trainings will take place in the SETA Board Room.

ITEM V- COMMITTEE REPORTS

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

The Executive Committee met and evaluated the December 21, 2006 special Policy Council meeting.

Good	Needs Improvement
Program Governance overview and valuable information shared by Ms. Marie Desha.	Punctuality.
Great job by outgoing Chair – Ms. Denise Nelson.	Cell phones off.
Participation by members.	Requesting chair’s permission to speak.
Attendance.	Members speaking loud and clear into microphone.
	Side barring.

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 (Mr. Ronald Montez), on a regular basis, receives numerous items of information concerning legislation, current programs and agency activities.

The important information from the material received and meetings attended will be shared with the entire Council, and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Council to provide input on items that may require future action.

- C. HEAD START DEPUTY DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. Maureen Dermott) to report to the Council on any items of important information or to deal with special requests which need to be addressed.

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

ITEM VI- OTHER REPORTS (Continued)

- D. HEAD START MANAGER’S REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:

Brenda Campos: Grantee Program Support Services Manager
Denise Lee: Child Development and Education Services Manager
William Walker, Parent/Family Support Interim Manager

- F. OPEN DISCUSSION AND COMMENTS: This item provides an opportunity for Head Start Policy Council members to bring up topics for discussion. Members are asked to address their requests to the Chair if they wish to speak. No action is to be taken on any item that is discussed during this meeting; the board may direct staff to place agenda items on upcoming agendas for action.

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