



Sacramento  
Employment and  
Training  
Agency

**GOVERNING BOARD**

**DON NOTTOLI**  
Board of Supervisors  
County of Sacramento

**BONNIE PANNELL**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

**ROBBIE WATERS**  
Councilmember  
City of Sacramento

**JIMMIE YEE**  
Board of Supervisors  
County of Sacramento

**KATHY KOSSICK**  
Executive Director

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Sacramento, CA 95815

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(916) 263-3804

Website: <http://www.seta.net>

**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, November 6, 2008

**TIME:** 10:00 a.m.

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

While the SETA Governing Board welcomes and encourages participation in the Governing Board meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under jurisdiction of the SETA Governing Board 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 Governing Board limits testimony on matters not on the agenda to five minutes per person and not more than fifteen 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).

**A G E N D A**

**I. Call to Order/Roll Call/Pledge of Allegiance**

- Recognition of Long-term Employees: **Erika Davis**, Head Start Family Services Worker (10 years); **Ed DeHerrera**, Employment Services Supervisor, **Dennis Kennedy**, Workforce Development Professional, Range 2, and **Robin Pepper**, Workforce Development Professional, Range 3 (20 years)

**II. Consent Items**

- A. Minutes of the October 2, 2008 Regular Board Meeting
- B. Approval of Claims and Warrants

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

- 1. Reappointment of the Public Representative Member to the SETA Governing Board (Kathy Kossick)

***“Preparing People for Success: in School, in Work, in Life”***

2. Election of Officers of the Sacramento Employment and Training Agency Governing Board (Kathy Kossick)
3. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident (Rick Pryor)

**B. WORKFORCE INVESTMENT ACT**

1. Approval of Augmentation of Asian Resources, Inc. Workforce Investment Act, Title 1 Subgrant Agreement (Robin Purdy)
2. Approval to submit a proposal to the California Employment Development Department for the Governor's Gang Reduction Intervention and Prevention Initiative (CalGRIP) 2008/2009 (Robin Purdy)

**C. HEAD START**

1. Approval of Modifications to the Bylaws of the SETA Operated Head Start/Early Head Start Policy Council (Maureen Dermott)

**D. COMMUNITY SERVICES BLOCK GRANT**

1. Approval of Resolution to Accept Community Services Block Grant Discretionary Funds and Authorize the SETA Executive Director to Sign all Grant Documents (Cindy Sherwood-Green)

**E. REFUGEE PROGRAMS:** No items.

**IV. Information Items**

- A. One Stop Career Center News Coverage (Terri Carpenter)
- B. Fiscal Monitoring Reports (Rick Pryor)
  - Sacramento Area Emergency Housing Center
  - Sacramento Chinese Community Service Center, Inc.
  - Slavic Assistance Center
  - Southeast Asian Assistance Center
  - Visions Unlimited, Inc.
- C. Head Start Policy Council Minutes (Maureen Dermott)
- D. Monthly Head Start Fiscal Report (Thelma Manzano)
- E. Agency Quarterly Financial Report (Rick Pryor)
- F. Dislocated Worker Update (William Walker)

**V. Reports to the Board**

- A. Chair
- B. Executive Director
- C. Deputy Directors
- D. Counsel
- E. Members of the Board
- F. Public

**VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

**VII. Adjournment**

**DISTRIBUTION DATE: THURSDAY, OCTOBER 30, 2008**

ITEM II-A - CONSENT

MINUTES OF THE OCTOBER 2, 2008 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the October 2, 2008 regular Governing Board meeting for your review.

RECOMMENDATION:

That your Board review, modify if necessary, and approve the attached minutes.

STAFF PRESENTER: Kathy Kossick

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

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

Thursday, October 2, 2008  
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Ms. Pannell called the meeting to order at 10:07 a.m.

**Members Present:**

Bonnie Pannell, Chair, SETA Governing Board; Councilmember, City of Sacramento

Jimmie Yee, Vice Chair; Member, Board of Supervisors

Don Nottoli, Member, Board of Supervisors

Robbie Waters, Councilmember, City of Sacramento

**Member Absent:**

Sophia Scherman, Public Representative

- The following long-term employees were acknowledged for their years of service to SETA: **Alicia Andrade**, Head Start Teacher, **Beatriz Avila**, Head Start Teacher, **Toni Curso**, Workforce Development Professional 2, **Jesse Espinoza**, Head Start Courier/Maintenance, **Marlo Lopez**, Head Start Site Supervisor, **Laura Marchi**, Head Start Teacher, and **Marie West**, Head Start - Special Education Field Technician (10 years); and **Grace Martinez**, Head Start Home Visitor (15 years)

II. **Consent Items**

The consent calendar was reviewed; no questions or comments:

- A. Minutes of the September 4, 2008 Regular Board Meeting
- B. Approval of Claims and Warrants

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

- A. Approve the September 4, 2008 minutes.
- B. Approve claims and warrants for the period 8/22/08 through 9/24/08.

Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

- 1. Approval of Retiree Health and Dental Insurance Subsidy – **and -**

2. Approval of Retiree Medical and Dental Insurance Program Administrative Policy

Mr. Rod Nishi reviewed #1 and 2. These items request approval to continue the health and dental subsidy for retirees for calendar year 2009. This is annual action requested of the board. A table at bottom of page 8 shows the amount of subsidy dependent upon the number of years employed.

**Speakers before the Board:**

Ms. Nancy Matulich, AFSCME

Mr. Long Nguyen, SETA retiree

Board members discussed the need to discuss this item more fully since the County is already negotiating on this issue. Mr. Larsen suggested that this be discussed in closed session. Ms. Kossick stated that this topic will be agendized for a closed session at the November meeting.

Moved/Yee, second/Waters to:

- 1) Continue the SETA subsidies at the current rate for those that retired on or before August 31, 2007 for calendar year 2009; and
- 2) Approve the adoption of the Retiree Medical and Dental Insurance Program Administrative Policy with the County of Sacramento for 2009 and adopt the related resolution.

Voice Vote: Unanimous approval.

**B. WORKFORCE INVESTMENT ACT**

1. Approval of Modifications to the 2008-2009 Sacramento Workforce Investment Area Strategic Five-Year Local Workforce Investment Plan

Ms. Robin Purdy reviewed the modifications and stated that this is a report back as to what was implemented last year.

Moved/Yee, second/Waters, to approve the modifications to the 2008-09 Sacramento Local Workforce Investment Area Strategic Five Year Plan.

Voice Vote: Unanimous approval.

2. Approval of Funding Recommendations for the Workforce Investment Act (WIA), Title I, Youth Program, for Program Year 2008-2009

Ms. Christine Welsch reviewed this item. The recommended program, the Local Conservation Corps, was asked to co-locate at the Rancho Cordova career center. The Youth Council and Sacramento Works, Inc. boards have reviewed and approved this item.

Speaker before the Board: Ms. Andi Liebenbaum, Local Conservation Corps

Moved/Yee, second/Waters, to fund the Local Conservation Corps in the amount of \$97,325 to serve 25 out-of school youth for the program year October 3, 2008 to June 30, 2009. In addition, the Local Conservation Corps will partner with the Rancho Career Center to serve that under-served area. Staff will coordinate with this new provider to insure that the approved WIA Youth funding stipulations are met.

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

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

Ms. Kossick reviewed Mr. Zender's application. Mr. Zender is the new Center Director for the Sacramento Job Corps.

Moved/Pannell, second/Yee, to appoint Mr. Thomas Zender to the Sacramento Works, Inc. Board of Directors.

Voice Vote: Unanimous approval.

4. Approval to Submit a Proposal for Workforce Investment Act Veterans Employment-Related Assistance Program Proposal

Mr. William Walker reviewed this item. Mr. Walker and Mr. Robert Bradley attended a bidder's conference to see how the proposal would be developed. Mr. Bradley stated that EDD is now recognizing local collaboratives. In addition, the proposal was changed to a two-year model, and the parameters were expanded to include spouses and children.

Moved/Yee, second/Waters, to approve the submission of a proposal to EDD's Workforce Development Division for Workforce Investment Act Veterans Employment-Related Assistance Program.

Voice Vote: Unanimous approval.

**C. HEAD START**

1. Approval of Out-of-State Travel for Staff to Attend the Dual Language Institute in Washington, D.C.

Ms. Maureen Dermott reviewed this item. Since this agenda item was prepared, staff received notification that three positions would be funded for this institute.

Moved/Waters, second/Yee, to approve out-of-state travel for three staff members to attend the Head Start Dual Language Institute, October 28-31, at an approximate cost of \$2,500 per person, to be reimbursed by the Office of Head Start.

Voice Vote: Unanimous approval.

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

E. **REFUGEE PROGRAMS:** No items.

IV. **Information Items**

A. Fiscal Monitoring Reports: No comments.

B. Head Start Policy Council Minutes: No comments.

C. Final Head Start Fiscal Report: Ms. Kossick stated that this is the first year in SETA's history that every Head Start dollar was spent. The Head Start budget has been completely exhausted this year.

D. Sacramento Works One Stop Career Center Annual Report 2007-2008

Mr. Edward Proctor reported that the career center growth is incredible. SETA's IT Department is focusing on SMARTware to ensure it is available at all career centers.

E. One Stop Career Center News Coverage: The coverage from Channel 3's Common Ground will be shown next month.

F. New Start Prison to Employment Program Update: Mr. Walker reported that staff continue to attend the PACT meetings at Lemon Hill Career Centers to engage ex-offenders.

G. Dislocated Worker Update: No additional report.

V. **Reports to the Board**

A. Chair: No report.

B. Executive Director: Ms. Kossick reminded board members of SETA's 30<sup>th</sup> Anniversary celebration to be held in the parking lot.

C. Deputy Directors: No comments.

D. Counsel: No comments.

E. Members of the Board: No comments.

F. Public: No comments.

VI. **Adjournment:** The meeting was adjourned at 10:51 a.m.



ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 9/25/08 through 10/30/08, and all expenses appear to be appropriate.

ITEM III-A - 1 - ACTION

REAPPOINTMENT OF THE PUBLIC REPRESENTATIVE MEMBER TO THE SETA  
GOVERNING BOARD

BACKGROUND:

Under the provisions of the Joint Exercise of Powers Agreement forming SETA, the City Council and the Board of Supervisors jointly appoint the public representative of the Governing Board in November of even-numbered years. In the past, an individual has been selected by the members of the SETA Governing Board who have then sought confirmation of the appointment from the City Council and Board of Supervisors.

Ms. Sophia Scherman was selected through this process in January, 1999 to serve the two-year term that expired in November, 2000. Her term was extended to November, 2002, to November 2004, to November 2006, and November 2008. Ms. Scherman has indicated a willingness and desire to continue serving on the SETA Governing Board. A letter to the City Council and Board of Supervisors recommending this reappointment will be forwarded under separate cover.

RECOMMENDATION:

Approve the reappointment of Ms. Sophia Scherman as a public representative to the SETA Governing Board for the current term ending in November, 2010 and forward this nomination for approval to the City Council and Board of Supervisors.

STAFF PRESENTER: Kathy Kossick

ITEM III-A - 2 - ACTION

ELECTION OF OFFICERS OF THE SACRAMENTO EMPLOYMENT  
AND TRAINING AGENCY GOVERNING BOARD

BACKGROUND:

As stipulated by the Joint Powers Agreement, "the Governing Board shall select a chairperson and vice-chairperson from among its members for one-year terms." The chair alternates among the City, County and Public Representative.

RECOMMENDATION:

That the Board nominate and elect officers for a one-year term to begin on November 7, 2008.

STAFF PRESENTER: Kathy Kossick

ITEM III-A- 3 -ACTION

APPROVAL TO PURCHASE AGENCY INSURANCE FOR GENERAL LIABILITY,  
VEHICLE LIABILITY, UMBRELLA, ERRORS AND OMISSIONS AND STUDENT  
ACCIDENT

BACKGROUND:

The Agency insurance policies for general liability, vehicle liability, umbrella liability, property, student accident, sexual harassment and errors and omissions expire December 1, 2008.

Currently SETA's broker, Arthur J. Gallagher, is exploring various markets to secure the necessary coverage for SETA and will present an oral report at the meeting.

If final quotations are not available on November 6, the Board may delegate procurement authority to the Executive Director.

RECOMMENDATION:

Hear the oral report and take appropriate action.

STAFF PRESENTER: Roy Kim

Premium Comparisons and Options

Policy	Coverage Part/Description OR *Name of Other Carrier	EXPIRING TERM December 1, 2007 to December 1, 2008	OPTION 1 Travelers/Charity First RENEWAL TERM December 1, 2008 to December 1, 2009	OPTION 2 Philadelphia Indemnity Ins. Co. RENEWAL TERM December 1, 2008 to December 1, 2009	Notes
Package	Property	\$76,899	\$76,899	\$99,892	\$1MIL/\$2MIL Limits
	General Liability	Included	Included	Included	Separate Limits
	Sexual Abuse & Molestation	54,200	29,258	Included	Separate Limits
	Social Services Professional Liability	N/A	2,522	15,880	Included in GL Limits
	Corporal Punishment	N/A	Included	Included	Computer Equipment
	Inland Marine	9,273	6,592	6,380-	
	Business Auto			47,722	
Business Auto		\$54,574	\$48,265		
Umbrella		\$29,970	\$32,239	\$23,779	\$5MIL Limits
		\$220,742	\$195,775		
	<b>Travelers/Charity First Subtotal:</b>	\$32,400	\$32,400	\$24,779	\$1MIL/\$1MIL Limits Add'l Limits Available
Directors & Officers	*RSUI Indemnity Company			\$218,432	
	<b>Philadelphia Indemnity Insurance Company Subtotal:</b>	\$253,142	\$228,175	\$218,432	
	<b>Subtotal, Package and all optional Liability coverages:</b>	\$3,529	\$3,529	\$3,529	Volunteers may be added for additional premium
Group Medical/Dental	*Life Insurance Company of North America	\$3,416	\$3,416	\$3,416	2008-2009 is last of 3 year term
Crime Insurance	*Travelers Casualty & Surety Co. of America	\$8,273	\$8,583	\$8,583	Includes cost of EQSL
Differences in Conditions	*Lloyd's, London	\$2,319	\$2,530	\$2,530	Automatic renewal Effective 01/07/09
NFIP Flood Policy	*Philadelphia Indemnity Insurance Co. 2401 Northview Drive, Sacramento	\$2,358	\$2,602	\$2,602	Automatic renewal effective 01/07/09
NFIP Flood Policy	*Philadelphia Indemnity Insurance Co. 241 N. 10 <sup>th</sup> Street, Sacramento	\$273,037	\$248,835	\$239,092	
	<b>Total Cost This Proposal (Excludes Workers' Compensation):</b>				

Arthur J. Callagher Risk Management Services  
 SUBJECT TO POLICY CONDITIONS, LIMITATIONS AND EXCLUSIONS  
 This Insurance Proposal is to be used for reference only.

# Sacramento Employment & Training Agency

## Premium Comparisons and Options

(Cont.)

Coverage(s)	Carrier Name(s)	Wholesaler, MGA, or Intermediary Name	Estimated Annual Premium	Comm. % or Fee	Wholesaler, MGA or Intermediary %	AIG Owned? Yes or No
		1	2	3	4	
Package	Travelers Indemnity Co. of CT	Charity First	\$115,271	15%	10%	Y
Commercial Auto	Travelers Indemnity Co. of CT	Charity First	\$48,265	15%	10%	Y
Umbrella (\$5MIL Limits)	Travelers P&C Co of America	Charity First	\$32,239	15%	10%	Y
Package	Philadelphia Indemnity Ins. Co.	N/A	\$169,874	15%	N/A	N
Commercial Auto	Philadelphia Indemnity Ins. Co.	N/A	Included			
Umbrella (\$5MIL Limits)	Philadelphia Indemnity Ins. Co.	N/A	\$23,779	15%	N/A	N
Directors & Officers (\$1MIL/\$1MIL Limits)	RSUI Indemnity Company	Risk Placement Services	\$32,400	10%	10%	Y
Directors & Officers (\$1MIL/\$1MIL Limits)	Philadelphia Indemnity Ins. Co.	N/A	\$24,779	15%	N/A	N
Directors & Officers (\$2MIL/\$2MIL Limits)	Philadelphia Indemnity Ins. Co.	N/A	\$37,169	15%	N/A	N
Difference in Conditions	Underwriters at Lloyd's	Risk Placement Services	\$7,380**	10%	5%	Y
Difference in Conditions	Underwriters at Lloyd's	Risk Placement Services	\$7,880**	10%	5%	Y
Flood (Northview)	Philadelphia Indemnity Ins. Co.	N/A	\$2,530	10%	N/A	N
Flood (N. 10 <sup>th</sup> )	Philadelphia Indemnity Ins. Co.	N/A	\$2,602	10%	N/A	N
Group Medical/Dental	Life Insurance Company of North America	The Allen J. Flood Co's	\$3,529.38	15%	*	N
Crime Insurance	Travelers Casualty & Surety Co. of America	N/A	\$3,416	15%	N/A	N

Some carriers pay Gallagher additional commissions in addition to the policy commission. These additional commissions range from .5% up to 5.5% of the policy premium and are not contingent upon performance factors such as growth or profit. Gallagher has made every attempt to correctly disclose the actual commission or dollars we will receive as compensation. Any errors are unintentional, and we will notify you of any material corrections within a reasonable time following discovery.

- 1 We were able to obtain more advantageous terms and conditions for you through an intermediary/ wholesaler.
- 2 If the premium is shown as an indication: The premium indicated is an estimate provided by the market. The actual premium and acceptance of the coverage requested will be determined by the market after a thorough review of the completed application.
- 3 The commission rate is a percentage of annual premium excluding taxes & fees.
- 4 \* The non-Gallagher intermediary/wholesaler did not provide their compensation information for this proposal. The usual and customary compensation to a wholesaler/ intermediary ranges from 5% to 12%, but we cannot verify that range is applicable in connection with this proposal.



Arthur J. Gallagher Risk Management Services  
 SUBJECT TO POLICY CONDITIONS, LIMITATIONS AND EXCLUSIONS  
 This Insurance Proposal is to be used for reference only.

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10/28/08

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## ITEM III-B – 1 - ACTION

### APPROVAL OF AUGMENTATION OF ASIAN RESOURCES, INC. WORKFORCE INVESTMENT ACT, TITLE 1 SUBGRANT AGREEMENT

#### BACKGROUND:

Asian Resources, Inc. host agency of the Sacramento Works One Stop Career Center-Broadway has been funded with WIA funds to provide One Stop services since the inception of the One Stop Career Center system.

At the June 5, 2008 meeting, the SETA Governing Board approved staff funding recommendations for Workforce Investment Act Adult and Dislocated worker funds for One Stop services. At this meeting, staff shared the launching of the Sacramento Works One Stop Career Center Learning Lab based on the California Integrated Service delivery model. A key component of the Integrated Service Model is to increase the overall number of customers using the career centers which require a less restrictive eligibility determination using Wagner Peyser and Workforce Investment Act criteria.

Recently one of the SETA coaches assigned to eligibility determination at the Broadway Career Center resigned for an employment opportunity with the State of California. Since eligibility for learning lab is less restrictive, SETA is recommending a shift in funding to allow Asian Resources Inc. to hire the coach for the Sacramento Works Career Center at Broadway.

At the June 5, 2008 SETA Governing Board meeting, the Asian Resources Inc.-Broadway Career Center was funded \$322,522 for One Stop Services to serve 4,652 customers. Staff is requesting that the SETA Governing Board approve allocating an additional \$20,706 for Asian Resources, Inc to hire a Coach. The additional funds would increase Asian Resources Inc.-Broadway Career Center's One Stop service funding to \$342,928 to serve 4,974 customers.

#### RECOMMENDATION:

Approve an augmentation of the sub-grant agreement for Asian Resource Inc. of \$20,706 in Workforce Investment Act funds.

STAFF PRESENTER: Robin Purdy

ITEM III- B – 2 - ACTION

APPROVAL TO SUBMIT A PROPOSAL TO THE CALIFORNIA EMPLOYMENT  
DEVELOPMENT DEPARTMENT FOR THE GOVERNOR'S GANG REDUCTION  
INTERVENTION AND PREVENTION INITIATIVE (CALGRIP) 2008/2009

BACKGROUND:

The California Employment Development Department has announced the availability of up to \$5 million of the Governor's Discretionary 15% funds to expand job training for gang-involved or at-risk of gang involvement youth as part of the Governor's Gang Reduction Intervention and Prevention (CalGRIP) Initiative. The funds are to be used to implement prevention and intervention strategies including job training, supportive services, education and placement services with a priority focus of linkages on high wage/high growth occupations. The maximum award is \$500,000 for an 18 to 24 month grant period.

For the past ten years SETA has coordinated several programs serving very high-risk youth. SETA's Youth Development and Crime Prevention (YDCP) program's strategy of providing wrap-around employment and education services coupled with mental health and substance abuse counseling proved very successful. The YDCP's target population included at-risk youth, gang-involved and probation youth. Incorporating similar concepts, SETA currently operates a Juvenile Justice program funded by the California Department of Corrections targeting probation and parole youth and the WIA funded Youth Navigator program targeting probation, foster and disabled youth. Services are provided throughout the community reaching out to the youth in their neighborhoods and at the career centers. The overwhelming response from these target youth when asked "what do you want/need" is "JOBS".

SETA is proposing to continue the successful youth development strategies to provide services to gang-involved youth and those considered at-risk of gang involvement. SETA and the partnering organizations will provide academic, vocational and employment services coupled with substance abuse and mental health counseling to help redirect the youth into a more positive lifestyle.

RECOMMENDATION:

- Approve the submission of a proposal to the California Employment Development Department for the Governor's Gang Reduction Intervention and Prevention Initiative (CalGRIP) 2008/2009 in the amount of \$500,000, and,
- Authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

STAFF PRESENTER: Robin Purdy



ITEM III-C - 1 – ACTION

APPROVAL OF MODIFICATIONS TO THE BYLAWS OF THE SACRAMENTO  
COUNTY HEAD START/EARLY HEAD START POLICY COUNCIL

BACKGROUND:

The Personnel/Bylaws Committee met to review and recommend revisions to the bylaws of the Sacramento County Head Start/Early Head Start Policy Council.

Additions are indicated by *italic* type and deletions are indicated by ~~strikethrough~~.

A public hearing was opened at the September 23, 2008 meeting and the Policy Council closed the public hearing and approved the modified bylaws at their October 28, 2008 meeting.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the modifications to the Policy Council bylaws as attached.

STAFF PRESENTER: Maureen Dermott

# **BYLAWS OF THE SACRAMENTO COUNTY**

## **HEAD START/EARLY HEAD START POLICY COUNCIL (PC)**

Policy Council First Reading: 9/18/08  
Policy Council Final Approval: 10/28/08  
Governing Board Approval:

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**BYLAWS FOR THE SACRAMENTO COUNTY  
HEAD START/EARLY HEAD START POLICY COUNCIL (PC)**

**ARTICLE I**

Name

This Council shall be named the Sacramento County Head Start/Early Head Start (EHS) Policy Council, hereinafter referred to as the Policy Council (PC).

**ARTICLE II**

Purpose, Powers, Duties and Functions

**Section 1: Purpose**

The purpose of the PC shall be to promote the objectives of the Head Start/EHS Child Development Program of Sacramento County, State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PC shall include, but not necessarily be limited to:

- A. The encouragement and promotion of parent participation in the process of making policy decisions about the nature and operation of Head Start/EHS programs in Sacramento County.

45 CFR 1306.3 (h): A Head Start/EHS parent means a Head Start/EHS child's mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending final adoption decree. All future reference of parent will be defined as such.

- B. Aiding and assisting local Parent Policy Committees in performing meaningful roles and functions in the operation of local Head Start/EHS programs.
- C. Initiating suggestions and ideas for Head Start/EHS program improvement.
- D. Serving as a channel of communication among organizations and agencies by building a partnership, both public and private, and individuals and groups interested in the aims, goals, and objectives of Head Start/EHS Child Development Programs.
- E. Aiding and assisting both the enrolled child and his or her family in obtaining the full benefits of programs and facilities established to aid and improve educational, economic, and health status, including dental and nutrition, of the low-income population.

**Section 2: Powers, Duties and Functions**

The PC must perform the following powers, duties, and functions directly:

- A. Serve as a link to the Parent Committees, Grantee and Delegate Agency governing bodies, public and private organizations, and the communities they serve;

- B. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in EHS and Head Start and to encourage their participation in the program.
- C. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.
- D. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- E. Federal regulations state that the PC must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:
  - 1. All funding applications and amendments to funding applications for EHS and Head Start, including administrative services, prior to the submission of such applications to the Department of Health and Human Services (DHHS).
  - 2. Procedures describing how the governing body and the appropriate policy group will implement shared decision making.
  - 3. Procedures for program planning in accordance with this part and the requirements of 45 CFR 1305.3.
  - 4. The program's philosophy and long- and short-range program goals and objectives.
  - 5. The selection of delegate agencies and their service areas.
  - 6. The composition of the PC and the procedures by which policy group members are chosen.
  - 7. Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR Part 1305.
  - 8. The annual self-assessment of the Grantee progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review.
  - 9. The annual independent audit that must be conducted in accordance with 45 CFR 1301.12.

10. Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, and volunteers.
  11. Decisions to hire or terminate the Head Start/EHS Director of the Grantee agency.
  12. Decisions to hire or terminate any person who works primarily for the Head Start/EHS program of the grantee agency. (For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)
  13. PC reimbursement for reasonable expenses incurred by members conducting PC business.
  14. Grantee policies that define the roles and responsibilities of the governing body members and informs them of the management procedures and functions necessary to implement a high quality program.
  15. Internal dispute resolution. PC must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and the policy group.
  16. Establish and maintain procedures for hearing and working with the grantee agency to resolve community complaints about the program.
- F. Individual members while representing the PC, shall not engage in any activities or assume any such powers, duties, or functions that are contrary to, or inconsistent with the goals and objectives of the Head Start/EHS Child Development Program, as established by either local, State or Federal laws, regulations or SETA policies.

### **ARTICLE III**

#### **Membership**

#### **Section 1: Parent Representatives**

- A. The Parent Membership shall consist of:
- |           |   |
|-----------|---|
| Six (6)   | Representatives elected from the SOP PAC  |
| Three (3) | Representatives from Sacramento City Unified School District                                |
| Two (2)   | Representatives from San Juan Unified School District                                       |
| Two (2)   | Representatives from Elk Grove Unified School District                                      |
| Two (2)   | Representatives from <del>Del Paso Heights</del> <b>Twin Rivers</b> Unified School District |

- Two (2) Representatives from Women’s Civic Improvement Club/Playmate (WCIC)
- Two (2) Representatives from Home Base Option
- One (1) Representative from EHS - SOP
- One (1) Representative from EHS - Sacramento City Unified School District
- One (1) Representative from EHS - San Juan Unified School District

The above parent representatives must be a parent of **a child**/children currently enrolled in the Head Start Program.

**B. Community Representatives**

Additional PC members will include:

- One (1) Representative elected by the Community Advocating Male Participation (CAMP) - This representative may or may not be a current parent. There will be one (1) Alternate position.
- Two (2) Past Parent Representatives - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. The Past Parent elected to the PC may not have a child/children enrolled in the Head Start/EHS Program. There will be two (2) Past Parent alternate positions.
- One (1) Outgoing PC Chair - may not be held by any other party.
- ~~Two Three (3)~~ **(2)** Community Representatives appointed by agencies.
- One (1) Foster Parent Representatives - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. Representatives must be a current or past parent of SOP or a Delegate Agency. There will be one (1) Foster Parent alternate position.
- One (1) Grandparent Representatives - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. Representatives must be a current or past parent of SOP or a Delegate Agency. There will be one (1) Grandparent alternate position.

**Section 2: Alternates**

Each representative holding membership on the PC shall additionally be entitled to have one alternate. An alternate shall be elected by the committee/agencies s/he represents.

- A. Alternates may be seated as voting members of the PC only in the absence of the voting representative for whom they serve as alternate.
- B. Alternates may be seated as voting members upon recognition of their voting status by the PC Chair at any meeting.
- C. Alternates may not hold an office.
- D. Alternates are encouraged to attend meetings of the PC, **on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Alternate is not replacing the Representative.**

- E. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, the National Head Start Association (NHSA) Conference, **and** the California Head Start Association (CHSA), ~~the National Black Child Development Institute (NBCDI) Conference, and the National Hispanic Conference.~~

**Section 3: Other Provisions**

- A. At least 51% of the voting membership of the PC shall consist of parents/guardians whose children are currently enrolled in the program.
- B. The PC may establish and select additional voting delegates who shall serve as community representatives of the PC by a two-third (2/3) vote.
- C. Community Agency Representatives wishing to be reappointed must express their desire to remain on the PC. Otherwise, the Agency may designate a replacement for that representative.
- D. The seating of representatives shall take place at the annual meeting. These representatives shall then serve as voting members.
- E. No SETA or Delegate Agency Head Start staff shall serve on the PC except parents who occasionally substitute for regular EHS or Head Start staff.
- F. Additional members may be added by a 2/3 vote to ensure all program options are proportionally represented on the PC.

**Section 4: Terms**

The PC, Policy Committee, and the Parent Advisory Committee must limit the number of one-year terms any individual may serve on either body to a combined total of three (3) program years. During the term of office, voting representatives (or alternates) shall serve as members (or alternates) of the PC until their voluntary termination or until replaced by the committee/agency they represent or until termed out. Representatives must continue to represent center or agency they were chosen from. The term for Community Agency Representative shall be for one (1) program year. A Community Agency Representative may not sit more than three (3) program years.

**Section 5: Attendance**

- A. **Absences:** Any member (or alternate/alternate replacement) in a voting capacity, missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused or unexcused) will automatically be removed. An excused absence shall include but not be limited to sickness or death in the family.



A member requesting an excused absence must call the alternate, if the alternate is known, and the Social Services/Parent Involvement (SS/PI) Coordinator, PC Board Chair, or the Clerk of the Boards, prior to the meeting.

- B. Reinstatement:** The representative agency/group may request that a member who has been removed due to absences be reinstated. This request must be in writing and submitted to the Chair/SS/PI Coordinator within seven (7) calendar days. It is the final decision of the PC Executive Committee whether any representative shall be reinstated. In the event the representatives' Early Learning Center/Agency is temporarily closed, or representatives' child/children have transitioned out of the program, the PC Executive Committee shall have the sole decision to reinstate.
1. A member who has resigned and held an Executive office and wants to be reinstated must provide a written notice to the PC Chair and SS/PI Coordinator within seven (7) calendar days. It shall be the final decision of the Executive Committee whether the member be reinstated. If the member is reinstated, member is not reinstated to their former Executive position.
- C. Punctuality:** Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator. Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.
- D. Policy Council/Policy Committee Business:** Members conducting PC/Policy Committee business and not at the PC meeting, shall be neither present nor absent, but rather identified as "PC/Policy Committee."

#### Section 6: Removal

A PC member may be removed by two-thirds vote of all members present and voting whenever, in the judgment of the Council, the best interest of the Council would be served. Action to remove a member must be on the agenda.

### **ARTICLE IV** Meetings

#### Section 1: Meetings

**A. Annual Meeting**

The annual meeting of the PC shall be held ~~on the fourth Tuesday~~ in November of each year. ~~If an emergency exists that prohibits the annual meeting on the fourth Tuesday in November, then the annual meeting will be scheduled the following Tuesday or as soon thereafter as possible.~~

B. **Regular Meetings**

Unless notice is otherwise provided, regular meetings of the PC shall be held on the fourth Tuesday of each month at 9:00 a.m. at the SETA Board Room.

C. **Special Meetings**

Special meetings of the PC may be called at anytime by the SETA Governing Board, PC Chair, Head Start Deputy Director, SETA Executive Director, or upon petition by at least a majority of the members of the PC.

D. **Quorum**

For the purpose of transacting the business of the PC at any annual, regular, ~~or~~ special, **or emergency** meeting, a quorum of the PC shall be necessary. A quorum shall be a majority of those entitled to vote. Vacant positions on the PC shall not be considered in establishing a quorum. A majority (51%) of the quorum must be current parents.

**Section 2: Meeting Notice**

Meeting notices shall include an agenda for the next meeting, and Council members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting as soon as possible.

A. **Annual and Regular Meetings:**

Notice of annual and regular meetings of the PC shall be in writing, provided to all members of the PC, and posted at least 72 hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

B. **Special Meetings:**

Members of the PC must be notified of special meetings not less than twenty-four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least 72 hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at special meetings of the PC, excepting that business and/or discussion for which the special meeting was called.

C. **Emergency Meetings:**

The PC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section A or Section B of this Article IV, provided that the PC determines that an emergency situation as defined in the Ralph M. Brown Act exists.

D. **Committee Meetings:**

Members of the PC must be notified in writing of committee meetings. Notice of regularly scheduled meetings of the Executive Committee shall be provided in compliance with Section A, above. Notice of special meetings of other committees shall be provided in compliance with Section B, above, shall be delivered personally, or by mail, and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused will be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PC business. A member requesting an excused absence must call the PC Chair, SS/PI Coordinator or the Clerk of the Boards and request an excused absence prior to the meeting.

**Section 3: Open Meetings**

The PC shall conduct meetings, regular, annual, special and emergency, in conformance with the Ralph M. Brown Act, California Government Code Section 54950, et. seq.

**Section 4: Mailing Address**

Notices to all meetings of the PC shall be in writing and delivered personally or by mail to the PC members' addresses, as recorded in the PC records. The Council members, their alternates and Community Members, shall be personally responsible for the accuracy of mailing address. Updated contact information should be submitted to SS/PI Coordinator or Clerk of the Boards within seven (7) calendar days of change.

**Section 5: Rules of Procedure**

Except as specifically provided herein, Robert's Rules of Order<sup>1</sup> shall govern procedures in all meetings of the PC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these Bylaws or Robert's Rules of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

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<sup>1</sup> Robert's Rules of Order: Simplified and Applied, 2<sup>nd</sup> ed., Copyright, 2001.

## Section 6: Nominations/Elections

PC Board Members or candidates must be present to be nominated or elected. **However, if PC member is absent due to PC business, the member may be nominated or elected.**

## Section 7: Voting

Each PC Board Member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on, the matter. Actions of the PC may be taken only by a majority vote of all of the PC members present, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, but his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention. Results of the voting will be announced by the Chair.

## Section 8: Meeting Reimbursement

Each PC member will receive reimbursement for child care and transportation. This amount is determined by the Head Start Division in the amount of \$30.

Parents are encouraged not to bring small children to the meetings. If small children are present, members will be reimbursed \$10 for transportation only.

- A. Members will receive reimbursement for child care and transportation for attendance to the meetings/functions listed below:
1. PC (regularly scheduled, annual, emergency and special meetings)
  2. Interview/screening/exam panels
  3. Standing committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Hospitality)
  4. **Office of Head Start (OHS) Monitoring Protocol PRISM** Training/Review (reimbursement for training received after completion of first review-Monitoring/Evaluation Committee)
  5. Program Area Committees
  6. Community Partnership Advisory Committee (CPAC)
  7. Health Services Advisory Committee (HSAC)
  8. Ad Hoc (special) Committee meetings
  9. Community Action Board meetings (CAB)
  10. Governing Board Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
  11. Workforce Investment board and Committee meetings (only applies to the Chair or Executive Officer in the absence of the Chair).
- B. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if **a meeting or** meetings exceed four (4) hours ~~and/or member attends more than one meeting.~~

## **ARTICLE V**

### **Officers**

#### **Section 1: Officers**

The Officers of the PC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

#### **Section 2: Election and Term of Office**

- A. Election of the new officers shall be held at the next meeting following the annual meeting of the newly seated PC by a plurality vote of the PC members present and voting. At least 51% of the officers must be current parents. Officers elected shall take office immediately following election.
- B. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP and Delegate Agencies shall serve as an officer.

#### **Section 3: Duties of Officers**

The duties of the PC officers shall be as prescribed in these Bylaws, shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws.

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Conference (as funds allow for representation). The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 7 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event.
- C. The Secretary shall keep records of the current and preceding minutes at each meeting, record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality Committee.

- D. The Treasurer shall keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff/Council Secretary and oversee the Budget/Planning Committee. The Treasurer shall be a member of the Social/Hospitality Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

**Section 4: Vacancy**

In the event an officer is unable to perform his/her duties, including failure to learn and/or comply with the rules governing PC (Bylaws, Brown Act, Robert's Rules **of Order**), or failure to act in the best interest of the board, the PC Chair shall appoint an interim officer until the officer returns to duty or is replaced. (The appointment of the officer must be made from among the membership of the PC.)

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.
- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PC.

**ARTICLE VI**  
**Committees**

There is hereby created standing committees of the PC. At least 51% of all Committees shall be current parents. The quorum of any committee shall be 51% of the Committee membership. No committee meeting shall have a majority of PC members present without proper public notice. ~~All absentee policies apply to all committees.~~

**Section 1: Standing Committees**

➤ **Executive Committee**

The Executive Committee shall be comprised of all elected officers. The Executive Committee shall perform such powers, duties, and functions as provided in these bylaws and such other powers, duties, and functions as established by the Policy Council. The Executive Committee shall meet at the discretion of the PC Chair or PC. Notice of an Executive Committee meeting shall be sent to all PC members no less than three (3) calendar days before the meeting. The Committee shall report, in writing, all actions at the next meeting of the full PC. In the event of an emergency, the Executive Committee will act on behalf of the Board pending ratification by the PC at the next meeting.

➤ **Budget/Planning Committee**

- A. Budget/Planning Committee composed of the Treasurer and other members who shall be selected after each annual meeting by the PC. This Committee shall assist in the development and review of all Head Start budgets, ***budget modifications and amendments*** for the Head Start funding year and submit their review to the full PC for approval. A ~~periodic~~ ***monthly fiscal*** report shall be provided to the PC on the fiscal status of the Head Start budget.
- B. It is recommended that all SOP Head Start Budget issues ***and modifications*** are approved by the PAC prior to PC approval. ~~At a minimum,~~ The PAC Budget Committee should review said documents.

➤ **Personnel/Bylaws Committee**

The Personnel/Bylaws Committee shall be composed of the Parliamentarian and members who shall be selected after each annual meeting by the PC. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws.

➤ **Social/Hospitality Committee**

Social/Hospitality Committee shall be composed of the Secretary, Treasurer and other members who shall be selected after each annual meeting of the PC. The duty of this committee shall be to plan for all social activities of the PC. It shall be the duty of this Committee to report the expenditure of funds to the PC.

**Section 2: Program Area Committees**

There is hereby created Program Area Committees of the PC. The following are Program areas: Early Childhood Development and Health Services, Parent/Family Support, Monitoring and Evaluation.

- ✓ Early Childhood Development and Health Services Committee is composed of one (1) staff and a minimum of three (3) representatives who shall plan and review the Early Childhood Development and Health Services program area.
- ✓ Parent/Family Support Committee shall be comprised of one (1) staff and a minimum of three (3) representatives who shall plan and review the Parent/Family Support program area.
- ✓ The Male Involvement Committee shall be comprised of one (1) staff and a minimum of three (3) representatives who shall plan and review the Male Involvement Program.
- ✓ The Monitoring and Evaluation Committee shall be comprised of one (1) staff and a minimum of three (3) representatives who shall plan, review and oversee program monitoring and evaluation.

- ✓ The EHS Committee shall be comprised of one (1) staff and a minimum of **three (3)** ~~two (2)~~ representatives from the EHS program who shall plan and review the Early Head Start Program.

PC member representatives shall select two (2) Program Area Committee to serve on as described above. Under no circumstances shall a representative select more than three (3) committees. The Executive Committee shall be counted as a committee. All PC members must be on a Program Area Committee. Special circumstances may be excused by the Chair.

**Section 3: Special Committees:**

When necessary to carry on the work of the PC, other committees such as Ad Hoc (special committees), shall be appointed by the Chair. Such committees must have a purpose and time frame for committee appointment. All elected Board meeting members attending approved special committee meetings will receive the standard reimbursement.

**ARTICLE VII  
Required Reports**

**Section 1: Required Reports**

***The following reports shall be provided to the PC monthly. The purpose of reports is to maintain control of program quality and program accountability:***

- ✓ **Budget Reports**
- ✓ **Credit Card Expense Report**
- ✓ **USDA Meal/Snacks Report**
- ✓ **Program Information Summaries**
- ✓ **Enrollment Report**

**ARTICLE VIII  
Bylaws Amendment**

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PC. Proposals to amend these Bylaws must originate at least one full calendar month prior to the final voting and acceptance or rejection of the proposals.
- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.



- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place excepting at a regular, annual or special meeting of the PC.
- F. Any amendments must also be approved by the SETA Governing Board.

*Current a/o 10/28/08*

ITEM III- D – 1 – ACTION

APPROVAL OF RESOLUTION TO ACCEPT COMMUNITY SERVICES BLOCK  
GRANT DISCRETIONARY FUNDS AND AUTHORIZE THE SETA EXECUTIVE  
DIRECTOR TO SIGN ALL GRANT DOCUMENTS

BACKGROUND:

SETA was awarded CSBG discretionary funding by the State Department of Community Services and Development (CSD) to implement a financial literacy project. The contract term is from October 1, 2008 through September 30, 2009.

CSD requires a resolution from the SETA Governing Board prior to executing a contract for the CSBG Discretionary funding.

RECOMMENDATION:

Review and approve the attached resolution.

STAFF PRESENTER: Cindy Sherwood-Green

RESOLUTION

WHEREAS, the Sacramento Employment and Training Agency is the designated Community Action Agency for Sacramento County;

WHEREAS, the Sacramento Employment and Training Agency has received a grant award for Community Services Block Grant discretionary funds;

WHEREAS, The State Department of Community Services and Development requires a resolution from the Governing Board in order to execute a contract for the Community Services Block Grant discretionary funds.

BE IT RESOLVED THAT, the Governing Board of the Sacramento Employment and Training Agency hereby adopts this resolution accepting Community Services Block Grant discretionary funds;

BE IT FURTHER RESOLVED THAT, the Executive Director of the Sacramento Employment and Training Agency shall sign Contract No. 08F-4998 and other necessary grant documents, including contract amendments, and that this resolution should be forwarded to the State Department of Community Services and Development.

Ayes:

Noes:

Absent:

Attest:

\_\_\_\_\_  
Chair of the Governing Board

\_\_\_\_\_  
Clerk of the Boards

Date: November 6, 2008

ITEM IV-A - INFORMATION

ONE STOP CAREER CENTER NEWS COVERAGE

BACKGROUND:

KCRA Channel 3 aired a special report on jobs and resources on Saturday, September 20, at 6:30 p.m. featuring Sacramento Works Career Centers. The special report aired on the "Common Ground" 30 minute segment of KCRA, features the Hillsdale Sacramento Works Career Center and includes interviews with clients that have been helped by Sacramento Works through job training, career counseling, and employment referral.

The news coverage will be played for board members to view.

STAFF PRESENTER: Terri Carpenter

ITEM IV-B - INFORMATION  
FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information are copies of the latest fiscal monitoring reports.

Staff will be available to answer questions.

STAFF PRESENTER: Rick Pryor



**Program Operator: Sacramento Area Emergency Housing Center**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from January 1, 2007 to December 31, 2007 and from January 1, 2008 to July 31, 2008 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

**MEMORANDUM**

**TO:** Mr. Henry Kloczkowski **DATE:** September 30, 2008  
**FROM:** Tammi L. Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Sacramento Chinese Community Service

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OY-US	\$ 50,000	7/1/06-06/30/07	7/1/06-6/30/07
WIA	OY-IS	\$ 134,500	7/1/06-10/31/07	7/1/06-10/31/07
WIA	DOJ-JJY	\$ 142,985	6/1/07-6/30/08	6/1/07-2/29/08
WIA	OJT	\$ 210,000	7/1/06-6/30/07	7/1/06-6/30/07
WIA	DHA-OJT	\$ 34,650	7/1/06-6/30/07	7/1/06-6/30/07
WIA	DOJ-YCP	\$ 305,454	10/1/05-1/31/07	10/1/05-1/31/07

**Monitoring Purpose:** Initial \_\_\_\_ Follow-Up \_\_\_\_ Special \_\_\_\_ Final X  
**Date of review:** Jan 14, Feb 15, Mar 23, 2008 & various follow-up conversations

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



**Program Operator:** Sacramento Chinese Community Service Center, Inc.

**Findings and General Observations:**

- 1) The total costs as reported to SETA for WIA (including DOJ and DHA) have been traced to the delegate agency records. The records were verified and appear to be in order and there are no adjustments required.
- 2) General Observation – although the internal controls are well established and adhered to, there is a need to get them in written form. SCCSC expanded to a second location in 2007. This expansion could create new duties and functions for existing staff as well as the possibility of new positions. Having procedures in written form will assist with the direction of paper flow and allow for better management of contracts and fiscal concerns. This is imperative with paperwork flowing between locations.

**Recommendations for Corrective Action:**

- 1) There are no findings for corrective action in this fiscal monitoring visit.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO: Mr. Roman Romaso                      DATE: October 2, 2008**

**FROM: Greg P. Tayros, SETA Fiscal Monitor**

**RE: On-Site Fiscal Monitoring of Slavic Assistance Center**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u>	<u>PERIOD</u>
			<u>PERIOD</u>	<u>COVERED</u>
RESS	SA & CO	\$ 53,000	10/1/07-9/30/08	10/1/07-7/31/08
RESS(Set-aside)	Older Refugee Svcs		7,293	10/1/07-9/30/08
				10/1/07-7/31/08

**Monitoring Purpose: Initial  Follow-Up  Special  Final**   
**Date of review: 8/28-29/08 & 9/23/08**

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
1	Accounting Systems/Records	X		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		N/A		
12	Equipment Records		N/A		

**Program Operator:** Slavic Assistance Center

**Findings and General Observations:**

- 1) The total costs as reported to SETA from October 1, 2007 to July 31, 2008 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There were some errors in the transfer of salaries and employer's payroll taxes from the payroll report to the monthly allocation worksheet. There were also some errors in the transfer of hours from the timesheet to the monthly allocation worksheet. While these errors did not have any significant financial impact on the Refugee programs, we recommend that the organization implement procedures to ensure that all accounting reports are reviewed for accuracy. We have noted that these errors occurred during the time that the organization did not have a regular Bookkeeper. It would be beneficial to the program if the organization can avail of the services of a regular in-house Bookkeeper.
- 3) In our review of the check deposits, we have noted that in some cases there was a significant time lag between the payment of the reimbursement and the deposit of the reimbursement checks. To enhance internal control, we recommend that procedures be implemented to make sure that checks are deposited in a timely manner.
- 4) There were minor findings that were corrected and the adjustments are reflected in the fiscal reports for August, 2008.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Laura Leonelli **DATE:** October 9, 2008  
**FROM:** Tammi L. Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Southeast Asian Assistance Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	SA & CO	\$ 72,000	10/1/06-9/30/07	10/1/06-9/30/07
RESS set aside	SA & CO	\$ 20,388	10/1/06-9/30/07	10/1/06-9/30/07
RESS	SA & CO	\$ 85,095	10/1/07-9/30/08	10/1/07-8/30/08
RESS older ref	SA & CO	\$ 7,293	10/1/07-9/30/08	10/1/07-8/30/08

**Monitoring Purpose:** Initial \_\_\_\_ Follow-Up \_\_\_\_ Special \_\_\_\_ Final X  
**Date of review:** September 11, 2008

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

**Program Operator:** Southeast Asian Assistance Center

**Findings and General Observations:**

The total costs as reported to SETA for RESS have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

It is recommended that SAAC consider a review of their policies and procedures, which are currently dated 3.29.1991.

**Recommendations for Corrective Action:**

There are no findings for corrective action in this fiscal monitoring visit.

cc: Kathy Kossick  
Governing Board

MEMORANDUM

**TO:** Ms. Roleda Bates **DATE:** September 19, 2008

**FROM:** Greg P. Tayros, SETA Fiscal Monitor

**RE:** On-Site Fiscal Monitoring of Visions Unlimited, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG-Seniors	Family-Self-Suff	\$ 55,000	1/01/08-12/31/08	1/01/08-06/30/08
CSBG-Youth	Family Self-Suff.	47,000	1/01/07-12/31/07	1/01/07-12/31/07
CSBG-Seniors	Family-Self-Suff.	42,000	1/01/07-12/31/07	1/01/07-12/31/07

**Monitoring Purpose:** Initial  Follow-Up  Special  Final

**Date of review:** 8/21-22/08

	<u>AREAS EXAMINED</u>	<u>SATISFACTORY</u>		<u>COMMENTS/RECOMMENDATIONS</u>	
		<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
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		N/A		
12	Equipment Records		N/A		

**Program Operator:** Visions Unlimited, Inc.

**Findings and General Observations:**

- 1) The total costs as reported to SETA from January 1, 2007 to December 31, 2007 for the 2007 CSBG program and from January 1, 2008 to June 30, 2008 for the 2008 CSBG program 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

ITEM IV-C- INFORMATION

HEAD START POLICY COUNCIL MINUTES

BACKGROUND:

Attached are the minutes from the August 26, 2008 Policy Council meeting.

Staff will be available to answer questions.

STAFF PRESENTER: Maureen Dermott



## SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

### Minutes/Synopsis

*(Minutes reflect the actual progression of the meeting.)*

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

Tuesday, August 26, 2008  
10:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Kathy Ruiz called the meeting to order at 10:18 a.m. Mr. Ronald Montez read the Thought of the Day. Ms. Josie Cleaver called roll; a quorum was confirmed.

#### **Members Present:**

Josie Cleaver, Sacramento City Unified School District  
Irlanda Meza, Sacramento City Unified School District  
Lorrayne Garner, Alternate, Sacramento City Unified School District  
John Brown, San Juan Unified School District  
Natasha Toolate, San Juan Unified School District (EHS)  
Carol Aronis, SETA-Operated Program  
Salina Davey, SETA-Operated Program  
Erin Kimbro, SETA-Operated Program  
Donovan Harrison, Alternate for Christy Farley, SETA-Operated Program  
Itzel Oregon, SETA-Operated Program  
Jeanine Vandermolen, SETA-Operated Program  
Sarah Cordeiro, Home Base Program  
Victoria Camargo, Past Parent Representative  
Kathy Ruiz, Past Parent Representative  
Venelsia Fentress, Grandparent Representative  
Barbara Ramey-Clark, Foster Parent Representative  
Van Huyhn, Child Health and Disability Prevention Program  
Ronald Montez, Outgoing Chair

#### **Member Absent:**

Brandy Arismende, Elk Grove Unified School District (Unexcused)  
Christy Farley, SETA-Operated Program (Alternate Present)  
Victor Stark, CAMP Representative (Excused)

## II. **Consent Item**

- A. Approval of the Minutes of July 22, 2008 Regular Meeting – Motion by Ms. Itzel Oregon, seconded by Ms. Barbara Ramey-Clark, to approve the minutes.

Discussion: Ms. Ramey-Clark shared that at the July 22nd PC meeting, during his presentation Mr. Ed Condon recommended that members spend time as a group on the RAND Report on the under served groups and achievement gaps. She would like the minutes amended to reflect this recommendation.

Ms. Marie Desha stated that the minutes will be amended. Ayes, 15. Nays, 0. Abstentions, 3 (Ms. Ruiz, Ms. Natasha Toolate, and Ms. Irlanda Meza).

### **III. Action Items**

#### **A. Approval of the Amended Head Start/Early Head Start Budget for Fiscal Year 2008-2009**

Ms. Maureen Dermott explained why the budget was amended. The dollars haven't changed. The reason for the amendment is there was another shortfall to overcome. Line items were gone over to assure a balanced budget, and this amended budget had to be resubmitted to the Office of Head Start. SETA found the \$1.4 million deficit when preparing for the May 1<sup>st</sup> grant submission for year 2008-2009. This deficit was due to increased rent, insurance, janitorial, personnel salary, medical benefits, tuition reimbursement, health savings account for retirees, teacher work hours, parental leave, bilingual pay, and vacation accrual. There were no additional dollars coming from the Office of Head Start. As a result, with Phase I, there were significant administrative cost reductions. There were cuts made to Schedule H of the budget: elimination of Family Day in the Park (\$43,000), as well as two conferences (\$8,000). Expense reductions were made to the Parent Leadership Institute (\$6,000), project savings for parent activities (\$4,000), and the End of Year Appreciation (\$2,000). (Thanks to PAC and PC for helping to fulfill that deficit.) Staff positions were frozen or reduced.

Phase II began after notification from the Office of Head Start that there would be no dollars coming in for COLA. SETA projected that it needed to come up with another \$1.2 million (for the) shortfall. SETA closed two HS centers: Franklin and Grace Lutheran. Whispering Pines center was reduced by 20 slots. There were 14 staff layoffs. Most staff have been placed elsewhere; Workforce filled some vacancies. There were four demotions. Two FSW's laid off are back to work. Two staff got promotions. The balanced budget is presented today for approval. Ms. Ramey-Clark asked about the (One Time Supplemental) Training and Technical Assistance grant application. Ms. Dermott said she will cover that in another report. Ms. Ramey-Clark asked if PC or PAC parents would be eligible for the financial literacy project for customers 18 to 25 to get financial or budgeting assistance. Ms. Dermott said she will research that and report back at the next meeting on whether it is connected to Workforce or not. Ms. Dermott passed out updated Organizational Charts reflecting staff reduction.

Motion by Ms. Carol Aronis, seconded Ms. Victoria Camargo, to approve the amended budget by show of hands vote. Ayes, 15. Nays, 0. Abstentions, 3 (Ms. Ruiz, Ms. Toolate and Ms. Salina Davey).

B. Approval of the SETA Head Start Early Head Start Tuberculosis (TB) Policy

Ms. Campos-Peck reported that the PC reviews the TB Policy each year, but no changes have been made in five years. At the May 21<sup>st</sup> Health Services Advisory Committee meeting, committee members (CHDP, pediatricians, nurses, representatives from the County and from the County Immunization Department) saw a need to revise the Policy as it relates to parents, keeping in line with what Delegate Agencies already require. Major changes: SETA now requires a TB clearance for parents in the Home Base Option; the past requirement of having a "TB skin test" was changed to "TB clearance" from one of three procedures - PPD, chest x-ray, or a Quantiferon blood test; volunteers must now have a TB clearance 60 days prior to volunteering (good for one year). Requirements for children remain the same: Early Head Start - TB at 12 months; Head Start - TB prior to enrollment.

Motion by Ms. Davey, seconded by Ms. Jeanine Vandermolen, to approve the Tuberculosis Policy. Ayes, 16. Nays, 0. Abstentions, 2 (Ms. Ruiz and Ms. Toolate).

**IV. Information Items**

A. Standing Information Items

- Parent/Family Support Unit Events and Activities - Ms. Kathy Ruiz – attached. Special PC meeting, Thursday, September 18<sup>th</sup>, 9:00 a.m. Notice will be mailed.
- Calendar of Events and Activities – Ms. Kathy Ruiz - attached.
- SETA Head Start/Early Head Start End-of-Month Enrollment Report – Ms. Elsie Bowers directed the Committee to July's report attached. There was no discussion.
- PC/PAC Parent Activity Report(s) – Family History Center - Ms. Ruiz reported that attendance was very low. Everyone had good time and received good information. Family History Center staff was very welcoming and helpful. Attendees had lunch afterward. (Center open to public.)
- Region IX Head Start Scholarship Awards. Ms. Ruiz reported that there are three awards: Al Orozco Memorial Scholarship, Torcey Wiley Memorial Scholarship, and Ron Bernard Memorial Scholarship; each for \$1,000. Only complete applications, postmarked by September 30<sup>th</sup>, will be accepted. Do not send applications to SETA (see address on attachment).

- Community Resources-PC Representative/Staff - Ms. Kathy Ruiz – Ms. Ramey-Clark commented that the Governing Board minutes (page 42 of the agenda) recorded the goal to distribute 5,000 disaster preparedness packets by Mr. Victor Bonanno, and they are not fully on track. She inquired whether parents on the PAC and PC could assist. Ms. Ruiz shared that she announced last month that anyone interested in assisting could call Mr. Bonanno, which some parents did. Anyone still interested can call him at 263-4364. Ms. Ruiz shared that the End of Year Parent Appreciation is October 18<sup>th</sup>, 12:00-3:00 p.m., Lyons Gate Hotel and Conference Center, Keynote Speaker is Council Member Bonnie Pannell. Semi-formal, purple gold and teal colors; no tennis shoes or jeans. Attendees may invite two guests; responsible for \$22 non Refundable lunch fee, due by Friday, October 3<sup>rd</sup>. RSVP by the 3<sup>rd</sup> to Ms. Lori Black, 263-4068. Flyer attached.
- Parent/Staff Recognition - Ms. Kathy Ruiz - Happy birthday to all having birthdays in August. Ms. Ruiz announced that her daughter has a one-year teaching position (equivalent to professor in the States) in Korea.
- Grandparent/Foster Parent Report - Ms. Venelsia Fentress - No report.

B. SETA Governing Board Minutes for July 3, 2008 – attached.

## V. Committee Reports

A. Executive Committee – Ms. Ruiz read the attached report.

B. Hospitality – Next meeting September 3<sup>rd</sup>, 1:00 p.m.

## VI. Other Reports

A. SETA Head Start Deputy Director's Report – Ms. Dermott reported that the Budget Committee has previously met between January and April of each year. She believes the budget challenges will continue on a year-round basis and decided to establish a budget review committee to meet on an ongoing monthly basis. It will include three parents, three union members, the three Head Start managers, three program officers representing FSW's, site supervisors, and countywide content area staff, one Facilities staff, one HR staff, one Information Technology staff, and any appropriate Fiscal staff. (Handout provided.) SETA applied to the Office of Head Start for a (One Time Supplemental) Training and Technical Assistance grant. \$374,000 was asked for; \$68,200 was received. All Head Start teachers must have an AA degree by 2011, and 50 percent of teachers must have their BA degree by 2013. 62 teachers countywide have not received their AA; most have 40 of the 60 required units. The \$68,200 received will cover \$24,000 unit costs, and \$43,000 in books.

SETA is convening a Child Safety Committee, which Ms. Campos-Peck will chair, consisting of three PC and three PAC Representatives, staff, union representation, Facilities, and Health and Safety team. Details will be mailed by the end of the week. The Office of Head Start is focusing more on child safety. SETA asked Community Care Licensing to do a kickoff presentation of what their expectations are. They, as well as a fire marshal, will give a presentation from their perspectives at upcoming Child Safety Committee meetings. The Committee is also looking at a curriculum program on child safety for children, parents and teachers. Ms. Campos-Peck shared that the Child Development and Health Committee and the Parent and Family Support Committee are merging with the Child Safety Committee. (They will no longer meet separately.) The first (overview) meeting is September 5<sup>th</sup> at 9:00 a.m., Redwood Room. The next meeting is September 19<sup>th</sup>, 9:00 a.m., with Community Care Licensing. The third meeting is September 26<sup>th</sup>, 9:00 a.m., Redwood Room, with Sacramento Fire Marshal.

Mr. Ronald Montez shared he would like to be on the Budget Committee. The Chair will discuss it after the meeting. Ms. Ramey-Clark asked if the Budget and Planning Committee was already composed and who is on it. Ms. Dermott said it has members, but since there is additional interest, the Chair will discuss the possibility of adding Representatives or Alternates. Ms. Desha shared that when the new PC is seated, the members on the Budget Committee (as well as the Child Development Health Services Committee, and the Parent and Family Support Committee) will be switched out with new Representatives. The Budget Committee meets the first Tuesday of the month. The Joint PC/PAC Committee meeting agenda will go out today, showing the committee meeting dates/times.

### III. **Action Item** (Continued)

#### C. **CLOSED SESSION: PERSONNEL - Pursuant to Government Code Section 54957**

The board went into closed session at 11:03 a.m. The board went back into open session at 11:10 a.m. Ms. Ruiz reported out of closed session that the board took the following action in closed session: Approval for the SETA Associate Teacher, Tier III.

### VI. **Other Reports** (Continued)

- B. Chair's Report – Ms. Ruiz reported that SETA did a job fair for youths; 26 were hired. They are hoping to get another one in the South Area and one in the North Area – no dates yet.
- C. Head Start Managers' Reports  
Ms. Brenda Campos-Peck – No report.  
Ms. Dense Lee – No report.

Ms. Lisa Carr – No report.

- D. Open Discussion and Comments – Ms. Ramey-Clark asked the board to take note of page 40, item “D” of the agenda (Governing Board minutes), which refers to the Community Services Block Grant to match savings/investment funds for customers aged 18 to 25, in case anyone on the PC is eligible for the program. Direct questions to Mr. Victor Bonanno, 263-4364. Ms. Dermott will ask Ms. Desha to follow up with Mr. Bonanno or Ms. Sherwood-Green to develop a flyer for parents at Head Start centers.
- E. Public Participation – None.

**VII. Adjournment:** Meeting adjourned at 11:15 a.m.

ITEM IV-D – INFORMATION

MONTHLY HEAD START FISCAL REPORT

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to review the fiscal reports for the month ending 9/30/08. The reports are included under separate cover.

Staff will be available to answer questions.

STAFF PRESENTER: Thelma Manzano

ITEM IV-E – INFORMATION  
AGENCY QUARTERLY FINANCIAL REPORT

BACKGROUND:

Attached is a copy of SETA's "Statement of Revenues, Expenditures, and Changes in Fund Balance" report.

Staff will be available to answer questions.

STAFF PRESENTER: Rick Pryor



**SACRAMENTO EMPLOYMENT AND TRAINING AGENCY**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
GOVERNMENTAL FUND  
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2008**

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**REVENUES**

Grant Revenue	\$ (14,551,925)
Childcare Food Reimbursements	(59,975)
Intergovernmental Revenue	(321,257)
Interest Income	0
Miscellaneous Income	(26,687)
In-Kind Match	
Total Revenues	<u>(14,959,843)</u>

**EXPENDITURES**

Head Start/Early Head Start	\$ 8,456,275
Workforce Development	2,814,632
Refugee Employment Social Services	334,220
Child Care Food Programs	316,920
State Department of Education	1,611,936
Community Services Block Grant	497,336
Targeted Refugee Assistance	379,988
CalWORKS	181,608
Casey Family Programs	2,719
Youth Crime Prevention	75,752
Los Rios Projects	49,491
Employment Training Panel	0
Other	219,247
Total Expenditures	<u>14,940,124</u>
Excess of Revenues over Expenditures	<u>19,719</u>

Net Increase in Fund Balance	19,719
Fund Balance, July 1, 2008	828,176
Fund Balance, September 30, 2008	<u>\$ 847,895</u>

ITEM IV-F – INFORMATION  
DISLOCATED WORKER UPDATE

BACKGROUND:

Attached is a copy of the most current dislocated worker update. Staff will be available to answer questions.

STAFF PRESENTER: William Walker

## Dislocated Worker Information PY 2008/2009

The following is an update of information as October 30, 2008 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

WARN STATUS	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Official	3/10/2008	<b>CSAA</b> Elk Grove, CA	3/28/2008	26	RR Scheduled Services Ongoing
Official	5/23/2008	<b>Site</b> 8880 Cal Center Sacramento, CA 95826	8/8/2008	1	Mailed packet
Official	7/1/2008	<b>Intuit, Inc.</b> 1860 Howe Ave., Ste. 260 Sacramento, CA 95825	8/25/2008	6	8/25/2008
Unofficial	7/2/2008	<b>Room Source</b> 849 North 10th Street Sacramento, CA 95814	7/18/2008	25	7/18/2006
Official	7/7/2008	<b>Windsor Capital Group, Inc.</b> <b>Residence Inn Sacramento</b> 2410 El Camino Ave. Sacramento, CA 95833	8/29/2008	39	Declined Services
Official	7/11/2008	<b>American Airlines</b> 6900 Airport Blvd Terminal B Sacramento, CA 95837	9/5/2008	8	8/7/2008
Official	7/23/2008	<b>Indymac Bank</b> 10860 Gold Center Drive Rancho Cordova, CA 95670	8/29/2008	109	Declined Services
Official	7/23/2008	<b>GenCorp-Aerojet</b> Highway 50 & Aerojet Rd Rancho Cordova, CA 95670	9/23/2008	99	9/24/2008
Official	7/24/2008	<b>Paramount Pictures</b> 5555 Melrose Ave Hollywood, CA 90038	9/22/2008	1	Declined Services
Official	8/5/2008	<b>AT&amp;T Advanced Solutions Inc., Broadband &amp; Narrowband Operations</b> 3675 T. Street Sacramento, California	9/6/2008	188	9/10-11/08 RR scheduled 9/17/08
Unofficial	8/7/2008	<b>Western Wood Manufacturing</b> 3700 Riego Rd Elverta, CA <b>95626</b>	9/25/2008	35	9/4/2008
Unofficial	8/14/2008	<b>Winter Volvo</b> 3805 Florin Rd Sacramento, CA	8/26/2008	45	8/20/2008
Unofficial	9/9/2008	<b>Muzio Baking Co.</b> 1708 34th Street Sacramento, 95816-7004	9/9/2008	15	Delivered Packets

## Dislocated Worker Information PY 2008/2009

The following is an update of information as October 30, 2008 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

WARN STATUS	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Unofficial	9/15/2008	<b>Ikon</b> 1225 8th Street, Sacramento, CA 95814	9/15/2008	10	9/15/2008
Unofficial	10/3/2008	<b>Bank of America</b> 11080 White Rock Road Ste. #500 Rancho Cordova	10/10/2008	15	10/9/2008
Official	10/10/2008	<b>Wachovia</b> 1510 Arden Way Sacramento, CA 95825	7/5/08 - 12/31/08	56	Pending
Official	10/1/2008	<b>Johnson Controls</b> 1900 Prairie City Rd Folsom, CA 95630	12/7/2008	36	Pending
Official	10/28/2008	<b>Mervyns</b> Sacramento, CA	12/31/2008	433	10/30/2008
Official	10/29/2008	<b>CSAA</b> Elk Grove, CA	12/31/2008	346	RR Scheduled 11/24/08 Services Ongoing
			<b>Total # of Affected Workers</b>	<b>1493</b>	

## ITEM V - REPORTS TO THE BOARD

- A. CHAIR'S REPORT: The Chair of the SETA Governing Board, on a regular basis, receives numerous items of information concerning employment and training legislation, current programs, agency activities, and miscellaneous articles about human service programs throughout the nation, and attends meetings pertinent to SETA business.

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

- B. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director to report to the Board 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 SETA Governing Board Packet. The Executive Director's Report also allows the opportunity for the SETA Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.

- C. DEPUTY DIRECTORS' REPORT: This item is set aside to allow the Child and Family Services Deputy Director and the Workforce Development Department Deputy Director to report to the Board any items relative to these programs.

- D. COUNSEL REPORT: The SETA Legal Counsel is the firm of Gregory D. Thatch, Attorney at Law. This item provides the opportunity for Agency Counsel to provide the SETA Governing Board with an oral or written report on legal activities

- E. MEMBERS OF THE BOARD: This item provides the opportunity for SETA Governing Board members to raise any items for consideration not covered under the formal agenda. It also provides the opportunity for Board members to request or to ask that certain items be placed on the next Governing Board agenda.

- F. PUBLIC PARTICIPATION: Participation of the general public at SETA Governing Board meetings is encouraged. The SETA Governing Board has decided to incorporate participants of the audience as part of its agenda for all meetings. Members of the audience are asked to address their requests to the Chairperson, if they wish to speak.