

GOVERNING BOARD

LARRY CARR
Councilmember
City of Sacramento

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Phone: (916) 263-3804
Fax: (916) 263-3779

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

Thought of the day: "Achievement is largely the product of steadily raising one's level of aspiration and expectation."

~~ Jack Nicklaus

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

DATE: Tuesday, February 28, 2017

TIME: 9:00 a.m.

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

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

AGENDA

PAGE NUMBER

- | | | |
|-------------|--|------|
| I. | <u>Call to Order/Roll Call/Review of Board Member Attendance</u> | 1-3 |
| | ➤ Introduction of Newly Seated PC Representatives | |
| | ➤ PC Meeting Attendance Update | |
| II. | <u>Consent Item</u> | |
| A. | Approval of the Minutes of the January 24, 2017 Regular Meeting | 4-11 |
| III. | <u>Action Item</u> | |
| A. | <u>CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957</u> | 12 |
| | ➤ Approval of Eligible Lists for: Associate Teacher, Associate Teacher/Infant Toddler, Lead Infant Toddler Teacher, Head Start Teacher, Family Services Worker III, Site Supervisor, and Personnel Analyst | |
| | ➔ Report out of closed session | |

IV. Information Items

- A. Standing Information Items 13-20
- PC/PAC Calendar of Events: Mr. Kenneth Tate
 - Parent/Staff Recognition: Mr. Kenneth Tate
 - Toastmasters Update: Mr. Kenneth Tate
 - Committee Reports: Mr. Kenneth Tate
 - ✓ Executive Committee: Mr. Kenneth Tate
 - ✓ Budget/Planning Committee: Mr. Kenneth Tate
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne
 - Community Resources: Parents/Staff: Mr. Kenneth Tate
- B. Governing Board Minutes of December 1 and 20, 2016 Meetings (attached) 21-31

V. Other Reports 32-35

- A. Head Start Deputy Director's Report
- Monthly Head Start Report (attached)
- B. Chair's Report
- C. Open Discussion and Comments
- D. Public Participation

VI. Training

The Parent Advisory Committee and Head Start Policy Council will participate in AB 1234 Ethics Training.

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, FEBRUARY 22, 2017

Policy Council meeting is hosted by:
Kenneth Tate, Chair; Vocheri Thomas, Vice Chair; Linda Harris, Secretary;
Vacant, Treasurer; Taneya Zimmerman, Parliamentarian

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Elnora Nears, Elk Grove Unified School District
- _____ Linda Harris, Elk Grove Unified School District
- _____ Reginald Castex, WCIC/Playmate Child Development Center
- _____ Vocheri Thomas, WCIC/Playmate Child Development Center
- _____ David Lesnick, San Juan Unified School District
- _____ Stacey Soloman, Sacramento City Unified School District
- _____ Andrea Scharnow, Sacramento City Unified School District
- _____ Jennifer Lane, Twin Rivers Unified School District
- _____ Ezell Humphrey-Grant, Twin Rivers Unified School District
- _____ Angela Burnell, SETA-Operated Program
- _____ Henrietta Gutierrez, SETA-Operated Program
- _____ Brianna Isaac, SETA-Operated Program
- _____ Angel Chenault, SETA-Operated Program
- _____ Taneya Zimmerman, Early Head Start, Sacramento City Unified School Dist.
- _____ Calvin Sheppard, Men’s Activities Affecting Children Committee
- _____ April Jean, Birth and Beyond
- _____ Penelope Scott, Community Representative
- _____ Linda Litka, Community Representative
- _____ Terri McMillin, Community Representative
- _____ Robin Blanks, Community Representative
- _____ Kenneth Tate, Outgoing Chair

New Member to be Seated:

- _____ Kimberly Mulhern, SETA-Operated Program

Seats Vacant:

- _____ Vacant (Vindiola-Huerta), Sacramento City Unified School District
- _____ Vacant (Robinson), San Juan Unified School District
- _____ Vacant (Schneider), SETA Operated Program
- _____ Vacant, Home Base Option
- _____ Vacant (Self), Early Head Start (SETA)
- _____ Vacant (Siegel), Early Head Start, San Juan Unified School District
- _____ Vacant (White), Early Head Start/Home Base (SOP)
- _____ Vacant (Chilton), Birth and Beyond

**** Please call your alternate, Policy Council Chair (Kenneth Tate: (916) 236-7407), 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 2016-2017**

The 2016-2017 Board was seated on **November 22, 2016** and
January 24, 2017

BOARD MEMBER	SITE	11/22	1/24	2/28	3/28	4/25	5/23	6/27	7/25	8/22	9/26	10/24	11/28
R. Blanks Seated 1/24	CR		X										
A. Burnell Seated 11/22	SOP	X	U										
R. Castex s/b/seated 11/22; seated 1/24	WCIC	E	X										
A. Chenault Seated 11/22	SOP	X	E										
H. Gutierrez Seated 11/22	SOP	X	X										
L. Harris Seated 11/22	ELK	X	X										
E. Humphrey-Grant Seated 11/22	TR	X	E										
B. Isaac Seated 11/22	SOP	X	E										
A. Jean s/b/seated 11/22; seated 1/24	Birth & Beyond	U	X										
J. Lane Seated 11/22	TR	X	X										
D. Lesnick Seated 11/22	SJ	X	E										
T. McMillin Seated 1/24	CR		X										
K. Mulhern s/b/seated 11/22	SOP	E	E										
E. Nears Seated 11/22	ELK	X	E										
A. Scharnow Seated 11/22	SAC	X	X										
E. Schnoiter Seated 11/22	SOP	X	E										
P. Scott Seated 1/24	CR		X										
C. Sheppard Seated 1/24	CR		X										
S. Solomon Seated 11/22	SAC	X	U										

BOARD MEMBER	SITE	11/22	1/24	2/28	3/28	4/25	5/23	6/27	7/25	8/22	9/26	10/24	11/28
K. Tate Seated 1/24	OGC		X										
V. Thomas Seated 11/22	WCIC	X	X										
T. Zimmerman Seated 11/22	SAC EHS	X	X										

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CR	Community Representative
EHS	Early Head Start
ELK	Elk Grove Unified School District
HB	Home based Option
MAACC	Men's Activities Affecting Children Committee
OGC	Outgoing Chair
SAC	Sacramento City Unified School District
SJ	San Juan Unified School District
SOP	SETA-Operated Program
TR	Twin Rivers School District
WCIC	Women's Civic Improvement Club/Playmate Child Care Center

- X:** Present
- E:** Excused
- R:** Resigned
- U:** Unexcused Absence
- S/B/S:** Should be Seated
- AP:** Alternate Present
- E/PCB:** Excused, Policy Council Business
- E/PCB:** Excused, Policy Committee Business
- OGC:** Outgoing Chair
- *:** Special Meeting

Current a/o 2/17/2017

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JANUARY 24, 2017 POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the January 24, 2017 meeting.

RECOMMENDATION:

That the Policy Council approve the January 24 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

Birth and Beyond Board Room
1217 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Tuesday, January 24, 2017
9:00 a.m.

I. Call to Order/Roll Call/Review of Board Member Attendance

Mr. Kenneth Tate called the meeting to order at 9:05 a.m. The Pledge of Allegiance was recited. Mr. Tate read the thought of the day.

V. Other Reports

A. Executive Director's Report

Ms. Kathy Kossick provided an update on what is going on in 2017. The Agency will be releasing some Requests for Proposals and will include public input meetings. The Community Action Board will be preparing a Community Action plan and will be seeking service providers at the end of the year. The Refugee program will also go through a funding cycle to provide targeted refugee services. Sacramento County has a lot of new immigrants and refugees and SETA funds a lot of organizations that provide services to this population. Last year, Policy Council members were invited to tour one of the 13 career centers to see what is available to job seekers. It is expected that the career center visits will be scheduled in May or June. This will provide members a comprehensive look at what is being provided to job seekers and/or employers. We ask board members to be ambassadors to spread the word about what SETA provides. Ms. Kossick encouraged board members to attend the tour when planned and to participate in the different services available. Ms. Desha will work with workforce staff regarding the visits.

Ms. Blanks, Acting Secretary, called the roll and a quorum was established.

Members Present:

Linda Harris, Elk Grove Unified School District
Vocheri Thomas, WCIC/Playmate Child Development Center
Andrea Scharnow, Sacramento City Unified School District
Jennifer Lane, Twin Rivers Unified School District
Taneya Zimmerman, Early Head Start, Sac. City Unified School Dist.
Henrietta Gutierrez, SETA-Operated Program

Board members still holding positions:

- ✓ Kenneth Tate, Past Parent
- ✓ Terri McMillin, Past Parent
- ✓ Robin Blanks, Grandparent

- ✓ Calvin Sheppard, MAACC
- ✓ Linda Litka, San Juan
- ✓ Stacy Lewis, WCIC: Mr. Lewis is still holding.
- ✓ Penelope Scott, SOP: Ms. Scott will hold the seat because Ms. Kimberly Mulhern is not yet seated.

Members Absent:

Elnora Nears, Elk Grove Unified School District (excused)
 Ezell Humphrey-Grant, Twin Rivers Unified School District (excused)
 Brianna Isaac, SETA-Operated Program (excused)
 Angel Chenault, SETA-Operated Program (excused)
 Duvierica Schneiter, SETA Operated Program (resigned)
 Angela Burnell, SETA-Operated Program (unexcused)
 David Lesnick, San Juan Unified School District (excused)
 Stacey Soloman, Sacramento City Unified School District (unexcused)

Members to be seated:

The following new members were seated:
 Reginald Castex, WCIC/Playmate Child Development Center
 April Jean, Birth and Beyond

Members to be seated but absent:

Kimberly Mulhern, SETA-Operated Program (excused)

II. Consent Item

- A. Approval of the Minutes of the November 22, 2016 Regular Meeting

Minutes were reviewed; no questions or corrections.

Moved/Thomas, second/Blanks, to approve the November 22, 2016 minutes.

Show of hands vote:

Aye: 14 (Blanks, Castex, Gutierrez, Harris, Jean, Lane, Lewis, Litka, McMillin, Scharnow, Sheppard, Scott, Thomas, Zimmerman)

Nay: 0

Abstention: 1 (Tate)

Absent: 8 (Burnell, Chenault, Humphrey-Grant, Isaac, Lesnick, Nears, Schneiter, Soloman)

III. Action Items

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

The board went into closed session at 9:17 a.m. At 9:36 a.m., Mr. Tate called the meeting back into open session and reported that the Policy Council approved the following eligible lists: Associate Teacher, Associate Teacher/Infant Toddler, EHS Educator, Education Coordinator (Supervisory), Accountant I, and Senior Payroll Specialist.

B. Election of Community Representatives and Alternates

Board members were distributed copies of applications received for the Community Representative positions. After discussion, Mr. Tate stated that he will remove his application from those seeking a community representative position and assume the position of out-going Chair.

The following nominees spoke of their interest in serving as Community representative:

Linda Litka, Terri McMillin, Penelope Scott, Stacy Lewis, Robin Blanks.

Mr. Sheppard stated that he also pulled his application for consideration as a community representative.

Votes:

Linda: 4

Terri: 3

Penelope: 5

Robin: 2

Stacy: 0

New Community Representative members: Penelope Scott, Linda Litka, Terri McMillin, Robin Blanks; Stacy Lewis will serve as alternate.

Moved/Sheppard, second/Scharnow, to ratify the election of Penelope Scott, Linda Litka, Terri McMillin, Robin Blanks to serve as Community Representatives, and Mr. Stacy Lewis to serve as alternate.

Aye: 14 (Blanks, Castex, Gutierrez, Harris, Jean, Lane, Lewis, Litka, McMillin, Scharnow, Sheppard, Scott, Thomas, Zimmerman)

Nay: 0

Abstention: 1 (Tate)

Absent: 8 (Burnell, Chenault, Humphrey-Grant, Isaac, Lesnick, Nears, Schneiter, Soloman)

C. Election of Policy Council Officers 2016-2017

Those interested in the **Chair** position: Kenneth Tate, Robin Blanks, Reginald Castex, Vocheri Thomas. After discussion Ms. Blanks withdrew her name for consideration.

Votes:

Kenneth: 10

Reginald: 1

Vocheri: 3

Those interested in the **Vice Chair** position: Linda Litka, Robin Blanks, Vocheri Thomas

Votes:

Linda: 5

Robin: 1

Vocheri: 8

Those interested in the **Secretary** position: Robin Blanks, Linda Litka, Reginald Castex, Terri McMillin.

Ms. Desha stated that Mr. Castex cannot be considered since Ms. Thomas is an officer position. In addition, Ms. Blanks, Ms. Litka, or McMillin cannot be considered. According to the bylaws, the officer positions are restricted to only having one community representative and one representative from a delegate agency; there is a need current parents to step up for consideration. Mr. Tate asked if there were any current parents interested in serving as officer. Ms. Zimmerman is interested in serving as **Parliamentarian**. Ms. Zimmerman is an Early Head Start representative from Sacramento City Unified School District.

Linda Harris submitted her name for consideration for the **Secretary** position.
Vote: 14

Those interested in the **Treasurer** position: There were no board members interested in serving at this time; this is tabled to next meeting

Parliamentarian: Taneya Zimmerman

Vote: 14

Moved/McMillin, second/Blanks, to ratify the election of Policy Council officers as follows: **Chair:** Kenneth Tate, **Vice Chair:** Vocheri Thomas, **Secretary:** Linda Harris, and **Parliamentarian:** Taneya Zimmerman.

Aye: 14 (Blanks, Castex, Gutierrez, Harris, Jean, Lane, Lewis, Litka, McMillin, Scharnow, Sheppard, Scott, Thomas, Zimmerman)

Nay: 0

Abstention: 1 (Tate)

Absent: 8 (Burnell, Chenault, Humphrey-Grant, Isaac, Lesnick, Nears, Schneiter, Soloman)

Ms. Jean left the room at 10:54 a.m.

- D. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Approval to Merge the Head Start Substitute Teacher Assistant and Head Start Substitute Child Care Teacher Classifications by Updating the Head Start Substitute Teacher Assistant Job Specification and Eliminating the Head Start Substitute Teacher Child Care Teacher Classification, and Reclassify Current Incumbents from Head Start Substitute Child Care Teacher to Head Start Substitute Teacher Assistant

Mr. Tate opened a public hearing.

Mr. John Allen reviewed this item. Over the years, two positions have been doing the exact same work. Due to minimum wage requirements, it no longer makes sense to have two different titles/jobs that do the same work with the same pay. This is in compliance with minimum wage requirements.

Moved/Blanks, second/Scharnow, to close the public hearing, and approve the merge of the Head Start Substitute Child Care Teacher and Head Start Substitute Teacher Assistant job classifications, approve the updated job specification for the Head Start Substitute Teacher Assistant, eliminate the Head Start Substitute Child Care Teacher classification, reclassify current incumbents into the new classification and approve the hourly wage of \$10.50.

Show of hands

Aye: 13 (Blanks, Castex, Gutierrez, Harris, Lane, Lewis, Litka, McMillin, Scharnow, Sheppard, Scott, Thomas, Zimmerman)

Nay: 0

Abstention: 1 (Tate)

Absent: 8 (Burnell, Chenault, Humphrey-Grant, Isaac, Jean, Lesnick, Nears, Schneiter, Soloman)

(Ms. Jean was out of the room during the vote.)

- E. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Approval of Job Specification Changes for Family Services Worker (I, II, and III), Associate Teacher Infant Toddler, Early Head Start Educator, and Head Start Cook/Driver

Mr. John Allen distributed an updated job classification for the Early Head Start Educator. Staff is in the process of reviewing all job specifications since the new Head Start regulations have an impact with the recruitment of jobs.

Ms. Jean returned at 10:57 a.m.

Mr. Allen stated that there will be additional classifications brought forward next month. The new Head Start regulations decreased the required number of college credits from six to three which will greatly assist in recruiting for EHS educator. Ms. Scott expressed apprehension this is being considered since more units means the staff are better educated. Mr. Allen stated that other certifications are required and the Office of Head Start has been studying this for

nine years. He feels that if they have done a study across the nation and thinks that three units are okay, then it is also acceptable to SETA Head Start. In addition, we will no longer have to rely on substitutes to staff the classrooms.

Mr. Allen stated that this modification will not affect our ability to be certified. The units are minimum qualifications in this particular job specification. This allows the agency to consider a larger number of people.

Ms. Lane urged board members to approve this board item; everyone needs to start somewhere.

Mr. Tate opened a public hearing; there were no comments.

Moved/Gutierrez, second/Lewis, to close the public hearing and approve the updated job specifications for Family Services Worker (I, II, and III), Associate Teacher/Infant Toddler, Early Head Start Educator (new title: Infant Toddler Lead Teacher), and Head Start Cook/Driver.

Aye: 14 (Blanks, Castex, Gutierrez, Harris, Jean, Lane, Lewis, Litka, McMillin, Scharnow, Sheppard, Scott, Thomas, Zimmerman)

Nay: 0

Abstention: 1 (Tate)

Absent: 8 (Burnell, Chenault, Humphrey-Grant, Isaac, Lesnick, Nears, Schneiter, Soloman)

IV. Information Items

- A. Parent Survey – Ms. Alma Walton Hawkins requested board members to fill out and return a parent survey. This will help staff to receive input on what workshops or trainings the board wants.

- B. Standing Information Items
 - PC/PAC Calendar of Events: Mr. Tate reviewed the calendar of events.
 - Parent/Staff Recognition: None.
 - CHSA Parent Conference Update: Mr. Tate stated that he provided the welcome speech to the CHSA. Ms. Scharnow was honored that she was allowed to go. She was a helper in two workshops. Ms. Blanks spoke of her experience. She volunteered in workshops including integrating LGBT parents into classrooms. She will bring the booklet that she received at the conference. Mr. Tate stated that the workshops he attended were outstanding. He attended a male involvement workshop and met a really inspiring speaker.
 - Toastmasters Update: The first Toastmasters class for 2017 will be held in March.
 - Committee Reports:
 - ✓ Executive Committee: Mr. Tate reviewed the most recent critique.

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Tate encouraged members to attend the February 14 Budget/Planning Committee meeting.
- Community Resources: Parents/Staff: Mr. Tate stated that flyers for the local food bank were distributed. Mr. Tate introduced the Birth and Beyond representative, Ms. April Jean, Program Manager. Ms. Jean stated that Birth and Beyond offers a wide variety of classes including parenting and social/emotional classes. Birth and Beyond will be seeking Parent Interns to engage parents. They are always looking to expand their services. Ms. Jean distributed event calendars for the month of February.

C. Fiscal Monitoring Reports: No comments.

D. Governing Board Minutes of November 3, 2016: No comments.

V. **Other Reports** (continued)

B. Chair's Report

Ms. Desha requested assistance to put labels in FLIP books; those assisting will be provided lunch. Ms. Desha reminded board members that the Governance self-assessment will be held Tuesday, February 21. All board members are encouraged all to attend.

C. Head Start Deputy Director's Report: No additional report.

D. Head Start Managers' Reports: No additional report.

- Lisa Carr – No report.
- Robyn Caruso – No report
- Martha Cisneros – No report.
- Karen Griffith – No report.

E. Open Discussion and Comments: Mr. Lewis stated that this was his last meeting since Mr. Castex was seated.

F. Public Participation: None.

VI. **Adjournment**: The meeting was adjourned at 11:36 a.m.

ITEM III-A - 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

BACKGROUND:

- PC/PAC Calendar of Events: Mr. Kenneth Tate
- Parent/Staff Recognition: Mr. Kenneth Tate
- Toastmasters Update: Mr. Kenneth Tate
- Committee Reports: Mr. Kenneth Tate
 - ✓ Executive Committee: Mr. Kenneth Tate
 - ✓ Budget/Planning Committee: Mr. Kenneth Tate
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne
- Community Resources: Parents/Staff: Mr. Kenneth Tate

NOTES:

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC Executive Committee	Friday, March 3, 2017 9:00 a.m. Olympus Room
Head Start Toastmasters Training	Friday, March 3, 2017 11:30 a.m. Board Room
PC/PAC Joint Budget/Planning Committee Head Start/Early Head Start Refunding Application Grant	Friday, March 10, 2017 9:00 a.m. Diablo Room
PC/PAC Joint Budget/Planning Committee Head Start/Early Head Start Refunding Application Grant	Friday, March 17, 2017 9:00 a.m. Diablo Room
PC/PAC Joint Budget/Planning Committee Head Start/Early Head Start Refunding Application Grant	Wednesday, March 22, 2017 9:00 a.m. Diablo Room
PAC Executive Committee	Friday, March 24, 2017 9:00 a.m. Olympus Room
PC/PAC Joint Budget/Planning Committee Head Start/Early Head Start Refunding Application Grant (if needed)	Friday, March 31, 2017 9:00 a.m. Diablo Room
Men's Activities Affecting Children Committee	Date/Time, to be announced.

COMMITTEE REPORTS

➤ 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 January 24, 2017 Policy Council meeting.

GOOD!!!
Thank you, Ms. Kathy Kossick for shared information on the Sacramento Works Job Centers and invitation for a career center tour.
Thank you, Mr. John Allen for the public hearing presentation on job specifications.
Thank you, Ms. Allison Noren for shared information on the employment eligibility list.
Thank you, Ms. Alma Walton Hawkins for the presentation of the parent survey.
Thank you, Mr. Kenneth Tate for a well facilitated meeting.
Thank you Ms. April Jean and Birth and Beyond for the use of your facilities during SETA's building renovations.
Thank you to the newly seated board members of 2016-17 for your attendance.
NEEDS IMPROVEMENT
Please be recognized by the Chair by raising your hand before speaking.
Please turn off all electrical devices, i.e., phones.
Please refrain from TEXTING!!
Attendance.
Please be recognized by the Chair before leaving your seat by saying, "question of privilege."
If unable to attend, or will arrive late to a meeting, please notify the Chair, Ms. Nancy Hogan, or Ms. Marie Desha and contact your alternate.
REMINDERS
Arrive on time and be seated by 8:50 a.m. to start meeting.
Refrain from leaving your seat during any presentation.
No eating in the Board Room.
Provide Ms. Marie Desha with community resource information/flyer seven days prior to meeting for approval.

➤ Budget/Planning Committee

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review the attached Governing Board minutes of the December 1 and 20, 2016 meetings.

NOTES:

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, December 1, 2016
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Schenirer called the meeting to order at 10:00 a.m. Ms. Kossick led the board in the Pledge of Allegiance. The roll was called and a quorum established.

Members Present:

Jay Schenirer, Chair, Governing Board; Councilmember, City of Sacramento
Allen Warren, Councilmember, City of Sacramento
Sophia Scherman, Chair, Governing Board; Public Representative
Patrick Kennedy, Vice Chair; Member, Board of Supervisors (arrived at 10:14 a.m.)
Don Nottoli, Member, Board of Supervisors (arrived at 10:15 a.m.)

II. Consent Items

- A. Minutes of the November 3, 2016 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council
- D. Approval to Transfer Workforce Innovation and Opportunity Act Dislocated Worker Funds to Adult Funds, Program Year 2016-17, and Authorize Staff to Submit a Request to the State of California, Employment Development Department

The consent items were reviewed; no questions or corrections.

Moved/Scherman, second/Warren, to approve the consent items as follows:

- A. Approve the November 3, 2016 minutes.
- B. Approve claims and warrants for the period 10/28/16 through 11/22/16.
- C. Approve modifications to the Policy Council bylaws.
- D. Concur with the Sacramento Works Board to approve the transfer of \$2,319,181 in WIOA dislocated worker formula funds to the WIOA adult program for PY 2016-17, and authorize staff to submit a transfer request to the State of California, EDD.

Roll call vote:

Aye: 3 (Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy & Nottoli)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Procurement of Workers' Compensation Insurance

Mr. Ken Urrutia stated that the Insurance Company of the West submitted a quote for Workers' Compensation insurance. Mr. Urrutia is recommending the board approve the purchase with Insurance Company of the West again. Overall, over the last couple of years, there has been a 31% savings in premium of approximately \$400,000.

Moved/Warren, second/Scherman, to authorize the Executive Director to procure Workers' Compensation coverage for the calendar year 2017.

Roll call vote:

Aye: 3 (Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy & Nottoli)

Ms. Scherman asked if anything happened last year that the board should be aware of. Mr. Urrutia stated that agency staff has been working over the years to improve the losses. The improvement in the losses has made SETA more marketable in the market place and now the agency has a good loss history.

2. Review and Approval of the Agency's Independent Auditor's Report & Financial Statements for Fiscal Year Ended June 30, 2016

Ms. Loretta Su presented the recently completed audit done by Gilbert Associates, Inc. There were no findings related to the financial statements. .

Moved/Scherman, second/Warren, to approve the Annual Auditor's Report and Financial Statements of the Agency for the fiscal year ended June 30, 2016.

Roll call vote:

Aye: 3 (Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy & Nottoli)

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revisions to the Salary Schedule for Head Start Parent Intern, Student Intern, Head Start Child Care Teacher Assistant, Head Start On-Call Cook Driver, and Head Start Substitute Child Care Teacher

Mr. John Allen reviewed the changes to the salary schedules for several Head Start positions.

Mr. Schenirer opened a public hearing; there was no public testimony.

Moved/Scherman, second/Warren, to close the public hearing and approve the new pay ranges for the Head Start Parent Intern, Student Intern, Head Start Child Care Teacher Assistant, Head Start On-Call Cook Driver, and Head Start Substitute Child Care Teacher.

Roll call vote:

Aye: 3 (Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy & Nottoli)

4. Approval of Lease for Head Start Early Learning Center Space Located at 925 Del Paso Boulevard and Authorize the Executive Director to Execute the Lease

Mr. Thatch reported that the agency and the landlord negotiated a 10 year lease with two five-year extensions, at \$1.40 per square foot. There will be painting and carpeting after year five and drainage issues to be fixed in 90 days. The new lease results in an overall savings of approximately \$42,000 per year. Ms. Kossick stated that the savings will be utilized in programming.

Moved/Scherman, second/Warren, to approve the new lease for the Head Start Early Learning Center space at 925 Del Paso Boulevard and authorize the Executive Director to execute the lease.

Roll call vote:

Aye: 3 (Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy & Nottoli)

Mr. Thatch was thanked for negotiating the lease. The Board thanked Ms. Kossick and Mr. Thatch for working hard in the best interest of the agency.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant

1. Approval of Community Services Block Grant Funding Extension Recommendations for Program Year 2017

Ms. Julie Davis-Jaffe reviewed this item. The state approved an extension for discretionary funds which allowed WIND to spend their funds. All of the

operators are performing at a satisfactory level or higher. By the end of September, 30 people were employed through the self-sufficiency program. Staff is hoping this number to be doubled if not more.

The Community Action Board reviewed the funding extensions. Ms. Davis-Jaffe requested the approval of all extensions correcting the amount to River City Food Bank in the amount of \$20,500 which increase the overall amount for the year to \$878,381.

Ms. Scherman inquired how many people are served at River City Food Bank and Ms. Davis-Jaffe replied around 2,419 households. For nine months the Elk Grove Food Bank served 37 for three months but they received funding late in the year.

Moved/Scherman, second/Warren, to approve the staff recommendations to extend all CSBG subcontracts for an additional one year term, contingent upon satisfactory program performance, and maintain Daren Maeda as a SETA consultant for an additional year at \$30,000.

Roll call vote:

Aye: 3 (Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy & Nottoli)

One Stop Services

2. Approval of the Workforce Innovation and Opportunity Act Resource Sharing Agreement & Authorize SETA's Executive Director to Negotiate Changes Subject to Legal Counsel Approval (Roy Kim)

Mr. Kennedy arrived at 10:14 a.m.

Mr. Kim stated this item requests approval for Phase 2 which is the resource sharing. This was approved by the Sacramento Works Inc. board. Because of likelihood of terms and conditions, staff is also requesting approval to authorize the Executive Director to negotiate the changes.

Moved/Scherman, second/Warren, to approve the WIOA Resource Sharing Agreement (RSA) for the Sacramento Workforce Development Area and authorize SETA's Executive Director to negotiate changes to the RSAs with One-Stop Required Partners, subject to approval by the Sacramento Works and the SETA Governing Board's legal counsels.

Roll call vote:

Aye: 4 (Kennedy, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 1 (Nottoli)

3. Approval to Release a Request for Proposals for Project Slingshot – Capital Region

Mr. Nottoli arrived at 10:15 a.m.

Mr. Kim stated that this is the second of the Request for Proposals for a central component of a project designed by the state.

Mr. Kim updated the board on the first RFP. The Phase 1 RFP was released and after the initial pre-qualifications, there were over 20 potential applicants that may be eligible to submit proposals.

Moved/Scherman, second/Nottoli, to approve the release of a second Request for Proposals for Project Slingshot – Capital Region.

Roll call vote:

Aye: 5 (Kennedy, Nottoli, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 0

4. Approval to Allocate WIOA Title I Youth Funds to Support a Transitional Foster Youth Employment Pilot

Ms. Terri Carpenter stated that this item comes forward based on input from the Youth Committee. The bulk of the funding goes directly to the youth in the form of paid work experience. Mr. Kennedy stated that he was glad to see so much of the money going to the youth.

The program will launch in January and will follow through to June 30. Stanford Youth Options will assist in youth stabilization and provide intensive interactive classroom work readiness training.

Moved/Schenirer, second/Kennedy, to approve the allocation of \$74,380 WIOA Title I Youth Funds to support a Transitional Foster Youth Employment Pilot.

Roll call vote:

Aye: 5 (Kennedy, Nottoli, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 0

5. Approval to Release a Request for Proposals for WIOA Title I Youth Program Services for the Galt Area

Ms. Terri Carpenter stated that on November 9, 2016, the Sacramento Works Youth Committee approved the release of a Request for Proposals (RFP) specifically to serve disconnected youth in the Galt area. On November 16, 2016, the SWI Board concurred with the Youth Committee recommendations.

Mr. Nottoli corrected the boundaries of the RFP. Ms. Kossick stated that the RFP will be corrected with the suggestions provided by Mr. Nottoli.

Moved/Nottoli, second/Scherman, to approve the Release of a Request for Proposals for WIOA Title I Youth Program Services for the Galt Area with the corrected boundary area.

Roll call vote:

Aye: 5 (Kennedy, Nottoli, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 0

C. CHILDREN AND FAMILY SERVICES: No items.

IV. Information Items

A. SETA Children and Family Services Department Year-In-Review Presentation

Ms. Denise Lee introduced Head Start Managers, Robyn Caruso, Lisa Carr, Martha Cisneros, and Karen Griffith. The managers provided an overview of the Head Start program through Program Year 2015-2016.

Mr. Warren left the meeting at 11:05 a.m.

B. Fiscal Monitoring Reports: No comments.

C. Employer Success Stories and Activity Report: No additional report.

D. Dislocated Worker Update: No additional report.

E. Unemployment Update/Press Release from the Employment Development Department: No questions.

F. Head Start Reports: No additional report.

V. Reports to the Board

A. Chair: Mr. Schenirer thanked the board for electing him Chair. He recently had a discussion with the Executive Director and wants to change the meeting structurally. He would like to deal with one substantive issue per meeting. Mr. Schenirer is proposing to set out a schedule over the next year including policy

discussions and putting more things on the consent calendar. He would prefer to have every other meeting held to have a substantive policy to discuss. Our knowledge base will increase and the board will be able to provide more direction to staff. Ms. Kossick stated that staff is in the process of identifying what will be presented before the board. Mr. Thatch stated that the board has to have individual votes on funding items. One issue to consider is how much authority to give the Executive Director monetarily. Currently, Ms. Kossick has authority to approve items less than \$100,000 without board approval.

- B. Executive Director: Ms. Kossick recognized Mr. Nottoli and Mr. Schenirer's birthdays. The building renovations have begun. Phase 2 will be construction in the board room beginning January. The January Governing Board meeting will be held at the Board of Supervisors chambers. Staff is still searching for a location in February. Staff will check on February at the City.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: None.

VI. Adjournment: The meeting was adjourned at 11:26 a.m.

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Tuesday, December 20, 2016
1:00 p.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Schenirer called the meeting to order at 1:02 p.m. Mr. Nottoli led the board in the Pledge of Allegiance. The roll was called and a quorum established.

Members Present:

Jay Schenirer, Chair, Governing Board; Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Don Nottoli, Member, Board of Supervisors
Allen Warren, Councilmember, City of Sacramento (arrived at 1:07 p.m.)

Member Absent:

Patrick Kennedy, Vice Chair; Member, Board of Supervisors

II. Action Item

A. WORKFORCE DEVELOPMENT DEPARTMENT

1. Consideration of Requests to Accept Late Proposals for Project Slingshot

Mr. Roy Kim stated that the deadline for Project Slingshot proposals was 5:00 p.m. on December 13. Fourteen proposals were received; and five were submitted after the 5:00 p.m. deadline. Board members received a copy of the list of late proposals. After organizations were notified that their proposals were late, staff received comments from the organizations requesting consideration. Mr. Kim: in addition, we received written comment from proposers that met the deadline sharing their concern regarding allowing consideration of the late proposals.

Mr. Nottoli asked if the comments were shared with the board; Mr. Kim stated that the comments were fairly short and all stated that they disagreed with the consideration of a policy of allowing late proposals.'

Speakers before the board.

- Jeff Louie, Capsity

- Theodore Mponte, Square Root Academy
- Laura Good, Laura Good Consulting

Mr. Warren arrived at 1:07 p.m.

- Mai Linh Tompkins, Capsity
- Thomas Hall, Clean Start

Ms. Kossick stated that the RFP indicates the deadline and is clear what the rules are. If the board approves this, they would be setting a precedent.

Mr. Thatch stated that this is not the first time late proposals have been considered. Because of that, the language was significantly modified that no appeals are allowed for late proposals. As a result, and because this is a competitive process, this board does not have the authority to accept the late proposals. If they do decide to do that, he would suggest the RFP be canceled; the ones that already submitted proposals will have them reviewed as is and the late ones can submit proposals under the new RFP.

Ms. Kossick stated that we are on a tight timeframe on this; we have to spend this money by March, 2018. The contractors will have one year to complete all services; this is a pilot program and no additional funding is guaranteed.

Mr. Schenirer stated that he sides with staff and if this board does nothing, there will be no extension. With that, he is not of a mind to extend the timeline or reissue the RFP. This is part of the 15% discretionary funding.

Ms. Scherman can only recall once when the RFP was extended. She understands how things happen and asked why people wait until the day it is due. She urged proposers to submit their proposals the day before the due date. She does not want to go back and accommodate the people that are late and possibly jeopardize the funding.

Mr. Warren stated that over the years, he has learned valuable lessons about procrastinating.

Ms. Scherman thanked Mr. Schenirer for calling a special Governing Board meeting; we are very concerned about this.

Mr. Nottoli was very disappointed in this situation. He stated that when organizations cut things close, you find yourself in unpredictable situations. If we had a little more time, he may have a different mind but as it stands, he think it is important to continue on with the timeframe. He supports the staff recommendation to not accept the late proposals.

Mr. Thatch stated that unless there is a motion to accept the late proposals, staff will read the proposals and give feedback to those submitting proposals. The late proposals will not be considered for funding.

Members asked if there were a reason why proposals are not accepted electronically. Mr. Kim stated that for the first Slingshot proposal, electronic submission was not available; a hard copy was required. Those interested in submitting a proposal to the second Slingshot RFP can submit their proposals electronically.

Mr. Kim stated that the traditional process has required proposers submitting hard copies. There have been 1-2 occasions where an RFP was released that electronic submission was allowed; staff will consider it from now on.

Mr. Kim stated that with the second slingshot RFP, the actual market we are soliciting is much larger than the Sacramento Metro area.

Members expressed their desire for any future RFP's to allow for electronic submission of proposals.

Ms. Kossick stated that the construction has moved one week so the Board will meet in the SETA Board Room in January.

III. Adjournment: The meeting was adjourned at 1:29 p.m.

ITEM V-OTHER REPORTS

BACKGROUND:

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

- ✓ Monthly Head Start Report (attached)

- B. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Mr. Kenneth Tate), 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. 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.

- D. 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.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

January 2017

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1305.6 (c) states *that at least 10% of the total number of enrollment in each grantee and delegate agency must be made available to children with disabilities.*

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	2028	238	12%	369	63	17%
Twin Rivers USD	233	25	11%			
Elk Grove USD	440	50	11%			
Sac City USD	1211	125	10%	144	19	13%
San Juan USD	668	83	12%	160	15	9%
WCIC	120	12	10%			
EHS CCP				80	4	5%
COUNTY TOTAL	4700	533	11%	753	101	13%

AFE: Annual Funded Enrollment



SETA Head Start

Food Service Operations Monthly Report

*January 2017

January 2nd - Holiday.

January 3rd to 5th - Closed Classes - Traditional Centers, Walnut Grove, Year-Round Part-Day Preschool / Full-Day - CSPP Part-Day.

January 6th - Minimum Day- Full-Day Preschool / Full-Day CSPP & EHS-CCTR.

January 9th - All classes return - North Avenue Center opens an EHS Class.
Bright Beginnings one class closed due to no heat.

January 11th - Walnut Grove closed classes due to flooding.

January 11th & 12th - Classes closed for CHSA Conference: Alder Grove, Grizzly Hollow and Illa Collin.
The Food Service Department provided super snack bags for the parents.

January 12th - Bright Beginnings closed one class due to no heat.
Vineland AM Class reduced to 10 children due to staff shortage.
Walnut Grove closed classes due to flooding.

January 16th - Holiday.

January 17th - Bright Beginnings closed classes due to no heat.

January 18th - Bright Beginnings closed classes due to no heat.

January 19th - Illa Collin closed morning class due to a power outage - Hopkins power outage closed.
North Avenue PM class stopped at 10 children due to staff shortage.

January 23rd - Solid Foundation limited the number of children in AM & PM classes due to staff shortage

January 25th - Solid Foundation limited the children in the AM class due to staff shortage.
Vineland stopping AM & PM classes at 10 children due to staff shortage.

January 26th - Vineland stopping the AM class at 10 children due to staff shortage.

Meetings & Trainings:

None

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
34,400	12,890	23,760	0

Total Amount of Meals and Snacks Prepared 71,050

Purchases:

Food	\$70,132.16
Non - Food	\$9,956.67

Building Maintenance and Repair: \$526.42

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$3,612.47

Vehicle Gas / Fuel: \$1,282.10
Normal Delivery Days 20

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
January 2017**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/31/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	472	107	84
Sacramento City USD	1,211	1,199	99	81
SETA	1,988	2,022	102	74
San Juan USD	668	694	104	83
Twin Rivers USD	233	233	100	90
WCIC/Playmate	120	120	100	73
Total	4,660	4,740		

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/31/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	151	105	69
SETA	377	392	104	70
San Juan USD	160	179	112	67
Total	681	722		

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/31/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	38	105	76
Sacramento City USD	40	40	100	67
SETA/Job Corps.*	4	4	100	TBD
Total	80	82		

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30 day allowable period.
- (b) If enrollment is less than 100%, agency includes corrective plan of action.
- (c) Average Daily Attendance for month, excluding Home Based