

Thought of the Day: Think of all the beauty still left around you and be happy."

Author: Anne Frank

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

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City of Sacramento

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ROBBIE WATERS
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Board of Supervisors
County of Sacramento

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

DATE: Tuesday, October 23, 2007

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.

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AGENDA

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

II. Consent Item

A. Approval of the Minutes from the September 25, 2007 Meeting

III. Action Items

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

B. Review of Applications and Election of Past Parent Representative and Alternate

C. Review of Applications and Election of Grandparent Representative and Alternate

- D. Review of Applications and Election of Foster Parent Representative and Alternate
- E. Approval of Labor Agreement
- F. Approval to Release Request for Proposals for Head Start Janitorial Services

IV. Information Items

- A. Standing Information Items
 - Introduction of New Staff
 - Parent/Family Support Unit
 - Calendar of Events and Activities Report
 - Calendar of Events and Activities (attached) – Mr. Ronald Montez
 - Monthly Special Education Report (provided in the months of October, December, February, April, June, and August) – Ms. Beverly Sanford
 - Program Content Area/Disabilities Services Report (provided in the months of February, April, June, August and October) – Ms. Beverly Sanford
 - Program Content Area/Mental Health Report (provided in the months of February, April, June, August and October) – Ms. Denise Moore
 - SETA Head Start Awareness and Family Day Report(s)
 - PC/PAC End-of-Year Appreciation Report(s) – Event Saturday, October 13, 2007, Lyon’s Gate Hotel and Conference Center
 - Fiscal Reports – Provided in the months of February, May, August, and November – Mr. Rick Pryor
 - Community Resources – PC Representatives/Staff – Mr. Ronald Montez, Chair
 - Parent/Staff Recognitions – Mr. Ronald Montez, Chair
 - Grandparent/Foster Parent Report – Mr. Ronald Montez, Chair
- B. Governing Board Minutes for the September 6, 2007 Meeting
- C. Article in the Sacramento Bee on the Therapeutic Preschool

V. Committee Reports

- A. Executive Committee
- B. Personnel/Bylaws
- C. Budget/Planning
- D. Hospitality
- E. Program Area Committees
 - Early Childhood Development and Health Services
 - Family & Community Partnerships/Training (aka: Parent/Family Support Committee)
 - Monitoring & Evaluation

- Early Head Start
- F. Community Advocating Male Participation (CAMP) – Vacant
- G. Community Partnerships Advisory Committee (CPAC) – Ms. Kathy Ruiz
- H. Health Services Advisory Committee (HSAC) – Ms. Brenda Vincent

VI. Other Reports

- A. SETA Executive Director and Head Start Deputy Director’s Reports
- B. Chair’s Report
- C. Head Start Managers’ Reports
- D. Community Agency Reports
 - Women Escaping a Violent Environment – Vacant
 - Sacramento Housing Alliance – Vacant
 - Child Action, Inc. – Vacant
 - Child Health and Disability Prevention Program – Ms. Carol Schaefer
 - Community Services Planning Council - Vacant
 - Perinatal & Infant Health Advisory Committee – Mr. Donald Clark
 - Maternal, Child and Adolescent Health Board – Vacant
 - Community Action Board – Mr. Ronald Montez
- E. Health and Dental Reports
 - Sacramento County Dental Health Advisory Committee
- F. Open Discussion and Comments
- G. Public Participation

III. Action Items (Continued)

G. CLOSED SESSION: PERSONNEL - Pursuant to Government Code Section 54957

- ✓ Approval of Eligible Lists for the following positions: Associate Teacher, Tier I, II & III, Head Start Cook/Driver, Head Start Coordinator (Education)(Supervisory), and Head Start Typist Clerk II
 - Report out of Closed Session

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, OCTOBER 17, 2007

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Brenda Vincent, Elk Grove Unified School District
- _____ Josie Cleaver, Sacramento City Unified School District
- _____ Irlanda Meza, Sacramento City Unified School District
- _____ Ronald Montez, Sacramento City Unified School District
- _____ Tanya Goode, San Juan Unified School District
- _____ Danyelle Nelson, San Juan Unified School District
- _____ Carol Aronis, SETA-Operated Program
- _____ Salina Davey, SETA-Operated Program
- _____ Esmeralda Garcia, SETA-Operated Program
- _____ Kathy Ruiz, SETA-Operated Program
- _____ Sarah Cordeiro, Home Base Program
- _____ Donald M. Clark, Grandparent Representative
- _____ Carol Schaefer, Child Health and Disability Prevention Program

Member to be Reseated:

- _____ Reanna Coe, Early Head Start (San Juan)

Seats Vacant:

- _____ Vacant (Nunley), WCIC/Playmate Child Development Center
- _____ Vacant (Ramirez), WCIC/Playmate Child Development Center
- _____ Vacant (Taylor), Elk Grove Unified School District
- _____ Vacant (Hutton), Del Paso Early Childhood Development Center
- _____ Vacant, Del Paso Early Childhood Development Center
- _____ Vacant, Foster Parent Representative
- _____ Vacant (Guerra), SETA-Operated Program
- _____ Vacant (Murray), SETA-Operated Program
- _____ Vacant (Schneider), Early Head Start (SETA)
- _____ Vacant (Gray), Past Parent Representative
- _____ Vacant (Dyba), Past Parent Representative
- _____ Vacant (Shanklin), CAMP Representative
- _____ Vacant (Minnick), Child Action, Inc.

**** Please call your alternate, the Policy Council Chair (Ronald Montez, 379-9201) or Head Start Staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. ****

**POLICY COUNCIL
BOARD MEETING ATTENDANCE
PROGRAM YEAR 2005-2006**

The 2005-2006 Board was seated on **November 28, 2006** and
December 21, 2006

BOARD MEMBER	SITE	11/28	12/21	1/23	2/27	3/27	4/24	5/22	6/6	7/24	8/3	8/28	9/25	10/23	
C. Aronis	SOP											E	X		
D. Clark (11/28)	GP	X	X	X	E	X	E	X	X	X	X	X	X		
J. Cleaver (11/28)	SAC	X	X	X	X	X	X	U	X	X	E	X	X		
R. Coe (10/07)	EHS (SJ)														
S. Cordeiro (8/3)	HB										X	X	E		
S. Davey (3/27)	SOP					X	X	X	X	X	X	X	X		
E. Garcia (4/24/)	SOP						X	X	X	X	X	X	U		
T. Goode (11/28)	SJ	X	X	X	X	X	X	X	X	X	X	X	X		
C. Guerra (11/28)	SOP	X	X	X	X	E	X	E	X	X	X	X	X	resigned	
I. Meza (11/28)	SAC	X	X	X	X	X	X	X	X	X	E	E	X		
R. Montez (11/28)	SAC	X	X	X	EX./ PCB	X	X	X	X	X	X	X	X		
K. Murray (5/22)	SOP							X	X	E	X	E	E		
Danyelle Nelson (11/28)	SJ	X	X	X	X	X	X	X	X	X	X	X	X		
K. Ruiz (11/28)	SOP	X	X	X	X	X	X	X	X		X	X	X		
C. Schaefer (11/28)	CHDP	X	X	X	X	AP	AP	X	X		X	E	X	AP	
B. Vincent ^{12/21} s/b/seated 11/28	ELK	U	X	X	X	X	X	X	X		X	X	X	X	
Vacant	WEAVE														
Vacant	CSPC														

GLOSSARY OF ACRONYMS

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

X: Present

E: Excused

U: Unexcused Absence

S/B/S: Should be Seated

AP: Alternate Present

E/PCB: Excused, Policy Council Business

E/PCB: Excused, Policy Committee Business

Current a/o 10/2/07

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE SEPTEMBER 25, 2007 REGULAR POLICY
COUNCIL MEETING

BACKGROUND:

Attached are the minutes of the September 25, 2007 Policy Council meeting for your review.

RECOMMENDATION:

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

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL
Minutes/Synopsis

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

Tuesday, September 25, 2007
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Mr. Ronald Montez called the meeting to order at 9:10 a.m. Ms. Tanya Goode read the thought of the day and called the roll. Ms. Carol Aronis, SOP, was seated. Ms. Venelsia Fentress was seated as an alternate to Mr. Kieston Murray.

Members Present:

Brenda Vincent, Elk Grove Unified School District
Josie Cleaver, Sacramento City Unified School District
Ronald Montez, Sacramento City Unified School District
Irlanda Meza, Sacramento City Unified School District
Tanya Goode, San Juan Unified School District
Danyelle Nelson, San Juan Unified School District
Carol Aronis, SETA-Operated Program
Salina Davey, SETA-Operated Program
Venelsia Fentress, alternate, SETA-Operated Program
Kathy Ruiz, SETA-Operated Program
Donald M. Clark, Grandparent Representative (arrived at 9:14 a.m.)
Crystal Rowland, Alternate, Child Health and Disability Prevention Program

Members Absent:

Esmeralda Garcia, SETA-Operated Program (unexcused)
Carolina Guerra, SETA-Operated Program (resigned)
Sarah Corderio, Home Base (excused)
Kieston Murray, SETA-Operated Program (excused)

II. **Consent Item**

- A. Approval of the Minutes from the August 28, 2007 Meeting

Mr. Montez read the board item. No questions or corrections were noted.

Moved/Cleaver, second/Davey, to approve the minutes by show of hands vote.
Show of Hands Vote: Aye: 10, Nay: 0, Abstentions: 1 (Montez)

III. **Action Items**

- A. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** First Reading of the Modification to the Bylaws of the SETA Operated Head Start/Early Head Start Policy Council

Mr. Montez reviewed the board item.

Moved/Aronis, second/Vincent, to open a public hearing, and continue this item to the next Policy Council meeting for final approval.

Show of Hands Vote: Aye: 10, Nay: 0, Abstentions: 1 (Montez)

Ms. Kathy Ruiz reviewed the modifications to the bylaws.

Mr. Donald Clark arrived at 9:14 a.m.

IV. Information Items

A. Standing Information Items

- Introduction of New Staff: None.
- Parent/Family Support Unit: Report given later.
- Calendar of Events and Activities: No report.
- Program Content Area/Disabilities Services Report: No report.
- Fiscal Reports: No report.
- Community Resources: Ms. Danyelle Nelson spoke of the Maidu Indian Day to be held at Effie Yeaw Nature Center, Saturday, October 6, 10 a.m.

Ms. Ruiz distributed flyers on a Wellness workshop. Bring your own lunch.

Mr. Donald Clark spoke of a high quality child care workshop. The second session will be held October 2 at Child Action, 9961 Horn Road, 10 a.m.

Loony Tunes Happy Day Care Center has child care at \$5.00 per hour per child in a licensed day care center. Call 383-5254 for information.

- Parent/Staff Recognitions: None.
- Grandparent/Foster Parent Report: Ms. Alma Hawkins spoke of the Grand Parent meeting in October to be held at the Hillsdale Center. The Grandparent Conference is being planned. Call Ms. Hawkins to register 263-0540. Community resource information will be available 24 hours a day by calling 211. Distribution of FLIP books will begin next month. There will be one new FLIP book per month.
- SETA Head Start/Early Head Start End-of-Month Enrollment Report: Ms. Elsie Bowers reviewed the end-of-month enrollment report. This report is sent to ACF.

B. Governing Board Minutes for the August 2, 2007 Meeting: No questions.

V. Committee Reports

A. Executive Committee: Ms. Goode reviewed the Executive Committee critique.

- B. Personnel/Bylaws: No more meetings.
- C. Budget/Planning: No more meetings.
- D. Hospitality: Ms. Nelson reviewed the PC/PAC End-of-Year Appreciation Luncheon (flyer in agenda).
- E. Program Area Committees
 - Early Childhood Development and Health Services: No report.
 - Family & Community Partnerships/Training: Meeting tomorrow
 - Monitoring & Evaluation: No report.
 - Early Head Start: Ms. Salina Davey reported that there was discussion of a new chart to evaluate childrens' growth.
- F. Community Advocating Male Participation: Mr. Bob Silva reported that approximately 80 people attended Movie Night at Hagan Park to watch *Finding Nemo*. The next Daddy and Me event will be September 29 and 30 at Fairytale Town. The next CAMP meeting is October 10, 2-3:30 p.m. at SETA. Mr. Clark inquired whether Mr. Silva had reviewed the modified welfare reform paperwork to find out how fatherhood programs are affected. Mr. Silva stated that fatherhood funds in the TANF grant is decided at the county level. Mr. Silva will be doing a presentation to the Washoe Indians about fatherhood programs. The Washoe Tribe is talking about implementing their own fatherhood program utilizing TANF funds. Staff is working with Warren Murphy on an incarcerated parent program which will inform incarcerated parents of what services are available to them upon release. This program will begin in mid-to-late October and then again in February. A fatherhood legal clinic is being considered possibly in November.

Mr. Montez stated that it is important that parents get jobs that get them out of poverty instead of keeping them in poverty.

- G. Community Partnerships Advisory Committee: The next meeting will be 9/27, 11:30 a.m. – 1:30 p.m. in the Shasta Room.
- H. Health Services Advisory Committee: The next meeting will be held in November; date/time TBA.

VI. Other Reports

- A. SETA Executive Director and Head Start Deputy Director's Reports: Ms. Lisa Carr reported for Ms. Dermott. Ms. Carr stated that there is a survey being distributed to determine a good time for PAC meetings. Currently the time is the second Tuesday of each month, from 6-8 p.m. Ms. Desha is sending out a survey to the site parents asking for: 1) board member recruitment, and 2) what the best time for the PAC meeting would be. All options would be the second Tuesday of the month, with three different times. Ms. Desha stated that the survey will only be given to parents considering being a PAC representative.

The PC/PAC board member recruitment flyer was distributed. This year, a memo went out to staff about the PAC and PC recruitment for the coming year.

Ms. Carr reported that SETA's PRISM review is coming up. It could be as early as the first two weeks in December, or later in 2008. Staff is in the process of updating the web site. Reviewers will be interviewing the PC, as well as members of the Governing Board.

SETA's Management Team and AFSCME have been in negotiations; a tentative agreement will be brought forward. Ms. Carr reviewed some highlights from the contract: Head Start teachers will go from six to seven hours a day; salaries for cook/driver will increase 20%; staff will receive a 2-5% COLA and an increase in medical benefits. Renovations for the centers are finishing up.

Ms. Kathy Ruiz was thanked for coordinating the purchasing of gifts for the PC/PAC End-of-Year Appreciation Luncheon.

Board members were urged to refer friends and family to the Head Start program to ensure continued full enrollment.

Ms. Carr stated that the Agency is working with American River College on a diesel mechanics program. Those completing the training will be a certified diesel mechanic which can command a higher rate of pay. In addition to the nursing program, the Agency has a non-traditional program for women in construction. Those salaries are very high as well. One of SETA's goal is to offer jobs and training that lead people out of poverty.

Ms. Josie Cleaver inquired about the nursing program. Those interested should contact Ms. Maria Steele or Ms. Melanie Klinkamon by calling 263-3800 and ask for them. Ms. Steele and Ms. Klinkamon can answer all questions.

Mr. Clark inquired when the tentative union agreement would be brought to the Policy Council. Ms. Alma Hawkins reported that the union will be informing staff the first week in October; it will be after that the Board will review for approval.

Mr. Montez apologized to Ms. Carr about the heated discussion at last month's meeting.

- B. Chair's Report: Mr. Montez asked board members to see Ms. Desha for Family Day Celebration tee shirts. The Policy Council and Parent Advisory Committee will be participating in the California Head Start Association's "Two Dollars per Child" event; see Ms. Desha about this. Mr. Montez reported he will be starting a janitorial service and invited parents to consider evening jobs.
- C. Head Start Managers' Reports: Ms. Carr reported on Family Day scheduled for October 5. Board members were reminded to park at St. Paul Church and take the shuttle. Ms. Belinda Malone was thanked for heading up Family Day planning. The second Next Skills Institute class was finished. Eight Head Start parents are participating. *Rosetta Stone* programs to learn English and/or

Spanish are available on the computers in the computer lab. It is planned to have these software programs available at the Hillsdale and Walnut Grove centers to assist parents.

- D. Community Agency Reports
 - Women Escaping a Violent Environment – Vacant
 - Sacramento Housing Alliance – Vacant
 - Child Action, Inc. – Vacant
 - Child Health and Disability Prevention Program: No report.
 - Community Services Planning Council - Vacant
 - Perinatal & Infant Health Advisory Committee: No report.
 - Maternal, Child and Adolescent Health Board: Mr. Montez reported on the September 11 meeting.
 - Community Action Board: No meeting.
- E. Health and Dental Reports
 - Sacramento County Dental Health Advisory Committee: The next meeting will be held in October.
- F. Open Discussion and Comments: Ms. Crystal Rowland spoke of the Maternal Child and Health Advisory Committee. She asked the Policy Council to choose another representative. Ms. Desha stated that the new Policy Council will be electing a representative in the next program year.
- G. Public Participation: None.

III. Action Items (Continued)

B. CLOSED SESSION: PERSONNEL - Pursuant to Government Code Section 54957

- ✓ The board went into closed session at 10:25 a.m. At 10:39 a.m. the board went into open session. It was reported out of closed session that the eligible list was approved for the following positions: Head Start Family Placement Worker, Head Start Family Services Worker, Head Start Associate Teacher Tier I, II & III, Head Start Teacher, and Head Start Site Supervisor

VII. Adjournment: Meeting adjourned at 10:45 a.m.

ITEM III-A – ACTION

**TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: SECOND AND FINAL READING OF
MODIFICATIONS TO THE BYLAWS OF THE HEAD START/EARLY HEAD START
POLICY COUNCIL**

BACKGROUND:

The Personnel/Bylaws Committee met several times to review and recommend revisions to the bylaws of SETA Operated Head Start/Early Head Start Policy Council.

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

A public hearing was opened on September 25, 2007 to hear testimony on modifications to the bylaws.

RECOMMENDATION:

Hear any additional testimony, close the public hearing and approve the amendments to the Policy Council Bylaws as attached.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

BYLAWS OF THE SACRAMENTO COUNTY

HEAD START/EARLY HEAD START POLICY COUNCIL (PC)

Policy Council First Reading: 9/25/07
Policy Council Final Approval: 10/23/07
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 Paso Heights Unified School District
 - ~~Two (2) Representatives from Meadowview Community Action (MCA)~~

- 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 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~~ ~~Three (3)~~ **(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 ~~three (3)~~ **two (2)** Past Parent alternate positions.
- One (1) Outgoing PC Chair - may not be held by any other party.
- Three (3) Community Representatives appointed by agencies.
- ~~One~~ ~~Two (2)~~ **(1)** Foster Parent Representatives - elected by the outgoing PC. **Representative may be elected by the current PC if the outgoing PC has been dissolved.** These R-representatives must be a current or past parent of SOP or a Delegate Agency. There will be ~~one two (2)~~ **(1)** Foster Parent alternate positions.
- ~~One~~ ~~Two (2)~~ **(1)** Grandparent Representatives - elected by the outgoing PC. **Representative may be elected by the current PC if the outgoing PC has been dissolved.** These R-representatives must be a current or past parent of SOP or a Delegate Agency. There will be ~~one two (2)~~ **(1)** Grandparent alternate positions.

Section 2: Alternates

Each representative holding membership on the PC shall additionally be entitled to have one alternate. An alternate shall be elected/~~selected~~ 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.

- 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 (**NHSA**), **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 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 Order¹ 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.

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

Section 6: Nominations/Elections

PC Board Members or candidates must be present to 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 ~~\$25~~ **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. 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 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/~~Fundraising~~ Committee.

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- 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/~~Fundraising~~ 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), 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.

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➤ 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 for the Head Start funding year and submit their review to the full PC for approval. A periodic 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 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/Fundraising Committee**

Social/Hospitality/~~Fundraising~~ 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 ~~and to oversee fundraising activities of the PC.~~ It shall be the duty of this Committee ~~to be responsible for all funds raised by the PC and to report the expenditure of funds raised by~~ **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, ~~Family and Community Partnerships/Training~~ **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.
- ✓ ~~Family and Community Partnerships/Training~~ **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** ~~the Family and Community Partnerships/Training~~ program area. ~~and review the program trainings.~~
- ✓ **The Male Involvement Committee shall be comprised of one (1) staff and a minimum of three (3) representatives who shall plan and review the Program 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.

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

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
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 9/25/07

ITEM III-B – ACTION

REVIEW OF APPLICATIONS AND ELECTION OF PAST PARENT REPRESENTATIVES AND ALTERNATES

BACKGROUND:

This agenda item provides an opportunity for Policy Council Past Parent Applications to be reviewed and candidates elected for Program Year 2007-2008.

RECOMMENDATION:

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

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-C – ACTION

REVIEW OF APPLICATIONS AND ELECTION OF GRANDPARENT
REPRESENTATIVE AND ALTERNATE

BACKGROUND:

This agenda item provides an opportunity for Policy Council Grandparent Applications to be reviewed and candidates elected for Program Year 2007-2008.

RECOMMENDATION:

That the Policy Council elects one (1) Grandparent Representative and one (1) Alternate.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-D – ACTION

REVIEW OF APPLICATIONS AND ELECTION OF FOSTER PARENT
REPRESENTATIVE AND ALTERNATE

BACKGROUND:

This agenda item provides an opportunity for Policy Council Foster Parent Applications to be reviewed and candidates elected for Program Year 2007-2008.

RECOMMENDATION:

That the Policy Council elects one (1) Foster Parent Representative and one (1) Alternate.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-E - ACTION

APPROVAL OF LABOR AGREEMENT

BACKGROUND:

The American Federation of State, County, and Municipal Employees (AFSCME) and the Sacramento Employment and Training Agency (SETA) have been in negotiations meetings since April 2007. A tentative agreement has been reached with the three (3) bargaining units represented by AFSCME and is being voted upon by its membership the week of October 15, 2007.

The SETA Governing Board will approve the labor agreement at their November 1, 2007 meeting.

The major provisions of the tentative agreement between SETA and AFSCME are outlined on the following page and cover a three year period.

Staff will be available to answer questions.

RECOMMENDATION

Approve the labor agreement.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

**AFSCME Local 146/SETA
Tentative Agreement-Highlight Summary
Contract for Period of 7/1/07 – 7/1/10**

Salaries

2007

4% effective November 12, 2007

2008

Minimum 2% to maximum 3.5% effective June 22, 2008 based on the CPI index for January 2008

2009

Minimum 2% to maximum 3.5% effective June 21, 2009 based on the CPI index for January 2009

Equities

Effective December 30, 2007 the following equities will be implemented:

Head Start Cook/Driver – 20%

Head Cook – 5%

WDP classifications – 2.5%

Medical Coverage

2008

Employee only - Effective 1/1/2008 the contribution shall increase by \$75.00 to \$395.00

Family – effective 1/1/2008 the contribution shall increase by \$100 to \$580.00

2009

Employee only - Effective 1/1/2008 the contribution shall increase by \$25.00 to \$420.00

Family – effective 1/1/2008 the contribution shall increase by \$50 to \$630.00

2010

Employee only - Effective 1/1/2008 the contribution shall increase by \$25.00 to \$445.00

Family – effective 1/1/2008 the contribution shall increase by \$50 to \$680.00

Cash back

Employees who waive coverage prior to 1/1/2006 - \$210

Employees who waive coverage after 1/1/2006 - \$100

Work hours for Teachers

Effective 1/1/2008 the work day for employees in the classification of Head Start Teacher shall be increased from six (6) to seven (7) hours.

Parental Leave

Effective 12/30/2007, the Agency agrees to pro-rate parental leave based on hours worked for 6 and 7 hour employees

Mileage Reimbursement

Agency agrees to reimburse for mileage in excess of normal commute when temporarily assigned and for mileage driven to sites at the start of the regular workday in excess of the normal commute.

CTO Year End Cash out

Agency agrees to extend the period for cash out to the same date as the personal leave expiration.

Overtime/Flextime

Agency agrees that when employees are required to flex their schedule to attend a Saturday event of 6 hours, the employee will not be required to work the 6th day in the week to make up the 2 hours.

Vacation Leave

Effective 12/30/2007 adds an additional vacation step as follows:

After 10 years of service – 15 years of service – 6.6 hours bi-weekly

Bilingual Pay

Agency agrees to implement bi-lingual pay of \$25 per pay period for a maximum of 100 employees designated by the Agency. Employees to pass proficiency test in order to be eligible for incentive.

Class and Comp Study

As soon as practicable after the conclusion of negotiations the parties agree to meet to create a side letter of agreement to address the issues of a class and compensation study.

Staff Support Officers

This classification is moved to the confidential unit effective upon ratification of the agreement.

Union Rights – List of employees

Agency will provide a monthly list of employees to the Union which will include new hires, transfers, separations, appointments, promotions and voluntary demotions. Also provides for the Union to receive a list with name and address of each member every pay period. Hopefully this will lead to a more accurate mailing list.

Performance Evaluations

Gives employees 30 days to complete their evaluation rebuttal – was 10 days.

Salary Step Increases

Eliminated the language in the MOU that provided for step increases to be deferred while an employee is in probationary status. Also created language that allows for a denial of a step increase to be appealed.

Temporary Assignment of Higher Duties

Union will be notified in writing when an out of class assignment exceeds 60 consecutive working days.

Wellness Incentive Program (New Section)

Employees who use less than 12 hours of leave during pay periods 1 – 13 or 14 – 26 will earn an additional 8 hours of paid time off. Prorated for less than full time employees.

Temporary Assignment of Higher Duties

This pay now begins on the 1st day of assignment not the 3rd day as in the current MOU.

Notice of Temporary Layoff

Notice of temporary layoff has been changed to 14 days up from 3 in the current MOU.

AWOL Language (New Section)

If an employee is absent without leave (no call and no show) for 5 consecutive work days they shall be considered to have voluntarily resigned. (See language for additional details.)

Discipline Section

Added new language that created separate process for discipline, it is no longer combined with the grievance process. Union and/or Mgmt may request to meet with a mediator prior to advancing to arbitration. No longer provides for a Step 2 meeting with the Agency Director.

Letters of Reprimand

Appeal of letter of reprimand will now be heard by the Chief of Administrative Services not by the Executive Director.

ITEM III-F - ACTION

APPROVAL TO RELEASE REQUEST FOR PROPOSALS FOR HEAD START
JANITORIAL SERVICES

BACKGROUND:

The Sacramento Employment and Training Agency (SETA) Head Start program provides comprehensive developmental services primarily to low-income preschool children and their families through our 38 Early Learning Centers. These centers are located throughout the Sacramento County area and are located in a variety of venues including community centers, churches, schools, and housing complexes. Janitorial services are needed for the upkeep and cleanliness of these centers.

Procurement for these services will be under the guidelines of the Agency's procurement policy established to insure fair and equitable use of the Federal funds utilized for services. A Request for Proposals (RFP) shall be the method utilized to procure the janitorial services for the cleaning of the Head Start centers. The facilities range from one (1) to four (4) classrooms with lavatory, food preparation areas, and offices.

The facilities will be grouped into eight (8) geographical areas and the proposers will be able to offer their services on as many areas as they wish. Details of each site will be provided as well as a visit to each site is scheduled.

Tentative schedule of RFP:

Governing Board reviews/concurs release of Request for Proposals	November 1, 2007
Release of RFP	November 1, 2007
Site Visits/Offerors' Conference	TBD
Proposals Due at SETA by 5 p.m.	November 30, 2007
Publish SETA staff recommendations	December 11, 2007
Policy Council recommendations	December 18, 2007 (special meeting)
Governing Board reviews/concurs with Policy Council	January 17, 2008

A service contract will be developed with each successful proposer in this solicitation process. The period of time covered in this agreement shall be for a three-year period with up to two extensions at the discretion of SETA.

Staff will be available to answer questions.

RECOMMENDATION

Approve the issuance of the Request for Proposals subject to approval/concurrence by the SETA Governing Board.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM IV-A – INFORMATION

STANDING INFORMATION ITEMS

BACKGROUND:

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

A. Standing Information Items

- Introduction of New Staff
- Parent/Family Support Unit
 - Calendar of Events and Activities Report
- Calendar of Events and Activities (attached) – Mr. Ronald Montez
- Monthly Special Education Report (provided in the months of October, December, February, April, June, and August) – Ms. Beverly Sanford
- Program Content Area/Disabilities Services Report (provided in the months of February, April, June, August and October) – Ms. Beverly Sanford
- Program Content Area/Mental Health Report (provided in the months of February, April, June, August and October) – Ms. Denise Moore
- SETA Head Start Awareness and Family Day Reports
- PC/PAC End-of-Year Appreciation Report(s) – Event Saturday, October 13, 2007, Lyon’s Gate Hotel and Conference Center
- Fiscal Reports – Provided in the months of February, May, August, and November – Mr. Rick Pryor
- Community Resources – PC Representatives/Staff – Mr. Ronald Montez, Chair
- Parent/Staff Recognitions – Mr. Ronald Montez, Chair
- Grandparent/Foster Parent Report – Mr. Ronald Montez, Chair

NOTES:

CALENDAR OF EVENTS AND ACTIVITIES
PARENT/FAMILY/SUPPORT UNIT

EVENT	DATE/TIME/LOCATION
Grandparent & Foster Parent Support Group Meeting	Tuesday, October 23, 2007 5:00 p.m. – 8:00 p.m. 5665 Hillside Blvd., #4 Sacramento, CA 95842 (see attached flyer)
Grandfamilies Conference	Friday, November 9, 2007 8:30 a.m. – 12:00 p.m.
	- AND -
	Wednesday, November 14, 2007 1:00 p.m. – 4:30 p.m. (see attached flyer)

CALENDAR OF EVENTS

EVENT	DATE/TIME/LOCATION
Policy Council Meeting	Tuesday, October 23, 2007 9:00 a.m., SETA Board Room
PC Executive Committee Meeting	Thursday, October 25, 2007 9:00 a.m., Redwood Room
PAC Annual Meeting	Tuesday, November 13, 2007 6:00 p.m., SETA Board Room
PAC Executive Committee Meeting	Wednesday, November 14, 2007 1:30 p.m., location TBA
Policy Council Annual Meeting	Tuesday, November 27, 2007 9:00 a.m., SETA Board Room
Thanksgiving Holiday – OFFICE CLOSED	November 22-23, 2007

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The September 6, 2007 Governing Board meeting minutes are attached.

NOTES:

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

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

Thursday, September 6, 2007
8:30 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Ms. Bonnie Pannell called the meeting to order at 8:40 a.m.

Members Present:

Bonnie Pannell, Vice Chair, SETA Governing Board; Councilmember, City of Sacramento
Don Nottoli, Member, Board of Supervisors
Jimmie Yee, Member, Board of Supervisors
Robbie Waters, Councilmember, City of Sacramento

Member Absent:

Sophia Scherman, Chair, SETA Governing Board; Public Representative

- II. **CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Pursuant to Government Code Section 54956.8

Property Address: 241 N. 10th Street, Sacramento, CA

Negotiating Party: North 10th Street Business Park

Under Negotiation: Price and payment terms for lease amendment

**CLOSED SESSION: CONFERENCE WITH REAL PROPERTY
NEGOTIATOR**

Pursuant to Government Code Section 54956.8

Property Address: 10381 Old Placerville Rd., Ste. B2, Sacramento, CA
95827

Owner(s): Michael Leonard Brunetti, Trust #3, Tricia Andrea Marie Brunetti,
Trust #3 and Patricia Rubino Brunetti, as tenants in common

Under Negotiation: Price, terms and lease conditions

Property Address: 10415 Old Placerville Rd., Suite 110, Sacramento, CA 95827

Owner(s): Heritage Community Credit Union

10399 Old Placerville Rd., Sacramento, CA 95827

Mr. Doug Fox

Under Negotiation: Price, terms and lease conditions

Property Address: 10665 Coloma Rd., Suite 200, Rancho Cordova, CA 95670

Owner(s): Allan H. Omand Living Trust

Bernard Stoltz

Kevin Turner

c/o Cordano Company

1112 11th Street, Sacramento, CA 95814

Under Negotiation: Price, terms and lease conditions

The Board went into closed session at 8:41 a.m. At 9:10 a.m., the board went back into open session; there was no report out under the labor negotiation item. However, the Board unanimously approved a motion to lease property located at 241 North 10th Street as well as approving a sole source finding.

Mr. Thatch read a sole source finding: SETA's procurement Policies authorize non-competitive procurement when it is determined that goods are available only from one source. SETA's current warehouse was procured through non-competitive procurement after solicitation was made from a number of sources, but only one response was received. The landlord of the current space has identified additional space in the same location that could be added to SETA's lease. This space is available only from the current landlord and, therefore, sole source procurement of additional warehouse space from the current landlord is justified.

III. Consent Items

- A. Minutes of the August 2, 2007 Regular Board Meeting
- B. Approval of Claims and Warrants

No questions or comments on the consent items.

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

- A. Approve the August 2, 2007 Minutes.
- B. Approve claims and warrants for the period 7/27/07 through 8/30/07.

Voice Vote: Unanimous approval.

IV. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Retiree Health Subsidy

Ms. Kossick requested that this item be moved to the October 4 agenda. Staff will be recommending option #2, changing the date from August 31 to September 30.

Moved/Yee, second/Waters, to continue this item to the October 4 agenda.
Voice Vote: Unanimous approval.

2. **TIMED ITEM 8:30 A.M. AND PUBLIC HEARING:** Final Reading and Approval of the Sacramento Employment and Training Agency Budget for Fiscal Year 2007-2008

Mr. Rick Pryor reviewed this item. The budget is down about \$340,000 from the previous year's budget. There are no major changes but a new payroll system has been implemented. Staff is still in the process of labor negotiations which could affect the budget.

Moved/Nottoli, second/Waters, to close the public hearing and approve the 2007-2008 agency budget.
Voice Vote: Unanimous approval.

3. Approval to Continue the Services of a SETA Job Search Consultant

No questions or comments on this item.

Moved/Yee, second/Waters, to approve continuation of consulting services of Lorraine Canaday at the SWCC Greater Sacramento Urban League and Hillsdale, at a rate of \$17.00 per hour, not to exceed \$30,000.
Voice Vote: Unanimous approval.

4. Approval to Release a Request for Proposals for Telecommunications Services and Equipment

Mr. John Valdez reviewed this item. Staff expects to have more responses to the RFP this year. This program will provide services for Head Start and the SETA administrative offices.

Moved/Nottoli, second/Pannell, to approve the release of a Request for Proposals for E-Rate Telecommunications Services and Equipment, and authorize the Executive Director to enter into negotiations with the selected vendor.
Voice Vote: Unanimous approval.

5. Approval to Accept Funds from the Employment Development Department for the FY 2007-2008 Disability Program Navigator Project and Authorize the Executive Director to Execute the Subgrant Agreement, Modifications and Other Documents Required by the Funding Source

Ms. Kossick reviewed this item; no questions.

Moved/Yee, second/Waters, to approve acceptance of funds for the FY 2007-2008 Disability Navigator Program and authorize the Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

Voice Vote: Unanimous approval.

6. Approval to Submit a Proposal for Rapid Response Special Projects Funding from the California Employment Development Department and Authorize the Executive Director to Execute the Subgrant Agreement, Modifications and Other Documents Required by the Funding Source

Mr. William Walker reviewed this item. The Agency has received two such grants for similar activities.

Moved/Waters, second/Yee, to authorize the SETA Executive Director to:

- submit a proposal for WIA Rapid Response Special Project Funding,
- accept WIA Rapid Response Special Projects Funding from the State Employment Development Department, and
- authorize the Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT: No items.

C. HEAD START: No items.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval to Release the Community Services Block Grant (CSBG) Request for Proposals for Fiscal Year 2008

Ms. Cindy Sherwood-Green reviewed this item. Approximately \$800,000 will be available for distribution.

Moved/Yee, second/Waters, to approve the release of the CSBG Request For Proposals for the 2008 Fiscal Year.

Voice Vote: Unanimous approval.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Dislocated Worker Update

Mr. William Walker reported on some dislocations at Sutter Hospital which will affect their First Five grant and the teen clinic.

Mr. Nottoli and Mr. Yee left at 9:24 a.m.

B. Expansion of the Therapeutic Preschool

Ms. Denise Lee reported that a therapeutic preschool was piloted in August, 2006. SETA partnered with River Oak to run a nine-month therapeutic preschool program that ended in June. The graduation ceremony for the children had a huge turnout.

Staff from the therapeutic preschool was introduced. Ms. Alexis Peters stated that puppets about the size of children are utilized to redirect inappropriate behavior. There are ten children and four staff in the classroom. A second classroom will be operated at the Sharon Neese Early Learning Center.

C. Head Start and Early Head Start Grant Award

Ms. Maureen Dermott reported that SETA's grant request was funded at 40% of the request. The additional funds will be provided during the grant period.

V. **Reports to the Board**

A. Chair: No report.

B. Executive Director: Board members were reminded of Family Day to be held October 5 at William Land Park. Invitations will be sent out in the next week.

C. Counsel: No report.

D. Members of the Board: No report.

E. Public: No report.

VI. **Adjournment**: Meeting adjourned at 9:41 a.m.

ITEM IV-C – INFORMATION

ARTICLE IN THE SACRAMENTO *BEE* ON THE THERAPEUTIC PRESCHOOL

BACKGROUND:

Attached is a copy of an article published in the September 17, 2007 edition of the Sacramento Bee.

Staff will be available to answer questions.

NOTES:

The Sacramento Bee

Sacramento Bee, The (CA)

September 17, 2007

Therapeutic preschool helps troubled kids

Youngsters with anger issues learn to use words instead in special Head Start classes

Author: Jocelyn Wiener

Bee Staff Writer

Edition: METRO FINAL

Section: METRO

Page: B1

Article Text:

Lisa Brown didn't know what to do for her 4-year-old son. He was constantly getting into trouble in his Head Start preschool classroom -- sometimes for temper tantrums, sometimes for hitting other children.

"Mommy," Brown's son would tell her, "It's too many kids."

Brown, a 43-year-old janitor, was at her wit's end. She felt desperately frustrated with her inability to help her son.

That was last year. This year, at 5, he's prospering in kindergarten.

His transformation, Brown believes, is rooted in a new therapeutic preschool program run by the Sacramento Employment & Training Agency and River Oak Center for Children. It serves fewer than 20 students at two different sites.

Organizers say the pilot program, started last fall, is "one-of-a-kind" in the Sacramento region. River Oak used to operate a similar program, which was discontinued just before the partnership with SETA began.

It serves kids ages 3 through 5 who, because of diagnosable mental health issues, are unable to thrive in mainstream classrooms.

Some have experienced emotional or physical trauma, from car accidents to problems at home. Others simply don't know how to calm down. As a result, they throw extreme tantrums, or bite and hit other kids.

In 2005, SETA Head Start disenrolled five children because their behaviors were endangering other children. Those youngsters didn't have anywhere else to go.

"I couldn't stand it," said Denise Lee, program operations manager for SETA Head Start. "If you can't come to Head Start, where are you going to go? Who's going to prepare you for kindergarten?"

The program is paid for through a combination of federal, state and county funds. To be eligible for the therapeutic preschool, the children first must qualify for Head Start: They must come from either very low-income families or families that depend on public assistance, or be in foster care.

At first glance, the therapeutic classroom at the Crossroad Gardens community center in south Sacramento looks similar to any other preschool classroom: Children sit on a blue circular rug ringed with the letters of the alphabet. They have a plastic play kitchen, children's books and boxes full of Legos and finger puppets.

But small details are different. The classroom has no paint and no scissors -- objects too dangerous for kids with violent tempers. And the room itself is much less crowded than normal Head Start classrooms, in which two teachers work with 20 kids.

In the therapeutic classroom, four adults monitor the activities of no more than 10 children. Two are Head Start teachers; two are mental health staff from River Oak.

At the Crossroad Gardens site, where five students are enrolled, that ratio boils down to almost one grown-up per child.

At 8:30 a.m. Wednesday, four 3- and 4-year-old boys and four women sang a verse of "Twinkle, Twinkle Little Star." Part way through the song, a 4-year-old in a yellow-checked shirt let out a roar. Another boy in sagging jeans retreated in a rage to the back corner. Moments later, he returned, still scowling.

"I'm mad at you all," he told the room.

The clinician, Lisa Robertson, looked him in the eye. "Thank you for using your words," she said calmly. "It's OK if you're mad at me. I still like you."

Robertson intentionally ignores certain things, like outbursts and bad language, that likely would merit instant discipline in mainstream classrooms. The technique, called "planned ignoring," is used so that children don't get attention for bad behavior.

Robertson also teaches the children ways to calm themselves down by counting or concentrating on breathing. In a 12-week course, the children's parents are taught how to use those same techniques at home.

On Wednesday, after a breakfast of biscuits and jelly, milk and fruit, the children sang a few songs and then the Head Start teacher Charetta Salmond led them in a game. Each was given a card with an alphabet letter on it and was asked to point out the same letter on the wall.

With each success -- even a highly assisted success -- the grown-ups in the room were generous with whoops and cheers! and high fives. In response, a classroom of grumps soon was beaming, sunbathing, dancing and -- in the case of the previously scowling 4-year-old -- somersaulting. Even after the boy in yellow checks kicked him in the shins, the boy in sagging jeans remained unfazed.

"I'm not mad at you!" he happily burst out to the clinician, Robertson. He gave her a hug. Another little boy, in green checks, joined in the hugging.

As the morning progressed, the boys rode tricycles, "painted" with shaving cream on a plastic easel and played with dinosaurs in a tub of soapy water.

Over lunch, the boy in yellow checks handed the boy with sagging jeans some chicken, and he responded with a very sincere "You're my best friend!"

By the end of the day everyone gathered to choose a treasure to take home. The boys excitedly picked out bouncy balls, animal figurines or small plastic tubs of play dough.

The adults took home other treasures: those images of hugs and proud smiles, of acts of kindness between children, and of a few key moments! when a little boy in sagging pants used words instead of his fists to express displeasure. Little by little, each child's path back to the mainstream classroom was seeming clearer.

The Bee's Jocelyn Wiener can be reached at (916) 321-1967 or jwiener@sacbee.com.

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Record Number: SAC_0405177674

ITEM V- COMMITTEE REPORTS

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

The Executive Committee met and evaluated the September 25, 2007 Regular Policy Council meeting.

Good	Needs Improvement
Timely meeting.	Members must be professional and courteous during the meeting and at all times.
	Members asking Chair's permission to speak.

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

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

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

ITEM V- COMMITTEE REPORTS (Continued)
Page 2

E. PROGRAM AREA COMMITTEES:

Early Childhood Development & Health Services

Family & Community Partnerships/Training (aka: Parent/Family Support Committee)

Monitoring & Evaluation Committee

Early Head Start

F. COMMUNITY ADVOCATING MALE PARTICIPATION (CAMP) – Vacant

G. COMMUNITY PARTNERSHIPS ADVISORY COMMITTEE (CPAC) – Ms. Kathy Ruiz

H. HEALTH SERVICES ADVISORY COMMITTEE (HSAC) – Ms. Brenda Vincent

ITEM VI- OTHER REPORTS

BACKGROUND:

- A. SETA EXECUTIVE DIRECTOR AND DEPUTY DIRECTOR REPORT: This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) and Head Start Deputy Director (Ms. Maureen Dermott) to report to the Council on any items of important information or to deal with special requests which need to be addressed.

The Executive Director's report also allows the Executive Director to apprise the Council of upcoming events, significant agency activities or conferences.

- B. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Mr. Ronald Montez), on a regular basis, receives numerous items of information concerning legislation, current programs and agency activities.

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

- C. HEAD START MANAGERS' REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:

Brenda Campos: Grantee Program Support Services
Denise Lee: Child Development and Education Services
Lisa Carr, Parent/Family Support Partnership Unit
(aka: Family and Community Partnerships/Training)
Vacant, Early Head Start, Special Projects and Community Partnerships

ITEM VI- OTHER REPORTS (Continued)

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

- Women Escaping a Violent Environment – Vacant
- Sacramento Housing Alliance - Vacant
- Child Action, Inc. – Vacant
- Child Health and Disability Prevention Program – Ms. Carol Schaefer
- Community Services Planning Council - Vacant
- Perinatal & Infant Health Advisory Committee – Mr. Donald Clark (appointed by Chair)
- Maternal, Child and Adolescent Health Board – Vacant (appointed by Chair)
- Community Action Board – Mr. Ronald Montez

E. HEALTH AND DENTAL REPORT: This item provides an opportunity for Policy Council representatives to submit an oral report to the Policy Council.

- Sacramento County Dental Health Advisory Committee Representatives (appointed by Chair): Mr. Ronald Montez, Ms. Kathy Ruiz

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

ITEM VI- OTHER REPORTS (Continued)

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

ITEM III-G – ACTION
CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: