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Thought of the Day: "Happiness is a perfume you cannot pour on others without getting a few drops on yourself."

Author: E. Joseph Cossman

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, September 25, 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.

AGENDA

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

II. Consent Item

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

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

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
- SETA Head Start/Early Head Start End-of-Month Enrollment Report
- Program Content Area/Disabilities Services Report (provided in the months of February, April, June, August and October) – Ms. Beverly Sanford
- Fiscal Reports – Provided in the months of Feb., May, August, & Nov. – 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 August 2, 2007 Meeting

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)

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

- ✓ Approval of Eligible Lists 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
 - Report out of Closed Session

VII. Adjournment

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
- _____ Salina Davey, SETA-Operated Program
- _____ Esmeralda Garcia, SETA-Operated Program
- _____ Carolina Guerra, SETA-Operated Program
- _____ Kieston Murray, 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 Seated:

- _____ Carol Aronis, SETA-Operated Program

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 (Schneider), Early Head Start (SETA)
- _____ Vacant (Coe), Early Head Start (San Juan)
- _____ 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. ****

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE AUGUST 28, 2007 REGULAR POLICY COUNCIL
MEETING

BACKGROUND:

Attached are the minutes of the August 28, 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, August 28, 2007
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Mr. Ronald Montez called the meeting to order 9:08 a.m. Ms. Carol Schaefer read the thought of the day. Ms. Tanya Goode called the roll.

Members Present:

Brenda Vincent, Elk Grove Unified School District
Josie Cleaver, 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
Salina Davey, SETA-Operated Program
Esmeralda Garcia, SETA-Operated Program
Carolina Guerra, SETA-Operated Program
Kathy Ruiz, SETA-Operated Program (arrived at 10:15 a.m.)
Sarah Corderio, Alternate, Home Base
Donald M. Clark, Grandparent Representative (arrived at 9:12 a.m.)
Carol Schaefer, Child Health and Disability Prevention Program

Members Absent:

Reanna Coe, Early Head Start (excused)
Irlanda Meza, Sacramento City Unified School District (excused)
Kieston Murray, SETA-Operated Program (excused)

II. **Consent Item**

- A. Approval of the Minutes from the July 24, 2007 and August 3, 2007 Meetings

There were no questions or corrections to the minutes.

Moved/Cleaver, second/Vincent, to approve the minutes as distributed.
Show of hands vote: Aye: 10, Nay: 0, Abstentions: 1 (Montez)

IV. **Information Items**

- Community Resources – PC Representatives/Staff:

Mr. Alan Bridges, clinic supervisor, Legal Services of Northern California, reviewed the services provided to the community such as probate law, conservatorship, and estate planning. Expungement is one of the most

requested services. One of the major reasons people do not get their convictions expunged is that they do not pay the restitution.

Ms. Schaefer inquired whether there was a residency requirement for eligibility. Mr. Bridges stated that they provide assistance for everyone in the state but there is an income requirement. Mr. Donald Clark inquired about the difference between dismissal vs. expungment and Mr. Bridges replied that expungment is the same as dismissal.

III. Action Items

A. Selection of Representative and Alternate to Attend the Region IX Head Start Association Professional Leadership Training

Ms. Marie Desha reviewed the approximate amount available for Policy Council and Parent Advisory Committee attendees as listed in Schedule H of the budget. There will not be a Region IX Conference, but there will be training on communication and conflict resolution. Once Ms. Desha receives additional information on the training, it will be provided to the representative. A travel meeting is scheduled for Thursday, October 11, 1:30 p.m.

Moved/Guerra, second/Davey, to select one representative and one alternate to attend the Region IX Head Start Association Professional Leadership Training in San Francisco, CA, October 15-16, 2007.

Show of hands vote: Aye: 10, Nay: 0, Abstentions: 1 (Montez)

Those wishing to attend the training: Donald Clark, Salina Davey, Ronald Montez, and Tanya Goode.

Votes: Salina: 2, Ronald: 2, Donald: 2, Tanya: 5

Mr. Montez withdrew his name for alternate.

Vote for Alternate: Salina: 7, Donald: 3

Representative will be Tanya; Alternate will be Salina.

B. Selection of Representative and Alternate to Attend the National Black Child Development Conference

Mr. Montez reviewed the board item.

Moved/Nelson, second/Cordeiro, to select one Policy Council representative and one alternate to attend the National Black Child Development Conference, October 21-23, 2007, Hyatt Regency Hotel, Chicago, IL.

Show of hands vote: Aye: 10, Nay: 0, Abstentions: 1 (Montez)

Ms. Maureen Dermott stated that she had the opportunity to attend this conference in Orlando, FL. It was a very interesting conference which drew national speakers. Ms. Desha stated that a Parent Advisory Committee member

will be going. Ms. Dermott stated that one staff member will attend. Ms. Desha shared conference information and reviewed the budget for this conference as listed in Schedule H of the budget. The additional cost of the conference will come from Schedule C: Out-of-state Travel, Misc. Travel (Male Involvement Inst., etc.) (13). The cost for one PC and one PAC member to attend is approximately \$4,481. A travel meeting is scheduled for Thursday, October 18, 1:30 p.m.

Those wishing to attend the conference: Brenda Vincent, Sarah Cordeiro, Salina Davey, Donald Clark, Tanya Clark. They spoke of their interest in attending the conference.

Votes: Donald: 0, Salina: 1, Sarah: 1, Brenda: 9, Tanya: 0

Ms. Davey withdrew as a potential alternate; Ms. Cordeiro will be the alternate.

C. Election of Treasurer

Mr. Montez reviewed this item.

Moved/Cleaver, second/Cordeiro, that the Policy Council elect a Treasurer

Show of hands vote: Aye: 10, Nay: 0, Abstentions: 1 (Montez)

Ms. Vincent agreed to serve as treasurer.

Vote for Brenda Vincent: Aye: 10, Nay, 0, Abstention: 1 (Montez)

IV. **Information Items** (continued)

A. Standing Information Items

- Introduction of New Staff: None.
- Parent/Family Support Unit
 - Calendar of Events and Activities Report: No additional report.
- Calendar of Events and Activities: No additional report.

Ms. Kathy Ruiz arrived at 10:15 a.m.

- PC/PAC Parent Activity Report(s) – The Discovery Museum Space and Science Center: Ms. Reanna Coe spoke of her visit to the center; it was nice to see things without worrying about ‘corralling her kids’. Ms. Goode enjoyed seeing how water was in space.
- Special Education Report: Ms. Beverly Sanford provided the final report for the program year. The next report will be in October or November. Ms. Sanford spoke of a community event for children with development disabilities, but all families are welcome. She distributed a registration form and asked that members bring copies to their center. Attendees will receive lunch and a tee shirt. Mr. Clark asked what percentage of mental health services is being provided to children. Ms. Denise Lee stated that the Program Information Report will be coming to the PC next month

which will include the mental health number, which is usually around 12% of the children in Head Start.

- Program Content Area/Disabilities Services Report: No additional report.
- SETA Head Start/Early Head Start Health Policies: Ms. Brenda Campos-Peck reviewed the health policies. Mr. Clark inquired whether SETA has a formal relationship with the County Committee on Tobacco. Ms. Campos-Peck stated that there is not currently a contact but asked for information so staff could make contact.

Ms. Goode inquired about CPR training. Ms. Campos-Peck stated that staff is looking at the calendar to increase the training days for staff. The first priority is to train staff but staff is looking at how often we can provide the training to include parents.

- Fiscal Reports – Mr. Rick Pryor stated that the Head Start fiscal year ended 7/31/07. Ms. Thelma Manzano will be presenting a report on the Head Start year-end closing in the next month.

Mr. Pryor stated that the SETA budget includes not only Head Start funds but CSBG, WIA, and a myriad of different grants. Almost all grants have a different end to their fiscal year. The fiscal year for SETA as an agency is July 1 through June 30.

Ms. Thelma Manzano stated that SOP funds have been spent and staff is working with delegates on their closeout reports. A final report is due in to ACF by October.

- Community Resources: Already done.
- Parent/Staff Recognitions – Mr. Ronald Montez, Father of the Year Award: Ms. Dermott stated that in June, Mr. Montez was recognized for being Sacramento County's father of the year. She presented Mr. Montez with a plaque for Father of the Year.

Ms. Kathy Ruiz announced that she was recently awarded \$21,000 for a workers' compensation settlement.

- Grandparent/Foster Parent Report: Ms. Ruiz reported that recruitment flyers for Program Year 2006-2007 for Past Parent, Grandparent, and Foster Parent were sent out to the early learning centers in July. Election was to have taken place today but no applications were received. She requested all board members to take a recruitment flyer for Program Year 2007-2008 to their classrooms.

- B. Governing Board Minutes for the June 7, 2007 Meeting: No questions.
- C. Fiscal Monitoring Reports: No questions.

V. Committee Reports

- A. Executive Committee: Ms. Goode reviewed the Executive Committee report.
- B. Personnel/Bylaws: Ms. Ruiz stated that the next meeting will be tomorrow. Minor changes to the bylaws were done at the last meeting.
- C. Budget/Planning: No more meetings for the year.
- D. Hospitality: Ms. Davey provided an update on the end-of-year event. Two guests are allowed, but PC and PAC members must pay for the guests' meals. Business casual attire is okay; no jeans and no shorts.
- E. Program Area Committees: No reports.
 - Early Childhood Development and Health Services
 - Family & Community Partnerships/Training
 - Monitoring & Evaluation
 - Early Head Start
- F. Community Advocating Male Participation: No report.
- G. Community Partnerships Advisory Committee: No report.
- H. Health Services Advisory Committee: No report.

III. Action Items (Continued)

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

The board went into closed session at 10:51 a.m. At 11:03 a.m. the board went back into open session. It was reported out of closed session that the eligible list was approved for the following positions: Head Start Coordinator (Nutrition), Associate Teacher Tier I, II & III, and Head Start Social Services/Parent Involvement (Supervisory).

VI. Other Reports: All items, except C, were tabled.

- A. SETA Executive Director and Head Start Deputy Director's Reports
- B. Chair's Report
- C. Head Start Managers' Reports: Ms. Lisa Carr stated that surveys were sent to the PC and PAC to identify training needed by the parents. She spoke of the Next Skills Institute which has been developed in response to PAC and Policy Council survey results. The Next Skills Institute offers training in skills that people must master for success in the world of work and will help with employment search. The first class begins on September 14, every Friday for eight hours until November 16. Lunch will be provided. Those completing the training will be presented with a \$100 gift card. There is space for 20 parents and 10 Family Services Workers. Board members were asked to call Bob Silva or Sharon Adams to sign up. Those interested must commit to eight formal sessions. A ninth session will introduce career centers, résumés, and applications. \$25,000 is allocated for job training and as of, the class and materials will cost \$12,500 not counting food or gift cards.

Mr. Montez asked that vocational training be added. In addition, he requested that parents receive information on how to access programs for learning disabilities. Ms. Carr stated that the local community colleges have staff that assist with learning disabilities. An assessment can be done by the disabilities unit to determine what type of disabilities the people have.

Mr. Clark requested assistance for parents in compiling all of the transcripts from the various schools that they went. Ms. Carr stated that that is a very specialized service and reported that anyone can contact a community college to receive assistance on how to get this information compiled.

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

VII. Adjournment: Meeting adjourned at 11:18 a.m.

ITEM III-A – ACTION

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

BACKGROUND:

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

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

RECOMMENDATION:

Open a public hearing, hear any additional testimony, and continue this item to the next Policy Council meeting where the action of the Council will be to close the public hearing and approve the amendments to the PC 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:
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 Order 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.

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.

- 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.

➤ **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.

- ✓ 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 8/29/07

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
 - SETA Head Start/Early Head Start End-of-Month Enrollment Report
 - Program Content Area/Disabilities Services Report (provided in the months of February, April, June, August and October) – Ms. Beverly Sanford
 - 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
Family Day	Friday, October 5, 2007 10:00 a.m. – 2:00 p.m. William Land Park
Grandparent & Foster Parent Support Group Meeting	Tuesday, October 23, 2007 5:00 p.m. – 8:00 p.m. 5665 Hillsdale 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.

CALENDAR OF EVENTS

EVENT	DATE/TIME/LOCATION
Family & Community Partnerships/Training Committee (AKA Parent/Family Support)	Wednesday, September 26, 2007 9:30 a.m., Redwood Room
Community Partnerships Advisory Committee (CPAC) Meeting	Thursday, September 27, 2007 11:30 a.m. – 1:30 p.m. Shasta Room
PC Executive Committee Meeting	Thursday, September 27, 2007 9:00 a.m., Redwood Room
Family Day	Friday, October 5, 2007 10:00 a.m. – 2:00 p.m. William Land Park
PAC Meeting	Tuesday, October 9, 2007 6:00 p.m., SETA Board Room Child Care Provided Dinner @ 5:00 p.m., Sequoia Room
PAC Executive Committee Meeting	Wednesday, October 10, 2007 1:30 p.m., Redwood Room
Region IX Head Start Association Training Travel Meeting	Thursday, October 11, 2007 1:30 – 3:30 p.m., Redwood Room
PC/PAC Annual End-of-Year Appreciation	Saturday, October 13, 2007 12:00 p.m. – 3:00 p.m. Lions Gate, 3410 Westover Street Sacramento, CA (McClellan) (See attached flyer.)
National Black Child Development Conference Institute (NBCDIC) Travel Meeting	Thursday, October 18, 2007 1:30 – 3:30 p.m., Redwood Room
PC 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

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The August 2, 2007 Governing Board meeting minutes are attached.

NOTES:

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

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

Thursday, August 2, 2007
10:00 a.m.

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

Members Absent:

Sophia Scherman, Chair, SETA Governing Board; Public Representative
Robbie Waters, Councilmember, City of Sacramento

- Recognition of Long-term Employees: Ms. Pannell presented long-term employees Steven Salinas, Ampee Bacon and Pamela Burkett with gifts in recognition of their years of service to SETA.
- Recognition of National Reporting System Spanish Assessors: Ms. Denise Lee presented certificates of appreciation to the 22 people that received the specialized training and utilized this to assist with assessments in Spanish.

II. **Consent Items**

- A. Minutes of the June 7, 2007 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Endorsement of the U. S. Department of Health and Human Services (HHS) Campaign - Rescue and Restore Victims of Human Trafficking
- D. Approval to Continue Participation with the Child and Adult Care Food Program

There were no questions or comments on the consent items.

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

- A. Approve the June 7, 2007 minutes.
- B. Approve the claims and warrants for the period 6/1/07 through 7/26/07
- C. Approve SETA to become part of the Sacramento Rescue & Restore Coalition established to combat human trafficking in the Sacramento area, and authorize

the Executive Director to provide a letter of support to the U.S. Department of Health and Human Services (HHS), Office of Refugee Resettlement (ORR) for this campaign.

- D. Authorize the renewal for participation in the Child and Adult Care Food Program, and authorize the SETA Chair and Executive Director to sign the renewal application.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Retiree Health Subsidy

Ms. Kathy Kossick reviewed this item and reminded the board that there is no vested health benefits subsidy. Currently the retiree health subsidy will run out December, 2007. SETA has approximately 70 retirees and 67 former employees that are on deferred status who could choose to retire and then receive the subsidy.

Mr. Thatch stated that whatever action the Board of Supervisors took was to give advanced notice of what is coming. SETA staff and legal counsel are recommending that a targeted date be considered. This would provide a 30 day period for eligible retirees to make a determination if they wish to retire. Ms. Kossick explained the deferred status.

Speakers before the board:

- 1) Long Nguyen, retiree would like the cutoff month asking to approve the health care and dental subsidies for SETA by 8/31/07.
- 2) Nancy Matilich, AFSCME, asked to meet and discuss this item for employees that will be retiring in the future.

Moved/Nottoli, second/Yee, to continue this item to the special September 6, 2007, 8:30 a.m. meeting.

Voice Vote: Unanimous approval.

2. Approval of Agency Technology Plan

Mr. John Valdez thanked the E-Rate team, and Robin Purdy, Michelle Anderson, Denise Lee, Sandy Bacon, Earl Sullaway, and Karl Wiggins who put the technology plan together. Mr. Valdez explained that in the January RFP for Telecommunications, vendors provided redundant backup at each of the remote sites when all that was needed was the backup at the administrative office. This will be addressed in the new RFP which will be brought to the Governing Board in September.

The technology plan is a living document. There is a technology planning committee and any changes to the technology plan will be presented to the E-Rate team and as projects are implemented they will be removed and new projects will be added. This applies only to SETA-operated sites.

Moved/Yee, second/Nottoli, to approve the Agency Technology Plan.
Voice Vote: Unanimous approval.

3. Approval to submit a Proposal to the Office of Juvenile Justice Delinquency Prevention for the Sacramento Works for Youth Development project and authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source

Ms. Christine Welsch reviewed this proposal and stated that \$998,810 will be requested.

Speaker before the Board: Deacon Donald Clark

Mr. Yee stated that results clearly indicate that when education is provided, the individual at risk will become a good citizen. Ms. Welsch stated that Sacramento parole and probation departments have endorsed this. Mr. Nottoli inquired how providers would be involved. Ms. Welsch stated that upon receipt of the funding, an RFP will be distributed to local provider school districts. Staff is hoping to turn the money around very quickly. At least half of the funds would go out in the form of small grants.

Moved/Yee, second/Nottoli, to approve the submission of a proposal to the Office of Juvenile Justice Delinquency Prevention for the Sacramento Works for Youth Development project. In addition, authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.
Voice Vote: Unanimous approval.

4. Approval of Staff Recommendations for Workforce Skills Preparation Vendor List

Ms. Michelle Anderson reviewed this item. No questions or comments.

Moved/Nottoli, second/Yee, to approve the attached recommendations for the Workforce Skills Preparation Vendor List.
Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 0

5. Approval to Release the Revised Vendor Services Request for Qualifications for 2007

Staff is requesting the release of another RFQ. Current vendors would not be required to resubmit a new application. No questions or comments.

Moved/Yee, second/Nottoli, to approve the revised Vendor Services (VS) Request for Qualifications (RFQ).

Voice Vote: Unanimous approval.

6. Authorization to Enter into Negotiations for an Addendum to the Warehouse Lease for Head Start Facilities and Maintenance Operations: This item was pulled from the agenda.

B. WORKFORCE INVESTMENT ACT

1. Approval to Augment Workforce Investment Act, Title I, Adult Subgrant Agreements

Ms. Robin Purdy stated that carryover funds have been identified to serve an additional 22 customers. The Lemon Hill Career Center is working with kids released from the criminal justice system. The funds will be used for case managers at the Sacramento City Charles A. Jones Skills Center targeting youthful offenders.

Moved/Nottoli, second/Yee, to approve augmentations as outlined in the board packet, with the remaining amounts set aside for future allocation:

Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 0

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

Ms. Kossick stated that due to SB193, which requires that 15% of the WIB represent labor, the size of the WIB was increased from 39 to 41 members. Mr. Dennis Morin, currently a member of the Youth Council, has submitted an application to serve on the WIB. Mr. Morin will fill one of the six labor seats on the WIB.

Moved/Yee, second/Nottoli, to appoint Dennis Morin to the Sacramento Works, Inc. board of directors, filling a labor seat.

Voice Vote: Unanimous approval.

C. HEAD START

1. Approval to Submit a Healthy Marriage Initiative Project Grant to the Administration for Children and Families

Ms. Kossick stated that this is a new funding opportunity. The Administration for Children and Families released a proposal for Head Start grantees to apply for these funds. Staff is requesting approval to go forward with a proposal requesting \$391,658. If approved, the funding may be for a five-year period.

Moved/Nottoli, second/Yee, to approve the submission of a Healthy Marriage Initiative Project Grant in the amount of \$391,658 to the Administration for Children and Families.

Speaker before the Board: Deacon Donald Clark

Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT

1. Appointment of Member to the Community Action Board

Ms. Cindy Sherwood-Green this item. The appointment of Catholic Charities would result in a completely full Community Action Board.

Moved/Yee, second/Nottoli, to appoint Catholic Charities of Sacramento to represent the Private Sector on the Community Action Board.

Voice Vote: Unanimous approval.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Fiscal Monitoring Reports: No questions.

B. Head Start Quarterly Report: Ms. Pannell commented on how well the information was presented.

C. Update on Head Start Grant Reapplication/Update on End of Current Head Start Grant: The reapplication process has progressed well with the exception of difficulty with one delegate agency. Staff will be finalizing the fiscal year closeout.

D. Dislocated Worker Update: Mr. William Walker reported that the last Crispy Crème closed in Citrus Heights.

E. Overview of SETA/Sacramento Works Youth Programs and Priorities for the Sacramento Works Youth Council: Ms. Christine Welsch reviewed items E and F.

F. SETA Workforce Services to Customers Transitioning from the Criminal Justice System: Ms. Robin Purdy this was developed as a request from the Head Start Policy Council to find out what is in place to serve ex-offenders.

G. Update on Clean Energy Technology Initiative: Ms. Purdy met with Employment Development Department staff that have committed to making the region a

powerhouse. The Sacramento Metro Chamber, SACTO, and U.C. Davis and Los Rios Community College District are partners in this effort. SACTO developed a list of 60 companies in the area focusing on clean energy in the area.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick thanked Ms. Purdy, Ms. Welsch, and all staff working on the youth programs and the ex-offender programs. There are so many collaborations and these two areas have particularly extensive collaborations. Ms. Terri Carpenter distributed information on Family Day in the Park scheduled for October 5 at William Land Park.
- C. Counsel: No report.
- D. Members of the Board: No comments.
- E. Public: No comments.

Mr. Thatch stated that the board would be going into closed session to discuss the items listed on the agenda. There would be no report out of closed session.

VI. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Pursuant to Government Code Section 54956.8

Property Address: 10381 Old Placerville Rd., #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., #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., # 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

CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

VII. Adjournment: Adjourned at 11:33 a.m.

ITEM V- COMMITTEE REPORTS

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

The Executive Committee met and evaluated the August 28, 2007 Regular Policy Council meeting.

Good	Needs Improvement
No cell phones went off.	Side barring.
Presentation by Mr. Alan Bridges.	Members must be professional and courteous during the meeting and members asking chair's permission to speak at all times.
Full participation by members.	

- 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)

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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 MANAGER'S REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:

Brenda Campos: Grantee Program Support Services
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- D – ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: