

GOVERNING BOARD

DON NOTTOLI
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County of Sacramento

BONNIE PANNELL
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County of Sacramento

ADMINISTRATION

KATHY KOSSICK
Executive Director

MAUREEN DERMOTT
Deputy Director

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Thought of the Day: "We are what we repeatedly do. Excellence, therefore, it is not an act, but a habit."

Author: Aristotle

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

DATE: Tuesday, August 26, 2008

TIME: 10:00 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 of July 22, 2008 Regular Meeting

III. Action Items

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

B. Approval of the SETA Head Start Early Head Start Tuberculosis Policy

IV. Information Items

A. Standing Information Items

- Parent/Family Support Unit Events and Activities - Ms. Kathy Ruiz
- Calendar of Events and Activities (attached) – Ms. Kathy Ruiz
- SETA Head Start/Early Head Start End-of-Month Enrollment Report (attached) – Ms. Elsie Bowers
- PC/PAC Parent Activity Report(s) – Family History Center
- Region IX Head Start Scholarship Awards (attached)
- Community Resources-PC Representative/Staff - Ms. Kathy Ruiz
- Parent/Staff Recognition - Ms. Kathy Ruiz
- Grandparent/Foster Parent Report - Ms. Venelsia Fentress

B. SETA Governing Board Minutes for July 3, 2008

V. Committee Reports

A. Executive Committee

B. Hospitality

VI. Other Reports

A. SETA Head Start Deputy Director's Report

B. Chair's Report

C. Head Start Managers' Reports

D. Open Discussion and Comments

E. Public Participation

III. Action Item (Continued)

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

- ✓ Approval of Eligible List for the following position: Associate Teacher, Tier III
 - Report out of Closed Session

VII. Adjournment

DISTRIBUTION DATE: TUESDAY, AUGUST 19, 2008

ITEM I - CALL TO ORDER/ROLL CALL

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

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

Seats Vacant:

- _____ Vacant (Hutton), Del Paso Early Childhood Development Center
- _____ Vacant (Said), Del Paso Early Childhood Development Center
- _____ Vacant (Luna), WCIC/Playmate Child Development Center
- _____ Vacant (Vincente), Early Head Start (Home Base)
- _____ Vacant (Treadway), WCIC/Playmate Child Development Center
- _____ Vacant (Lamar), Sacramento City Unified School District
- _____ Vacant (King), San Juan Unified School District
- _____ Vacant (Navarette), Elk Grove Unified School District
- _____ Vacant (Kay), Sacramento County Sheriff's Department

**** Please call your alternate, the Policy Council Chair (Kathy Ruiz, 743-9945) 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 2007-2008**

The 2007-2008 Board was seated on **November 27, 2007** and
December 18, 2007

BOARD MEMBER	SITE	11/27	12/18	1/22	2/26	3/25	4/30	5/27	5/30	6/24	7/22	8/26			
B. Arismende (4/30)	ELK						X	U	X	X	X				
C. Aronis (11/27)	SOP	X	X	PC B	X	E	X	X	X	X	X				
J. Brown (2/26)	SJ				X	X	X	X	X	X	X				
V. Camargo (11/27)	PP	X	X	X	X	X	X	X	X	X	X				
J. Cleaver (12/18)	SAC	E	X	X	X	X	X	X	X	X	X				
S. Cordeiro (11/27)	HB	X	X	PC B	X	X	X	AP	AP	X	X				
S. Davey (11/27)	SOP	X	PCB	X	X	X	X	X	X	X	X				
C. Farley (6/24)	SOP									X	E				
V. Fentress (11/27)	GRAND	X	AP/ PCB	X	X	X	AP	X	X	X	E				
S. Kay (s/b/s 4/30)	SHE						E	U	X	X	U				
E. Kimbro (11/27)	SOP	X	X	X	X	X	X	X	X	X	X				
Lorraine Garner, Alt.	SAC									AP	AP				
I. Meza (11/27)	SAC	X	X	X	X	X	X	X	X	E	U				
R. Montez (11/27)	OGC	X	X	X	X	X	E	X	X	X	X				
A. Navarotte (s/b/s 4/30)	ELK						E	E	X	X	E				
I. Oregon (6/24)	SOP									X	X				
B. Ramey-Clark (3/25)	FOSTER					X	E	X	X	X	X				
K. Ruiz (11/27)	PP	X	X	X	X	X	X	E	X	X	X				

BOARD MEMBER	SITE	11/27	12/18	1/22	2/26	3/25	4/30	5/27	5/30	6/24	7/22	8/26			
V. Stark (1/22)	CAMP			X	X	X	X	U	X	X	X				
N. Toolate (11/27)	SJ	X	X	X	X	X	X	X	X	X	X				
V. Huynh (12/18)	CHDP	E	X	X	AP	X	X	X	E	X	X				

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAMP	Community Advocating Male Participation
CHDP	Child Health and Disability Prevention Program
CR	Community Representative
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
SHF	Sacramento County Sheriff's Department
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
- OGC:** Outgoing Chair

Current a/o 7/28/08

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JULY 22, 2008 REGULAR POLICY COUNCIL
MEETING

BACKGROUND:

Attached are the minutes of the July 22, 2008 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, July 22, 2008
9:00 a.m.

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

The meeting was called to order at 9:04 a.m. The Thought of the Day was read. Roll was called.

Members Present:

Brandy Arismende, Elk Grove Unified School District
Josie Cleaver, Sacramento City Unified School District
Lorrayne Garner, Alternate, Sacramento City Unified School District (present at 9:08 a.m.)
John Brown, San Juan Unified School District
Natasha Toolate, San Juan Unified School District (EHS)
Carol Aronis, SETA-Operated Program
Salina Davey, SETA-Operated Program
Erin Kimbro, SETA-Operated Program
Itzel Oregon, SETA-Operated Program
Sarah Cordeiro, Home Base Program
Victoria Camargo, Past Parent Representative
Kathy Ruiz, Past Parent Representative
Barbara Ramey-Clark, Foster Parent Representative
Van Huyhn, Child Health and Disability Prevention Program
Ronald Montez, Outgoing Chair (present at 9:13 a.m.)
Victor Stark, CAMP Representative

Member Seated:

Jeanine Vandermolen, SETA-Operated Program

Members Absent:

Angelica Navarette, Elk Grove Unified School District (Excused)
Irlanda Meza, Sacramento City Unified School District (Unexcused)
Venelsia Fentress, Grandparent Representative (Excused)
Shirley Kay, Sacramento County Sheriff's Department (Unexcused)
Christy Farley, SETA-Operated Program (Excused)

II. Consent Item

- A. Approval of the Minutes of June 24, 2008 Regular Meeting
Motion by Ms. Salina Davey, seconded by Ms. Josie Cleaver, to approve the minutes by show of hands vote. No discussion. Ayes, 14. Nays, 0. Abstentions, 1 (Ms. Kathy Ruiz). No discussion. No corrections. Motion carried.

III. Action Items

A. Approval of Selection Criteria for Enrollment in Head Start

Background information read by Ms. Ruiz. Ms. Elsie Bowers reported on the revised draft of the Sacramento County Selection Criteria for enrollment into Head Start (attached). Revisions are reflected on numbers 9 and 11 of the attached Criteria form. Currently, Head Start is allowed to enroll 10 percent over the income guidelines. The revision under the Head Start Reauthorization allows Head Start to enroll 35 percent that fall within the 100 percent to 130 percent over the poverty guidelines. Ms. Dermott explained that those at the federal level now understand that there are some who do not fall within the poverty guidelines, but are still very needy. The 100 to 130 percent over poverty guidelines allows more families to participate in Head Start. (As requested, Ms. Bowers provided the PAC with a copy of the poverty guidelines.)

(Mr. Ronald Montez arrived at 9:13 a.m.)

(Ms. Lorraine Garner arrived at 9:08 and was seated at 9:16 a.m.)

Motion by Ms. Victoria Camargo, seconded by Ms. Carol Aronis, to approve the Selection Criteria for Enrollment in Head Start. No further discussion. Ayes, 14. Nays, 0. Abstentions, 3 (Ms. Ruiz, Ms. Clark and Ms. Natasha Toolate).

B. Approval of Selection Criteria for Enrollment in Early Head Start

Ms. Elsie Bowers reported on the revised draft of the Sacramento County Selection Criteria for enrollment into Early Head Start (attached). Revisions to the Criteria are reflected on the second page, numbers 12, 14, 16 and 18, to include 100 to 130 percent over the poverty guidelines. Ms. Clark asked how the 100 to 130 percent figure is arrived at. Ms. Dermott shared that to figure the guideline amount, multiply .30 by any number on the poverty guideline.

Motion by Ms. Van Huynh to approve the Selection Criteria for Enrollment in Early Head Start. Seconded by Ms. Camargo. Ayes, 14. Nays, 0. Abstentions, 3 (Ms. Ruiz, Ms. Clark, Ms. Toolate).

IV. Information Items

A. Head Start Update and Program Policies – Mr. Edward Condon, California Head Start Association Executive Director

Ms. Dermott introduced Mr. Ed Condon. Mr. Condon gave a presentation on Head Start Update and Program Policies. In explaining Head Start funding and reauthorization, he stressed the importance for parents to stay in contact with their public officials regarding Head Start. Mr. Condon shared that under the Reauthorization, Agencies are awarded a grant for five years, after which they must reapply and SETA could lose its grant. Ms. Cleaver asked who SETA could lose its Head Start grant to. Mr. Condon explained Reauthorization has two

parts: the law-making process (which gave the law); and the rule-making process (still ongoing). The rules should be out around December of this year and will show how the five-year grant will be carried out. Low-performing Agencies will need to re-compete for the grant. High-performing Agencies will reapply and renew their grant.

B. Standing Information Items

- Introduction of IT Chief – Mr. Ed Proctor.
Ms. Dermott introduced Mr. Proctor, who replaced Mr. John Valdez, retired. Mr. Proctor gave his background information and shared that he is very impressed with the services provided by SETA, the dedication of the employees, and the participation of the Boards and the Committees.
- Parent/Family Support Unit Events and Activities - Ms. Kathy Ruiz – The “A Celebration of Memories” flyer is attached for review.
- Calendar of Events and Activities (attached) – Ms. Kathy Ruiz. Calendars attached for review. The Personnel/Bylaws Committee meeting of July 25th was cancelled. The new date is Thursday, July 31st at 10:00 a.m., in the Sequoia Room.
- Fiscal Reports (attached) – Ms. Thelma Manzano. Fiscal reports for Head Start and Early Head Start attached.
- Submission of Revised 5/31/08 SOP Expenses Report to Reflect Intra-cost
- Recovery as Salary Expense – Ms. Thelma Manzano shared that in the past Intra Cost Recovery was shown under Operating Cost items, most of which is salaries and expenses charged regionally to the state contracts. However under the state Head Start program we can only pay \$3.9 million, which averages \$6,000 per child. Under the federal program, the average is \$8,000 per child. A portion of the state is paid through the Intra Cost Recovery. Changes will be made to truly reflect appropriate account costs. Ms. Dermott shared that Cost Recovery was not put under payroll on the May 31st budget, making it appear as though we had \$1 million more, which we didn't. Fiscal re-issued the May budget report to reflect those dollars under payroll. Payroll for the state program is shown under Intra Cost Recovery (Head Start Budget handout, page 2).

Ms. Cleaver shared that last month the PAC asked about monies for the Lending Library, Transition and Literacy supplies on the SOP budget and where the monies had been spent. This month the monies reappear on the June Budget. (Page 19 of the attached budget.) Ms. Manzano explained that Compass (the County of Sacramento's accounting system) doesn't recognize some differences in supplies. Ms. Dermott shared that Compass requires all supplies to be rolled into one number, rather than broken down by category, such as, Literacy, Transition, Lending Library, etcetera. Beginning with the August budget report, there will be parallel reporting; the County's system, and a Head Start budget report, which will be an itemized breakdown of expenses for each category.

Mr. John Brown asked what “DEPT/DIV OH ALLOC” means on the budget report under Operating Costs and why it is over budget by 300 percent. Ms. Manzano explained they are expenses the Administration incurs, such as, office supplies, computer equipment, rent, etcetera, which are identified as Administrative costs, and not directly related to the program. Ms. Dermott explained that actual individual costs will be represented on future SOP budget reports beginning with the August report, which will be reported in September. Ms. Ruiz asked where the line item is for Parent Activities. Ms. Manzano answered that it is in Operating Costs, Public Relations Services, page 20 of the agenda. Ms. Ruiz asked why there is no money showing, when none has been spent since last year. Ms. Dermott assured the money is still there, but due to the County’s accounting system it is not shown. Monies spent for the Parent Activity after August last year were taken from this year’s budget. Ms. Dermott guaranteed there will be money for this year’s Parent Activity.

- Community Resources - PC Representative/Staff – Ms. Davey shared on the upcoming Mayor’s Neighborhood Night at Funderland, August 1st, 5:00-8:00 p.m., William Land Park. \$3 per person for unlimited rides. Flyer provided.
- Parent/Staff Recognition - Ms. Kathy Ruiz acknowledged all July birthdays.
- Grandparent/Foster Parent Report - Ms. Venelsia Fentress – No report.

C. SETA Governing Board Minutes for June 5, 2008 attached.

V. **Committee Reports**

- A. Executive Committee – Attached report read by Ms. Ruiz.
- B. Personnel/Bylaws Committee – The Bylaws were read and revised at the last meeting. The next meeting is August 31st, 10:00 a.m. (July 25th meeting cancelled.) The Committee will revise the PC Bylaws and review the PAC Bylaws modifications.
- C. Budget/Planning Committee – Meetings are over.
- D. Social/Hospitality Committee – Ms. Erin Kimbro shared that the PC/PAC Parent Activity - *A Celebration of Memories* - will be on Tuesday, August 19th at the Family History Center, 9:00 a.m. to noon. Lunch location is Hometown Buffet on Watt and El Camino. One guest allowed - no children under 18. (Guests of Representatives pay for their own lunch.) Ms. Marie Desha shared that she will inform Representatives whether SETA can provide transportation (from SETA to the Family History Center, to lunch and back).
- E. Program Area Committees
 - Parent/Family Support Committee – Ms. Davey shared that at the last meeting the Committee discussed: the new T/TA (Technical/Training Assistance) system line by line to better understand it; upcoming events; and what goes into center disaster kits. The next meeting is tomorrow at 1:30 p.m., Redwood Room.
- F. Community Advocating Male Participation (CAMP) – Mr. Victor Stark – No report.

VI. Other Reports

- A. SETA Executive Director and Head Start Deputy Director's Reports – Ms. Dermott shared the results from SETA's on-site monitoring review held in April by the Administration for Children and Families (ACF), Office of Head Start. Copies of ACF's *Overview of Findings* review report were provided. There was one finding: Sac City (SETA's Delegate Agency) staff is reviewed every two years (by its union contract), rather than every year, as required for SETA. Kristen Hayes from the Regional Office advocated and SETA was not penalized for this and no corrective action was required. SETA was issued the Gold Certificate for a perfect review. Sierra View will be closing in August, and SETA is working toward fulfilling the 25 percent In-Kind requirement. A suggestion box concept has been established for ways to save costs on the budget. The results from the DRDP will hopefully be presented next month. A year-round Budget Committee will be established; currently the Committee meets just during the first quarter. Union representation, PC, PAC Representatives, staff, and key personnel will be present at the meetings. SETA has not heard back on the grant application for Training and Technical Assistance (T/TA), but expect to hear this month. Regarding whether SETA keeps its five-year contract, Ms. Dermott has concerns with the Child Health and Safety issues (lost child issues, etcetera).
- B. Chair's Report – No report.
- C. Head Start Managers' Reports – No report from Ms. Brenda Campos-Peck, Ms. Denise Lee, and Ms. Lisa Carr.
- D. Community Agency Reports – Tabled.
 - Sacramento Sheriff's Department – Ms. Shirley Kay
 - Child Health and Disability Prevention Program – Ms. Van Huyhn
 - Perinatal & Infant Health Advisory Committee – Mr. Ronald Montez
 - Maternal, Child and Adolescent Health Board – Ms. Venelsia Fentress
 - Community Action Board – Ms. Kathy Ruiz

III. Action Item (Continued)

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

The Board went into closed session at 11:17 a.m.

At 11:28 a.m. the Board returned to open session. Ms. Ruiz reported out of closed session that the Board approved the eligibility list for Associate Teacher, Tier III.

VI. Other Reports (Continued)

- E. Health and Dental Reports – Tabled.
- F. Open Discussion and Comments – Tabled.
- G. Public Participation – No cards submitted.

VII. Adjournment: The meeting adjourned at 11:28 a.m.

ITEM III-A - ACTION

APPROVAL OF THE AMENDED HEAD START/EARLY HEAD START BUDGET FOR FISCAL YEAR 2008-2009

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the amended Head Start/Early Head Start Budget for Fiscal Year 2008-2009, which reflects staffing and other necessary line item reductions, to ensure a continued balanced budget in the amount of \$39,383,216 for Head Start, and \$4,726,060 for Early Head Start.

Ms. Maureen Dermott, Deputy Director, will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the amended Head Start/Early Head Start Budget for Fiscal Year 2008-2009.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-B - ACTION

APPROVAL OF THE SETA HEAD START/EARLY HEAD START
TUBERCULOSIS POLICY

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review and approve the SETA Head Start/Early Head Start Tuberculosis Policy (attached). Additions are indicated by italic type and deletions are indicated by strikethrough type.

Ms. Brenda Campos, Manager, Program Support Services, will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the SETA Head Start/Early Head Start Tuberculosis Policy.

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

- Parent/Family Support Unit Events and Activities - Ms. Kathy Ruiz
- Calendar of Events and Activities (attached) – Ms. Kathy Ruiz
- SETA Head Start/Early Head Start End-of-Month Enrollment Report (attached) – Ms. Elsie Bowers
- PC/PAC Parent Activity Report(s) – Family History Center
- Region IX Head Start Scholarship Awards (attached)
- Community Resources-PC Representative/Staff - Ms. Kathy Ruiz
- Parent/Staff Recognition - Ms. Kathy Ruiz
- Grandparent/Foster Parent Report - Ms. Venelsia Fentress

1.

NOTES:

PARENT/FAMILY SUPPORT UNIT
CALENDER OF EVENTS AND ACTIVITIES

<u>EVENT</u>	<u>DATE</u>
Parent/Family Support Committee Meeting	Wednesday, August 27, 2008 9:30 a.m. 925 Del Paso Blvd. Redwood Room

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Male Involvement Committee Meeting	Wednesday, August 13, 2008 2:00 p.m. 925 Del Paso Blvd. Redwood Room
Family History Center PC/PAC Parent Activity	Tuesday, August 19, 2008 2745 Eastern Avenue Church of Jesus Christ of Latter Day Saints Activity, 9:00 a.m. - 12:00 p.m. Lunch, Hometown Buffet, Watt Ave. 1:00 - 3:00 (see attached flyer)
Personnel/Bylaws Committee Meeting	Wednesday, August 20, 2008 10:00 am. 925 Del Paso Blvd. Parent/Family Support Conference Room
Special PAC Meeting	Tuesday, August 26, 2008 9:00 a.m. 925 Del Paso Blvd. SETA Boardroom
Special PC Meeting	Tuesday, August 26, 2008 10:00 a.m. 925 Del Paso Blvd. SETA Boardroom
Parent/Family Support Committee Meeting	Wednesday, August 27, 2008 9:30 a.m. 925 Del Paso Blvd. Redwood Room
PC Executive Committee Meeting	Thursday, August 28, 2008 10:00 a.m. 925 Del Paso Blvd. Sequoia Room
PAC Executive Committee Meeting	Friday, August 29, 2008 9:30 a.m. 925 Del Paso Blvd. Sequoia Room
Region IX Head Start Association Scholarship Awards	Application postmark deadline, September 30, 2008 Mail to: RHSA Scholarship Committee 4305 University Avenue, Ste. 400 San Diego, CA 92105

CALENDAR OF EVENTS
(Continued)

<u>EVENT</u>	<u>DATE</u>
Annual Parent Appreciation	Saturday, October 18, 2008 12:00-3:00 p.m. Lyons Gate Hotel and Conference Center - The Garden Pavilion, Terrace Room 3410 Westover Street Sacramento, CA (See attached flyer.)

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The Governing Board meeting minutes for July 3, 2008 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, July 3, 2008
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Bonnie Pannell called the meeting to order at 10:05 a.m.

Members Present:

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

Jimmie Yee, Vice Chair; Member, Board of Supervisors

Sophia Scherman, Public Representative

Don Nottoli (10:25 a.m.), Member, Board of Supervisors

Robbie Waters, (10:10 a.m.) Councilmember, City of Sacramento

- Recognition of Long-Term Employee: Ms. Denise Gale (Social Services/Parent Involvement Specialist) was acknowledged for her 10 years of service.

II. Consent Items

Mr. Thatch requested that the Board take a roll call vote, on item C, Extension of SMARTware Services contract.

- A. Minutes of the June 5, 2008 Regular Meeting

- B. Approval of Claims and Warrants

Moved Yee, second/Scherman, to Consent Items A and B.

Voice Vote: Unanimous

- C. Approval to Extend the SMARTware Services Contract with Network Technologies

Moved Yee, second/Scherman, to extend the SMARTware Services contract with Network Technologies

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

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of 2008-09 Recommendations for Unrepresented Confidential and Management Personnel

Ms. Robin Purdy reviewed this item which seeks approval of the 2008-2009 Compensation package for unrepresented confidential and management personnel. The changes from last year's resolution for Unrepresented Confidential Personnel are:

- 3.5% increase effective June 22, 2008
- A \$25.00 increase in the monthly contribution for employees enrolled in Employee-only health insurance effective January 1, 2009
- A \$50.00 increase in the monthly contribution for employees enrolled in Employee-Plus Dependents health insurance effective January 1, 2009
- \$25 per month contribution to each employee's Retiree Health Savings Plan
- An additional tier of vacation leave accrual per pay period for employees with 11-15 years of service
- Bi-Lingual pay (\$25 bi-weekly for pay period employee is "certified")
- Wellness Benefit (8 hours off with pay for employees using 12 hours or less of sick leave in first six months of the year)

Ms. Purdy stated that these increases are consistent with the increases received by represented employees.

Staff is recommending that Exempt Management staff receive the same increase in monthly contributions for health insurance and the health savings account as represented employees. The recommendation for salary increases for Exempt Management is that increases be pay-for-performance based, and effective November 1, 2008. Exempt Managers will be eligible to earn 0-3.5% in salary increases, based on performance. Exempt Managers will not receive Bi-lingual pay or the Wellness benefit.

Moved/Yee, second/Scherman, to approve the report, and adopt the resolution authorizing the implementation of the proposed 2008-2009 salary and benefit increases for unrepresented confidential and management employees on the effective date given in the report.

Voice Vote: Unanimous approval.

2. Approval to Accept Funding from Los Rios Community College District to Provide Services to Students Enrolled in the Nurse Education Initiative (NEI) Grant

Ms. Cindy Sherwood-Green told the board that in the fall of 2005, the Los Rios Community College District was awarded two Workforce Investment Act 15% Discretionary Nurse Education initiative grants by the Chancellor's Office of the California Community Colleges. The amount of funding allocated to SETA for serving NEI students since 2006 has been \$384,000. Board approval is requested to accept \$202,500 from the Los Rios Community College District to continue to provide case management and other WIA-required services. Ms. Sherwood-Green stated that 400 students have graduated since 2001.

Mr. Robbie Waters arrived at 10:10 a.m.

Moved/Waters, second/Scherman, to accept \$202,500 from Los Rios Community College District to provide client eligibility, enrollment, case management, follow-up and JTA tracking services for NEI students for the 2008-2009 program year.
Voice Vote: Unanimous approval.

3. Approval to Submit a Proposal for California Department of Transportation Funds for the Sacramento Regional Highway Construction Training Initiative

Ms. Purdy stated that the purpose of the CalTrans Initiative is to recruit, train and place customers in transportation construction industry related occupations. Partners include American River College, Holt, Northern California Construction Training, and Sacramento/Sierra Building Trades Council. SETA recently received the 2007-2008 program year funding to support pre-apprenticeship and highway construction training. One hundred customers have been trained.

Moved/Waters, second/Yee, to approve the submission of a proposal to the California Department of Transportation to continue the Capital Area Transportation Industry Training Initiative for federal fiscal year 2008 for \$510,836 and authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the State of California.

Voice Vote: Unanimous approval.

Mr. Nottoli arrived at 10:25 a.m.

B. WORKFORCE INVESTMENT ACT: No items.

C. HEAD START: No items.

D. COMMUNITY SERVICES BLOCK GRANT

1. Ratification of the Submission of an Application to the State Department of Community Services and Development for the SETA Financial Literacy Project

Ms. Sherwood-Green explained that this project targets customers aged 18 to 25. Services include an individual financial assessment and budgeting. Each participant that completes all program components will begin a savings or investment account which will be matched by program funds of up to \$500. Ms. Sherwood-Green acknowledged Victor Bonanno for his work on this project. The one year pilot project begins August 1, 2008 and ends June 30, 2009.

Moved /Scherman, second/Waters, to ratify the submission of an application to the State Department of Community Services and Development for the SETA Financial Literacy Project.

Voice Vote: Unanimous approval.

2. Appointment of Member to the Community Action Board

Ms. Sherwood-Green stated that one application for Public Sector membership has been received from the Sacramento Municipal Utility District (SMUD). Staff is recommending the appointment of SMUD to represent the Public Sector.

Moved/Yee, second Waters, to appoint SMUD to represent the Public Sector on the Community Action Board
Voice Vote: Unanimous approval.

E. REFUGEE PROGRAMS:

1. Declaration of Non-Responsive Proposal for the Targeted Assistance (TA) Program, Program Year 2008-2009

Lao Family Community Development, Inc. submitted two (2) proposals in response to the RESS/TA RFP. Staff has notified Lao Family Community Development of the recommendation to declare the proposal for Referral/Verification to One-Stop Services (Proposal #12), submitted in response to the RESS/TA RFP, non-responsive. Mr. Yee asked if staff has contacted Lao Family Community to offer grant writing assistance and Ms. Anderson replied yes. Mr. Yee wants to make sure they know how to submit a proposal correctly. Ms. Anderson said that LFCD also submitted a proposal for the Employment Services Stand Alone activity. Mr. Thatch explained that staff brings non-responsive proposals to the attention of the Board prior to the evaluation of proposals to ensure a fair and competitive funding process.

Moved/Yee, second/Waters, to declare Lao Family Community Development's proposal for Referral/Verification to One-Stop Services, submitted in response to the RESS/TA RFP, non-responsive.
Voice Vote: Unanimous approval.

IV. Information Items

A. Fiscal Monitoring Reports: No comments.

B. Monthly Head Start Fiscal Report: Mr. Yee inquired about the projection column. Mr. Rick Pryor answered that the projection column is projected expenditures based on expenditures to date. Ms. Pannell requested the reports be prepared utilizing larger font size.

C. Head Start Policy Council Minutes: No comments.

D. Dislocated Worker Update: Mr. Waters inquired about the status on Senator Ford of Elk Grove and Senator Ford. Mr. William Walker stated that Elk Grove closed their doors and 50 people were laid off with no prior notice. Room Source

has 5 local and 1 warehouse staff laid off. Ms. Pannell asked if there were going to be any local closures in Starbucks. Mr. Walker replied that staff is not aware of any right now. Mr. Walker stated that employers are supposed to send out a WARN notice. EDD and the Federal Government are responsible for posting WARN notices. Ms. Pannell asked if any dealership on Florin Road has been contacted. Mr. Walker responded no; only Senator Ford has been contacted.

- E. Disaster Preparedness Update: Ms. Cindy Sherwood-Green stated that the Disaster Preparedness is to provide disaster awareness packets to staff and CSBG providers. All Head Start sites have received packets. The One Stops are next followed by CSBG providers. Mr. Bonanno's goal is to distribute 5,000 packets. Ms. Scherman inquired if senior complexes will be contacted. Ms. Sherwood-Green replied that we have not been working with the senior community. Ms. Scherman stated that all our seniors are in jeopardy and would like to have packets to distribute to senior complexes.
- F. www.CareerGPS.com: Ms. Robin Purdy explained that CareerGPS.com is a web-based application designed to provide job seekers, students, workforce development professionals, teachers, and employers with one central location to find the information they need to make informed education and career decisions. Mr. John Harden showed a presentation on how to use the web-based application. Ms. Pannell asked Robin to send them the link. The web-based application tells you the median wage and hourly wage for the occupation you are looking up. The forecast includes the breakdown of occupational employment by industry sector over the next two years, five years, and 10 years as well as the ability to view industry sector data based on the training level of each individual sector. Ms. Scherman asked if they can apply for Financial Aid. Ms. Purdy stated that we will have Financial Aid to apply for and that we will also have Scholarships at the One Stops. Ms. Pannell asked if we are getting this information to the high schools. Ms. Robin Purdy replied that we are working closely to educate everybody. Ms. Pannell asked how often the link changes. Ms. Purdy stated that the link will remain the same.

V. Reports to the Board

- A. Chair: No comments
B. Executive Director: Not present
B. Deputy Directors: No comments
C. Counsel: No comments
D. Members of the Board: Ms. Pannell wished everybody a Happy 4th of July
E. Public: Ms. Nancy Matulich of AFSCME Local represented the SETA employees. Ms. Matulich discussed the decision to lay off 14 employees in the Head Start department.

VI. Adjournment: The Board meeting adjourned at 10:55 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 July 22, 2008 Policy Council meeting.

Good	Needs Improvement
Cell phones off.	Participation by members on making motions.
Mr. Edward Condon on presentation of Head Stat update and Program Policies.	Maintaining professional body language during the meeting.
Timely meeting.	Too much movement during Mr. Condon's presentation.
Chair did good job on conducting meeting.	
Participation by members in discussions.	
Ms. Elsie Bowers – good job on Selection Criteria for Enrollment in Head Start/Early Head Start presentation and answers.	

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

ITEM VI- OTHER REPORTS

BACKGROUND:

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

- B. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Ms. Kathy Ruiz), 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 Unit
Vacant, Early Head Start, Special Projects and Community Partnerships

ITEM VI- OTHER REPORTS (Continued)

- D. 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.

- E. 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-C – ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: