

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Council Member
City of Sacramento

SOPHIA SCHERMAN
Public Representative

ROBBIE WATERS
Council Member
City of Sacramento

JIMMIE YEE
Board of Supervisors
County of Sacramento

ADMINISTRATION

KATHY KOSSICK
Executive Director

MAUREEN DERMOTT
Deputy Director

925 Del Paso Blvd., Suite 200
Sacramento, CA 95815

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

Thought of the Day: "Your opportunity for success starts right now. You can make something happen, starting today."

Author: Esteemed Human Development International - Ms. Betsy Haas

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

DATE: Friday, December 12, 2008

TIME: 10:30 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 November 25, 2008 Meeting

III. Information Items

A. Standing Information

➤ Introduction of Newly Seated Members

➤ Shared Governance Organization Structure – Ms. Maureen Dermott

B. How to Present and Make a Motion: Ms. Kathy Ruiz, Chair

IV. Action Items

A. Election of Policy Council Officers for Program Year 2008-2009

- B. Selection of Representatives and Alternates to Attend the California Head Start Association (CHSA) Annual Parent Conference
- C. Selection of Committee Representatives for Program Year 2008-2009
 - 1) Head Start Personnel/Bylaws Committee Representatives
 - 2) Head Start Budget/Planning Committee Representatives
 - 3) Head Start Social/Hospitality Committee
 - 4) Program Area Committees
 - a) Early Child Development and Health Services and Parent/Family Support Committee (aka: Child Safety Committee)
 - b) Monitoring & Evaluation (aka: Self-Assessment) Committee
 - c) Male Involvement Committee
 - d) Early Head Start Committee
 - 5) Appointment of Representatives to Advisory Committee on Perinatal and Infant Health
 - 6) Appointment of Representative and Alternate to the Maternal, Child and Adolescent Health Advisory Board
 - 7) Appointment of Three Representatives to the Sacramento County Dental Health Advisory Committee

III. Information Items (Continued)

- C. Standing Information Items
 - PC/PAC Calendar of Events
 - Parent/Family Support Unit Events and Activities
 - Parent/Staff Recognitions
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account - Mr. Roger Bartlett
 - SETA Head Start/Early Head Start End-of-Month Enrollment Report – Ms. Elsie Bowers
- D. Governing Board Minutes for the November 6, 2008 Meeting

V. Committee Reports

- A. Executive Committee

VI. Other Reports

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

IV. Action Items (Continued)

D. CLOSED SESSION: PERSONNEL - PURSUANT TO GOVERNMENT CODE SECTION 54957

- Approval of Eligibility Lists for the following Positions: Head Start Social Services/Parent Involvement (Non-Supervisory) (Temporary Position), and Head Start Health/Nutrition Specialist
 - Report out of Closed Session

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, DECEMBER 4, 2008

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Mary Pope, Elk Grove Unified School District
- _____ Jennifer Ryon, Elk Grove Unified School District
- _____ Donna Easter, San Juan Unified School District
- _____ Darlene Low, San Juan Unified School District
- _____ Josie Cleaver, Sacramento City Unified School District
- _____ Lorraine Garner, Sacramento City Unified School District
- _____ Irlanda Meza, Sacramento City Unified School District
- _____ David Quintero, SETA-Operated Program
- _____ Kiesha Spriggs, SETA-Operated Program
- _____ Salina Davey, SETA-Operated Program
- _____ Mary Brown, SETA-Operated Program
- _____ Greg Oviedo, SETA-Operated Program
- _____ LaDoris McDavid, SETA-Operated Program
- _____ Shernita Crosby, WCIC/Playmate Child Development Center
- _____ Erin Kimbro, Home Base Program
- _____ Jeanine Vandermolen, Past Parent Representative
- _____ Brenda Vincent, Past Parent Representative
- _____ Barbara Ramey-Clark, Foster Parent Representative
- _____ Carol Aronis, Grandparent Representative
- _____ Van Huynh, Child Health and Disability Prevention Program
- _____ Inez Whitlow, Chicks in Crisis
- _____ Kathy Ruiz, Outgoing Chair

New Members to be seated::

- _____ Beartice Mehn-Member, WCIC/Playmate Child Development Center
- _____ Kayla Granderson, Early Head Start (Sac. City)
- _____ Rosa Flores, Early Head Start (San Juan)

Vacant:

- _____ C. Alex, Early Head Start (Home Base SOP)

**** 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 2008-2009**

The 2008-2009 Board was seated on **November 25, 2008** and
December 12, 2008

BOARD MEMBER	SITE	11/25	12/12															
C. Alex	EHS	UU																
C. Aronis (11/25)	GRAND	X																
M. Brown (11/25)	SOP	X																
J. Cleaver (11/25)	FOSTER	X																
S. Crosby (11/25)	WCIC	X																
S. Davey (11/25)	SOP	X																
D. Easter (11/25)	SJ	X																
R. Flores	SJ																	
L. Garner (11/25)	SAC	X																
K. Granderson	EHS	U																
E. Kimbro (11/25)	HB	X																
D. Low (11/25)	SJ	X																
L. McDavid (11/25)	SOP	X																
B. Mehn-Member	WCIC	E																
I. Meza (11/25)	SAC	X																
G. Oviedo (11/25)	SOP	X																
M. Pope (11/25)	ELK	X																
D. Quintero (11/25)	SOP	X																
B. Ramey-Clark (11/25)	FOSTER	X																

BOARD MEMBER	SITE	11/25	12/12												
J. Ryon (11/25)	ELK	X													
K. Spriggs (11/25)	SOP	X													
J. Vandermolen (11/25)	PP	X													
B. Vincent (11/25)	PP	X													
V. Huynh (11/25)	CHDP	X													
I. Whitlow (11/25)	CHICKS	X													

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAMP	Community Advocating Male Participation
CHDP	Child Health and Disability Prevention Program
CHICKS	Chicks in Crisis
CR	Community Representative
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
TR	Twin Rivers School District
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 11/18/08

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 25, 2008 REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached are the minutes of the November 25, 2008 regular Policy Council meeting.

RECOMMENDATION:

That the Policy Council review, modify if necessary, and approve the November 25, 2008 regular Policy Council meeting minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, November 25, 2008
9:00 a.m.

- I. Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Kathy Ruiz called the meeting to order at 9:02 a.m. and led the pledge of allegiance. Mr. Ronald Montez read the thought of the day. Ms. Josie Cleaver called the roll.

Members Present:

Brandy Arismende, Elk Grove Unified School District
Josie Cleaver, Sacramento City Unified School District
Lorrayne Garner, Sacramento City Unified School District
Irlanda Meza, Sacramento City Unified School District
Shasta King, San Juan Unified School District
Carol Aronis, SETA-Operated Program
Erin Kimbro, SETA-Operated Program
Salina Davey, SETA-Operated Program
Jeanine Vandermolen, 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 Huynh, Child Health and Disability Prevention Program
Ronald Montez, Outgoing Chair

Members Absent:

Venelsia Fentress, Grandparent Representative (excused)
Natasha Toolate, San Juan Unified School District (excused)
John Brown, San Juan Unified School District (unexcused)
Itzel Oregon, SETA-Operated Program (unexcused)

II. Consent Item

- A. Approval of the Minutes from the October 28, 2008 Meeting

Minutes were reviewed. No questions or corrections.

Moved/Cleaver, second/Montez, to approve the October 28, 2008 minutes.
Show of hands vote: Aye: 13, Nay: 0, Abstentions: 1 (Ruiz)

III. Information Items

A. Standing Information Items

- Fiscal Report: Mr. Roger Bartlett: Mr. Bartlett reviewed the Head Start fiscal report. SETA's expenditures are running about 25% for the fiscal year which is right on track. A couple of delegates have not yet signed contracts; although they have spent money, SETA has not reimbursed them since they have not signed the contract. Contracts have not been signed by Sacramento City USD and San Juan USD. Ms. Campos reported that SETA submits a report to the state on how many meals were served to children; we are then reimbursed a certain amount dependant upon the cost of the meal. The reimbursement is generally \$1-2 dollars while the meal actually costs \$3.00 or more. A certain amount for food services is budgeted but it is always more than what we are reimbursed for.
- SETA Head Start/Early Head Start End-of-Month Enrollment Report: Ms. Elsie Bowers reported that after the last PC meeting she received notification from Office of Head Start that the ruling that all vacancies have to be filled in 30 days has been rescinded. Staff is waiting to see how the Performance Standards has been rewritten.
- SETA Head Start Food Service Operations Monthly Report: Ms. Brenda Campos reviewed the report which will be included every month. The report is strictly for the SOP, not delegate agencies. However, this report is to ensure the PC is informed. The report is broken down according to the various events. For the month of September 40,000 lunches were prepared. Ms. Campos spoke about Cook/Driver positions. The pay is in line with other food services programs. If interested, contact Mr. Campos at 263-3881 and she will get parents in contact with personnel. Those interested in the position must have a driver's license in good standing.
- Executive Committee Report: Ms. Ruiz reviewed the critique for the October 28 meeting.
- Seating of New Policy Council Members: Ms. Ruiz thanked the current board members for their participation.

New members were seated: Mary Pope, Jennifer Ryon, Donna Easter, Darlene Low, Josie Cleaver, Lorryne Garner, Irlanda Meza, David Quintero, Kiesha Spriggs, Salina Davey, Mary Brown, Greg Oviedo, LaDoris McDavid, Shernita Crosby, Erin Kimbro, Brenda Vincent, Inez Whitlow, Carol Aronis, Van Huynh, Barbara Ramey-Clark, and Jeanine Vandermolen.

The Board welcomed Ms. Alicia Iniguez as translator.

The following board members have termed out or have been replaced and will be stepping down: Victoria Camargo, Shasta King, Ronald Montez. Ms. Ruiz stated that she is also termed out and will be stepping down December 12, 2008.

Ms. Ruiz inquired of new members whether the fourth Tuesday of each month at 9:00 a.m. was good for everyone; a majority of members indicated their availability for this day/time.

- Introduction of Policy Council Members: Board members introduced themselves.
- Introduction of Staff: Lisa Carr, Denise Lee, Edenausageboye Davis, James O’Bra, Brenda Campos, Marie Desha, and Janet Schwartz-Edmisten introduced themselves. Ms. Campos stated that Maureen Dermott normally sits at the staff table and will be here on 12/12 for the board meeting.
- Board Procedures
 - ✓ Reimbursements: Ms. Desha stated that a sign-in sheet is going around and all new board members are asked to sign for their reimbursement. Ms. Ruiz read the reimbursement policy.
 - ✓ Personnel: Mr. Jim O’Bra spoke of the Policy Council’s role in the hiring of staff. The personnel department is responsible for keeping the agency in compliance with the law and recruitment for vacant staff positions. Ms. Ruiz urged board members to participate in the screening and interviewing process. A sign-up sheet was passed out.
 - ✓ Conflict of Interest: Ms. Nancy Hogan reviewed SETA’s conflict of interest requirements.
- Officer Elections: Officer elections for Chair, Vice Chair, Secretary, Parliamentarian, and Treasurer will be done at the Friday, December 12 board members. The officers meet after the full board meeting to prepare the agenda for the next meeting. Officer training will be held on Friday, January 9, 2009 specifically for board officers. Those interested in running for office:
 - Chair:** Carol Aronis,
 - Vice Chair:** Salina Davey and Inez Whitlow
 - Secretary:** Josie Cleaver and Erin Kimbro
 - Treasurer:** Barbara Ramey-Clark
 - Parliamentarian:** Lorraine Garner, Darlene Low, and Jeanine Vandermolen

IV. Action Items

- A. Selection of Representatives and Alternates to Attend the National Head Start Association Parent Training Conference

Ms. Ruiz reviewed the selection process. Ms. Marie Desha reviewed the conference to be held in Atlanta and the conference budget. Those interested in attending must know for sure that they can attend this conference; the airline tickets cannot be changed to another name. Call Ampee Bacon at 263-5439 if you cannot attend. Attendees must provide a written report. Ms. Desha stated that board members must arrange for child care. Attendees will be sharing a room with either a PC or PAC board member.

Moved/Huynh, second/Aronis, to select three Representatives and three Alternates to attend the Conference.

Show of hands vote: Aye: 21, Nay: 0, Abstentions: 1 (Ruiz)

Those interested in attending the conference: Shernita Crosby, Erin Kimbro, Lorraine Garner, Darlene Low, Mary Pope, Josie Cleaver, Brenda Vincent, Salina Davey, Kathy Ruiz. Ms. Vincent, Ms. Davey, Ms. Ruiz and Ms. Cleaver withdrew their names.

Votes: Shernita Crosby: 2, Erin Kimbro: 7, Lorraine Garner: 3, Darlene Low: 2, Mary Pope: 7

Representatives attending: Erin Kimbro, Mary Pope, Lorraine Garner
Alternates: Darlene Low, Shernita Crosby

Ms. Desha asked attendees to see her after the meeting today to sign Travel Approval and Expense Claim Forms. Ms. Edenausageboye asked that Ms. Shernita Crosby attend; WCIC will reimburse SETA.

III. Information Items (Continued)

A. Standing Information Items

- Parent/Family Support Unit Events and Activities: Both the Policy Council and Parent Advisory Committee board meetings will be held Friday, December 12. The Policy Council meeting will begin at 10:30 a.m. On Tuesday, December 9, 6:30 p.m., the IMAX theatre will be showing *The Polar Express* in 3D. It is a holiday-themed film. Refreshments cost \$3.50; send a check to 6615 Valley High Drive, Suite B, Sacramento, CA 95823. Those interested must RSVP by phone, 688-4750. Flyers will be prepared for distribution.
- Calendar of Events – Ms. Ruiz reviewed the calendar.

B. Governing Board Minutes for the October 2, 2008 Meeting: No questions or comments.

V. Committee Reports

A. Executive Committee: Already done.

VI. Other Reports

- A. Head Start Deputy Director report: No report**
- B. Head Start Managers report: No reports.**

IV. **Action Items** (Continued)

B. **CLOSED SESSION: PERSONNEL - PURSUANT TO GOVERNMENT
Code Section 54957 - and -**

**CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Pursuant to Government Code Section 54957**

The board went into closed session at 10:47 a.m. The board went back into open session at 11:34 a.m. Ms. Ruiz reported out of closed session that the Board took the following action in closed session: Associate Teacher, Tier III eligibility list was approved.

Ms. Ramey-Clark inquired about the public dismissal item on last month's agenda. Ms. Ruiz will discuss this issue with Ms. Clark after the meeting. Ms. Desha reminded board members that all closed session questions should be brought up in closed session.

VI. **Other Reports**

C. Other Reports: No comments.

D. Public participation: No comments.

VI. **Adjournment**: Meeting adjourned at 11:40 a.m.

ITEM III-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

This agenda item provides an opportunity for information to be shared on the following:

A. Standing Information

- Introduction of Newly Seated Representatives
- Shared Governance Organization Structure – Ms. Maureen Dermott

NOTES:

ITEM III-B – INFORMATION

HOW TO PRESENT AND MAKE A MOTION

BACKGROUND:

This agenda item provides an opportunity for Ms. Kathy Ruiz, Chair, to share information on how to present and make a motion with the Policy Council.

NOTES:

ITEM IV-A - ACTION

ELECTION OF POLICY COUNCIL OFFICERS FOR PROGRAM YEAR 2008-2009

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to elect officers for the 2007-2008 program year. The duties of the Policy Council officers shall be as prescribed in the Policy Council Bylaws, Article V, Section 3 – Duties of Officers. These duties are as follows:

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.

ITEM IV-A - ACTION (Continued)
Page 2

- 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.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council elect:

Chair
Vice Chair
Secretary
Treasurer
Parliamentarian

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM IV-B – ACTION

SELECTION OF REPRESENTATIVES AND ALTERNATES TO ATTEND THE
CALIFORNIA HEAD START ASSOCIATION (CHSA)
ANNUAL PARENT CONFERENCE

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to select Representatives and Alternates to attend the California Head Start Association (CHSA) Annual Parent Conference. The Conference will be held at the Marriott San Diego Mission Valley Hotel, January 26-27, 2009 (Monday-Tuesday).

Please see attached Conference Attendance Guidelines and Conference information.

RECOMMENDATION:

That the Policy Council approves the selection of two (2) Representatives and two (2) Alternates to attend the California Head Start Association Conference.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

POLICY COUNCIL **REPRESENTATIVE CONFERENCE ATTENDANCE** **GUIDELINES**

The following guidelines are for Policy Council members who have an interest in attending a Head Start Parent Conference are as follows:

1. Priority preference for selection to attend a Head Start Conference will be Policy Council members who have not had an opportunity to attend an out-of-state Head Start Conference.
2. The Policy Council (PC) members must give a written report to the PC at the next scheduled PC meeting upon his/her return from the parent conference (local or out of state).
3. The Policy Council member's report must include the Policy Council member's name, conference date, title, location; workshops attended and networking information.
4. Any additional comments.

ITEM IV-C – ACTION

SELECTION OF COMMITTEE REPRESENTATIVES FOR PROGRAM
YEAR 2008-2009

BACKGROUND:

The following committees require Policy Council representatives be appointed. It is hoped every member will participate on at least three (3) committees.

1) Head Start Personnel/Bylaws Committee Representatives (3 Representatives)
Oversight by: Marie Desha

- a) Parliamentarian - _____
- b) _____
- c) _____

2) Head Start Budget/Planning Representatives (3 Representatives)
Oversight by: Maureen Dermott

- a) Treasurer _____
- b) _____
- c) _____

3) Head Start Social/Hospitality Committee (3 Representatives)
Oversight by: Marie Desha

- a) Secretary _____
- b) Treasurer – _____
- c) _____

A description of each of these committees is included in the Policy Council bylaws. Staff will be available to provide an oral report and answer questions.

4) Program Area Committees

The Performance Standards are structured around comprehensive program content areas of Early Childhood Development and Health Services, Parent/Family Support, and Program Design and Management. The new program areas provide additional support to quality services and families. Each program area will be composed of one staff and a minimum of three parents shall be selected by the Policy Council to plan and review each program area as well as participate in the writing of program plans and narratives.

The Parent/Family Support Committee will provide an opportunity for parents to work with staff in developing and planning continued high quality Head Start program trainings.

The Program Monitoring and Evaluation (Self-Assessment) Committee is designed to assist the SETA Head Start Monitoring/Evaluation staff in conducting on-center evaluations throughout the program year. Committee members will have the opportunity to visit and evaluate classroom(s) throughout the County. They will also be responsible for the end of the year assessment which will be held in April (formally know as the (PRISM)).

A) Early Child Development and Health Services and Parent/Family Support Committee (aka: Child Safety Committee) (3 Representatives)

Oversight by: Brenda Campos, Denise Lee and Lisa Carr

a) _____

b) _____

c) _____

B) Monitoring/Evaluation (aka: Self-Assessment) Committee – Committee of the Whole

Oversight by: Andrea Harvey

C) Male Involvement Committee (3 Representatives)

Oversight by: Robert Silva

a) _____

b) _____

c) _____

D) The Early Head Start Committee will provide an opportunity for parents to work with staff in planning, reviewing and overseeing program monitoring and evaluation

Early Head Start Committee (3 Representatives)

Oversight by: Denise Lee

a) _____

b) _____

c) _____

Policy Council members will participate as a Committee of the Whole.

5) Appointment of Representatives to Advisory Committee on Perinatal and Infant Health

The Infant Mortality Reduction/Prevention Committee would like to have four parents in the Committee. The group addresses women, infants, children and adolescent health issues. They serve as an advisory group for black infant health

issues and campaigns. They also serve in an advisory capacity for the recommendations that come forth from the fetal and infant death reviews from the entire county. The meetings are held monthly on the second Wednesday, from noon to 2:00 p.m., at the Primary Care Center, 4600 Broadway, Community Room 2020. If you have any questions, please contact Brenda Campos, 263-3881.

One Representative: _____

6) Appointment of Representative and Alternate to the Maternal, Child and Adolescent Health Advisory Board

The Sacramento County Maternal, Child and Adolescent Health Advisory Board has requested one representative and one alternate to serve from Head Start. Current health issues are addressed, providing an opportunity for Head Start parents to contribute in the discussion and receive valuable information for Head Start. The committee meets five times a year on the second Tuesday of the month (January, March, May, September, and November). The meetings are held at 9333 Tech Center Drive, Suite 800, Sacramento, CA, from 8:00 – 10:00 a.m. If you have any questions, please contact Brenda Campos, 263-3881.

One Representative: _____

One Alternate: _____

7) Appointment of Three Representatives to the Sacramento County Dental Health Advisory Committee

The Sacramento County Dental Health Advisory Committee has requested three representatives from Head Start to serve this year. The committee discusses the dental needs of all residents in Sacramento County and the needs of children are frequently reviewed. Parents will commit to three (3) meetings during the next year which are generally held on Wednesdays from 4:00 – 5:30 p.m. at the Community Services Planning Council office, 909 – 12th Street, Suite 200. Meeting dates to be announced. Those interested in dental health would be appropriate members of this committee. If you have any questions, please contact Brenda Campos, 263-3881.

Three Representatives: 1) _____

2) _____ 3) _____

RECOMMENDATION:

As each committee is reviewed, interested Policy Council members will be added to that committee. After all committee slots are filled, it is recommended that the Policy Council ratify the committee membership.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM III-C – INFORMATION (Continued)

STANDING INFORMATION ITEMS

BACKGROUND:

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

- PC/PAC Calendar of Events
- Parent/Family Support Unit Events and Activities
- Parent/Staff Recognitions
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account - Mr. Roger Bartlett
- SETA Head Start/Early Head Start End-of-Month Enrollment Report – Ms. Elsie Bowers

NOTES:

CALENDAR OF EVENTS AND ACTIVITIES
Parent/Family Support Unit

<u>EVENT</u>	<u>DATE</u>
Male Involvement Committee Meeting	Wednesday, December 17, 2008 2:00 p.m. 925 Del Paso Blvd. Redwood Room
Celebrating Kinship & Grandparents Raising Their Grandchildren Conference Theme: Creating Healthy Habits for a Healthy Future	Friday, January 30, 2009 Antioch Progressive Church 7650 Amherst Street Sacramento, CA 9:00 a.m. – 2:30 p.m. (attachment)

PC/PAC
CALENDAR OF EVENTS AND ACTIVITIES

<u>EVENT</u>	<u>DATE</u>
Special PAC Meeting	Friday, December 12, 2008 9:00 a.m. SETA Boardroom 925 Del Paso Blvd., #100
Special PC Meeting	Friday, December 12, 2008 10:30 a.m. SETA Boardroom 925 Del Paso Blvd., #100
Christmas Holiday	Wednesday, December 24, 2008 (Office closed 12:00 p.m.) – Thursday, January 1, 2009 OFFICE CLOSED
PC/PAC Orientation	Wednesday, January 7, 2009 8:30 a.m. – 1:30 p.m. SETA Boardroom 925 Del Paso Blvd., #100
PC/PAC and Delegate Agency Officer Training	Friday, January 9, 2009 8:30 – 1:00 p.m. Redwood Room 925 Del Paso Blvd., #200
California Head Start Association (CHSA) Parent Conference	January 26-27, 2009 Marriott San Diego Mission San Diego, California
Celebrating Kinship & Grandparents Raising Their Grandchildren Conference Theme: Creating Healthy Habits for a Healthy Future (attachment)	Friday, January 30, 2009 Antioch Progressive Church 7650 Amherst Street Sacramento, CA 9:00 a.m. – 2:30 p.m.

ITEM III-B – INFORMATION

GOVERNING BOARD MINUTES

BACKGROUND:

The November 6, 2008 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, November 6, 2008
10:00 a.m.

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

Members Present:

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

Jimmie Yee, Vice Chair; Member, Board of Supervisors

Don Nottoli, Member, Board of Supervisors

Robbie Waters, Councilmember, City of Sacramento

Sophia Scherman, Public Representative

- Recognition of Long-term Employees: **Erika Davis**, Head Start Family Services Worker (10 years); **Ed DeHerrera**, Employment Services Supervisor, **Dennis Kennedy**, Workforce Development Professional, Range 2, and **Robin Pepper**, Workforce Development Professional, Range 3 (20 years) were all recognized for their years of service to SETA. Employees took pictures with Board members.

II. Consent Items

The consent calendar was reviewed; no questions or comments:

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

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

- A. Approve the October 2, 2008 minutes.
 - B. Approve claims and warrants for the period 9/25/08 through 10/30/08.
- Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Reappointment of the Public Representative Member to the SETA Governing Board

Mr. Thatch stated that this reappointment must go before the Board of Supervisors and City Council. Ms. Scherman has agreed to serve another two year term.

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

Voice Vote: Unanimous approval.

2. Election of Officers of the Sacramento Employment and Training Agency Governing Board

Ms. Kossick stated that the officers rotate among board members. Mr. Yee will be the new Chair, and Mr. Waters will be the Vice Chair.

Moved/Scherman, second/Pannell, to elect Jimmie Yee as Chair, and Robbie Waters as Vice Chair for a one-year term to begin November 7, 2008.

Voice Vote: Unanimous approval.

Ms. Pannell was given a number of Sacramento Works gifts in appreciation of her tenure as chair. Ms. Pannell stated that SETA is her favorite board and is proud of the programs serving youth and assisting to employ residents.

3. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident

Mr. Rick Pryor introduced Carolyn Reynolds, Account Executive with Arthur J. Gallagher. Ms. Reynolds reviewed the insurance quotes. She stated Gallagher went to the market place to obtain quotes for insurance. Philadelphia Insurance is in competition with Traveler's Insurance. Ms. Reynolds reviewed the different coverage being offered by the two insurance companies.

Ms. Reynolds stated that flooding remapping is being done but will not be published until 12/5; there may be new areas included in the 100 year flood zone. Mr. Nottoli inquired about the flood plain at the Mather Head Start and Career Center; why do we purchase flood insurance? Ms. Reynolds stated that according to the map from National Flood Association, the Mather area is in a flood zone; this may be changing 12/5. Ms. Kossick stated that staff will check this once the new mapping is available. Ms. Pannell stated that one would think we would need some flood insurance considering the proximity to the Sacramento and American Rivers.

Ms. Reynolds recommends moving to Philadelphia for the insurance carrier this year. The ratings are the same. Gallagher has done a lot of business with Philadelphia; they are excellent at handling claims and the premiums are lower. The umbrella insurance does not extend to Directors and Officers' liability and employment practice liability. Mr. Thatch thinks it is appropriate to consider higher quotes for Directors and Officers' insurance. We may have to go to another company. This insurance would cover all of the SETA boards and employment

practices; Mr. Thatch stated that this insurance is important since most of the board members are volunteers.

Ms. Reynolds requested approval of the package before the board. She will bring back additional quotes for Directors and Officers' coverage, which could mean an increase of \$5,000-\$10,000. She will be back in December to present quotes for Workers' Compensation insurance.

Ms. Kossick stated that there is a potential of next year's rates increasing significantly; Ms. Reynolds will try to 'lock' in a two- or three-year rate. Ms. Reynolds will go to Philadelphia to ask for a three year contract.

Mr. Yee inquired whether the Agency would technically be out of line approving one year and then changing it for two or three years? Mr. Thatch stated that this would not be the case since we have a broker that 'shops' the market. There is a constitutional prohibition against government entities entering into contracts for more than one year. The competition we have is for our broker of record; we issue an RFP for the broker which ensures the procurement of insurance is legal.

Moved/Nottoli, second/Scherman, to approve purchasing insurance with Philadelphia Insurance, report back on additional premiums for Directors and Officers' liability coverage and a possible three-year policy term and workers' compensation premiums. Delegate authority to the Executive Director to determine excess Directors and Officers' coverage with a cap not to exceed \$20,000.

Mr. Nottoli is comfortable with the purchase of the excess insurance.

Mr. Pryor referred Board members to pages 73-81 in the binder which lists some of the services provided by the broker and/or can make available to us.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

Mr. Thatch stated that a matter was brought to staff's attention after the November 6 agenda was published. In order for the board to consider the item, it would take a 4/5 vote to approve to hear the off-agenda item.

Moved/Scherman, second/Pannell, to hear the off-agenda item.
Voice Vote: Unanimous approval.

4. Approval of Out-of-State Travel to Participate in the Construction Sector Community of Practice in Washington, D.C.

Ms. Robin Purdy reported that SETA is part of a collaboration with Golden Sierra Job Training Agency and the North State Building Industry Association. This collaboration it will mean jobs for the region. We have been invited to participate in upcoming national meetings.

Moved/Nottoli, second/Pannell, to approve out-of-state travel for one staff to attend the Construction Sector Community of Practice in Washington, D.C. December 2 through December 5, 2008.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Approval of Augmentation of Asian Resources, Inc. Workforce Investment Act, Title 1 Subgrant Agreement

Mr. William Walker reviewed this item. The correct amount of the total allocation is \$343,228.

Moved/Yee, second/Waters, to approve an augmentation of the sub-grant agreement for Asian Resource Inc. of \$20,706 in Workforce Investment Act funds.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

2. Approval to submit a proposal to the California Employment Development Department for the Governor's Gang Reduction Intervention and Prevention Initiative (CalGRIP) 2008/2009

Ms. Purdy stated that SETA will be working with Soil Born Farms, one of the partners in this proposal. Mr. Nottoli suggested approaching the City of Rancho Cordova regarding this proposal; the City of Rancho Cordova also works with gang prevention. This proposal will be targeting communities in the City of Sacramento and the City of Rancho Cordova. Soil Born Farms is being specifically utilized for this proposal. The grant is due later in November; staff will provide an update at the December meeting. Ms. Purdy stated that staff will provide the number of youth served, and services available at the December 4 meeting. Mr. Nottoli urged everyone to visit Soil Born Farms.

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

Voice Vote: Unanimous approval.

C. HEAD START

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

Ms. Dermott stated that this is an annual review of the bylaws done by the Policy Council and the Parent Advisory Committee. Ms. Kathy Ruiz was recognized for

spearheading the review process. Ms. Dermott reviewed the changes to the bylaws. Ms. Ruiz was thanked for her hard work; she is termed out.

Moved/Nottoli, second/Yee, to approve the modifications to the Policy Council bylaws as attached.

Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of Resolution to Accept Community Services Block Grant Discretionary Funds and Authorize the SETA Executive Director to Sign all Grant Documents

Ms. Cindy Sherwood-Green reported that in July, the Board approved a proposal for a financial literacy project. SETA's proposal will teach financial literacy through a series of workshops. SETA will match the savings of the participants up to \$500 each.

Moved/Scherman, second/Waters, to approve the resolution accepting Community Services Block Grant Discretionary funds and authorize the SETA Executive Director to sign all grant documents.

Voice Vote: Unanimous approval.

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

IV. Information Items

- A. One Stop Career Center News Coverage

Ms. Carpenter reported that Channel 3's *Common Ground* did a special report on jobs and the economy; the Hillsdale Career Center was featured. Ms. Carpenter played a small snippet of the feature.

- B. Fiscal Monitoring Reports: No comments.
- C. Head Start Policy Council Minutes: No comments.
- D. Monthly Head Start Fiscal Report

Ms. Dermott reviewed the report and stated that we are right on track at 15.23% of expenditures to date. There is now a monthly budget committee which includes union representation and staff members. Mr. Roger Bartlett was introduced; he will be working with the Head Start fiscal reports. Mr. Bartlett is a retired professor from CSUS. Mr. Nottoli inquired about the increasing food costs and fuel costs. Ms. Dermott stated that this high cost is of concern to staff. Ms. Dermott stated that every lease coming up for review is requesting an increase in the rents. Staff is

allowed to move funds around in the budget to cover expenses; it is rarely done but it is done to ensure increased costs are covered. No facilities improvements are being done unless it is related to health and safety.

E. Agency Quarterly Financial Report

Mr. Rick Pryor stated that this report this will be done quarterly. The report includes the expenditures and revenues. A copy of the audited financial statements will be provided in December.

F. Dislocated Worker Update

Mr. William Walker provided a pie chart of the positions being dislocated in Sacramento County. The CSAA call center will be fully closed in 2010. He received notice for the Rancho Cordova Target store which will be closing for reconstruction; the store will be reopening in October of 2009.

V. Reports to the Board

A. Chair: Ms. Pannell stated that this is a historical day with a new president and mayor. The key is that young people wanted change.

B. Executive Director: Ms. Kossick thanked board members for participating in SETA's 30th anniversary celebration; all enjoyed themselves. Staff have been working with the city, county, and SHRA on a Enterprise Zone vouchering system. There will be a board item regarding this in January. The Economic Development Department at the City and SHRA have asked us to participate.

C. Deputy Directors: The Office of Head Start sent a directive regarding reauthorization on 100% enrollment; this has been very difficult to do with young children/families. It is a nation-wide issue and no one was hitting 100% enrollment. The Feds are taking a very close look at this and may retract this directive. However, we want to keep enrollment as close to 100% as possible.

Bilingual pay was implemented November 12. Forty-four employees passed testing and will now receive bilingual pay. A staff meeting was held on October 13 to review the Head Start reauthorization with emphasis on health and safety. A delegate kick off was held on October 7. Ms. Dermott thanked Ms. Pannell for her attendance at the PAC/PC appreciation luncheon.

D. Counsel: No report.

E. Members of the Board: Ms. Scherman was congratulated on her re-election to the Elk Grove City Council.

F. Public: Mr. Ronald Montez, Executive Director of California Gang Violence Prevention Services spoke of his program. He thanked Ms. Scherman and the City of Elk Grove for the support for his program.

The board adjourned at 11:17 a.m. to go into the annual meeting of Helping Others.

The SETA Governing Board meeting was called back to order at 11:19 a.m. Mr. Thatch stated that the Board will go into closed session; there will be no report out.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

VII. Adjournment: Meeting adjourned at 11:25 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 October 28, 2008 Policy Council meeting.

Good	Needs Improvement
Thank you Joy Otero for reminder calls to attend PC meeting.	Come prepared for meeting with agenda and pen.
Thank you Marie Desha for the preparation in the seating of new Board members.	
No cell phones went off.	
Thank you to all Managers and Staff for information regarding Board procedures.	
Thank you Brenda Campos for sitting in for Maureen Dermott (Deputy Director).	

ITEM VI- OTHER REPORTS

BACKGROUND:

- A. 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.

- B. SETA HEAD START DEPUTY DIRECTOR'S MONTHLY 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.
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- C. HEAD START MANAGERS' MONTHLY 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

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 IV-D – ACTION (Continued)

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: