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Executive Director

MAUREEN DERMOTT
Deputy Director

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Thought of the Day: "It's choice, not chance that determines your destiny."

Author: Jean Nidetch

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

DATE: Tuesday, July 22, 2008

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 of June 24, 2008 Regular Meeting

III. Action Items

A. Approval of Selection Criteria for Enrollment in Head Start

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

IV. Information Items

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

- B. Standing Information Items
- Introduction of IT Chief – Mr. Ed Proctor
 - Parent/Family Support Unit Events and Activities - Ms. Kathy Ruiz
 - Calendar of Events and Activities (attached) – Ms. Kathy Ruiz
 - Fiscal Reports (attached) – Ms. Thelma Manzano
 - Submission of Revised 5/31/08 SOP Expenses Report to Reflect Intra-cost recovery as salary expense – Ms. Thelma Manzano
 - Community Resources-PC Representative/Staff - Ms. Kathy Ruiz
 - Parent/Staff Recognition - Ms. Kathy Ruiz
 - Grandparent/Foster Parent Report - Ms. Venelsia Fentress

C. SETA Governing Board Minutes for June 5, 2008

V. Committee Reports

- A. Executive Committee
- B. Personnel/Bylaws
- C. Budget/Planning
- D. Hospitality
- E. Program Area Committees
- Parent/Family Support Committee
 - Monitoring & Evaluation
- F. Community Advocating Male Participation (CAMP) – Mr. Victor Stark

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
- 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
- E. Health and Dental Reports
- Sacramento County Dental Health Advisory Committee: Ms. Carol Aronis and Ms. Victoria Camargo
- F. Open Discussion and Comments
- G. 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: MONDAY, JULY 14, 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
- _____ Angelica Navarette, Elk Grove Unified School District
- _____ Josie Cleaver, Sacramento City Unified School District
- _____ Irlanda Meza, Sacramento City Unified School District
- _____ Lorraine Gardner, 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
- _____ 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
- _____ Shirley Kay, Sacramento County Sheriff's Department

New Member to be Seated:

- _____ Jeanine Vandermolen, SETA-Operated Program

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

**** 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				
B. Arismende (4/30)	ELK						X	U	X	X					
C. Aronis (11/27)	SOP	X	X	PC B	X	E	X	X	X	X					
J. Brown (2/26)	SJ				X	X	X	X	X	X					
V. Camargo (11/27)	PP	X	X	X	X	X	X	X	X	X					
J. Cleaver (12/18)	SAC	E	X	X	X	X	X	X	X	X					
S. Cordeiro (11/27)	HB	X	X	PC B	X	X	X	AP	AP	X					
S. Davey (11/27)	SOP	X	PCB	X	X	X	X	X	X	X					
C. Farley (6/24)	SOP									X					
V. Fentress (11/27)	GRAND	X	AP/ PCB	X	X	X	AP	X	X	X					
V. Huynh (12/18)	CHDP	E	X	X	AP	X	X	X	E	X					
S. Kay (s/b/s 4/30)	SHF						E	U	X	X					
E. Kimbro (11/27)	SOP	X	X	X	X	X	X	X	X	X					
J. Lamar Lorrayne Garner, Alt. (6/24)	SAC									AP					
I. Meza (11/27)	SAC	X	X	X	X	X	X	X	X	E					
R. Montez (11/27)	OGC	X	X	X	X	X	E	X	X	X					
A. Navarette (s/b/s 4/30)	ELK						E	E	X	X					
I. Oregon (6/24)	SOP									X					
B. Ramey-Clark (3/25)	FOSTER					X	E	X	X	X					
K. Ruiz (11/27)	PP	X	X	X	X	X	X	E	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				
V. Stark (1/22)	CAMP			X	X	X	X	U	X	X					
N. Toolate (11/27)	SJ	X	X	X	X	X	X	X	X	X					
J. Vandermolen	SOP														

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 7/9/08

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JUNE 24, 2008 REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached are the minutes of the June 24, 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, June 24, 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 9:03 a.m. Ms. Erin Kimbro read the thought of the day. Ms. Salina Davey called the roll. Ms. Lorraine Gardner, alternate, Sacramento City Unified School District was seated. Ms. Christy Farley and Ms. Itzel Oregon, SOP representatives, were seated.

Members Present:

Brandy Arismende, Elk Grove Unified School District
Josie Cleaver, Sacramento City Unified School District (present at 9:15 a.m.)
Lorraine Gardner, Alternate, Sacramento City Unified School District
John Brown, San Juan Unified School District
Carol Aronis, SETA-Operated Program
Erin Kimbro, SETA-Operated Program
Salina Davey, SETA-Operated Program
Venelsia Fentress, Grandparent Representative
Ronald Montez, Outgoing Chair
Victoria Camargo, Past Parent Representative
Natasha Toolate, Early Head Start
Kathy Ruiz, Past Parent Representative
Victor Stark, CAMP Representative
Shirley Kay, Sacramento County Sheriff's Department
Angelica Navarette, Elk Grove Unified School District (present at 9:15 a.m.)
Sarah Cordeiro, Home Base Program
Van Huyhn, Child Health and Disability Prevention Program
Barbara Ramey-Clark, Foster Parent Representative (present at 9:10 a.m.)

Members Seated:

Itzel Oregon, SETA-Operated Program
Christy Farley, SETA-Operated Program

Member Absent:

Irlanda Meza, Sacramento City Unified School District (excused)

II. **Consent Item**

- A. Approval of the Minutes of May 27, 2008 Regular and May 30, 2008 Special Meetings

Minutes were reviewed.

Moved/Montez, second/Corderio, to approve the minutes

Show of hands vote: Aye: 14, Nay: 0, Abstentions: 3 (Ruiz, Toolate, Farley)

Ms. Barbara Ramey-Clark arrived at 9:10 a.m.

III. Action Items: End of Agenda.

IV. Information Items

A. Standing Information Items

- Introduction of New Staff: No new staff.
- Parent/Family Support Unit Events and Activities: No new meetings.
- Calendar of Events and Activities: Ms. Ruiz reported that The Wizard of Oz will be shown at Betschart Park on June 27. Call Julita Bentz 263-8124 for additional information.
- Fiscal Reports: Presented later in the meeting.
- SETA Head Start/Early Head Start End-of-Month Enrollment Report: Ms. Elsie Bowers stated that the report is a compilation of enrollment for the county as of 5/28/08. There are two delegate agencies, Elk Grove and Sacramento City Unified School District, are not enrolling since they are not having a summer program.

Ms. Josie Cleaver and Ms. Angelica Navarette arrived at 9:15 a.m.

- Program Content Area Mental Health Report: Ms. Denise Moore reported that the therapeutic pre-school is doing well. The students have graduated with the ability to deal with things better. They will go on to kindergarten and will receive additional assistance if needed. Staff will be updating the referral and screening process to ensure that children receive the best benefits possible. Three social work interns will be coming from CSUS to assist in the therapeutic classroom.
- Program Content Area Disabilities Report: Ms. Beverly Sanford reported that SETA has met our contracted enrollment for disabled children. As of May 31, enrollment is 10.5% at Head Start centers, and 24% for the Early Head Start infant and toddler program. Staff is currently in the process of recruiting children with disabilities for our program. Each year, a letter is sent out to community agencies located in Sacramento county serving children and adults with disabilities. Some programs contacted include Easter Seals, Families with Early Autism Treatment, and Cerebral Palsy Association. Staff just completed "A Parent's Guide to Special Education and Services", which should be available this fall. Delegates will be urged to develop and distribute a similar handbook which lists rights, laws and regulations, community agencies that provide services. Call Ms. Sanford to get copies for centers: 263-3056. Ms. Josie Cleaver inquired of possible ramifications if the agency does not meet the 10% enrollment. Ms. Sanford stated that SETA has consistently maintained 10% by the end of the program year (July 31).
- Fiscal Reports: Mr. Rick Pryor reviewed the fiscal report. The agency has spent \$38 million of our \$44 million budget as of this date. Staff is projecting to spend another \$5.7 million. All of the delegates expect to spend all of their funds. This year the Agency will not be sending funds back to ACF. Ms. Ruiz inquired about the negative amounts in the report. Mr. Pryor stated that this reflects an over expenditure in those particular categories. There are other

categories that are not overspent and will cover the over expenditures. Ms. Dermott stated that the 'literacy' budget line item has been expended. The funds have been spent but because of coding issues, there are sometimes areas that are not shown as being spent.

- Community Resources-PC Representative/Staff: Ms. Ruiz spoke of a Parent Voices Convention entitled "Equal Voice for America's Families," to be held September 6, 2008, in Los Angeles. Fill out the information form and call Ms. Rachel Minnick at 916-369-3387 if there are questions. Ms. Desha has extra forms.
- Parent/Staff Recognition: Ms. Natasha Toolate's daughter is celebrating her birthday in June.
- Grandparent/Foster Parent Report: No report.

B. SETA Governing Board Minutes for May 1, 2008: No questions.

V. Committee Reports

A. Executive Committee: Mr. Ronald Montez read the meeting critique.

B. Personnel/Bylaws: Next meeting scheduled for June 27, 10:00 a.m. in the Sequoia Room. So far, no bylaw modifications have been received; if there are any, give to Ms. Ruiz or to any committee member.

C. Budget/Planning: Completed for the year.

D. Hospitality: Ms. Josie Cleaver reported that the Committee met and approved an activity to go to the Family History Center. The event will be in August with the actual date to be announced. The activity theme will be "A Celebration of Memories". Attendees will go to lunch afterwards. Committee members are hoping to have more participation from board members in this adult only parent activity. Transportation will be provided by the Agency. A poll was taken as to whether a weekday or weekend activity would be most popular. A weekday would be best for a parent activity. This committee will be meeting again July 2, 1:00 p.m.

E. Program Area Committees

- Early Childhood Development and Health Services: No more meetings.
- Parent/Family Support Committee: Next meeting will be June 25, 9:30 a.m. in Redwood Room.
- Monitoring & Evaluation: No report.
- Early Head Start: No report.

F. Community Advocating Male Participation: Mr. Victor Stark reported on the June 8 meeting where committee members met with Lisa Carr and Robert Silva to continue discussing options for a men's health and resource event possibly for October. He encourages any resources or ideas for this event be given to him or committee members. The next CAMP meeting is July 9, 2:00 p.m. in the Redwood Room. The Wellness Conference will be for men and men's issues will be discussed.

G. Community Partnerships Advisory Committee: No report.

H. Health Services Advisory Committee: No meeting scheduled.

VI. Other Reports

A. SETA Executive Director and Head Start Deputy Director's Reports: Ms. Maureen Dermott reviewed the budget with board members. The Agency is meeting budget

expenditures; staff have to spend as aggressively as possible to maximize our budget but we cannot go a penny over. The T/TA grant is still being reviewed; good comments have been received. The Agency grant is still being reviewed; great feedback has been received. There is only one fiscal issue. Sacramento City Unified School District is still going through recruitment for a Head Start Director.

- B. Chair's Report: Ms. Ruiz welcomed Ms. Sarah Corderio back from surgery. Flyers about the county dental programs are available in both English and Spanish. Ms. Ruiz spoke of the Golden Bear Pass application. Submitting the application with \$5.00 allows low-income eligible residents to get into all of the state parks free. Terms and conditions need to be followed when submitting the application. All board members are asked to attend, and be prompt for the July 22 board meeting. Mr. Ed Condon will be sharing information regarding updated Head Start program policies. The Policy Council Executive Committee meeting will be Thursday, June 26, 10:00 a.m.
- C. Head Start Managers' Reports: Ms. Melanie Nicholas reported for Ms. Brenda Campos that most of the delegate agencies are already out for the summer. An end-of-year content meeting was held to discuss challenges for the previous year. This assists staff to learn what needs to be done and improved for the coming year. All the feedback from administrators and content staff will be used to plan for the new year. Staff is in the process of identifying the annual delegate kickoff which will be scheduled for early October. Through partnerships with Health Education Council, a lot of programs are open to Head Start and delegate families. Two gardening workshops have been completed and a third workshop will be scheduled for August. Sierra Health Foundation will be offering \$2.8 million in grants for the next two years. Grants up to \$40,000 will be available to organizations, whether publicly funded or non profit. Grants will be sought in three areas of interest: 1) expanding health insurance, 2) improving health care access, and 3) promoting health.

Ms. Lisa Carr reported the Summer Blast is scheduled for June 30-July 3. This will be extra training for staff since the Head Start centers will be closed. Ms. Carr spoke of the "I am Moving, I am Learning" program. Staff will be trained at 20 sites regarding children's' activities, healthy recipes, and things to get families moving. The Strizek Center is being redone with no money from SETA. The playground at New Helvetia has to be replaced due to vandalism; \$22,000 has been allocated. The housing complex is allowing SETA to put up a really high fence which will hopefully prevent further vandalism. The work should be done by the end of summer.

Ms. Carr reported that "Fishing in the City" sponsored by CAMP will be held July 5. Call Bob Silva at 263-3809 to reserve a space. This will be At Haggin Park and everything will be provided. Ms. Julita Bentz was not present, reported through Ms. Nicholas that the transition to kindergarten program has definitely spent their budget allocation. Ms. Carr reported that last year, SETA partnered with Healthy Marriages program to provide Flourishing Families training. This year, a program called "**10 Great Dates**" will be provided. This will entail 10 weeks where participants watch a video on communication, and spending an hour talking with your partner while enjoying dessert and coffee. "**Mastering the Mysteries of Love**" is a 16-hour training with videos and a trainer. These trainings are also available in Spanish. "**Ultimate relationships**" is a training about what happens when a new baby is brought home and focuses on changes in the relationship between new mom and dad. This explores how important fathers are in the lives of children. This is also available

in Spanish. Classes will start in September. These trainings work to fulfill our goal for mental wellness. A new handbook and parent orientation information is being developed. A Men's Health Fair will be scheduled for September or October; Ms. Camargo suggested a calendar be developed of when men need to have certain things checked for their health. Ms. Alma Hawkins desired to do a weekend retreat for our grandparents and foster parents. Staff will be looking for grant money for these retreat. Staff is also looking for grants to fulfill 'big ticket' items. Staff will be presenting a workshop for parents interested in attending college; parents can use the career incentive money. Parents are not applying for financial aide, probably because they could be intimidated by the process. Ms. Belinda Malone will be putting together a field trip to Sacramento City College where college staff will assist parents in filing out the financial aide paperwork. There is money for education out there to be had. Ms. Cleaver inquired when another Next Skills Institute will be presented. Ms. Carr stated that the program was very expensive and has not been included in the budget. Staff is collaborating with Los Rios Community College to provide the training; we have to figure out how to do the training at a lower cost. Ms. Ramey-Clark inquired to whom the Healthy Marriage programs are open. Ms. Carr stated that all SOP and Delegate agency parents are eligible to go through this training.

Ms. Ruiz stated that Ms. Toolate will be acknowledged by the Citrus Heights City Council on Thursday, June 26 at 9:00 a.m.

D. Community Agency Reports

- Sacramento Sheriff's Department – Ms. Shirley Kay reported that the Sheriff's department is waiting for their budget to be approved by the Board of Supervisors; the Department had to cut \$5 million from the budget. The result is that the Northwest (North Highlands, Elverta, Antelope) Division will be disbanded. Patrol officers that were assigned to that area will be assigned to different areas. Last Friday night, the Sheriff's department partnered with other law enforcement for "Safe Night Sacramento" at Raging Waters. About 1,752 kids got to swim at a discounted price and were fed dinner. There were 40 booths all staffed with health and safety, police officers, all kinds of things to give to teenagers regarding drug prevention. August 5 will be "National Night Out", which has been going on since the 60s. This is an opportunity for people to interact with their neighbors. Crime prevention people can be scheduled to come to neighborhood parties. Ms. Aronis spoke of her Neighborhood Watch Program; sheriff staff really do come and the kids love to see the cars and meet the officers. Go to www.sacsheriff.com and go to the map to find out where you can contact the sheriff's department. The Department is looking for a new site in the Elkhorn area.
- Child Health and Disability Prevention Program – Ms. Van Huyhn reported that children can receive free sealant for teeth by calling 341-0575 for an appointment. This will be done by appointment only on July 11. Dental students will be allowed to practice on the children.
- Perinatal & Infant Health Advisory Committee: Next meeting in August.
- Maternal, Child and Adolescent Health Board: Next meeting will be in September
- Community Action Board – Ms. Kathy Ruiz No meeting.

E. Health and Dental Reports

- Sacramento County Dental Health Advisory Committee: No meeting until October.

F. Open Discussion and Comments: Ms. Toolate reported that she attended groundbreaking for the new Citrus Heights Community Center.

III. Action Item (Continued)

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

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

The board went into closed session at 10:38 a.m. The board went back into open session at 11:25 a.m. Ms. Ruiz reported out of closed session that the Board took the following action in closed session: Approval of Eligible List for the following position: Associate Teacher, Tier III

VI. Other Reports (Continued)

G. Public Participation: No comments.

VII. Adjournment: Meeting adjourned at 11:26 a.m.

ITEM III-A - ACTION

APPROVAL OF SELECTION CRITERIA FOR ENROLLMENT IN HEAD START

BACKGROUND:

This Selection Criteria for Sacramento County Head Start was revised by a Task Force comprised of SETA-Operated Program, delegate agency staff and parents to meet newly published requirements in FY 2008 – 2009. The Criteria meets all requirements contained in 45 CFR 1305 Eligibility, Recruitment, Selection, Enrollment and Attendance in Head Start. A copy of the Selection Criteria is included in this packet.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the Head Start Selection Criteria: Sacramento County as attached.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

HEAD START SELECTION CRITERIA SACRAMENTO COUNTY

Instructions: Place an “X” by the category that is applicable to applicant. Selection is based on the “X” that is the highest on the scale.

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- Within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, the oldest child will be selected.
- Each delegate/grantee agency has the option to determine transfer criteria within its own program.
- All efforts will be made to enroll children with certified Special Education needs to meet the mandated minimum service level of 10% per program.
- For State Collaborative, families must meet Head Start income and age requirements (unless waived) and State admissions priorities.

1. 2nd year enrollment within Sacramento County. _____
2. Transfer Head Start child to the same or another Sacramento Head Start agency within the same program option (full day, part day, home base). _____
3. Transition from Early Head Start whose family meets Federal Income Guidelines. _____
4. A previously enrolled child (who dropped on good standing) who requests to return to original agency within 60 days whose family meets Federal Income Guidelines. _____
5. Documented High Risk Families (with child 4-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
 - abuse (physical, substance, sexual & emotional abuse)
 - homeless
 - foster care
 - death of a parent/guardian, sibling
 - other special circumstances (which shall include a child with diagnosed disability (s)).

6. 4-year-old child whose family meets Federal Income Guidelines. _____
7. Documented High Risk families (with child 3-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
 - abuse (physical, substance, sexual & emotional abuse)
 - homeless
 - foster care
 - death of a parent/guardian, sibling
 - other special circumstances (which shall include a child with diagnosed disability (s)).

8. 3-year-old child whose family meets Federal Income Guidelines. _____
9. 4-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
10. 4-year-old child whose family exceeds Federal Income Guidelines *with no cap* (waiver necessary). _____
11. 3-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
12. 3-year-old child whose family exceeds Federal Income Guidelines *with no cap* (waiver necessary). _____

Head Start Staff Signature

Date

Child's Name

Date of Birth

Date of Application

Status

Enrolled Date Enrolled: _____ Page 12

Waiting List

ITEM III-B - ACTION

APPROVAL OF SELECTION CRITERIA FOR ENROLLMENT IN
EARLY HEAD START

BACKGROUND:

This Selection Criteria for Sacramento County Early Head Start was revised by a Task Force comprised of SETA-Operated Program, delegate agency staff and parents to meet newly published requirements in FY 2008 – 2009. The Criteria meets all requirements contained in 45 CFR 1305 Eligibility, Recruitment, Selection, Enrollment and Attendance in Early Head Start. A copy of the Selection Criteria is included in this packet.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the Early Head Start Selection Criteria: Sacramento County as attached.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

EARLY HEAD START SELECTION CRITERIA: SACRAMENTO COUNTY

Unless otherwise indicated, all applicants must meet Head Start Family Income Guidelines

INSTRUCTIONS: Place an “X” by the category(s) that is applicable to applicant. Selection is based on the “X” that is the highest on the scale (#1 being the highest).

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- For #8 – 15, within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, selection for enrollment will be based on individual family needs.
- Center based availability to be determined by individual child’s age and family need.
- For State Collaboratives, families must meet Early Head Start income and age requirements (unless waived) and State admissions priorities.

The Early Head Start program can consider individual child and family needs

1. Transfer Early Head Start child within Sacramento County with documentation. _____

2. Family with a child birth to 36 months of age, referred by Sacramento County Office of Education Infant Development Program and/or other Part C providers with a current IFSP. NOTE: Of these referrals, up to 10% may exceed Federal Income Guidelines. It is necessary to complete an income waiver before enrollment can be considered. Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority. _____

3. A previously enrolled child (who dropped on good standing) who requests to return to original agency within 60 days. _____

4. Pregnant woman/parent/guardian under 22 years of age with a child birth to 12 months of age having one or more documented family situations within the past year such as:
 - Abuse (physical, substance, sexual & emotional)
 - Foster care
 - Death of a parent/guardian, sibling
 - Homelessness
 - Parent with developmental delay or other disabling condition
 Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority. _____

5. Pregnant woman/parent/guardian under 22 years of age with a child 13 to 36 months of age having one or more documented family situations within the past year such as:
 - Abuse (physical, substance, sexual & emotional)
 - Foster care
 - Death of a parent/guardian, sibling
 - Homelessness
 - Parent with developmental delay or other disabling condition
 Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority. _____

6. Pregnant woman/parent/guardian under 22 years of age with a child birth to 12 months of age. Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority. _____

7. Pregnant woman/parent/guardian under 22 years of age with a child 13 to 36 months of age. Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority. _____

- 8. Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age having one or more documented family situations within the past year such as:
 - Abuse (physical, substance, sexual & emotional)
 - Foster care
 - Death of a parent/guardian, sibling
 - Homelessness
 - Parent with developmental delay or other disabling condition
- 9. Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age having one or more documented family situations within the past year such as:
 - Abuse (physical, substance, sexual & emotional)
 - Foster care
 - Death of a parent/guardian, sibling
 - Homelessness
 - Parent with developmental delay or other disabling condition
- 10. Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age.
- 11. Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age.
- 12. *Pregnant woman/parent/guardian under 22 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).*
- 13. Pregnant woman/parent/guardian under 22 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines *with no cap* (waiver necessary).
- 14. *Pregnant woman/parent/guardian under 22 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).*
- 15. Pregnant woman/parent/guardian under 22 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines *with no cap* (waiver necessary).
- 16. *Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).*
- 17. Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines *with no cap* (waiver necessary).
- 18. *Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).*
- 19. Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines *with no cap* (waiver necessary).

Head Start Staff Signature

Date

Child's Name

Date of Birth

Status:

Enrolled Date Enrolled: _____

Waiting List

ITEM IV – A – INFORMATION

HEAD START UPDATE AND PROGRAM POLICIES

BACKGROUND:

This agenda item provides an opportunity for Mr. Edward Condon, California Head Start Association (CHSA), Executive Director to provide a Head Start Update and Program Policies with the Policy Council

NOTES:

ITEM IV-B – 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 IT Chief – Mr. Ed Proctor
 - Parent/Family Support Unit Events and Activities - Ms. Kathy Ruiz
 - Calendar of Events and Activities (attached) – Ms. Kathy Ruiz
 - Fiscal Reports (attached) – Ms. Thelma Manzano
 - Submission of Revised 5/31/08 SOP Expenses Report to Reflect Intra-cost recovery as salary expense – Ms. Thelma Manzano
 - Community Resources-PC Representative/Staff - Ms. Kathy Ruiz
 - Parent/Staff Recognition - Ms. Kathy Ruiz
 - Grandparent/Foster Parent Report - Ms. Venelsia Fentress

NOTES:

**SETA Operated & Delegate Agencies Combined Head Start/Early Head Start
For Fiscal Year Ended July 31,2008
Compass Fund Management to June 30 , 2008**

7/10/2008 14:55

Year to Date	Month/Yea	Budget	YTD Expenses	% YTD	Non-Federal Share	% admin cost to total	% Non-Fed to Total Expenses
Basic Head Start							
Del Paso-est	Jun-08	\$1,091,126	\$1,000,199	92%	\$422,546	12%	42%
Elk Grove - est	Jun-08	\$2,306,473	\$2,114,267	92%	\$387,562	12%	18%
Sac City-est	Jun-08	\$7,803,950	\$7,153,621	92%	\$1,950,385	12%	27%
San Juan-est	Jun-08	\$4,145,417	\$3,799,966	92%	\$956,222	12%	25%
WCIC-est	Jun-08	\$647,227	\$593,291	92%	\$148,930	12%	25%
SETA(see attached)	Jun-08	\$23,389,023	\$22,462,849	96%	\$5,191,623	11%	23%
Total		\$39,383,216	\$37,124,193	94%	\$9,057,268	7%	24%
Basic Early Head Start							
Sac City-est	Jun-08	\$1,080,905	\$990,830	92%	\$181,139	12%	18%
San Juan-est	Jun-08	\$1,196,930	\$1,097,186	92%	\$323,879	12%	30%
SETA(see attached)	Jun-08	\$2,458,225	\$2,350,315	96%	\$1,055,869	8%	45%
Total		\$4,736,060	\$4,438,331	94%	\$1,560,887	5%	35%
T & TA Head Start							
Del Paso-est	Jun-08	\$7,500	\$7,500	100%			
Elk Grove - est	Jun-08	\$9,000	\$9,000	100%			
Sac City-est	Jun-08	\$20,000	\$20,000	100%			
San Juan -est	Jun-08	\$15,000	\$15,000	100%			
WCIC-est	Jun-08	\$7,500	\$7,500	100%			
SETA(see attached)	Jun-08	\$302,068	\$310,428	103%			
Total		\$361,068	\$369,428	102%	\$0	0%	na
T & TA Early Head Start							
Sac City-est	Jun-08	\$18,249	\$10,313	57%			
San Juan-est	Jun-08	\$20,112	\$17,258	86%			
SCOE-act	Jun-08	\$15,000	\$0	0%			
SETA(see attached)	Jun-08	\$64,220	\$64,220	100%			
Total		\$117,581	\$91,791	78%	\$0	0%	na
Total Grant Award		\$44,597,925	\$42,023,743	94%	\$10,618,155	7%	
Administration Costs @15%		\$6,689,689					

**SETA OPERATED PROGRAM (SOP) EXPENSES -HEAD START
FOR FISCAL YEAR ENDING JULY 31,2008
COMPASS FUND MANAGEMENT TO June 30 ,2008**

YEAR-TO-DATE		Budget	Total	% YTD
HS SOP BASIC		\$23,389,025	\$22,462,849	96%
HS SOP T & TA		302,068	310,428	103%
MISC REVENUES		5,740	-	
TOTAL		\$23,696,833	\$22,773,277	96%
ADMIN %				
HS SOP BASIC	100.0%	\$23,389,025	\$22,462,849	96.0%
SALARIES & FRINGES	82.2%	\$19,227,072	\$17,464,231	90.8%
10114 SALARIES		13,347,625	11,158,040	
69699000 INTRA COST RECOVERY		0	914,285	
10115 FRINGES		5,879,447	4,860,187	
10124000 WORK COMP INS - EMPLOYER COST			531,719	
FRINGES%			48%	
OCCUPANCY	11.0%	\$2,005,100	\$2,468,162	123.1%
20205300 BONDS-BONDS/GENERAL/PROPERTY		66,050	176,582	
20211100 BUILDING MAINT SERVICE		164,068	136,627	
20215100 MECHANICAL SYSTEMS MAINTENANCE SERVICE			-	
20217100 RENT LEASES-REAL PROPERTY		1,432,490	1,592,117	
20218100 CONSTRUCTION SVCS & SUPPLIES			57,011	
20218200 CONSTRUCTION CONTRACTS		10,000	-	
20219100 ELECTRICITY		123,200	118,304	
20219200 NATURAL GAS/LPG/FUEL OIL			12,858	
20219700 TELEPHONE SERVICE			114,289	
20222700 CELLPHONES/PAGERS			15,071	
20232100 CUSTODIAL SERVICES		209,292	244,858	
20257100 SECURITY SVC			-	
30345000 TAX/LIC/ASSESS			445	
TRAVEL	0.1%	\$20,950	\$13,356	63.8%
20202900 BUSINESS/CONFERENCE EXPENSE		20,950	13,356	
SUPPLIES	2.1%	\$546,000	\$473,358	86.7%
20202200 BOOKS/PERIODICAL SUPPLY		-	0	
20203600 CHILD & FAMILY		290,000	230,561	
20203600 LENDING LIBRARY		15,000	-	
20203600 TRANSITION		15,000	-	
20203600 LITERACY SUPPLIES		26,000	-	
20207600 OFFICE SUPPLIES		115,872	143,328	
20211200 BLDG MAINT SUP/MAT			695	
20214200 LAND IMPROVEMENT MAINTENANCE SUPPLIES		26,128	44,757	
20226200 OFFICE EQUIPMENT MAINTENANCE SUPPLIES			-	
20232200 CUSTODIAL SUPPLIES		38,000	35,965	
20233200 FOOD/CATERING SUPPLIES			(548)	
20234200 KITCHEN SUPPLIES			868	
20244400 MEDICAL SUPPLIES		20,000	9,741	
20281200 DATA PROCESSING SUPPLIES			1,818	
20285200 RECREATIONAL SUPPLIES			2,296	
20289800 OTHER OPERATING EXPENSE - SUPPLIES			3,877	
EQUIPMENT	0.1%	\$85,000	\$22,164	26.1%
20226500 INVENTORIAL EQUIPMENT		20,000	22,164	
43430100 EQUIPMENT-GOV'T		65,000	-	

**SETA OPERATED PROGRAM (SOP) EXPENSES -HEAD START
FOR FISCAL YEAR ENDING JULY 31,2008
COMPASS FUND MANAGEMENT TO June 30 ,2008**

YEAR-TO-DATE		Budget	Total	% YTD
OTHER	9.0%	\$1,504,903	\$2,021,578	134.3%
CHILD SERVICES	0.5%	\$126,000	\$64,702	51.4%
20244300	MEDICAL SERVICE	57,000	55,793	
20254400	SAFETY PROGRAM SERVICES	2,000	602	
20259100	OTHER PROFESSIONAL SERVICES	6,000	5,266	
20293406	TRANSPORTATION SERVICES	61,000	3,041	
PARENT SERVICES	0.1%	\$0	\$23,802	
20203700	TUITION REIMBURSEMENT		-	
20258200	PUBLIC RELATIONS SERVICES	-	23,802	
OPERATING COSTS	3.4%	\$791,364	\$1,606,557	203.0%
20200500	ADVERTISING	91,000	86,061	
20202400	PERIODICAL/SUBSCRIPTION		775	
20203500	EDUCATION & TRAINING SERVICES	20,000	18,950	
20203900	EMPLOYEE TRANSPORTATION	65,000	64,499	
20205500	INSURANCE - LONG TERM		-	
20206100	MEMBERSHIP DUES	500	845	
20206500	MICROFILM SERVICES		-	
20208100	POSTAL SERVICES		840	
20208500	PRINTING SERVICES	10,000	9,395	
20220500	AUTOMOTIVE MAINT SERVICE	30,000	26,949	
20223600	FUEL & LUBRICANTS	35,000	29,768	
20226100	OFFICE EQUIP MAINT SERVICE	8,000	7,345	
20226102	EQUIPMENT REPAIR		329	
20226400	MODULAR FURNITURE		-	
20227500	RENT/LEASE EQUIPMENT	90,000	86,164	
20227503	POSTAGE METERING		-	
20227504	MISCELLANEOUS		1,786	
20253100	LEGAL SERVICES	30,000	40,426	
20258200	PUBLIC RELATIONS SERVICES	-	-	
20259101	COMPUTER CONSULTANTS	9,500	9,099	
20281100	DATA PROCESSING SERVICES		-	
20281202	SOFTWARE		5,295	
20289900	OTHER EXPENSES		16	
20293400	PUBLIC WORKS SERVICES		-	
43430300	EQUIP-SD-NON-RECON		-	
60601000	DEPT/DIV OH ALLOC	402,364	1,218,015	
NUTRITION SERVICES	2.5%	\$587,539	\$326,517	56%
20289900	OTHER OP EXPENSE-SERVICES	2,032,407	1,447,784	
96964301	FOOD PLAN CHECK FEES	-1,444,868	-1,121,267	
HS SOP T & TA		\$302,068	\$310,428	103%
20200500	ADVERTISING		746	
20202400	PERIODICAL/SUBSCRIPT		445	
20202900	BUS/CONFERENCE EXP		12,928	
20203500	ED/TRAINING SVC	163830	169,162	
20203600	ED/TRAINING SUP	17307	18,861	
20203700	TUITION REIMBURSEMNT		3,592	
20203900	Employee Transportation		1,500	
20206100	Membership dues		6,250	
20207600	OFFICE SUPPLIES		4,759	
20217100	RENTS/LEASES/RL PROP		1,380	
20258200	PUBLIC RELATIONS	120931	80,083	
20293406	Transportation Services		10,722	

**SETA OPERATED PROGRAM (SOP) EXPENSES - EARLY HEAD START
FOR FISCAL YEAR ENDING JULY 31,2008
COMPASS FUND MANAGEMENT TO June 30 ,2008**

YEAR-TO-DATE	Budget	Total	% YTD
BASIC	\$2,458,225	\$2,350,315	96%
T & TA	64,220	64,220	100%
TOTAL	\$2,522,445	\$2,414,535	96%

ADMIN %

BASIC	100%	2,458,225	2,350,315	96%
SALARIES & FRINGES	88%	\$2,174,961	\$2,003,182	92%
10114 SALARIES		1,501,640	1,195,422	
69699000 INTRA COST RECOVERY		0	302,000	
10115 FRINGES		673,321	505,760	
FRINGES%			42%	
OCCUPANCY	6%	\$156,697	\$169,503	108%
20205300 BONDS-BONDS/GENERAL/PROPEI		11,200	-	
20211100 BUILDING MAINT SERVICE		17,329	14,093	
20217100 RENTS LEASES-REAL PROPERTY		128,130	110,789	
20218100 CONSTRUCTION SERVICES & SUPPLIES			119	
20219100 ELECTRICITY			11,500	
20219200 NATURAL GAS/LPG/FUEL OIL			2,920	
20219700 TELEPHONE SERVICE			8,346	
20222700 CELLPHONES/PAGERS			787	
20232100 CUSTODIAL SERVICES		38	20,949	
TRAVEL	0%	\$5,000	\$6,746	135%
20202900 BUSINESS/CONFERENCE EXPEN:		5,000	6,746	
SUPPLIES	1%	\$36,500	\$46,703	128%
20203600 CHILD & FAMILY		24,000	43,360	
20207600 OFFICE SUPPLIES		2,500	1,597	
20214200 LAND IMPROVEMENT MAINTENANCE SUPPLIES			16	
20232200 CUSTODIAL SUPPLIES		-	646	
20233200 FOOD/CATERING SUPPLIES			1,005	
20244400 MEDICAL SUPPLIES			70	
20285200 RECREATIONAL SUPPLIES			-	
20289800 OTHER OPERATING EXPENSE - SI		10,000	9	
OTHER	3%	\$85,067	\$124,181	146%
CHILD SERVICES	1%	13,500	1,260	9%
20293406 TRANSPORTATION SERVICES		13,500	1,260	
PARENT SERVICES	0%	-	\$890	
20258200 PUBLIC RELATIONS SERVICES		0	890	
OPERATING COST	3%	71,567	\$122,031	171%
20200500 ADVERTISING		7,000	4,579	
20202400 PERIODICAL/SUBSCRIPTION			78	
20203500 EDUCATION & TRAINING SERVICE		3,000	(7,645)	
20203900 EMPLOYEE TRANSPORTION		18,000	17,818	
20208100 POSTAL SERVICES			16	
20208500 PRINTING SERVICES			1,616	
20289900 NUTRITION COSTS		\$0	\$228	
20220500 AUTOMOTIVE MAINT SERVICE			68	
20226400 MODULAR FURNITURE			-	
20254400 SAFETY PROGRAM SVC			-	
60601000 DEPT/DIV OH ALLOC		43,567	105,273	
T & TA		\$64,220	\$64,220	100%
20203500 ED/TRAINING SVC		20,247	39,135	
20203600 ED/TRAINING SUP		22,780	3,308	
20207600 OFFICE SUPPLIES			479	
20258200 PUBLIC RELATIONS SERVICES		21193	18,993	
20293406 Transportation Services			2,306	



PC/PAC Parent Activity



DATE: Tuesday, August 19, 2008

TIME: 7:45 a.m. (arrival time at SETA Head Start)

Central Office - 925 Del Paso Blvd., Suite 200. **Please be prompt - we will depart at 8:15 a.m. sharp.**

9:00 a.m. - 12 noon -- Activity (free of charge). Learn how to research your ancestry.

LOCATION: Family History Center

2745 Eastern Avenue (Church of Jesus Christ of Latter-Day Saints)

LUNCH: Home Town Buffet ~ Watt Avenue

1:00 -- 3:00 p.m.

*Transportation and lunch will be provided by SETA Head Start.

* Guests will be responsible for their lunch.

*Codes: No shorts. No smoking.

If you are interested in participating in the activity and have not confirmed your attendance, please call Lori Black at 263-4068 by 4:00 p.m. Friday, August 15, 2008.

PARENT/FAMILY SUPPORT UNIT
CALENDER OF EVENTS AND ACTIVITIES

<u>EVENT</u>	<u>DATE</u>
Parent/Family Support Committee Meeting	Wednesday, July 23, 2008 9:30 a.m. 925 Del Paso Blvd. Redwood Room

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC Meeting	Tuesday, July 22, 2008 9:00 a.m. 925 Del Paso Blvd. SETA Board Room
Parent/Family Support Committee Meeting	Wednesday, July 23, 2008 9:30 a.m. 925 Del Paso Blvd. Redwood Room
PC Executive Committee	Thursday, July 24, 2008 10:00 a.m. 925 Del Paso Blvd. Redwood Room
Personnel/Bylaws Committee	Friday, July 25, 2008 10:00 a.m. 925 Del Paso Blvd. Sequoia Room
Family History Center PC/PAC Parent Activity	Tuesday, August 19, 2008 2745 Eastern Avenue Church of Jesus Christ of Latter-Day Saints 9:00 a.m. – 12:00 p.m. Activity Lunch Hometown Buffet Watt Avenue, 1:00 – 3:00 p.m. (see attached flyer)

ITEM IV-C – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The Governing Board meeting minutes for June 5, 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, June 5, 2008
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Ms. Pannell called the meeting to order at 10:01 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

Member Absent:

Sophia Scherman, Public Representative

- Recognition of Long-term Employees: Ms. Treva Anderson (Workforce Development Professional II) and Ms. Donna Butler (Neighborhood Services Coordinator) and Terricina Mims (Associate Teacher) were acknowledged for their 10 years of service to SETA. Pictures were taken with Governing Board members.
- Recognition of VITA Volunteers: Ms. Espie Lindsey reported that SETA has provided the tax preparation for low income families for the past eight years. Volunteer staff were acknowledged for participating in the program: Josie Werner, Allen Brock, Espie Lindsey, Magaly Wilson, Maria Steele, Chi Cheng, Lisa Flores, Wendy Tanner, Leticia Lujano, Melanie Klinkamon, Tammy Tu-Nguyen, Tammi Kerch, Doris Manship, Katelyn Higginbotham, and Abbie Briggs.

II. **Consent Items**

- A. Minutes of the May 1, 2008 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approve the Continuation and Consolidation of Vendor Services (VS) contracts
- D. Appointment of Youth Council Members

No questions or corrections.

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

- A. Approve the May 1, 2008 regular Board minutes.
- B. Approve the claims and warrants for the period 4/25-5/29/08.

- C. Extend and consolidate the WIA Vendor Services contracts to June 30, 2013 so that all programs can access the list
- D. Appoint Mika Lytell, Jeanette Rodriguez, Jace Short-Guerrero, and Z. Wayne Johnson to the Sacramento Works Youth Council.
Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** First Reading of the Proposed Sacramento Employment and Training Agency Budget for Fiscal Year 2008-09

Ms. Pannell opened a public hearing. Mr. Roy Kim reviewed this item which is the first reading of the budget. This allows the Agency to continue operations until a final budget is approved.

Moved/Yee, second/Waters, to continue this item to the September 4, 2008 meeting, where the public hearing will be closed and the Agency budget adopted.
Voice Vote: Unanimous approval.

- 2. Approval of One Stop Share of Cost Agreement with the Sacramento County Department of Human Assistance

Mr. Roy Kim stated that each year DHA and SETA contract to provide services to one-stop customers. Under the contract, SETA will continue to serve Mather community campus and reimburse DHA for services. Ms. Rosalinda Stoffel was acknowledged.

Moved/Yee, second/Waters, to approve the agreement for \$2,600,000 with the County Department of Human Assistance to continue One-Stop Services to CalWORKs customers and authorize the Executive Director to sign the agreement and any required amendments or other documents pertaining to the agreement.

Voice Vote: Unanimous approval.

- 3. Approval to Submit a Proposal for High Tech Training to the California Employment Training Panel (ETP)

Mr. William Walker stated that this is SETA's fourth request for ETP funding.

Moved/Yee, second/Waters, to approve submission of a proposal to the California Employment Training Panel for \$2,540,000 to train 900 incumbent workers in Information Technology skills.

Voice Vote: Unanimous approval.

Ms. Kossick stated that SETA is one of very few workforce development areas successfully working with ETP.

B. WORKFORCE INVESTMENT ACT

1. Approval to Accept Funds from the Employment Development Department for the FY 2008-2009 Disability Program Navigator Initiative and Authorize the Executive Director to Execute the Subgrant Agreement, Modifications and Other Documents Required by the Funding Source

Ms. Melissa Noteboom reviewed this item which requests approval to accept funds for Disability Navigator Funding. DPN provides outreach to the disabled community.

Moved/Yee, second/Waters, to approve acceptance of funds for the FY 2008-2009 Disability Program Navigator Initiative and authorize the Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

Voice Vote: Unanimous approval.

2. Concurrence with Sacramento Works, Inc. to Approve Revised Funding Recommendations for the Workforce Investment Act (WIA), Title I, Youth Program, for Program Year 2008 - 2009

Ms. Christine Welsch stated that SETA has more money in the youth allocation. SETA received an increased allocation since last month plus carry over money. Total revised recommended funding is 3,456,884.

Moved/Yee, second/Waters, to concur with Sacramento Works, Inc. to approve the revised staff recommendation funding for the WIA, Title I, Youth Program, PY 2008-2009, as outlined in the chart in the board packet, including additional funding stipulations:

1. Increase the funding allocation for the current WIA Youth providers listed in the chart;
2. Fund Sacramento County Office of Education to provide individualized services to youth enrolled in the LINKS program;
3. Authorize staff to prepare and release a new Request for Proposals for a portion of the funds to solicit new youth providers and serve more youth.
4. Extend the WIA Universal Youth agreement between SETA and San Juan Unified School District to continue providing Universal Youth Services at the Hillsdale Career Center. Staff is recommending the extension of San Juan USD's contract for \$58,000. This will not increase the revised allocation total as the funds were included in the previously approved allocation, with SETA staff delivering the service.

Summary of Funding Allocation:

Previous Total	\$2,623,167
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Increased allocation for Individualized services	483,717
New Youth Request for Proposals	<u>350,000</u>
Revised Recommended Allocation Total	<u>\$3,456,884</u>

All funding recommendations are subject to satisfactory year-end program performance reviews. Subgrantees will be evaluated in August, 2008 and those that do not meet performance goals and benchmarks may face deobligation of funds.

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

3. Approval to Submit a Proposal for Workforce Investment Act (WIA) Governor's Discretionary Funds to Serve Veterans

Mr. William Walker reviewed this item. SETA will act as the fiscal agent for this grant. SETA was asked to submit a proposal for these funds.

Moved/Yee, second/Waters, to approve the submission of a proposal to EDD's Workforce Development Division for 25% Discretionary funds for \$720,000 to provide services to 200 veterans.

Voice Vote: Unanimous approval.

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

4. Concurrence with Sacramento Works, Inc. to Approve the Workforce Investment Act One Stop Career Center Resource Allocation Plan for 2008-2009
- and -
5. Concurrence with Sacramento Works, Inc. to Approve the Transfer of Funds from Workforce Investment Act Dislocated Worker to Adult Funding Stream

Ms. Purdy reviewed Action Items 4 and 5 together since both are concurrence items with Sacramento Works. The transfer of dislocated worker funds will simplify the paperwork and eliminate some fiscal reporting. The Workforce Investment Board requested that staff continue to prioritize services to dislocated workers.

Action item #5 concurs with Sacramento Works on how to use the funding to use to fund the one stop system and functional areas.

Moved/Waters, second/Nottoli to:

- 1) Concur with Sacramento Works, Inc. to approve the Resource Allocation Plan for Fiscal Year 2008-2009, allocating \$7,608,539 of Workforce Investment Act (Adult and Dislocated Worker) funding to support the Sacramento Works One Stop Career Center system, and
- 2) Concur with Sacramento Works, Inc. to approve submission of a request to transfer 100% of the WIA Dislocated Worker funds into the WIA Adult funding stream.

Voice Vote: Unanimous approval.

6. Approval of Funding Recommendations for the Workforce Investment Act, Title I, Adult and Dislocated Worker and CalWORKS Programs for Program Year 2008-2009

Ms. Purdy reviewed this item and staff recommendations for one stop services. Crossroads is being recommended for the new host agency for the Sacramento Works Career Center in Citrus Heights. San Juan was the previous host and they chose not to compete for the funds. Staff is recommending no funding for Lao Family Community Development.

Moved/Yee, second/Waters, to approve staff funding recommendations for the Workforce Investment Act (WIA), Title I, Adult and Dislocated Worker program and the CalWORKS program, for Program Year 2008-2009. Approve reserving \$231,000 to fund special projects and innovative one-stop skill development services supporting the Learning Lab integration model. All funding recommendations are subject to satisfactory year-end program performance reviews. Subgrantees that do not meet performance goals and benchmarks will be evaluated in August, 2008 and may face deobligation of funds. Authorize staff to develop "real-time" local success indicators that will measure progress toward the goal of the Learning Lab, and serve as indicators that the USDOL Common Measures will be met.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

7. Approval of Funding Recommendations for the Workforce Investment Act, Title I, Adult and Dislocated Worker Programs One-Stop Career Center Services for North Sacramento/Del Paso Heights for Program Year 2008-2009

In April this board released a second Request for Proposals to receive applicants to serve the North Sacramento area. Three organizations picked up an RFP but only one proposal was submitted for funding. Staff is recommending that the board make a finding for a non competitive procurement and recommend the Greater Sacramento Urban League for funding to serve North Sacramento.

The board congratulated GSUL for submitting their proposal on time.

Moved/Yee, second/Nottoli, to approve total funding for the Greater Sacramento Urban League in the amount of \$320,000 to serve 2,317 customers. In addition, the Governing Board makes the following findings regarding non-competitive procurement and approve the selection of the Greater Sacramento Urban League for WIA Title 1 Adult and Dislocated Worker Program One Stop Service to serve the North Sacramento and Del Paso Heights Neighborhoods:

Finding: After solicitation of a number of sources, competition has been deemed inadequate and, consistent with SETA's Procurement Policies, Federal

Regulations, and the RFP the Governing Board finds that non-competitive procurement is appropriate.

All funding recommendations are subject to satisfactory year-end program performance reviews. Subgrantees that do not meet performance goals and benchmarks will be evaluated in August, 2008 and may face deobligation of funds.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

C. HEAD START

1. Ratification of the Submission of the Head Start/Early Head Start Supplemental Training/Technical Assistance Grant Application for Fiscal Year 2008-2009

Ms. Maureen Dermott reviewed this item. The Office of Head Start recently issued \$5 million nationwide to make funds available for staff to achieve their AA and BA degrees. SETA has a very strong relationship with CSUS in a cohort program for teachers. The amount of the grant application is \$374,200 in federal funds, with \$93,550 as in-kind match for a total of \$467,750.

Moved/Nottoli, second/Waters, to ratify the submission of the Head Start/Early Head Start Supplemental Training/Technical Assistance grant application for Fiscal Year 2008/2009.

Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Fiscal Monitoring Reports: No comments.
- B. Acknowledgement of Staff for Participation in the Volunteer Income Tax Assistance/Earned Income Tax Credit Project: No additional information.
- C. Monthly Head Start Fiscal Report: No questions.
- D. Head Start Policy Council Minutes: Mr. Nottoli inquired about closed session in the Policy Council meetings. Mr. Thatch stated that the Policy Council is required to review Head Start hires and this is done in compliance with the Brown Act.
- E. Dislocated Worker Update: Mr. Waters inquired about Floor Serve. Mr. Walker replied that this company had 130 employees that were independent contractors.

- F. New Start Prison to Employment Program: Mr. Walker reviewed this item and explained the provision of services to ex-offenders. This program will not compete with Hire Hope program at RCCC but will assist to serve additional customers. Ms. Pannell asked to find another name for the program that does not have 'prison' included in the name.
- G. Update on Sacramento Works Construction Initiatives: Ms. Welsch reported on the success of the program. Based on the success of the program, SETA was asked to submit a proposal to CalTrans and another to EDD for construction talent transfer. Both proposals were successful. One proposal in the amount of \$968,000 will be working with teamsters and operating engineers. The second proposal in the amount of \$500,000 will serve dislocated residential construction workers.
- H. Update on Sacramento Learning Lab Integrated Service Delivery Model: The new delivery model will be launching July 1. Staff and partners have been very engaged and have had teams working on the new model for months. The new model is less reliant on individual case management and more emphasis on coaching people to become their own case manager.
- I. Publication of the 2008 California Family Economic Self-Sufficiency Standards: This information is used in the career centers to assist customers to figure out what they need to receive as a wage for self sufficiency.
- J. Sacramento Works One Stop Career Center Third Quarter Reports: Ms. Purdy reviewed the quarterly reports. The first chapter is information and demographics on our talent pool; second chapter is performance measures; third chapter is training providers; fourth chapter is customer satisfaction surveys; fifth chapter is employer customer satisfaction surveys, and the last chapter is the employer outreach report. Ms. Pannell suggested that the end-of-year report be sent to City Council members and the Board of Supervisors.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reported that October 15 the date for SETA's 30 year anniversary. The event will take place in the parking lot and in this building.
- C. Deputy Directors: No comments.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No comments.

VI. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

(Subdivision (a) of Government Code Section 54956.9)

Name of Case:

Vogt v. SETA - Labor Commissioner Claim # 7359-SACWA

CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

The board adjourned into closed session at 10:42 a.m.; Mr. Thatch stated that there probably would not be a report out of closed session.

- VII. Adjournment:** The Board meeting adjourned at 11:11 a.m. with no report out of closed session.

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 June 24, 2008 Policy Council meeting.

Good	Needs Improvement
Cell phones off.	Getting permission to leave seat.
Timely meeting.	Side barring.
Chair did a good job.	Speak into microphones.
Attendance	Participation by members on making motions.
Lisa Carr did a good job on presentation.	

- 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.

ITEM V- COMMITTEE REPORTS (Continued)

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

- E. PROGRAM AREA COMMITTEES:

Parent/Family Support Committee

- F. COMMUNITY ADVOCATING MALE PARTICIPATION (CAMP) – Mr. Victor Stark

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

- 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

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): Ms. Carol Aronis and Ms. Victoria Camargo

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-C – ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: