

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

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Sacramento, CA 95815

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

Thought of the Day: "Shoot for the moon. Even if you miss, you'll land among the stars."

Author: Les Brown

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

DATE: Tuesday, June 24, 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 May 27, 2008 Regular and May 30, 2008 Special Meetings
- III. **Action Item:** End of meeting.
- IV. **Information Items**
 - A. Standing Information Items
 - Introduction of New Staff
 - 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
 - SETA Head Start/Early Head Start End-of-Month Enrollment Report (attached) – Ms. Elsie Bowers

- Program Content Area Mental Health Report (provided in the months of February, April, June, August, October) – Ms. Denise Moore
- Program Content Area Disabilities Report (provided in the months of February, April, June, August, October) – Ms. Beverly Sanford
- Special Education Report (attached) – Ms. Beverly Sanford
- Community Resources-PC Representative/Staff - Ms. Kathy Ruiz
- Parent/Staff Recognition - Ms. Kathy Ruiz
- Grandparent/Foster Parent Report - Ms. Venelsia Fentress

B. SETA Governing Board Minutes for May 1, 2008

V. Committee Reports

- A. Executive Committee
- B. Personnel/Bylaws
- C. Budget/Planning
- D. Hospitality
- E. Program Area Committees
 - Early Childhood Development and Health Services
 - Parent/Family Support Committee
 - Monitoring & Evaluation
 - Early Head Start
- F. Community Advocating Male Participation (CAMP) – Mr. Victor Stark
- G. Community Partnerships Advisory Committee (CPAC) – Ms. Salina Davey
- H. Health Services Advisory Committee (HSAC) – Ms. Venelsia Fentress

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 & Ms. Victoria Camargo
- F. Open Discussion and Comments
- G. Public Participation

III. Action Item

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

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

CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Pursuant to Government Code Section 54957

- Report out of Closed Session

VI. Adjournment

DISTRIBUTION DATE: WEDNESDAY, JUNE 18, 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
- _____ 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
- _____ 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

Members to be Seated:

- _____ Christy Farley, SETA-Operated Program
- _____ Itzel Oregon, 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						
B. Arismende (4/30)	ELK						X	U	X							
C. Aronis (11/27)	SOP	X	X	PC B	X	E	X	X	X							
J. Brown (2/26)	SJ				X	X	X	X	X							
V. Camargo (11/27)	PP	X	X	X	X	X	X	X	X							
J. Cleaver (12/18)	SAC	E	X	X	X	X	X	X	X							
S. Cordeiro (11/27)	HB	X	X	PC B	X	X	X	AP	AP							
S. Davey (11/27)	SOP	X	PCB	X	X	X	X	X	X							
C. Farley	SOP															
V. Fentress (11/27)	GRAND	X	AP/ PCB	X	X	X	AP	X	X							
S. Kay (s/b/s 4/30)	SHF						E	U	X							
E. Kimbro (11/27)	SOP	X	X	X	X	X	X	X	X							
S. King (12/18)	SJ	U	X	X	X	X	U	E	X							
J. Lamar (12/18)	SAC	U	X	X	X	U	AP	U	X							
I. Meza (11/27)	SAC	X	X	X	X	X	X	X	X							
A. Navarette (s/b/s 4/30)	ELK						E	E	X							
I. Oregon	SOP															
B. Ramey-Clark (3/25)	FOSTER					X	E	X	X							
K. Ruiz (11/27)	PP	X	X	X	X	X	X	E	X							
V. Stark (1/22)	CAMP			X	X	X	X	U	X							

BOARD MEMBER	SITE	11/27	12/18	1/22	2/26	3/25	4/30	5/27	5/30	6/24					
N. Toolate (11/27)	SJ	X	X	X	X	X	X	X	X						
M. Treadway (12/18)	WCIC	U	X	X	X	E	X	U	U						
V. Huynh (12/18)	CHDP	E	X	X	AP	X	X	X	E						
R. Montez (11/27)	OGC	X	X	X	X	X	E	X	X						

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAMP	Community Advocating Male Participation
CHDP	Child Health and Disability Prevention Program
CR	Community Representative
DP	Del Paso Heights School District
EHS	Early Head Start
ELK	Elk Grove Unified School District
FOSTER	Foster Parent Representative
GRAND	Grandparent Representative
HB	Home based Option
PAST	Past Parent Representative
SAC	Sacramento City Unified School District
SHF	Sacramento County Sheriff's Department
SJ	San Juan Unified School District
SOP	SETA-Operated Program
WCIC	Women's Civic Improvement Club/Playmate Child Care Center

- X:** Present
- E:** Excused
- U:** Unexcused Absence
- S/B/S:** Should be Seated
- AP:** Alternate Present
- E/PCB:** Excused, Policy Council Business
- E/PCB:** Excused, Policy Committee Business
- OGC:** Outgoing Chair

Current a/o 6/13/08

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MAY 27, 2008 REGULAR AND MAY 30, 2008
SPECIAL POLICY COUNCIL MEETINGS

BACKGROUND:

Attached are the minutes of the May 27, 2008 and May 30, 2008 Policy Council meetings 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, May 27, 2008
9:00 a.m.

- I. Call to Order/Roll Call/Review of Board Member Attendance:** Mr. Ronald Montez, Vice Chair, called the meeting to order at 9:05 a.m. Ms. Barbara Ramey-Clark read the thought of the day. Ms. Carol Aronis was appointed acting secretary and called the roll.

Members Present:

Josie Cleaver, Sacramento City Unified School District (present at 9:15 a.m.)
Irlanda Meza, Sacramento City Unified School District (present at 9:10 a.m.)
John Brown, San Juan Unified School District
Carol Aronis, SETA-Operated Program
Erin Kimbro, SETA-Operated Program (present at 9:15 a.m.)
Salina Davey, SETA-Operated Program (present at 9:30 a.m.)
Tyrna Larkin, alternate, SETA-Operated Program
Barbara Ramey-Clark, Foster Parent Representative
Venelsia Fentress, Grandparent Representative
Ronald Montez, Outgoing Chair
Victoria Camargo, Past Parent Representative
Natasha Toolate, Early Head Start (present at 9:12 a.m.)
Van Huyhn, Child Health and Disability Prevention Program

Members Absent:

Brandy Arismende, Elk Grove Unified School District (unexcused)
Sarah Cordeiro, Home Base Program (excused)
Monica Treadway, WCIC/Playmate (unexcused)
Shasta King, San Juan Unified School District (excused)
Josie Lamar, Sacramento City Unified School District (unexcused)
Kathy Ruiz, Past Parent Representative (excused)
Victor Stark, CAMP Representative (unexcused)

New Representatives Absent:

Aida Paz Flores, SETA-Operated Program (excused)
Shirley Kay, Sacramento County Sheriff's Department (unexcused)
Angelica Navarette, Elk Grove Unified School District (excused)

II. Consent Item

- A. Approval of the Minutes of April 30, 2008 Special Meeting

Minutes were reviewed; no questions or corrections.
Moved/Fentress, second/Camargo, to approve the minutes as distributed.
Show of hands vote: Aye: 8, Nay: 0, Abstentions: 2 (Montez and Toolate)

III. Action Items

A. Ratification of the Chair's Appointment of Representative to the Health Services Advisory Committee (HSAC) and Election of Alternate

Mr. Montez reviewed the board item. No questions.

Moved/Camargo, second/Meza, to ratify the appointment of Ms. Venelsia Fentress as representative to the Health Services Advisory Committee and elect one alternate to serve on the committee.

Show of hands vote: Aye: 10, Nay: 0, Abstentions: 2 (Montez and Toolate)

Mr. John Brown expressed interest in the alternate position. Mr. Brown will serve as alternate.

B. Ratification of the Chair's Appointment of Representative and Alternate to the Community Partnership Advisory Committee (CPAC)

Mr. Montez reviewed the board item. No questions or comments.

Moved/Aronis, second/Fentress, to ratify the appointments of Ms. Salina Davey and Ms. Josie Cleaver to the Community Partnership Advisory Committee as representative and alternate.

Show of hands vote: 10, Nay: 0, Abstentions: 2 (Montez and Toolate)

C. Approval of Policy Council/Parent Advisory Committee Joint Parent Activity

Ms. Desha reviewed past activities which included a tour of Shriner's Hospital and donation of transitional backpacks to children as well as visits to the Family History Center, Ms. Desha reminded board members that the activity must be education related.

Moved/Brown, second/Kimbrow, to approve a joint parent activity with the Parent Advisory Committee.

Show of hands vote: Aye: 10, Nay: Abstentions: 2 (Montez and Toolate)

IV. Information Items

A. Standing Information Items

- Introduction of New Staff: None.

Ms. Salina Davey arrived at 9:30 a.m.

- Parent/Family Support Unit Events and Activities: Ms. Lisa Carr reviewed the upcoming events. A move night, in conjunction with transition team events, will be held in August at Mather. Ms. Alma Hawking got a limo donated and grandparents will be transported to the August 13 event. "Meet the Robinsons" is the film. A Daddy and Me event will be held Saturday, June 7, 9 a.m. – 1:00 p.m. Fishing instructions and lunch will be provided. Enrollment fairs to keep the SETA operate program FULL are

being held. There have already been two events and the next one will be held May 28 in Rancho Cordova. Staff will also be doing late afternoon and Saturday recruitments for working parents. A Legal clinic was held last Wednesday at Luau Gardens. Attorneys were present to answer questions from parents. Ms. Natasha Toolate spoke of the legal clinic and what happened. There will be a bilingual clinic coming up. Ms. Carr will make sure board members know about the event.

- Calendar of Events and Activities: No additional reports.
- National Head Start Association Annual Training Conference Reports: No questions.
- Parent Leadership Institute Reports – Ms. Josie Cleaver spoke of the parent leadership event; great two days learning about health issues. Ms. Toolate stated that this was the second time she attended; there was more focus on the three year goals from the federal review. Ms. Victoria Camargo liked how staff got involved. Ms. Salina Davey stated that it was very educational and she enjoyed Ms. Haas. Mr. Montez commended Ms. Haas on her presentation. Ms. Barbara Ramey-Clark also enjoyed learning how to play with children.
- Fiscal Reports: Mr. Rick Pryor reviewed the fiscal reports. SETA is at 74% of expenditures, very close to where we need to be in our budget.
- SETA Head Start/Early Head Start End-of-Month Enrollment Report: Ms. Maureen Dermott reviewed the end-of-month report. SOP and the delegate agencies have done an outstanding job maintaining 100% enrollment. The only issue is in the SETA Operated Early Head Start program. Other challenge is the issue of attendance which is running 2/3 of enrollment.
- Program Content Area Mental Health Report: Report will be in June.
- Program Content Area Disabilities Report: Report will be in June.
- Special Education Report: Ms. Beverly Sanford stated that this report provided on a monthly basis. Call her at 203-3056 if there are questions.
- Community Resources-PC Representative/Staff: No report.
- Parent/Staff Recognition: No report.
- Grandparent/Foster Parent Report: No report.

B. SETA Governing Board Minutes for April 3, 2008: No comments.

V. Committee Reports

- A. Executive Committee: Ms. Camargo reviewed the Executive committee review.
- B. Personnel/Bylaws: Next meeting will be May 30. Ms. Desha asked board members to give Mr. Montez or a committee member modifications to the bylaws.
- C. Budget/Planning: Complete for the year.
- D. Hospitality: No additional report.
- E. Program Area Committees
 - Early Childhood Development and Health Services: No meeting.
 - Parent/Family Support Committee: No meeting.
 - Monitoring & Evaluation: No meeting.
 - Early Head Start: No meeting.

- F. Community Advocating Male Participation: Ms. Davey reported that a Dad's Cook Off/male recruitment BBQ event will be planned for August.
- G. Community Partnerships Advisory Committee: Ms. Davey reported that it was a good meeting. SETA has a new web site where more community resources are available. www.seta.net Go to www.SMUD.org to see if you qualify for 30% off your electric bill.
- H. Health Services Advisory Committee: Ms. Campos spoke of the most recent meeting. The TB policy will be reviewed and revised. Nothing changed with regard to the children but what may change is the requirement that parents in the home based option and SETA Operated Program are required to have a TB prior to going into the classroom. If parents wish to participate, they must show proof of a TB vaccination. This will be a huge change and staff will take responsibility to provide listings of clinics that give free/low cost TB vaccines. Doctor Arevello, a pediatrician in Natomas, is willing to work with our families with or without medical insurance.

VI. Other Reports

- A. SETA Executive Director and Head Start Deputy Director's Reports: Ms. Dermott reported that the grant application was submitted and is currently under review; staff is expecting a good response. Ms. Dermott stated that she received great feedback on the Parent Institute; she enjoyed it as well. There is concern regarding low attendance at the Parent Institute; only 21 parents participated this year. Staff is considering perhaps having it only one full day instead of two full days. Ms. Dermott recognized Ms. Marie Desha for organizing the event. Staff continue to work on the budget challenges. There is a 3.5% COLA commitment that needs to be dealt with. Staff is putting together a project management system that will spread the work out over the course of a year rather than the first quarter. This will include work on the PIR, self assessment, and three year goals. Lastly, SETA has the opportunity to apply for a federal grant under training/technical assistance. There is a requirement that by 2013, 50% of our teachers must have a Bachelor's degree. Five million dollars are available nationwide. Teachers are being helped to find money so they can earn a degree.

Ms. Denise Lee is asking for board members to come back on Friday, May 30 to approve a grant application for the Training/Technical Assistance funds. Fifteen SETA teachers are involved in the cohort program to assist in the attainment of their degree. Of the Site Supervisors, SETA needs 31 staff more to get their degree and 36 more teachers to get their degree. A motivator to go back to school and participate in the cohort program is that staff will not have a large student loan to pay back. If SETA can apply and receive funds to assist staff to earn their degree, they won't have to pay back the funds. Staff will be requesting \$200,000 for this T/TA grant. The Personnel/Bylaws Committee meeting will be canceled in order to accommodate the special board meeting.

- B. Chair's Report: Supervisor Roger Dickinson will be proposing a ¼ cent sales tax increase to raise funds for gang prevention/violence. This will be on the ballot in the Fall.
- C. Head Start Managers' Reports: Ms. Campos had no additional report. Ms. Denise Lee thanked the board for the very successful review and for their

participation. Ms. Campos will be running a marathon on Sunday; the board wished her well. Ms. Carr had no additional report.

D. Community Agency Reports

- Sacramento Sheriff's Department: No report.
 - Child Health and Disability Prevention Program: No report.
 - Perinatal & Infant Health Advisory Committee: No more meetings until August.
 - Maternal, Child and Adolescent Health Board – Ms. Venelsia Fentress attended meeting on May 13 Maternal, Child, Adolescent Advisory Committee meeting. The meeting was about smoking and not smoking in vehicles with children present.
 - Community Action Board: Mr. Montez reported that Ms. Denise Nelson was elected Chair of the Community Action Board; Ms. Ruiz was elected Vice Chair.
- E. Health and Dental Reports: Sacramento County Dental Health Advisory Committee: Ms. Camargo distributed a written report of the April 21 meeting.
- F. Open Discussion and Comments: Ms. Ramey-Clark announced an event to recognize people involved in children's' rights. City Councilmember Bonnie Pannell was recognized in 2006 and Mr. Jim Ketty from AREA Congregations together in 2007. She brought flyers with the particulars of the event.
- G. Public Participation: Ms. Lori Zimbelman from San Juan Unified School District was recognized.

III. **Action Item** (Continued)

D. **CLOSED SESSION: PERSONNEL** - 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 10:50 a.m. Mr. Montez reported out of closed session that the Board took the following action in closed session: Approval of Eligible List for the following positions: Head Start Teacher, Associate Teacher, Tier III, and Head Start Courier Maintenance.

VII. **Adjournment**: Meeting adjourned at 10:51 a.m.

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL
Minutes/Synopsis

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

Friday, May 30, 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 9:08 a.m. Ms. Ruiz seated Ms. Shirley Kay, Sacramento Sheriff's Department, and Ms. Angelica Navarette, Elk Grove Unified School District.

Members Present:

Brandy Arismende, Elk Grove Unified School District
Josie Cleaver, Sacramento City Unified School District
Irlanda Meza, Sacramento City Unified School District
John Brown, San Juan 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
Barbara Ramey-Clark, Foster Parent Representative
Venelsia Fentress, Grandparent Representative
Ronald Montez, Outgoing Chair
Victoria Camargo, Past Parent Representative
Natasha Toolate, Early Head Start
Tyrna Larkins, Alternate, Home Base Program
Kathy Ruiz, Past Parent Representative
Victor Stark, CAMP Representative
Shirley Kay, Sacramento County Sheriff's Department
Angelica Navarette, Elk Grove Unified School District
Donovan Harrison, alternate, SETA Operated Program
Josie Lamar, Sacramento City Unified School District

Members Absent:

Sarah Cordeiro, Home Base Program (excused, alternate present)
Monica Treadway, WCIC/Playmate (unexcused)
Van Huyhn, Child Health and Disability Prevention Program (excused)

II. **Action Item**

- A. Approval of One-Time Supplemental Training/Technical Assistance Funding Grant for Fiscal Year 2008

Ms. Maureen Dermott thanked board members for their attendance at the special meeting. These funds are available nation-wide basis; all Head Start programs will be vying for these funds. This grant represents a two-pronged approach to ensure all Head Start teachers have an AA degree. Secondly, it will ensure that 50% of Head Start teachers achieve their Bachelor's degree by 2013. The

purpose is to assist teachers in earning their Bachelor's degrees. Under the new reauthorization, as of 2011 all teachers must have an AA degree and by 2013, 50% of lead teachers must have a Bachelor's degree.

The first portion of the grant is to make funds available for tuition and books so teachers can finish their AA degree. Funds will also be made available for the Bachelor's degree program. Staff should be working on both AA and Bachelor's degrees to ensure all teachers will reach the mandated educational requirements.

Mr. Donovan Harrison, Alternate, SETA Operate Program, and Ms. Josie Lamar, Sacramento City Unified School District, were seated.

SETA currently has 62 teachers without a degree. However, all Head Start teachers are required to have a California Teacher's Certificate which brings 40 units toward their AA degree.

There are 134 teachers in Head Start. Fourteen teachers already have their Bachelor's degree which is 10%. To hit the 50% mark, at least 60 more staff need to earn their Bachelor's degree. The first priority is for staff to earn their AA degree; second priority is for staff to earn their Bachelor's degree. Most of the delegate agency staff already have Bachelor's degrees.

For those going through a Bachelor's degree program, the application is requesting \$374,200 to cover expenses for one year's schooling.

Moved/Davey, second/Montez, to approve the Head Start/Early Head Start Supplemental Training/Technical Assistance grant application for Fiscal Year 2008/2009.

Ms. Josie Cleaver inquired if something will be put in place that the teachers commit to three years employment to SETA to reimburse their training costs. Ms. Lee stated that something will be in place that staff will acknowledge that they must stay at least three years, or pay for their education on their own. In addition, there will be a budget reallocation to increase the pay for teachers so they do not leave the agency. This will not free up any funds in the budget; it is still a very tight budget. Ms. Denise Lee stated that Head Start teachers are not highly paid; they do the work because they LOVE the work.

Show of hands vote: Aye: 19, Nay: 0, Abstentions: 1 (Ruiz).

III. Adjournment: Meeting adjourned at 9:40 a.m.

ITEM IV-A – INFORMATION

STANDING INFORMATION ITEMS

BACKGROUND:

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

- A. Standing Information Items
- Introduction of New Staff
 - Parent/Family Support Unit Events and Activities - Ms. Kathy Ruiz
 - Calendar of Events and Activities (attached) – Ms. Kathy Ruiz
 - Fiscal Reports (attached) – Ms. Thelma Manzano
 - SETA Head Start/Early Head Start End-of-Month Enrollment Report (attached) – Ms. Elsie Bowers
 - Program Content Area Mental Health Report (provided in the months of February, April, June, August, October) – Ms. Denise Moore
 - Program Content Area Disabilities Report (provided in the months of February, April, June, August, October) – Ms. Beverly Sanford
 - Special Education Report (attached) – Ms. Beverly Sanford
 - Community Resources-PC Representative/Staff - Ms. Kathy Ruiz
 - Parent/Staff Recognition - Ms. Kathy Ruiz
 - Grandparent/Foster Parent Report - Ms. Venelsia Fentress

NOTES:

PARENT/FAMILY SUPPORT UNIT
CALENDER OF EVENTS AND ACTIVITIES

<u>EVENT</u>	<u>DATE</u>
Parent/Family Support Committee Meeting	Wednesday, June 25, 2008 9:30 a.m. 925 Del Paso Blvd. Redwood Room
Male Involvement Committee Meeting	Wednesday, July 9, 2008 2:00 p.m. 925 Del Paso Blvd. Redwood Room

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Social/Hospitality Committee	Monday, June 23, 2008 10:00 a.m. 925 Del Paso Blvd. Redwood Room
Early Head Start Committee	Monday, June 23, 2008 1:00 p.m. 925 Del Paso Blvd. Redwood Room
PC Meeting	Tuesday, June 24, 2008 9:00 a.m. 925 Del Paso Blvd. SETA Board Room
Parent/Family Support Committee Meeting	Wednesday, June 25, 2008 9:30 a.m. 925 Del Paso Blvd. Redwood Room
PC Executive Committee	Thursday, June 26, 2008 10:00 a.m. 925 Del Paso Blvd. Redwood Room
Personnel/Bylaws Committee	Friday, June 27, 2008 10:00 a.m. 925 Del Paso Blvd. Sequoia Room
Literacy Movie Night at the Park, featuring "The Wizard of Oz"	Friday, June 27, 2008 7:00-10:00 p.m. Betschart Park 5666 Adobe Spring Way Elk Grove, CA
Social/Hospitality Committee Meeting	Wednesday, July 2, 2008 1:00 p.m. 925 Del Paso Blvd. Redwood Room
PAC Meeting	Tuesday, July 8, 2008 6:00 p.m. 925 Del Paso Blvd. SETA Board Room

CALENDAR OF EVENTS
(continued)

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee Meeting	Wednesday, July 9, 2008 9:30 a.m. 925 Del Paso Blvd. Sequoia Room
Male Involvement Committee Meeting	Wednesday, July 9, 2008 2:00 p.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 am. 925 Del Paso Blvd. Sequoia Room

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

6/16/2008 15:00

Year to Date	Month/Yea	Budget	Admin	Program	YTD Expenses	% YTD	Projection	Remaining	Non-Federal Share	% Non-Fed to Total Expenses
Basic Head Start										
Del Paso-est	May-08	\$1,091,126	\$90,927	\$726,566	\$817,493	75%	\$181,854	\$273,633	\$528,183	65%
Elk Grove	May-08	\$2,306,473	\$132,643	\$1,754,524	\$1,887,167	82%	\$403,834	\$419,306	\$387,562	21%
Sac City	May-08	\$7,803,950	\$607,482	\$5,826,287	\$6,433,769	82%	\$1,300,658	\$1,370,181	\$1,950,385	30%
San Juan	May-08	\$4,145,417	\$313,973	\$3,120,218	\$3,434,191	83%	\$719,138	\$711,226	\$956,222	28%
WCIC	May-08	\$647,227	\$55,795	\$501,718	\$557,513	86%	\$89,714	\$89,714	\$148,930	27%
SETA(see attached)	May-08	\$23,389,023	\$2,382,762	\$18,533,173	\$20,915,935	89%	\$2,473,422	\$2,473,088	\$4,722,077	23%
Total		\$39,383,216	\$2,686,258	\$22,826,499	\$34,046,068	86%	\$5,168,621	\$5,337,148	\$8,693,359	26%
Basic Early Head Start										
Sac City	May-08	\$1,080,905	\$43,757	\$876,048	\$919,804	85%	\$161,101	\$161,101	\$181,139	20%
San Juan	May-08	\$1,196,930	\$104,558	\$921,934	\$1,026,492	86%	\$170,438	\$170,438	\$323,879	32%
SETA(see attached)	May-08	\$2,458,225	\$175,803	\$2,021,749	\$2,197,552	89%	\$242,193	\$260,673	\$1,223,143	56%
Total		\$4,736,060	\$233,666	\$2,796,255	\$4,143,849	87%	\$573,732	\$592,211	\$1,728,161	42%
T & TA Head Start										
Del Paso-est	May-08	\$7,500		\$7,500	\$7,500	100%	\$0	\$0		
Elk Grove	May-08	\$9,000		\$8,058	\$8,058	90%	\$942	\$942		
Sac City	May-08	\$20,000		\$15,803	\$15,803	79%	\$4,197	\$4,197		
San Juan	May-08	\$15,000		\$14,492	\$14,492	97%	\$508	\$508		
WCIC	May-08	\$7,500		\$7,500	\$4,689	63%	\$2,811	\$2,811		
SETA(see attached)	May-08	\$302,068		\$310,832	\$310,832	103%	-\$9,102	-\$8,764		
Total		\$361,068	\$0	\$227,690	\$361,374	100%	-\$645	-\$306	\$0	na
T & TA Early Head Start										
Sac City	May-08	\$18,249		\$10,713	\$10,713	59%	\$7,536	\$7,536		
San Juan	May-08	\$20,112		\$18,260	\$18,260	91%	\$1,852	\$1,852		
SCOE	May-08	\$15,000		\$15,000	\$15,000	100%	\$0	\$0		
SETA(see attached)	May-08	\$64,220		\$64,720	\$64,720	101%	-\$500	-\$500		
Total		\$117,581	\$0	\$42,833	\$108,694	92%	\$8,887	\$8,887	\$0	na
Total Grant Award		\$44,597,925	\$2,919,924	\$25,893,276	\$38,659,984	87%	\$5,750,595	\$5,937,941	\$10,421,520	
Administration Costs @15%		\$6,689,689	10%							

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

Personnel costs are estimates

6/16/2008 14:59

YEAR-TO-DATE	Budget	Admin	Program	Total	% YTD	Projection based on YTD	Remaining	
HS SOP BASIC	\$23,389,023	\$2,382,762	\$18,533,173	\$20,915,937	89%	\$2,473,422	\$2,473,084	
HS SOP T & TA	302,068		310,832	310,832	103%	(9,102)	(8,764)	
HS SOP PROG IMPROVEMENT			-	-			0	
TOTAL	\$23,691,091	\$2,382,762	\$18,844,005	\$21,226,769	90%	\$2,464,320	\$2,464,320	
ADMIN %		11%						
HS SOP BASIC	26.5%	\$23,389,025		\$20,915,939	89.4%	\$2,473,424	\$2,473,086	
SALARIES & FRINGES		\$19,227,072	\$1,793,268	\$13,571,610	\$15,364,877	79.9%	\$2,423,233	\$3,862,195
10114 SALARIES		13,347,625	1,215,842	9,223,640	10,439,482	78.2%	1,855,309	2,908,143
10115 FRINGES		5,879,447	479,413	3,955,918	4,435,330	75.4%	484,616	1,444,117
10124000 WORK COMP INS - EMPLOYER COST			98,013	392,052	490,065		83,308	
FRINGES%			47%	47%	47%			
OCCUPANCY	9.9%	\$2,005,100	\$132,271	\$1,948,198	\$2,080,469	103.8%	\$197,295	-\$75,369
20205300 BONDS-BONDS/GENERAL/PROPERTY		66,050		160,545	160,545	243.1%	30,074	-94,495
20211100 BUILDING MAINT SERVICE		164,068		120,571	120,571	73.5%	8,472	43,497
20215100 MECHANICAL SYSTEMS MAINTENANCE SERVICE				-	-		0	
20217100 RENT LEASES-REAL PROPERTY	6.3%	1,432,490	115,938	1,205,327	1,321,265	92.2%	83,308	111,225
20218100 CONSTRUCTION SVCS & SUPPLIES				51,665	51,665		4,812	
20218200 CONSTRUCTION CONTRACTS		10,000		-	-	0.0%	0	10,000
20219100 ELECTRICITY		123,200	11,700	87,223	98,923	80.3%	4,958	24,277
20219200 NATURAL GAS/LPG/FUEL OIL				11,989	11,989		2,449	
20219700 TELEPHONE SERVICE			4,188	98,520	102,708		20,750	
20222700 CELLPHONES/PAGERS				13,386	13,386		2,677	
20232100 CUSTODIAL SERVICES		209,292		198,972	198,972	95.1%	39,795	10,320
20257100 SECURITY SVC				-	-		0	
30345000 TAX/LIC/ASSESS			445	445	445		0	
TRAVEL	0.1%	\$20,950	\$0	\$13,167	\$13,167	62.8%	\$0	\$7,783
20202900 BUSINESS/CONFERENCE EXPENSE		20,950		13,167	13,167	62.8%	0	7,783
SUPPLIES	1.9%	\$546,000	0	\$407,590	\$407,590	74.7%	\$32,419	\$138,410
20202200 BOOKS/PERIODICAL SUPPLY				0	0		0	
20203600 CHILD & FAMILY		290,000		180,250	180,250	62.2%	15,000	109,750
20203600 LENDING LIBRARY		15,000		-	-		0	15,000
20203600 TRANSITION		15,000		-	-		0	15,000
20203600 LITERACY SUPPLIES		26,000		-	-		0	26,000
20207600 OFFICE SUPPLIES		115,872		130,187	130,187	112.4%	2,500	-14,315
20211200 BLDG MAINT SUP/MAT				695	695		154	
20214200 LAND IMPROVEMENT MAINTENANCE SUPPLIES				40,275	40,275		4,068	
20226200 OFFICE EQUIPMENT MAINTENANCE SUPPLIES				0	-		0	
20232200 CUSTODIAL SUPPLIES		64,128		35,965	35,965	56.1%	7,193	28,163
20233200 FOOD/CATERING SUPPLIES				2,381	2,381		529	-2,381
20234200 KITCHEN SUPPLIES				861	861		0	
20244400 MEDICAL SUPPLIES		20,000		9,401	9,401	47.0%	1,880	10,599
20281200 DATA PROCESSING SUPPLIES				1,818	1,818		404	
20285200 RECREATIONAL SUPPLIES				2,296	2,296		0	
20289800 OTHER OPERATING EXPENSE - SUPPLIES				3,461	3,461		690	
EQUIPMENT	0.1%	\$85,000	\$0	\$16,225	\$16,225	\$0	\$53,600	\$68,775
20226500 INVENTORIAL EQUIPMENT		60,000		16,225	16,225		53,600 \$	43,775
43430100 EQUIPMENT-GOV'T		25,000					0 \$	25,000

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

Personnel costs are estimates

6/16/2008 14:59

YEAR-TO-DATE		Budget	Admin	Program	Total	% YTD	Projection based on YTD	Remaining
OTHER	14.5%	\$1,504,903	\$457,225	\$2,576,385	\$3,033,610	201.6%	-\$233,122	-\$1,528,707
CHILD SERVICES		\$126,000	-	\$58,835	\$58,835	46.7%	\$13,819	\$67,165
20244300		57,000		52,293	52,293	91.7%	10,492	4,707
20254400		2,000		318	318	15.9%	15	1,682
20259100		6,000		5,235	5,235	87.3%	750	765
20293406		61,000		989	989	1.6%	2,562	60,011
PARENT SERVICES	0.0%	\$0	-	\$9,581	\$9,581	#DIV/0!	\$0	-\$9,581
20203700				-	-		0	
20258200		-		9,581	9,581	#DIV/0!	0	-9,581
OPERATING COSTS	12.3%	\$791,364	\$457,225	\$2,119,414	\$2,576,639	325.6%	-\$44,266	-\$1,785,275
20200500		91,000		82,606	82,606	90.8%	1,500	8,394
20202400				775	775		50	
20203500				2,807	2,807		2,500	
20203900				55,123	55,123		4,858	
20205500					-		0	
20206100				845	845		650	
20206500				-	-		0	
20208100				748	748		150	
20208500				8,176	8,176		500	
20220500				24,065	24,065		4,867	
20223600				26,513	26,513		6,874	
20226100				7,044	7,044		680	
20226102				329	329		73	
20226400					-		0	
20227500			3,021	73,903	76,924		15,206	
20227503			-		-		0	
20227504				1,785	1,785		238	
20253100		30,000	28,323	7,479	35,802	119.3%	2,500	-5,802
20258200		-		-	-		0	0
20259101				9,099	9,099		0	
20281100				-	-		399	
20281202				1,795	1,795		4	
20293400				16	16		0	
43430300					-		0	
60601000	5.4%	175,594	425,881	702,021	1,127,902		115,446	
69699000		494,770		1,114,285	1,114,285	225.2%	-200,761	-619,515
NUTRITION SERVICES	1.9%	\$587,539	\$0	\$388,555	\$388,555	66%	-\$202,675	\$198,984
20289900		2,032,407		1,367,179	1,367,179	67%	45,185	665,228
96964301		-1,444,868		-978,624	-978,624	68%	-247,860	-466,244
HS SOP T & TA		\$302,068		\$310,832	\$310,832	103%	-\$9,102	-\$8,764
20200500				463	463			
20202400				445	445			
20202900				11,115	11,115			
20203500		163830		174,855	174,855		-9,102	
20203600		17307		15,980	15,980			
20203700				3,592	3,592			
20206100				6,250	6,250			
20207600				4,446	4,446			
20203900				1,500	1,500			
20206100				0	0			
20217100				1380	1,380			
20258200		120931		80,083	80,083			
20293406				10722	10,722			

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

Personnel costs are estimates

6/16/2008 14:58

YEAR-TO-DATE	Budget	Admin	Program	Total	% YTD	Projection based on YTD	Remaining
BASIC	\$2,458,225	\$175,803	\$2,021,749	\$2,197,552	89%	\$242,193	\$260,673
T & TA	64,220		64,720	64,720	101%	(500)	-500
TOTAL	\$2,522,445	\$175,803	\$2,086,469	\$2,262,272	90%	\$241,693	\$260,173
ADMIN %		8%					
BASIC	100%	2,458,225		2,197,552	89%		298,855
SALARIES & FRINGES	72%	\$2,174,961	\$141,619	\$1,437,225	73%	\$227,805	\$596,116
10114 SALARIES		1,501,640	101,563	1,016,052		202547	
10115 FRINGES		673,321	40,056	421,173		25258	
FRINGES%			39%	41%	41%		
OCCUPANCY	8%	\$156,697	-	\$165,573	106%	\$3,875	-\$8,876
20205300 BONDS-BONDS/GENERAL/PROP		11,200	-	-	0.0%	0	11,200
20211100 BUILDING MAINT SERVICE		17,329	13,925	13,925	80.4%	270	3,404
20217100 RENTS LEASES-REAL PROPERT		128,130	109,957	109,957	85.8%	1663	18,173
20218100 CONSTUCTION SERVICES & SUPPLIES			119	119		40	
20219100 ELECTRICITY			10,383	10,383		490	
20219200 NATURAL GAS/LPG/FUEL OIL			2,178	2,178		300	
20219700 TELEPHONE SERVICE			8,255	8,255		64	
20222700 CELLPHONES/PAGERS			706	706		150	
20232100 CUSTODIAL SERVICES		38	20,050	20,050		898	
						0	
TRAVEL	0%	\$5,000	-	\$5,000	100%	\$0	\$0
20202900 BUSINESS/CONFERENCE EXPEI		5,000	5,000	5,000	100.0%	0	0
SUPPLIES	1%	\$36,500	-	\$32,186	88%	\$0	\$4,314
20203600 CHILD & FAMILY		14,000	28,843	28,843	206.0%	0	-14,843
20207600 OFFICE SUPPLIES		2,500	1,597	1,597	63.9%	0	903
20214200 LAND IMPROVEMENT MAINTENANCE SUPPLIES			16	16		0	
20232200 CUSTODIAL SUPPLIES		10,000	646	646	6.5%	0	9,354
20233200 FOOD/CATERING SUPPLIES			1,005	1,005		0	
20244400 MEDICAL SUPPLIES			70	70		0	
20285200 RECREATIONAL SUPPLIES			-	-		0	
20289800 OTHER OPERATING EXPENSE - :		10,000	9	9	0.1%	0	9,991
OTHER	19%	\$85,067	\$34,184	\$381,765	489%	\$10,513	-\$330,881
CHILD SERVICES		13,500	0	1,260	9%	90	\$12,240
20293406 TRANSPORTATION SERVICES		13,500		1,260	9.3%	90	12,240
PARENT SERVICES		-	\$0	\$345	#DIV/0!	\$115	-\$345
20258200 PUBLIC RELATIONS SERVICES		0		345	#DIV/0!	115	-345
OPERATING COST		31,193	\$34,184	\$379,932	1328%	\$10,308	-\$382,922
20200500 ADVERTISING		7,000		4,579		0	
20202400 PERIODICAL/SUBSCRIPTION				78		26	
20203500 EDUCATION & TRAINING SERVIC		3,000		(8,145)	-271.5%	0	11,145
20203900 EMPLOYEE TRANSPORTION				16,275		500	
20208100 POSTAL SERVICES				16		0	
20208500 PRINTING SERVICES				1,616		0	
20220500 AUTOMOTIVE MAINT SERVICE				68		0	
20226400 MODULAR FURNITURE				-		0	
20254400 SAFETY PROGRAM SVC				-		0	
60601000 DEPT/DIV OH ALLOC			34,184	63,445		9782	0
69699000 INTRA COST RECOVERY		21,193		302,000		0	
OFFSET							
20289900 OTHER OP EXPENSE-SER	0%	\$40,374		\$228	1%	0	\$40,146
T & TA		\$64,220		\$64,720	101%	-\$500	-\$500
20203500 ED/TRAINING SVC		20,247		39,635			
20203600 ED/TRAINING SUP		22,780		3,308		-500	
20207600 OFFICE SUPPLIES				479			
20258200 PUBLIC RELATIONS SERVICES		21193		18,993			
20293406 Transportation Services				2,306			

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The Governing Board meeting minutes for May 1, 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, May 1, 2008
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance**: Ms. Pannell called the meeting to order at 10:02 a.m. Ms. Elizabeth Mitchell led the pledge of allegiance.

Members Present:

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

Jimmie Yee, Vice Chair; Member, Board of Supervisors

Sophia Scherman, Public Representative

Don Nottoli, Member, Board of Supervisors

Robbie Waters, Councilmember, City of Sacramento

- Recognition of Long-term Employee: Moved to the June meeting.
- Recognition of Elizabeth Mitchell, Chair of the Community Action Board: Ms. Elizabeth Mitchell stated over the years of giving back to the community, she has learned the big picture of the county and the needs everywhere. She chose not to run for the new school board and chose to step down from other volunteer positions to give herself time to travel.

II. **Consent Items**

- A. Minutes of the April 3, 2008 Regular Board Meeting
- B. Approval of Claims and Warrants

No questions or comments.

Moved/Nottoli, second/Scherman, to approve the consent items as follows:

- A. Approve the April 3, 2008 regular Board minutes.
 - B. Approve the claims and warrants for the period 3/27/08 through 4/24/08.
- Voice Vote: Unanimous approval.

III. **Action Items**

- A. **GENERAL ADMINISTRATION/SETA**: No items.
- B. **WORKFORCE INVESTMENT ACT**: No items.

C. HEAD START

Items 1 and 2 were reviewed and acted upon together.

1. Approval of Fiscal Year 2008-2009 Head Start/Early Head Start Grant Application and Budget
- and -
2. Approval of Fiscal Year 2008-2009 Head Start/Early Head Start Training/ Technical Assistance Grant Application to be in Alignment with Newly Established Three-Year Goals

Ms. Maureen Dermott introduced the grant application and budget. Some increases in expenses such as insurance, janitorial, and rent were identified. In addition, staff salaries were increased. Ms. Dermott reviewed various budget cuts that have been identified in order to balance the budget. The Agency has elected to not fill 12 non-essential staff services. To ensure that the budget remains balanced, additional adjustments will be taken to accommodate upcoming negotiated labor increases.

Under a separate contract, SETA receives training and technical assistance funds.

Mr. Nottoli inquired whether some underwriters or sponsors could fill out some of the budget cuts. He would like to see if there is a way to get funds to be able to continue Family Day in the park. Ms. Dermott stated that festivities and activities will continue at the sites. Ms. Kossick stated that traditionally the First 5 Commission has their Family Day at Fairytale Town; health screening is done at this event as well. We will encourage our families to attend and SETA will have a booth. SETA will collaborate with other organizations to provide the services.

Moved/Scherman, second/Nottoli, to:

- 1) Approve the Fiscal Year 2008-2009 Head Start/Early Head Start Grant Application and Budget, and
- 2) Approve the Head Start/Early Head Start Fiscal Year 2008-2009 Training/Technical Assistance Grant Application to be in alignment with newly established three-year goals.

Voice Vote: Unanimous approval.

The Board thanked Ms. Dermott and staff for the outstanding job on the budget, grant, PRISM review, janitorial issues, and retaining the services to the children.

Ms. Dermott stated that the full federal review will be received in about two months. There was only one finding in the entire review. There are some recommendations but only one finding, which is fantastic. The only finding is actually out of our control. According to Head Start regulations, all employees

are required to have an annual review. This is done at SETA but it is not necessarily done by the delegate agencies. Staff has brought this concern to the regional office.

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS

1. Approval of the Plan for the Provision of Refugee Employment Social Services (RESS) and Targeted Assistance (TA) Funded Services to Refugees Program Years (PYs) 2008-2011

Ms. Michelle Anderson reviewed the three-year plan for refugee services and the various services to be provided under the plan. Staff is requesting approval of the plan to provide services.

Mr. Nottoli asked about trafficking services provided and the programs working to provide the services. Ms. Anderson stated that there are trafficking victims in Sacramento and West Sacramento. The victims are brought into California unknown by immigration. It is a world wide problem. The people served are already here. This is a hidden crime, the victims are moved around. Domestic violence used to be a hidden crime. A media campaign will be launched when services are available to trafficking victims.

Moved/Nottoli, second/Scherman, to approve the three-year Plan for the Provision of Refugee Employment Social Services (RESS) and Targeted Assistance (TA) Services to Refugees, Program Years 2008-2011.
Voice Vote: Unanimous approval.

2. Approval of the Release of the Request for Proposals (RFP) for the Refugee Employment Social Services (RESS) and Targeted Assistance (TA) Funded Programs, Program Year (PY) 2008-2009 (Michelle Anderson)

This item requests the release of a Request for Proposals to actually provide services identified within the plan. Approximately \$1 million per grant is anticipated.

Moved/Scherman, second/Nottoli, to approve the release of the Request for Proposals (RFP) for the Refugee Employment Social Services (RESS) and Targeted Assistance (TA) Funded Programs, Program Year 2008-2009.
Voice Vote: Unanimous approval.

Mr. Nottoli asked if there will be additional funding anticipated to help people in the trafficking area. Ms. Anderson stated that SETA is trying to establish the infrastructure and position ourselves to apply for funding to specifically work with trafficking victims. Mr. Nottoli requested information back on how the

Department of Human Assistance will be involved and how the trafficking victims will be assisted.

IV. Information Items

- A. Fiscal Monitoring Reports: No questions.
- B. Monthly Head Start Fiscal Report: No questions.
- C. Head Start Policy Council Minutes: No comments.
- D. Dislocated Worker Update: Mr. Waters inquired about what was being done to assist displaced Senator Ford staff. Mr. Walker stated that SETA staff has contacted their staff to see if they are utilizing the career centers. Mr. Nottoli spoke of the layoffs at Crystal Cream and Butter. When a large business like Crystal 'consolidates', there is a ripple effect.
- E. Article Regarding Bachelor's Degree Program for Staff: Ms. Kossick stated that this is a good article showing partnership between SETA Head Start and CSUS for teaching staff to earn degrees while they are still working. SETA does have a tuition reimbursement program.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick thanked Mr. Nottoli for attending the Rancho Cordova Career Center open house. There has already been 375 new customers come to utilize services since January. Ms. Kossick introduced Mr. Ed Proctor, the new IT chief.
- C. Child and Family Services Deputy Director: No additional report.
- D. Counsel: No report.
- E. Members of the Board: No reports.
- F. Public: No comments.

VI. Adjournment: Meeting adjourned at 10:51 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 May 27 and May 30, 2008 Policy Council meetings.

Good	Needs Improvement
Cell phones off.	Attendance.
Timely meeting.	Participation on making motions.
Mr. Ronald Montez did a good job.	Members getting Chair's permission to speak.

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

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

ITEM V- COMMITTEE REPORTS (Continued)

Page 2

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

- E. PROGRAM AREA COMMITTEES:

Early Childhood Development & Health Services

Parent/Family Support Committee

Monitoring & Evaluation Committee

Early Head Start

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

- G. COMMUNITY PARTNERSHIPS ADVISORY COMMITTEE (CPAC) – Ms. Salina Davey

ITEM V- COMMITTEE REPORTS (Continued)

Page 2

H. HEALTH SERVICES ADVISORY COMMITTEE (HSAC) – Ms. Venelsia Fentress

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-A – ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: