

**GOVERNING BOARD**

**DON NOTTOLI**  
Board of Supervisors  
County of Sacramento

**BONNIE PANNELL**  
Council Member  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

**ROBBIE WATERS**  
Council Member  
City of Sacramento

**JIMMIE YEE**  
Board of Supervisors  
County of Sacramento

**ADMINISTRATION**

**KATHY KOSSICK**  
Executive Director

**MAUREEN DERMOTT**  
Deputy Director

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

Phone: (916) 263-3804

Fax: (916) 263-3779

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

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, March 25, 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](http://www.seta.net).

**AGENDA**

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

**II. Consent Item**

A. Approval of the Minutes of February 26, 2008 Regular Meeting

**III. Action Items**

A. Approval of SETA Head Start/Early Head Start Self-Assessment Results for 2008

B. Approval of Grantee One (1) Specific Three-Year Goal for 2008-2011

C. Review of Application and Election of Foster Parent Representative

#### **IV. Information Items**

##### **A. Standing Information Items**

- Introduction of New Staff
- Parent/Family Support Unit Events and Activities (attached) - Ms. Kathy Ruiz
- Calendar of Events and Activities (attached) – Mr. Ronald Montez
- Parent Leadership Institute (new date to be announced) – Ms. Kathy Ruiz
- Annual National Head Start Training Conference–April 21-24, 2008, Nashville, TN – Ms. Kathy Ruiz
- Special Education Report (attached) – Ms. Beverly Sanford
- SETA Head Start/Early Head Start End-of-Month Enrollment Report – Ms. Elsie Bowers
- Fiscal Reports – Ms. Thelma Manzano
- SETA Head Start/Early Head Start Health Policies- Ms. Brenda Campos-Peck
  - Tobacco Free Policy (attached)
  - Tuberculosis Policy (attached)
  - Exposure Control Plan for Bloodborne Pathogens Policy (sent under separate cover)
- Community Resources-PC Representative/Staff - Ms. Kathy Ruiz
- Parent/Staff Recognition - Mr. Victor Bonanno, Ms. Kathy Ruiz
- Grandparent Report - Ms. Venelsia Fentress

##### **B. Fiscal Monitoring Reports**

- Del Paso Heights School District
- Elk Grove Unified School District

##### **C. SETA Governing Board Minutes**

#### **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. Open Discussion and Comments**

##### **B. Public Participation**

III. **Action Item** (Continued)

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

- ✓ Approval of Eligible List for the following positions: Associate Teacher, Tier III,  
and Head Start Cook/Driver
- Report out of Closed Session

VII. **Adjournment**

**DISTRIBUTION DATE: THURSDAY, MARCH 20, 2008**

ITEM I - CALL TO ORDER/ROLL CALL

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

- \_\_\_\_\_ Michelle Cañas, Elk Grove Unified School District
- \_\_\_\_\_ Josie Cleaver, Sacramento City Unified School District
- \_\_\_\_\_ Josie Lamar, 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
- \_\_\_\_\_ Natasha Toolate, San Juan Unified School District (EHS)
- \_\_\_\_\_ Josephine Luna, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Monica Treadway, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Carol Aronis, SETA-Operated Program
- \_\_\_\_\_ Salina Davey, SETA-Operated Program
- \_\_\_\_\_ Erin Kimbro, SETA-Operated Program
- \_\_\_\_\_ Angela Porter, SETA-Operated Program
- \_\_\_\_\_ Lidia Vincente, Early Head Start (Home Base)
- \_\_\_\_\_ Sarah Cordeiro, Home Base Program
- \_\_\_\_\_ Victoria Camargo, Past Parent Representative
- \_\_\_\_\_ Kathy Ruiz, Past Parent Representative
- \_\_\_\_\_ Venelsia Fentress, Grandparent Representative
- \_\_\_\_\_ Van Huynh, Child Health and Disability Prevention Program
- \_\_\_\_\_ Ronald Montez, Outgoing Chair
- \_\_\_\_\_ Victor Stark, CAMP Representative

Members to be Seated:

- \_\_\_\_\_ Jenna Maggard, SETA-Operated Program

Seats Vacant:

- \_\_\_\_\_ Vacant (Hutton), Del Paso Early Childhood Development Center
- \_\_\_\_\_ Vacant (Said), Del Paso Early Childhood Development Center
- \_\_\_\_\_ Vacant (Costas), SETA-Operated Program
- \_\_\_\_\_ Vacant (Montes), SETA-Operated Program
- \_\_\_\_\_ Vacant (Adams), Elk Grove Unified School District
- \_\_\_\_\_ Vacant, Foster Parent Representative

**\*\* 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										
<del>K. Adams</del> s/b/s 1/22	<del>ELK</del>			U	U											
C. Aronis (11/27)	SOP	X	X	PC B	X											
J. Brown (2/26)	SJ				X											
V. Camargo (11/27)	PP	X	X	X	X											
M. Cañas (1/22)	ELK			X	U											
J. Cleaver (12/18)	SAC	E	X	X	X											
S. Cordeiro (11/27)	HB	X	X	PC B	X											
S. Davey (11/27)	SOP	X	PCB	X	X											
V. Fentress (11/27)	GRAND	X	AP/ PCB	X	X											
<del>T. Hutton</del> s/b/s 12/18	<del>DP</del>		U	E	E											
E. Kimbro (11/27)	SOP	X	X	X	X											
S. King (12/18)	SJ	U	X	X	X											
J. Lamar (12/18)	SAC	U	X	X	X											
J. Luna (1/22) s/b/s 11/27	WCIC	E	E	X	X											
J. Maggard s/b/s 2/26	SOP				U											
I. Meza (11/27)	SAC	X	X	X	X											
<del>M. Montes</del> (2/26)	<del>SOP</del>				✖											
A. Porter (12/18)	SOP	E	X	PCB	X											
K. Ruiz (11/27)	PP	X	X	X	X											

BOARD MEMBER	SITE	11/27	12/18	1/22	2/26	3/25										
V. Stark (1/22)	CAMP			X	X											
N. Toolate (11/27)	SJ	X	X	X	X											
M. Treadway (12/18)	WCIC	U	X	X	X											
L. Vincente (12/18)	EHS		X	X	U											
V. Huynh (12/18)	CHDP	E	X	X	AP											
R. Montez (11/27)	OGC	X	X	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
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 2/26/08*

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE FEBRUARY 26, 2008 REGULAR POLICY  
COUNCIL MEETING

BACKGROUND:

Attached are the minutes of the February 26, 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

*(Minutes reflect the actual progression of the meeting.)*

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

Tuesday, February 26, 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 9:07 a.m. Ms. Sarah Corderio read the thought of the day. Ms. Josie Cleaver called the roll. Mr. John Brown was seated.

#### **Members Present:**

Josie Cleaver, Sacramento City Unified School District  
Josie Lamar, 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  
Danyelle Nelson, San Juan Unified School District  
Erin Kimbro, SETA-Operated Program  
Salina Davey, SETA-Operated Program  
Carol Aronis, SETA-Operated Program  
Monica Montes, SETA-Operated Program  
Angela Porter, SETA-Operated Program  
Sarah Cordeiro, Home Base Program  
Josephine Luna, WCIC/Playmate  
Victoria Camargo, Past Parent Representative  
Kathy Ruiz, Past Parent Representative  
Evelyn Marquez, alternate, Child Health and Disability Prevention Program  
Monica Treadway, WCIC/Playmate  
Venelsia Fentress, Grandparent Representative  
Ronald Montez, Outgoing Chair  
Victor Stark, CAMP Representative  
Natasha Toolate, Early Head Start (arrived at 9:15 a.m.)

#### **Members Absent:**

Lidia Vincente, Early Head Start (unexcused)  
Michelle Cañas, Elk Grove Unified School District (unexcused)  
Talina Hutton, Del Paso School District (excused)  
Jenna Maggard, SETA-Operated Program (unexcused)

- V. **Ethics Training:** Mr. Victor Bonanno reported that effective January 2006 local officials that receive compensation, salary, stipends or expense reimbursements must receive training in ethics. This is required to board, commissions and other local bodies. "If there is doubt, back out."



Ms. Danyelle Nelson was thanked for her representation of San Juan; since Mr. Brown was seated, Ms. Nelson stepped down.

The Board took a break until 10:12 a.m.

## **II. Consent Item**

### **A. Approval of the Minutes of January 22, 2008 Regular Meeting**

Minutes were reviewed. No questions or comments.

Moved/Davey, second/Montez, to approve the January 22, 2008 minutes.  
Show of hands vote: Aye: 18, Nay: 0, Abstentions: 2 (Ruiz and Marquez)

## **III. Action Item**

### **A. Selection of Representative and Alternate to Attend the National Head Start Association Training Conference, in Nashville, TN, April 20-24, 2008**

Ms. Ruiz reviewed the conference information. Ms. Desha clarified the items for which the Agency is responsible; the balance of the funds will come from Parent Miscellaneous travel budget line item (\$801). Ms. Ruiz will be attending along with a representative. Two PAC representatives will be going. Mr. Brown asked why representatives would not be going early; Ms. Desha stated that the earlier workshops are considered 'special tracks' and are very expensive. The Agency does not pay for the special tracks.

Those that have already attended a Head Start Conference: Venelsia Fentress, Salina Davey, Victoria Camargo, Natasha Toolate, Josie Cleaver, and Ronald Montez.

Moved/Kimbrow, second/Cleaver, that the Policy Council select one representative and one alternate to attend the National Head Start Association Training conference.

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

Those interested in attending: John Brown, Ronald Montez, Josie Cleaver, Natasha Toolate, and Salina Davey.

Board members spoke of their interest in attending the conference.

Votes: John: 12, Ronald: 4, Josie: 1, Natasha: 1, Salina: 1.  
Representative will be the Mr. John Brown. Mr. Montez will be the alternate.

### **B. Approval of Head Start/Early Head Start 2008 Community Assessment**

Ms. Maureen Dermott distributed a copy of the full resources utilized during the community assessment. Staff will be compiling a finished product and board members will be provided a copy.

Ms. Corderio asked if the DRDP was changed? Ms. Denise Lee replied that the state has shrunk down the measures that are being followed. Some of the items under the main categories have been changed a bit; the main purpose, to measure a child's growth, has remained the same.

Ms. Campos answered questions about Goal II and how exercise will be incorporated with the lesson plans. In the SOP program, there will also be a parent component for cooking/budgeting and exercise. The Delegate Agencies will have a similar component. Mr. Montez reported that he has lost 50 pounds over the past six months by cutting out white foods.

Ms. Evelyn Marquez stated that the most serious food relating to obesity is sodas which have very high sugar content. Also, foods that have been 'denatured'. Call 927-4196 for more information.

Moved/Davey, second/Corderio, that the Policy Council approve Head Start/Early 2008 Community Assessment.

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

C. Approval of Head Start/Early Head Start County-Wide Three-Year Goals 2008-2011

Ms. Maureen Dermott reviewed this item. The three county-wide goals are overarching goals for the grantee. The fourth goal is grantee specific. Ms. Dermott will be bringing the official verbiage for the Grantee goal before the Policy Council in March. SETA is not requiring each delegate agency to have exact goals but their goals have to be within the realm of obesity, oral language, etc.

Moved/Camargo, second/Cleaver, that the Policy Council approve Head Start/Early Head Start Three-Year Goals 2008-2011, plus the one grantee specific goal.

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

D. Approval of Head Start/Early Head Start Written Service Plans

Ms. Denise Lee reported that the Federal government requires a road map of how SETA/Head Start provides services. There are very specific things that are required. SETA designs a document as to how we provide the services to the children and families. Managers meet with staff to determine the procedures needed to provide the services. This ensures the services are seamless from administration to the classrooms. These written service plans are done each year. This is a new look at the standards and how they services are provided.

Moved/Montez, second/Aronis, that the Policy Council approve the SETA Head Start/Early Head Start Written Service Plans, modified February 2008  
Show of hands vote: Aye: 18, Nay: 0, Abstentions: 2 (Ruiz and Kimbro)

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

**CLOSED SESSION: PERSONNEL  
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE  
PURSUANT TO GOVERNMENT CODE SECTION 54957**

The board went into closed session at 11:14 a.m.

The board went back into open session at 11:47 a.m. Ms. Ruiz reported out of closed session that the Board took the following action in closed session:  
Associate Teacher, Tier III and Early Head Start Educator

IV. **Information Items**

- A. Fiscal Monitoring Report: No questions.
- B. Monthly Fiscal Reports: Ms. Dermott reviewed the monthly fiscal reports. The good news is that the Agency is at 47% actual against projected dollars spent.
- C. California Head Start Association Parent Conference Reports: No questions.
- D. Special Education Report: Ms. Beverly Sanford reviewed the report. At least 10% of enrollment opportunities in grantee and delegates must be available to children with disabilities. The Head Start program is at 8.7% and Early Head Start is at 18%.
- E. SETA Head Start/Early Head Start End-of-Month Enrollment Report: Ms. Elsie Bowers reviewed the report and stated that the Agency has achieved full enrollment. With the Head Start reauthorization, staff is required to report enrollment information on a monthly basis. All programs throughout the country are being monitored to ensure full enrollment.

Ms. Ruiz distributed a list for people to indicate if they are interested in participating in the personnel screening/interviewing process.

VI. **Committee Reports**

- A. Executive Committee: Ms. Erin Kimbro read the Executive Committee critique.

**VII. Other Reports**

Ms. Kimbro spoke of a group that goes to classes and teaches children how to cook. For further information, see the web site: [www.chefbambino.com](http://www.chefbambino.com)

B. Public Participation: None.

**VIII. Adjournment:** Meeting adjourned at 11:59 a.m.

ITEM III- A - ACTION

APPROVAL OF SETA HEAD START/EARLY HEAD START SELF-ASSESSMENT  
RESULTS FOR 2008

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the SETA Head Start/Early Head Start Self-Assessment results for 2008 (will be sent under separate cover).

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the Head Start/Early Head Start Self-Assessment results for 2008.

**NOTES:**

ACTION: Moved: \_\_\_\_\_ Second: \_\_\_\_\_

VOTE: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

ITEM III-B – ACTION

APPROVAL OF GRANTEE ONE (1) SPECIFIC THREE-YEAR GOAL FOR 2008-2011

BACKGROUND:

The Policy Council approved the Head Start/Early Head Start County-wide Three-Year Goals for 2008-21011 on February 26, 2008. In addition, one (1) grantee-specific goal was established:

Using the 2008 Community Assessment Results, research, develop, and implement a master plan to assess current and future slot distribution based on countywide needs.

This agenda item provides an opportunity for the Policy Council to approve the grantee-specific goal for 2008-2011.

Ms. Maureen Dermott will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the grantee-specific goal for 2008-20011.

**NOTES:**

ACTION: Moved: \_\_\_\_\_ Second: \_\_\_\_\_

VOTE: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

ITEM III-C – ACTION

REVIEW OF APPLICATION AND ELECTION OF FOSTER PARENT REPRESENTATIVE

BACKGROUND:

This agenda item provides an opportunity for a Policy Council Foster Parent Application to be reviewed and the candidate elected for Program Year 2007-2008.

RECOMMENDATION:

That the Policy Council elect a Foster Parent Representative for Program Year 2007-2008.

**NOTES:**

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

## ITEM III-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 (attached) - Ms. Kathy Ruiz
- Calendar of Events and Activities (attached) – Mr. Ronald Montez
- Parent Leadership Institute (new date to be announced) – Ms. Kathy Ruiz
- Annual National Head Start Training Conference – April 21-24, 2008, Nashville, Tennessee – Ms. Kathy Ruiz
- Special Education Report (attached) – Ms. Beverly Sanford
- SETA Head Start/Early Head Start End-of-Month Enrollment Report (attached) – Ms. Elsie Bowers
- Fiscal Reports – Ms. Thelma Manzano
- SETA Head Start/Early Head Start Health Policies- Ms. Brenda Campos-Peck
  - Tobacco Free Policy (attached)
  - Tuberculosis Policy (attached)
  - Exposure Control Plan for Bloodborne Pathogens Policy (sent under separate cover)
- Community Resources-PC Representative/Staff - Ms. Kathy Ruiz
- Parent/Staff Recognition - Mr. Victor Bonanno, Ms. Kathy Ruiz
- Grandparent Report - Ms. Venelsia Fentress

#### **NOTES:**



**CALENDAR OF EVENTS AND ACTIVITIES**  
**PARENT/FAMILY/SUPPORT UNIT**

<b>EVENT</b>	<b>DATE/TIME/LOCATION</b>
Male Involvement Committee	Wednesday, April 9, 2008 2:00 p.m. 925 Del Paso Blvd. Redwood Room
Family Time at the Crocker Art Museum	Sunday, May 4, 2008 12:00 p.m. – meet across the street from the museum 216 “O” Street Downtown Sacramento (see attachment)

## CALENDAR OF EVENTS

### EVENT

### DATE

Budget/Planning Committee, including  
Parent/Family Support Committee meeting

Thursday, March 27, 2008 **CANCELED**  
9:00 a.m.  
925 Del Paso Blvd.  
Redwood Room

### **New Date:**

Wednesday, April 2, 2008  
9:00 a.m.  
925 Del Paso Blvd.  
Redwood Room

PC Executive Committee meeting

Thursday, March 27, 2008  
10:00 a.m.  
925 Del Paso Blvd.  
Redwood Room

Personnel/Bylaws Committee

Friday, March 28, 2008  
10:00 a.m.  
925 Del Paso Blvd.  
Sequoia Room

PAC meeting

Tuesday, April 8, 2008  
SETA Board Room  
6:00 p.m.  
925 Del Paso Blvd.

Food Services Committee meeting  
(Prior to the PAC meeting)

Tuesday, April 8, 2008  
5:00 p.m.  
925 Del Paso Blvd.  
Oak Room

Male Involvement Committee

Wednesday, April 9, 2008  
2:00 p.m.  
925 Del Paso Blvd.  
Redwood Room

**CALENDAR OF EVENTS**  
*(Continued)*

PAC Executive Committee	Wednesday, April 9, 2008 9:30 a.m. 925 Del Paso Blvd. Redwood Room
OHS Monitoring Protocol Review	April 13-18, 2008 SETA Head Start and Delegate Agencies
National Head Start Association Training Conference	April 20-24, 2008 Nashville, TN
PC meeting	Tuesday, April 22, 2008 9:00 a.m. SETA Board Room 925 Del Paso Blvd.
PC Executive Committee meeting	Thursday, April 24, 2008 10:00 a.m. Parent/Family Support Room 925 Del Paso Blvd.
Community Partnership Advisory Committee meeting	Tuesday, April 24, 2008 11:30 a.m. Shasta Room 925 Del Paso Blvd.
PC/PAC Bylaws Committee meeting	Friday, April 25, 2008 10:00 a.m. Parent/Family Support Room 925 Del Paso Blvd.
Early Head Start/Head Start Committee meeting	Monday, April 28, 2008 1:00 p.m. 925 Del Paso Blvd. Redwood Room

ITEM IV-B – INFORMATION  
FISCAL MONITORING REPORTS

**BACKGROUND:**

Attached are copies of the latest fiscal monitoring reports. Staff will be available to answer questions.

**NOTES:**

**MEMORANDUM**

**TO:** Dr. Lois Graham **DATE:** February 15, 2008

**FROM:** Greg P. Tayros, SETA Fiscal Monitor

**RE:** On-Site Fiscal Monitoring of Del Paso Heights School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA, Quality	\$ 1,075,001	8/1/06-07/31/07	8/1/06-7/31/07
Head Start	T & TA		7,500	8/1/06-07/31/07 8/1/06-7/31/07
Head Start	Prog Improvement		192,500	8/1/06-07/31/07 8/1/06-7/31/07

**Monitoring Purpose:** Initial  Follow-Up  Special  Final

**Dates of review:** Various dates

<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
<b>1</b> Accounting Systems/Records	<b>X</b>			
<b>2</b> Internal Control	<b>X</b>			
<b>3</b> Bank Reconciliation		<b>N/A</b>		
<b>4</b> Disbursement Control	<b>X</b>			
<b>5</b> Staff Payroll/Files	<b>X</b>			
<b>6</b> Fringe Benefits	<b>X</b>			
<b>7</b> Participant Payroll		<b>N/A</b>		
<b>8</b> OJT Contracts/Files/Payment		<b>N/A</b>		
<b>9</b> Indirect Cost Allocation	<b>X</b>			
<b>10</b> Adherence to Budget	<b>X</b>			
<b>11</b> In-Kind Contribution	<b>X</b>			
<b>12</b> Equipment Records	<b>X</b>			

**Findings and General Observations:**

- 1) The total costs as reported to SETA from August 1, 2006 to July 31, 2007 have been traced to the delegate's records. The records were verified and appeared to be in order.
- 2) The District was awarded Program Improvement Funds totaling to \$192,000 for the renovation of kitchen facilities and the installation of new kitchen equipment, the installation of a shade structure, addition of water heaters, and the installation of new carpets in three classrooms. The justification submitted to ACF supporting the application funds indicated that the program improvements were necessary to meet Head Start performance standards for food preparation and to address health issues. The District did not make the requested program improvements.
- 3) The District was awarded funds totaling \$7,500.00 for Training and Technical Assistance ( T & TA) to be used for teacher training activities.  
The District did not spend the awarded funds.

**Recommendations for Corrective Action:**

- 1) We request that the District identify why the awarded Program Improvement Funds were not spent and how the District has addressed these requested improvements.

cc: Kathy Kossick  
Governing Board  
Policy Council

**MEMORANDUM**

**TO:** Ms. Linda Meyerson                      **DATE:** February 11, 2008

**FROM:** Greg P. Tayros, SETA Fiscal Monitor

**RE:** On-Site Fiscal Monitoring of Elk Grove Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & COLA	\$ 2,272,387	8/1/06-7/31/07	8/1/06-7/31/07
Head Start	T & TA	9,000	8/1/06-7/31/07	8/1/06-7/31/07
Head Start	Prog. Impv.	287,000	8/1/06-7/31/07	8/1/06-7/31/07

**Monitoring Purpose:** Initial \_\_\_\_ Follow-Up \_\_\_\_ Special \_\_\_\_ Final X

**Date of review:** Various dates

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation		N/A		
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll		N/A		
8	OJT Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records		N/A		

**Program Operator:** Elk Grove Unified School District

**Findings and General Observations:**

- 1) The total costs as reported to SETA from August 1, 2006 to July 31, 2007 have been traced to the delegate agency records. The records were verified and appeared to be in order.
- 2) The District was awarded five (5) Program Improvement projects totaling \$ 287,000: bathroom renovation at William Daylor, renovation and expansion of playground at William Daylor, installation of landing material for the playground at Florence Markofer, installation of shade structures, and installation of drinking fountains. Four useable bids were received and the first three projects were awarded to the overall low bidder on those items. The last two projects have not been awarded. After incurring architectural and consultancy expenses, the District has not expended Program Improvement funds totaling \$ 104,619.19

**Recommendations for Corrective Action:**

- 1) We request that the District provide us with a written clarification of the Circumstances which impeded the awarding of the two additional projects within the Grant Period.
- 2) In its Program Improvement proposal, the District emphasized the importance of the two uncompleted projects by stating that the five projects together were necessary in order for the District to provide the highest quality services for Head Start children. We request that the District develop a plan of action to mediate the potential health and other program-related issues that may arise from the failure to install the shade structures and drinking fountains.

cc: Kathy Kossick  
Governing Board  
Policy Council



ITEM IV-C – INFORMATION  
GOVERNING BOARD MINUTES

**BACKGROUND:**

The Governing Board meeting minutes for November, 2007, December, 2007, and January, 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, November 1, 2007  
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:11 a.m.

**Members Present:**

Sophia Scherman, Chair, SETA Governing Board; Public Representative  
Don Nottoli, Member, Board of Supervisors  
Jimmie Yee, Member, Board of Supervisors  
Robbie Waters, Councilmember, City of Sacramento

**Member Absent:**

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

- Recognition of Long-Term Employees: The following staff were recognized for their years of service to SETA: Blanche Eid, Ronca Provost, Steve Stewart (10 years); Diana Douglas (15 years); Jody Marquez (20 years), Sharon Adams, Denise Douglas, Donna Hubbs, Francisco Navarro, Denise Sedlacek (25 years).

II. **Consent Items**

- A. Minutes of the October 4, 2007 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Out-of-State Travel
- D. Approval of a Revision to the Sacramento Employment and Training Agency Employee Recognition Policy
- E. Approval of the 2007-2008 Modification of the Sacramento Workforce Investment Area Strategic Five-Year Local Workforce Investment Plan

The consent calendar was reviewed; no questions or comments.

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

- A. Approve the October 4, 2007 minutes.
- B. Approve claims and warrants for the period 9/28/07 through 10/25/07.
- C. Approve out of state travel for one staff person to Seattle, Washington for the DOL/ETA Forum on Integrated Service Delivery Systems will cost approximately \$1,500.
- D. Approve the Sacramento Employee Recognition Policy and authorize the Executive Director to allocate resources to support the policy. It is anticipated

that approximately \$15,000 per year would be allocated to support the Employee Recognition program activities.

- E. Approve the submission of SETA's Modification of the Five (5) Year Strategic Plan to the State of California, Employment Development Department.  
Voice Vote: Unanimous approval.

### III. Action Items

#### A. GENERAL ADMINISTRATION/SETA

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

Ms. Kossick reviewed the rotation of officers for the coming year.

Moved/Waters, second/Nottoli, to elect Bonnie Pannell as chair and Jimmie Yee as vice chair for a one-year term to begin on November 2, 2007.

Voice Vote: Unanimous approval

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Workforce Development Professional Classification and Merger of Classifications of Recruitment Specialist I, II, III, Employment Services Specialist, Community Services Specialist, Youth Services Specialist, Community Services Coordinator, and Neighborhood Services Coordinator

Ms. Scherman opened the public hearing on this item. Mr. Calvin McGee reviewed the three items regarding the Workforce Development Professional. This is the culmination of a very long two-year process.

Ms. Scherman closed the public hearing.

Moved/Nottoli, second/Yee, to:

1. Approve the new classification of Workforce Development Professional and the proposed Alternative Range Criteria for the classification.
2. Merge the classification Recruitment Specialist I, into the Workforce Development Professional classification Range 1 at steps consistent with each employee's current compensation rate and abolish the Class Title: Recruitment Specialist I. Abolish the Recruitment Specialist II and the Recruitment Specialist III classifications.
3. Merge the classifications Employment Services Specialist, Community Services Specialist and Youth Services Specialist into the Workforce Development Professional classification Range 2 at steps consistent with each employee's current compensation rate and abolish the Class Titles: Employment Services Specialist, Community Services Specialist and Youth Services Specialist.
4. Merge the classifications Community Services Coordinator and Neighborhood Services Coordinator into the Workforce Development Professional classification

Range 3 at steps consistent with each employee's current compensation rate and abolish the Class Titles: Community Services Coordinator and Neighborhood Services Coordinator.

Voice Vote: Unanimous approval

2. Adoption of Resolution Establishing the Salary Range for the New Classification of Workforce Development Professional – and -
3. Approval to Transfer Employees with their Seniority to the Workforce Development Professional Classification

Items 2 and 3 were reviewed together. There were no questions or comments.

Moved/Nottoli, second/Yee, to

- Approve the attached Resolution establishing a salary range for the classification of Workforce Development Professional, and
- Approve the retention and seniority, with all of the privileges and consequences of the operation of that seniority, for the incumbents in each of the classes merged into the Workforce Development Professional Classification.

Voice Vote: Unanimous approval

5. Approval of Labor Agreement with the American Federation of State, County, and Municipal Employees

Ms. Kossick reported that this agreement has been acted upon by the employees and the Head Start Policy Council.

Moved/Nottoli, second/Yee, to approve the labor agreement with the American Federation of State, County, and Municipal Employees effective November 1, 2007 – July 1, 2010.

Voice Vote: Unanimous approval

6. Approval of 2007-2008 Compensation Recommendations for Unrepresented Confidential and Management Personnel

Ms. Kossick distributed the recommendations under separate cover. The recommendations line up with the bargaining unit agreements.

Moved/Nottoli, second/Waters, to approve the report, and adopt the resolution to authorize the implementation of the proposed 2007-2008 salary and benefit increases for unrepresented confidential and management employees on the effective date given in the report.

Voice Vote: Unanimous approval

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

Mr. Roy Kim introduced Carolyn Reynolds, Account Executive with Arthur J. Gallagher Risk Management Services. Ms. Reynolds presented the insurance package and stated that modifications have been reviewed with staff. The package policy has increased 11% from the previous year. Some insurance has remained the same. Gallagher Risk Management recommends that flood insurance be carried on all locations going forward.

Ms. Kossick stated that staff has until December 1 when the annual policy is due; staff can go through all 58 SETA sites and determine which are in the flood plain and those that are not. Insurance can be carried on only those in the flood plain. Mr. Thatch stated that insurance premiums are allowable costs; losses are, for the most part, not allowable costs. SETA does not have a source of funds to pay for uninsured loss. The Board requested seeing a flood plain map and where SETA sites are located.

Moved/Yee, second/Waters, to authorize the Executive Director to work with Arthur J. Gallagher to determine appropriate insurance coverage. A report back to the board will be given.

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

8. Approval to Augment and Extend Contract with California Schools Management Group for E-rate Consultation Services

Mr. Ralph Giddings reviewed the board item; staff is recommending approval with CSMG. They provide assistance with filing with FCC and act as a liaison with schools and library division of the California Department of Education. A sole source finding was read into the minutes.

Moved/Yee, second/Waters, to find that non-competitive procurement is justified because the Year 11 E-Rate Services are available only from one source and approve the Year 11 E-Rate consulting services contract with CSMG through June 30, 2009, to be billed at standard rates not exceeding \$150 per hour, with a maximum reimbursable contract amount of \$25,000.

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

10. Approval to Waive SETA's Requirement to Provide Insurance Endorsements for Sacramento Area Electrical Apprentice Training Center

This item was dropped from the agenda.

11. Approval to Submit and Accept Funds from the California Department of Transportation for the Sacramento Regional Highway Construction Training Initiative and Authorize the Executive Director to Execute the Subgrant Agreement and Related Modifications

Ms. Welsch reviewed this item. SETA was invited to resubmit a budget for continued funding for federal highway funds. Ms. Welsch acknowledged Marsha Strode and Becky Walton who work on the construction trades program.

Moved/Nottoli, second/Yee, to:

- Approve the submission of a proposal to the California Department of Transportation to continue the Sacramento Regional Highway Construction Training Initiative for \$968,000,
- Accept Workforce Development funds from the California Department of Transportation to continue the Sacramento Regional Highway Construction Industry Training Initiative for \$968,000, and
- Authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the State of California.

Voice Vote: Unanimous approval.

**B. WORKFORCE INVESTMENT ACT:** No items.

**C. HEAD START**

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

No questions or comments.

Moved/Nottoli, second/Waters, to approve the modifications to the Policy Council bylaws.

Voice Vote: Unanimous approval

**D. COMMUNITY SERVICES BLOCK GRANT**

1. Approval of Resolution to Accept Program Year 2007 Community Services Block Grant Preparedness Funding and Authorize the SETA Executive Director to Sign all Grant Documents

Ms. Cindy Sherwood-Green stated that staff received notification in August that additional funds would be received. SETA received \$24,000 to provide disaster preparedness training. Staff is requesting approval of a resolution that accepts the funding and authorizes the Executive Director to sign all documents.

Moved/Nottoli, second/Scherman, to approve the resolution.

Voice Vote: Unanimous approval

Mr. Diamond Longiel, SETA's CSBG monitor was introduced. Mr. Longiel is in the process of monitoring SETA's programs.

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

IV. **Information Items**

A. Fiscal Monitoring Reports: No questions.

B. Dislocated Worker Update: Mr. William Walker announced that the Bank of America will be laying off 68 people.

C. Article in the Sacramento Bee on the Therapeutic Preschool: No questions.

D. Article in the Sacramento Business Journal on the Juvenile Justice Grant: Ms. Welsch introduced Ginger Brunson.

E. Quarterly Head Start Update: Ms. Brenda Campos reported that staff is preparing for the on-site monitoring. Staff has been providing training and technical assistance to delegates; there is a calendar for the various trainings.

V. **Reports to the Board**

A. Chair: Ms. Scherman requested that the board discuss employee recognition. She suggested a SETA pin for 5 years, 10 years, and longer. She requested that this item be placed on the agenda.

B. Executive Director: Ms. Kossick officially thanked Ms. Scherman for her tenure as chair. Ms. Kossick thanked Mr. Nottoli and Ms. Pannell for attending Family Day. Ms. Kossick thanked Ms. Carpenter for her work on this publicity. Mr. Nottoli acknowledged the amount of work that went into the planning of Family Day and how well run it was. The board was reminded that the January meeting will be held on January 17, 2008. SETA was not successful in getting the Healthy Families Grant.

C. Counsel: No report.

D. Members of the Board: No report.

E. Public: No report.

VI. **CLOSED SESSION: PURSUANT TO GOVERNMENT CODE SECTION 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: EXECUTIVE DIRECTOR**

The board went into closed session at 11:18 a.m. and back into open session at 11:40 a.m. There was nothing to report out of closed session.

9. Approval of Compensation Package for Executive Director

Moved/Nottoli, second/Yee, to approve the compensation package for the Executive Director.

Voice vote: Unanimous approval.

VII. **Adjournment:** Meeting adjourned 11:41 a.m.

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

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

Thursday, December 6, 2007  
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Yee called the meeting to order at 10:13 a.m.

**Members Present:**

Jimmie Yee, Vice Chair; Member, Board of Supervisors  
Sophia Scherman, Public Representative  
Don Nottoli, Member, Board of Supervisors  
Robbie Waters, Councilmember, City of Sacramento

**Member Absent:**

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

II. **Consent Items**

- B. Minutes of the November 1, 2007 Regular Board Meeting  
B. Approval of Claims and Warrants

There were no questions or corrections.

Moved/Nottoli, second/Scherman, to approve the following:

- A. Approve the November 1, 2007 board minutes.  
B. Approve claims and warrants for the period 10/16/07 through 11/29/07.  
Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Approval of Staff Funding Recommendations for Telecommunications Services and Equipment

Mr. John Valdez reviewed this item. SETA qualifies for 90% discounts. If negotiations with DTC fail, staff is requesting to continue negotiations with another vendor. Staff is presenting the two lowest vendors that have the technical capabilities as well.



Moved/Nottoli, second/Scherman, to approve entering into negotiations with DTC for telecommunication services and equipment and to authorize the Executive Director to execute the necessary contract documents, provided that they are consistent with the Request for Proposals and DTC's response thereto. In addition, in the event that negotiations with DTC fail, the Executive Director is authorized to begin negotiations with the second ranked proposer, Nexus IS.  
Roll Call: Aye: 4, Nay: 0, Abstentions: 0

2. Approval to Hire a Retired SETA Annuitant

Ms. Kossick stated that the former employee has been significantly involved in a new integration of career centers in working with career centers. She will be assisting in the development and planning of this integration.

Moved/Nottoli, second/Scherman, to approve hiring Sandra Brown as a retired annuitant as a temporary SETA Consultant employee with a maximum compensation of \$20,000.

Voice Vote: Unanimous approval.

3. Discussion/Action of Employee Recognitions

Moved/Scherman, second/Waters, to continue this to the January agenda.

Voice Vote: Unanimous approval.

4. Approval of Procurement of Worker's Compensation Insurance

Ms. Carolyn Reynolds stated that Arthur J. Gallagher & Company approached 20 companies for workers' compensation insurance quotes. Traveler's and Hartford responded to the request. There is a \$150,000 deductible with a stop loss.

Mr. Rick Pryor stated that Agency losses have been running about \$200,000 per year. He recommended going with the guaranteed \$607,000 with Hartford Insurance. There would be no deductible with this plan.

Moved/Waters, second/Scherman, to authorize the Executive Director to procure Worker's Compensation coverage for the calendar year 2008 with Hartford Insurance.

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

5. Approval to adjust zones in the broadband performance management policy

Mr. Rod Nishi reviewed this item which requests a change in using the Consumer Price Index to make salary adjustments. Both indexes would be the same for both zones. This issue first came to the board in 1998 to deal with management compensation.

Moved/Waters, second/Scherman, to approve using the Consumer Price Index – Urban and that the Board approves a modification to the salary ranges of Zone 1 to \$54,814 - \$118,814 and Zone 2 to \$42,005 - \$84,010.

Voice Vote: Unanimous approval.

**B. WORKFORCE INVESTMENT ACT**

1. Approval of Staff Recommendation for the Youth Vendor Services (VS) List

Ms. Michelle Anderson reviewed this item. California Capitol submitted a proposal for youth services to offer leadership development training.

Moved/Nottoli, second/Waters, to approve the California Capitol proposal for the Youth Vendor Services (VS) List.

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

2. Approval to Submit a Proposal for Workforce Investment Act Veterans' Employment-Related Assistance Program

Mr. William Walker reviewed this item requesting retroactive approval of this proposal. Mr. Robert Bradley provided an oral overview of the proposal, which will provide services to veterans.

Mr. Thatch stated that this should not be retroactive approval. He stated that the board should ratify the staff action of submitting the proposal.

Moved/Waters, second/Scherman to ratify the Executive Director's action to:

- submit a proposal for WIA Veterans Employment-Related Assistance Program Funding,
- accept WIA Funding from the State Employment Development Department, and sign contract documents, and
- enter into subrecipient agreements with Sacramento Veterans Resource Center (SVRC) and the Employment Development Department.

Voice Vote: Unanimous approval.

**C. HEAD START:**

1. Approval to Release a Request for Proposals for Head Start Janitorial Services

Mr. Rod Nishi reviewed this item. The proposal was broken down in geographical areas hoping to get vendor that would work in the entire county. December 12, 8:30 a.m. is the offerors' conference. Physical tours of the sites will be done if the vendors wish. There was difficulty for the last vendor in travel time from the various Head Start centers. Any issues will be brought before the board. Procurement has very strict guidelines.

Moved/Scherman, second/Waters, to approve the issuance of the Request for Proposals for Head Start janitorial services.  
Voice Vote: Unanimous approval.

**D. COMMUNITY SERVICES BLOCK GRANT**

1. Approval of Community Services Block Grant (CSBG) Funding Recommendations for Fiscal Year 2008

Ms. Cindy Sherwood Green reviewed the funding recommendations for CSBG funding for 2008. CAB Chair Ms. Elizabeth Mitchell and CAB member Mr. Ronald Montez were acknowledged.

Speaker before the board:

Ms. Michele Steeb, St. John's Women and Children's Shelter

The board inquired about options should additional funds come available. Mr. Thatch stated that if additional money is available, the board can: 1) do a new procurement, or 2) consider those that submitted appropriate responses to the RFP. Ms. Kossick stated that SETA is still waiting for the final budget but staff should know in January or February if additional funds are available. Right now it does not look promising.

Mr. Nottoli requested that the Mental Health Association and St. John's to be considered for future funding.

Moved/Scherman, second/Waters, to:

1. Approve CAB funding recommendations for the Fiscal Year 2008 Community Services Block Grant.
2. Approve the continued funding of Daren Maeda as a SETA consultant for an additional year.
3. Authorize staff to enter into discussions with all successful FY 2008 CSBG proposers to increase the numbers of families/individuals to be served and/or negotiate services to be offered. Staff will return to the Board in January 2008 with an informational item reflecting the revised numbers of families/individuals to be served and/or services to be offered.

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

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

**IV. Information Items**

A. Fiscal Monitoring Reports: No questions.

B. Dislocated Worker Update: No additional information.

- C. Review of Annual Audit Report: Mr. Nottoli inquired why flood insurance was purchased for the Mather site. A report will be presented. Mr. Pryor reported that SETA does have a clean opinion as presented by Gilbert and Associates. Mr. Pryor reviewed the two audit findings noted and management's response to the findings.
- D. Presentation of Effective Partnerships: Ms. Rosalinda Stoffel from the Department of Human Assistance and Mr. Roy Kim provided a Power Point Presentation on programs in the Sacramento area to assist low-income residents.

**V. Reports to the Board**

- A. Chair: Mr. Yee wished everyone a Happy Holiday.
- B. Executive Director: Ms. Kossick wished Mr. Nottoli a Happy Birthday! Ms. Maureen Dermott spoke of the upcoming monitoring review. Ms. Dermott will be identifying two board members that will be engaged in the monitoring review. SETA has contracted with Jerry Gomez to train Board Members at their February 7, 2008 meeting. Mr. Rick Pryor distributed handouts on quarterly fiscal reports for the Head Start program. The Board Room soundproofing picture was presented. It was created by the same person who provided the other boardroom picture done by the same person that did the other picture.
- C. Counsel: No report.
- D. Members of the Board: No report.
- E. Public: Mr. Ronald Montez spoke of his company that provides gang prevention. He would like to create an after-school program. He requested working with staff to develop the program.

**VI. Adjournment: Meeting adjourned at 12:00 p.m.**

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

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

Thursday, January 17, 2008  
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Ms. Pannell called the meeting to order at 10:04 a.m.

**Members Present:**

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

Jimmie Yee, Vice Chair; Member, Board of Supervisors

Sophia Scherman, Public Representative

Don Nottoli, Member, Board of Supervisors

Robbie Waters, Councilmember, City of Sacramento

- Recognition of Staff at the Illa Collin Early Learning Center for their Outstanding Work During Lock Down

Teacher Sau Ng, Teacher Huyen Tran, and Program Officers Nathanael Gale and Karen Gonzalez were presented with certificates of appreciation for their extraordinary work on November 20, 2007.

II. **Consent Items**

- C. Minutes of the December 6, 2007 Regular Board Meeting

- B. Approval of Claims and Warrant

No questions or comments on the consent items.

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

- A. Approve the December 6, 2007 minutes.  
B. Approve the claims for the period 11/30/07 through 1/10/08.  
Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Approval of Use of Fund Balance

Ms. Kathy Kossick stated that this item is to request funding for her to attend the Capitol to Capitol trip.

Moved/Scherman, second/Yee, to approve the use of approximately \$3,500 in agency fund balance to cover travel and attendance costs for the Executive Director to participate in the 2008 Cap to Cap trip in April.

Voice Vote: Unanimous approval.

2. Approval to Release Request for Proposals for Audit Services

Mr. Rick Pryor reviewed this item which requests the release of an RFP for audit services. Gilbert and Associates has the current audit contract.

Moved/Yee, second/Scherman, to approve the release of the Request for Proposals for Audit Services.

Voice Vote: Unanimous approval.

3. Discussion/Action of Employee Recognition Policy: Dropped from the agenda.

4. Receive and File Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2008

Ms. Kossick stated that this is an annual investment policy for the county the board receives and files. No questions or comments.

Moved/Waters, second/Yee, to receive, adopt, and file this Investment Policy for the Pooled Investment Fund for the calendar year 2008.

Voice Vote: Unanimous approval.

**B. WORKFORCE INVESTMENT ACT:** No items.

**C. HEAD START:** No items.

**D. COMMUNITY SERVICES BLOCK GRANT**

1. Approval of Resolution to Accept Program Year 2008/2009 Community Services Block Grant Funds and authorize the SETA Executive Director to Sign all Grant Documents

Ms. Sherwood-Green requests approval of a resolution accepting funds for the 2008/2009 program year. The estimated amount of the contract is \$1.4 million.

Moved/Nottoli, second/Scherman, to approve the resolution accepting program Year 2008/2009 CSBG funds.

Voice Vote: Unanimous approval.

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

#### **IV. Information Items**

- A. Fiscal Monitoring Reports: No questions.
- B. Head Start Shared Governance: Ms. Maureen Dermott gave a brief overview of the Head Start Policy Council. The Policy Council is comprised of two representatives from school districts (three from Sacramento City) as well as community representatives. The Governing Board has separate legal and fiscal responsibilities from the Policy Council. Mr. Jerry Gomez will be providing additional board training at the February 7 meeting.
- C. Article in Sacramento Bee Regarding CSBG Funding: Ms. Cindy Sherwood-Green reviewed the article included in the newspaper regarding CSBG funding.
- D. SETA's Regional Nurse Support II Project Selected by the State Employment Development Department as a Promising Practice: Ms. Sherwood-Green stated that a third program for nurse training was funded in the amount of \$800,000 that trained 60 nurses. Project staff Melanie Klinkamon and Staci Foster were introduced. The current project will end at the end of this year.
- E. Head Start/Early Head Start Fiscal Reports: Updated reports provided by the delegates were distributed. Staff will provide monthly expenditure reports.

#### **V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick wished Ms. Pannell and Mr. Waters happy birthday! Mr. Roger Bartlett, the new Accountant III, was introduced. The dislocated worker report was distributed. Mr. Walker spoke of the Bank of America call center layoffs. Mr. Walker stated that companies do not necessarily give staff WARN notices. Ms. Kossick stated that staff recently received the risk and insurance report that was procured last fall; a copy will be provided to board members if requested. Staff will be implementing all of the recommendations in the report. Ms. Kossick reviewed some of the recommendations such as clarifying coverages and going out with an RFQ for broker services.
- C. Counsel: No report.
- D. Members of the Board: No report.
- E. Public: No comments.

#### **VI. Adjournment Meeting adjourned at 10:30 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 February 26, 2008 Regular Policy Council meeting.

Good	Needs Improvement
Attendance	Side barring.
Ethics Training by Victor Bonanno.	All PC members participating in making motions.
Asking Chair's permission to speak or leave seat.	Speaking into microphones, staff and PC members.
Chair, Ms. Kathy Ruiz, timely meeting.	Representatives staying focused on agenda items when commenting.

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

---



---



---

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

---



---



---

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

---



---



---



ITEM V- COMMITTEE REPORTS (Continued)

Page 2

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

---

---

---

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

---

---

---

ITEM VI- OTHER REPORTS

BACKGROUND:

- A. 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.

---

---

---

- B. PUBLIC PARTICIPATION: Participation of the general public at Head Start Policy Council meetings is encouraged. Members of the audience are asked to address their requests to the Chair if they wish to speak.

---

---

---

ITEM III-D – ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: