

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

Thought of the Day: "All great men and women became successful because they gave some talent or ability in the service of others."

*Author: Betsy Haas
Esteemed Human Development International*

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

DATE: Tuesday, May 27, 2008

TIME: 9:00 a.m.

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

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

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.

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

AGENDA

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

II. Consent Item

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

III. Action Items

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

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

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

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) – Mr. Ronald Montez
- National Head Start Association (NHSA) Annual Training Conference Reports (attached)
- Parent Leadership Institute Reports – 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 April 3, 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. Monica Treadway, Ms. Carol Aronis, and Ms. Victoria Camargo

- F. Open Discussion and Comments
- G. Public Participation

III. Action Item (Continued)

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

- ✓ Approval of Eligible List for the following positions: Head Start Teacher, Associate Teacher, Tier III, and Head Start Courier Maintenance.
- Report out of Closed Session

VI. Adjournment

DISTRIBUTION DATE: WEDNESDAY, MAY 21, 2008

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Brandy Arismende, Elk Grove Unified School District
- _____ Josie Cleaver, Sacramento City Unified School District
- _____ 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)
- _____ Monica Treadway, WCIC/Playmate Child Development Center
- _____ 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

Members to be Seated:

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

Seats Vacant:

- _____ Vacant (Hutton), Del Paso Early Childhood Development Center
- _____ Vacant (Said), Del Paso Early Childhood Development Center
- _____ Vacant (Porter), SETA-Operated Program
- _____ Vacant (Maggard), SETA-Operated Program
- _____ Vacant (Luna), WCIC/Playmate Child Development Center
- _____ Vacant (Vincente), Early Head Start (Home Base)

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

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

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 5/19/08

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE APRIL 30, 2008 SPECIAL POLICY COUNCIL
MEETING

BACKGROUND:

Attached are the minutes of the April 30, 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: _____

SPECIAL 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

Wednesday, April 30, 2008
10:00 a.m.

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

Ms. Kathy Ruiz called the meeting to order at 10:10 a.m. Mr. John Brown read the thought of the day. Ms. Josie Cleaver called the roll. The following new member was seated: Brandy Arismende, Elk Grove Unified School District.

Members Present:

Josie Cleaver, Sacramento City Unified School District
Irlanda Meza, Sacramento City Unified School District
John Brown, San Juan Unified School District
Monica Treadway, WCIC/Playmate
Carol Aronis, SETA-Operated Program
Erin Kimbro, SETA-Operated Program
Salina Davey, SETA-Operated Program
Sarah Cordeiro, Home Base Program
Victoria Camargo, Past Parent Representative
Kathy Ruiz, Past Parent Representative
Victor Stark, CAMP Representative
Natasha Toolate, Early Head Start
Van Huyhn, Child Health and Disability Prevention Program
Brandy Arismende, Elk Grove Unified School District
Lorrayne Gardner, alternate, Sacramento City Unified School District
Brenda Vincent, Alternate, Grandparent Representative

Members Absent:

Shasta King, San Juan Unified School District (unexcused)
Josie Lamar, Sacramento City Unified School District (excused)
Angela Porter, SETA-Operated Program (excused)
Barbara Ramey-Clark, Foster Parent Representative (excused)
Venelsia Fentress, Grandparent Representative (excused)
Ronald Montez, Outgoing Chair (excused)

New Representatives Absent:

Shirley Kay, Sacramento County Sheriff's Department (excused)
Angelica Navarette, Elk Grove Unified School District (excused)

II. Consent Item

A. Approval of the Minutes of March 25, 2008 Regular Meeting

Moved/Corderio, second/Davey, to approve the minutes of the March 25, 2008 meeting.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 2 (Ruiz and Arismende)

III. Action Items

Ms. Maureen Dermott stated that some items are being presented with no changes; first few items being brought forward have no changes; just need to be reconfirmed by the Board.

F. Approval of Fiscal Year 2008-2009 SETA-Operated Program Options

No questions or comments on this item.

Moved/Camargo, second/Meza, to approve the Fiscal Year 2008-2009 SETA-Operated Program Options.

Show of hands vote: Aye: 14, Nay: 0, Abstentions: 1 (Ruiz)

Ms. Lorryne Gardner, alternate for Josie Lamar, was seated.

E. Approval of Fiscal Year 2008-2009 SETA-Operated Program Tracks

Ms. Dermott stated that the tracks have not changed since it works very well. Utilizing tracks allows for the provision of more services. The only thing that has changed is the start date.

Moved/Kimbrow, second/Brown, to approve the 2008-2009 SETA Operated Program Tracks.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (Ruiz)

D. Approval of County-wide Head Start/Early Head Start Center Locations

Ms. Dermott stated that SETA currently operates 38 sites successfully; no changes at the locations.

Moved/Davey, second/Aronis, to approve the Fiscal Year 2008-2009 Head Start and Early Head Start Center Locations.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (Ruiz)

C. 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. Dermott stated that the dollars have not changed but the goals have changed. The updated Head Start goals were distributed to the board.

Moved/Cleaver, second/Davey, to 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.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (Ruiz)

B. Approval of Fiscal Year 2008-2009 Head Start/Early Head Start Budget

Ms. Dermott stated that our budget will remain the same as it has been; there are challenges in that expenses continue to go up although we do not have more in the budget.

Updated budget sheets were distributed as well as a sheet indicating the budget decision making considerations and processes.

Moved/Aronis, second/Camargo, to approve the Fiscal Year 2008-2009 Head Start/Early Head Start Budget.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (Ruiz)

A. Approval of Fiscal Year 2008-2009 Head Start/Early Head Start Grant Application

Ms. Dermott stated that each of the prior items are rolled into the grant application which includes the program narrative. What has changed is the focus on the three-year goals; pieces have been built into the grant application to ensure meeting all of the goals.

Moved/Davey, second/Corderio, to approve the Fiscal Year 2008-2009 Grant Application.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (Ruiz)

The PAC approved these items this morning. The SETA Governing Board will be reviewing and taking action at their May 1, 2008 meeting. Staff will be driving to San Francisco for submit the grant application to the Administration for Children and Families (ACF).

The federal review was highly successful. The actual report will not be received for about two months. There was only one finding in the entire review. There are some recommendations but only one finding. This 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 our delegate agencies. Staff has brought this concern to the regional office to request having the finding over turned. Ms. Dermott reminded

Board members that there are 10,000 Head Start Performance Standards that were reviewed and the review had only one finding.

IV. Information Items

A. Standing Information Items

- Community Health and Wellness Fair: A flyer was distributed on the wellness fair.
- Stand for Children: Ms. Ruiz requested that any parent interested in attending see Ms. Desha after this meeting.
- Parent Leadership Institute: Ms. Ruiz announced that this institute is limited to the first 50 people that sign up. See Ms. Lori Black if parents are interested in attending the institute. The PC Executive Committee will be May 5, 10:00 a.m. Ms. Davey brought flyers in regarding the Community Partnership Advisory Committee (CPAC) meeting.

Ms. Ruiz read a card from Ms. Desha thanking the Policy Council for her birthday cake and flowers.

B. Fiscal Monitoring Reports: No questions or comments.

C. SETA Governing Board Minutes: No questions or comments.

V. Committee Reports

A. Executive Committee: Ms. Josie Cleaver reviewed the Executive Committee critique.

VI. Other Reports

A. Public Participation: No comments.

III. Action Item (Continued)

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

- ✓ The board went into closed session at 10:55 a.m. At 11:35 a.m. the board went into open session. Ms. Ruiz reported out of closed session that the personnel issue in the publicly noticed closed session was taken care of.

VII. Adjournment: Meeting adjourned at 11:36 a.m.

ITEM III-A – ACTION

RATIFICATION OF THE CHAIR'S APPOINTMENT OF REPRESENTATIVE TO THE
HEALTH SERVICES ADVISORY COMMITTEE (HSAC) AND ELECTION OF
ALTERNATE

BACKGROUND:

The Policy Council Chair, Ms. Kathy Ruiz, in January 2008 appointed Ms. Venelsia Fentress as the Health Services Advisory Committee (HSAC) Representative. The Policy Council is requested to ratify the appointment of Ms. Venelsia Fentress and to elect an alternate to this committee.

This committee is an advisory group to the health program area plan, assists with creation of policies, and serves as one of our primary community resources for health information. Members on the committee include Head Start staff and parents and health professionals from the community with an interest in Head Start. The group meets two times per year for a luncheon or dinner. Meeting location and time to be announced. An interest in health would be appropriate for those serving on this committee. Ms. Brenda Campos will be available to share information and answer questions.

Please see the attached minutes of the last meeting held on Wednesday, January 30, 2008.

RECOMMENDATION:

That the Policy Council ratify the appointment of Ms. Venelsia Fentress as representative to the Health Services Advisory Committee and elect one Alternate to serve on the committee.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM III-B – ACTION

RATIFICATION OF THE CHAIR’S APPOINTMENT OF REPRESENTATIVE AND
ALTERNATE TO THE COMMUNITY PARTNERSHIP ADVISORY COMMITTEE
(CPAC)

BACKGROUND:

The Policy Council Chair, Ms. Kathy Ruiz, in January 2008 appointed Ms. Salina Davey as the Community Partnership Advisory Committee (CPAC) Representative, and Ms. Josie Cleaver as the Alternate to this Committee.

The Policy Council is requested to ratify the appointment of Ms. Salina Davey and Ms. Josie Cleaver

RECOMMENDATION:

That the Policy Council elect ratify the appointments of Ms. Salina Davey and Ms. Josie Cleaver to the Community Partnership Advisory Committee Representative as Representative and Alternate.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM III-C – ACTION

APPROVAL OF POLICY COUNCIL/PARENT ADVISORY COMMITTEE JOINT
PARENT ACTIVITY

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to discuss and approve a joint parent activity with the Parent Advisory Committee. An update on the parent activity will be shared at the Policy Council meeting.

See attached information on the Parent Activity Fund.

RECOMMENDATION:

That the Policy Council approve a joint parent activity with the Parent Advisory Committee

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

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) – Mr. Ronald Montez
 - National Head Start Association (NHSA) Annual Training Conference Reports (attached)
 - Parent Leadership Institute Reports – 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
CALENDAR OF EVENTS AND ACTIVITIES

EVENT

DATE

Male Involvement Committee	Wednesday, June 11, 2008 2:00 p.m. 925 Del Paso Blvd. Redwood Room

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Parent Leadership Institute	Thursday & Friday, May 22-23, 2008 Antioch Family Life Center 7650 Amherst Street Sacramento, CA
Memorial Day Observed	Monday, May 26, 2008 OFFICE CLOSED
PC Meeting	Tuesday, May 27, 2008 9:00 a.m. 925 Del Paso Blvd. SETA Boardroom
PC Executive Committee	Thursday, May 29, 2008 10:00 a.m. 925 Del Paso Blvd. North Atrium
Personnel/Bylaws Committee	Friday, May 30, 2008 10:00 a.m. 925 Del Paso Blvd. Sequoia Room
Social/Hospitality Committee	Wednesday, June 4, 2008 1:00 p.m. 925 Del Paso Blvd. Redwood Room
Fun in the Sun Fair	Saturday, June 7, 2008 10:00 a.m. -2:00 p.m. Saca Community Learning Center 2469 Rio Linda Blvd. (see attached flyer)

Head Start Farm Stands	Starting early June 2008 Every Wednesday, 7:30 – 10:30 a.m. Lawn in front of Grant Skills Center on Las Palmas Ave. (see attached flyer)
PAC Executive Committee	Wednesday, June 11, 2008 9:30 a.m. 925 Del Paso Blvd. Sequoia Room
Perinatal and Child Health Services Committee Meeting	Wednesday, June 11, 2008 12:00 – 2:00 p.m. 4600 Broadway Sacramento, CA
Male Involvement Committee	Wednesday, June 11, 2008 2:00 p.m. 925 Del Paso Blvd. Redwood Room
EHS 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
PC Executive Committee	Thursday, June 24, 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 95758 (see attached flyer)

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

5/20/2008 10:54

Year to Date	Month/Year	Budget	Admin	Program	YTD Expenses	% YTD	Projection	Remaining	Non-Federal Share	% Non-Fed to Total Expenses
Basic Head Start										
Del Paso-est	Apr-08	\$1,091,126	\$113,355	\$595,112	\$708,467	65%	\$236,156	\$382,659	\$422,546	60%
Elk Grove - est	Apr-08	\$2,306,473	\$102,872	\$1,611,668	\$1,714,540	74%	\$571,513	\$591,933	\$241,333	14%
Sac City-est	Apr-08	\$7,803,950	\$568,164	\$5,113,478	\$5,681,642	73%	\$1,893,881	\$2,122,308	\$1,631,135	29%
San Juan-est	Apr-08	\$4,145,417	\$274,776	\$2,778,290	\$3,053,066	74%	\$1,017,689	\$1,092,351	\$745,947	24%
WCIC-est	Apr-08	\$647,227	\$49,587	\$446,284	\$495,871	77%	\$165,290	\$151,356	\$58,665	12%
SETA(see attached)	Apr-08	\$23,389,023	\$1,991,889	\$15,427,135	\$17,419,024	74%	\$5,806,341	\$5,969,999	\$4,197,028	24%
Total		\$39,383,216	\$2,686,258	\$22,826,499	\$29,072,610	74%	\$9,690,870	\$10,310,606	\$7,296,654	25%
Basic Early Head Start										
Sac City-est	Apr-08	\$1,080,905	\$40,448	\$768,517	\$808,965	75%	\$269,655	\$271,940	\$118,812	15%
San Juan-est	Apr-08	\$1,196,930	\$91,834	\$826,506	\$918,340	77%	\$306,113	\$278,590	\$260,438	28%
SETA(see attached)	Apr-08	\$2,458,225	\$144,465	\$1,671,397	\$1,815,862	74%	\$605,287	\$642,363	\$1,055,869	58%
Total		\$4,736,060	\$233,666	\$2,796,255	\$3,543,167	75%	\$1,181,056	\$1,192,893	\$1,435,119	41%
T & TA Head Start										
Del Paso-est	Apr-08	\$7,500		\$7,941	\$7,941	106%	-\$441	-\$441		na
Elk Grove - est	Apr-08	\$9,000		\$14,701	\$14,701	163%	-\$5,701	-\$5,701		na
Sac City-est	Apr-08	\$20,000		\$13,679	\$13,679	68%	\$6,321	\$6,321		na
San Juan -est	Apr-08	\$15,000		\$13,679	\$13,679	91%	\$1,321	\$1,321		na
WCIC-est	Apr-08	\$7,500		\$2,798	\$2,798	37%	\$4,702	\$4,702		na
SETA(see attached)	Apr-08	\$302,068		\$285,901	\$285,901	95%	\$16,167	\$16,167		na
Total		\$361,068	\$0	\$227,690	\$338,699	94%	\$22,369	\$22,369	\$0	na
T & TA Early Head Start										
Sac City-est	Apr-08	\$18,249		\$10,313	\$10,313	57%	\$7,936	\$7,936		na
San Juan-est	Apr-08	\$20,112		\$17,258	\$17,258	86%	\$2,854	\$2,854		na
SCOE-act	Apr-08	\$15,000		\$0	\$0	0%	\$15,000	\$15,000		na
SETA(see attached)	Apr-08	\$64,220		\$19,853	\$16,199	25%	\$48,021	\$48,021		na
Total		\$117,581	\$0	\$42,833	\$43,770	37%	\$73,811	\$73,811	\$0	na
Total Grant Award		\$44,597,925	\$2,919,924	\$25,893,276	\$32,998,246	74%	\$10,968,106	\$11,599,679	\$8,731,773	
Administration Costs @15%		\$6,689,689	10%							

April est -all delegates

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

#####

YEAR-TO-DATE	Budget	Admin	Program	Total	% YTD	Projection based on YTD	Remaining	
HS SOP BASIC	\$23,389,023	\$1,991,889	\$15,427,135	\$17,419,024	74%	\$5,801,510	\$5,970,001	
HS SOP T & TA	302,068		285,901	285,901	95%	16,167	16,168	
HS SOP PROG IMPROVEMENT			-	-			0	
TOTAL	\$23,691,091	\$1,991,889	\$15,713,036	\$17,704,925	75%	\$5,817,677	\$5,986,169	
ADMIN %		11%						
HS SOP BASIC	27.0%	\$23,389,025		\$17,419,024	74.5%	\$5,801,510	\$5,970,001	
SALARIES & FRINGES		\$19,227,072	\$1,466,988	\$11,256,201	\$12,723,189	66.2%	\$4,241,063	\$6,503,883
10114 SALARIES		13,347,625	1,017,633	7,735,667	8,753,300	65.6%	2,917,767	4,594,325
10115 FRINGES		5,879,447	359,673	3,161,805	3,521,478	59.9%	1,173,826	2,357,969
10124000 WORK COMP INS - EMPLOYER COST			89,682	358,729	448,411		149,470	
FRINGES%			44%	46%	45%			
OCCUPANCY	11.5%	\$2,005,100	\$131,819	\$1,879,600	\$2,011,419	100.3%	\$670,473	-\$6,319
20205300 BONDS-BONDS/GENERAL/PROPERTY		66,050		144,508	144,508	218.8%	48,169	-78,458
20211100 BUILDING MAINT SERVICE		164,068		111,129	111,129	67.7%	37,043	52,939
20215100 MECHANICAL SYSTEMS MAINTENANCE SERVICE				-	-		0	
20217100 RENT LEASES-REAL PROPERTY	7.5%	1,432,490	115,938	1,190,745	1,306,683	91.2%	435,561	125,807
20218100 CONSTRUCTION SVCS & SUPPLIES				50,838	50,838		16,946	
20218200 CONSTRUCTION CONTRACTS		10,000		-	-	0.0%	0	10,000
20219100 ELECTRICITY		123,200	11,700	84,732	96,432	78.3%	32,144	26,768
20219200 NATURAL GAS/LPG/FUEL OIL				11,020	11,020		3,673	
20219700 TELEPHONE SERVICE			3,736	90,008	93,744		31,248	
20222700 CELLPHONES/PAGERS				12,134	12,134		4,045	
20232100 CUSTODIAL SERVICES		209,292		184,486	184,486	88.1%	61,495	24,806
20257100 SECURITY SVC				-	-		0	
30345000 TAX/LIC/ASSESS			445	445	445		148	
TRAVEL	0.1%	\$20,950	\$0	\$13,540	\$13,540	64.6%	\$4,513	\$7,410
20202900 BUSINESS/CONFERENCE EXPENSE		20,950		13,540	13,540	64.6%	4,513	7,410
SUPPLIES	2.0%	\$546,000	0	\$355,422	\$355,422	65.1%	\$118,474	\$190,578
20202200 BOOKS/PERIODICAL SUPPLY				0	0		0	
20203600 CHILD & FAMILY		290,000		148,903	148,903	51.3%	49,634	141,097
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		121,971	121,971	105.3%	40,657	-6,099
20211200 BLDG MAINT SUP/MAT				695	695		232	
20214200 LAND IMPROVEMENT MAINTENANCE SUPPLIES				29,408	29,408		9,803	
20226200 OFFICE EQUIPMENT MAINTENANCE SUPPLIES				0	-		0	
20232200 CUSTODIAL SUPPLIES		64,128		35,335	35,335	55.1%	11,778	28,793
20233200 FOOD/CATERING SUPPLIES				2,381	2,381		794	-2,381
20234200 KITCHEN SUPPLIES				0	-		0	
20244400 MEDICAL SUPPLIES		20,000		9,211	9,211	46.1%	3,070	10,789
20281200 DATA PROCESSING SUPPLIES				1,818	1,818		606	
20285200 RECREATIONAL SUPPLIES				2,269	2,269		756	
20289800 OTHER OPERATING EXPENSE - SUPPLIES				3,431	3,431		1,144	
EQUIPMENT	0.1%	\$85,000	\$0	\$14,494	\$14,494	17.1%	\$0	\$70,506
20226500 INVENTORIAL EQUIPMENT				14,494	14,494		0	
43430100 EQUIPMENT-GOV'T		85,000						

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

#####

YEAR-TO-DATE		Budget	Admin	Program	Total	% YTD	Projection based on YTD	Remaining
OTHER	13.2%	\$1,504,903	\$393,082	\$1,907,878	\$2,300,960	152.9%	\$766,987	-\$796,057
CHILD SERVICES		\$126,000	-	\$55,757	\$55,757	44.3%	\$18,586	\$70,243
20244300	MEDICAL SERVICE	57,000		38,926	38,926	68.3%	12,975	18,074
20254400	SAFETY PROGRAM SERVICES	2,000		68	68	3.4%	23	1,932
20259100	OTHER PROFESSIONAL SERVICES	6,000		5,235	5,235	87.3%	1,745	765
20293406	TRANSPORTATION SERVICES	61,000		11,528	11,528	18.9%	3,843	49,472
PARENT SERVICES	0.0%	\$0	-	\$6,908	\$6,908	#DIV/0!	\$2,303	-\$6,908
20203700	TUITION REIMBURSEMENT			3,207	3,207		1,069	
20258200	PUBLIC RELATIONS SERVICES	-		3,701	3,701	#DIV/0!	1,234	-3,701
OPERATING COSTS	12.0%	\$791,364	\$393,082	\$1,698,158	\$2,091,240	264.3%	\$697,080	-\$1,299,876
20200500	ADVERTISING	91,000		77,350	77,350	85.0%	25,783	13,650
20202400	PERIODICAL/SUBSCRIPTION			775	775		258	
20203500	EDUCATION & TRAINING SERVICES			326	326		109	
20203900	EMPLOYEE TRANSPORTATION			47,259	47,259		15,753	
20205500	INSURANCE - LONG TERM			-	-		0	
20206100	MEMBERSHIP DUES			6,935	6,935		2,312	
20206500	MICROFILM SERVICES			-	-		0	
20208100	POSTAL SERVICES			703	703		234	
20208500	PRINTING SERVICES			4,731	4,731		1,577	
20220500	AUTOMOTIVE MAINT SERVICE			23,394	23,394		7,798	
20223600	FUEL & LUBRICANTS			23,076	23,076		7,692	
20226100	OFFICE EQUIP MAINT SERVICE			6,702	6,702		2,234	
20226102	EQUIPMENT REPAIR			329	329		110	
20226400	MODULAR FURNITURE			-	-		0	
20227500	RENT/LEASE EQUIPMENT		3,021	58,557	61,578		20,526	
20227503	POSTAGE METERING		-	-	-		0	
20227504	MISCELLANEOUS			1,071	1,071		357	
20253100	LEGAL SERVICES	30,000	24,799	7,479	32,278	107.6%	10,759	-2,278
20258200	PUBLIC RELATIONS SERVICES	-		-	-	#DIV/0!	0	0
20259101	COMPUTER CONSULTANTS			9,099	9,099		3,033	
20281100	DATA PROCESSING SERVICES			1,795	1,795		598	
20281202	SOFTWARE			16	16		5	
20293400	PUBLIC WORKS SERVICES			-	-		0	
43430300	EQUIP-SD-NON-RECON			-	-		0	
60601	DEPT/DIV OH ALLOC	5.6%	175,594	365,262	604,276		323,179	
69699000	INTRA COST RECOVERY		494,770	824,285	824,285	166.6%	274,762	-329,515
NUTRITION SERVICES	0.8%	\$587,539	\$0	\$147,055	\$147,055	25%	\$49,018	\$440,484
20289900	OTHER OP EXPENSE-SERVICES	2,032,407		1,022,063	1,022,063	50%	340,688	1,010,344
96964301	FOOD PLAN CHECK FEES	-1,444,868		-875,008	-875,008	61%	-291,669	-569,860
HS SOP T & TA		\$302,068		\$285,901	\$285,901	95%	16,167	\$16,167
20200500	ADVERTISING			463	463			
20202400	PERIODICAL/SUBSCRIPT			445	445			
20202900	BUS/CONFERENCE EXP			9,307	9,307			
20203500	ED/TRAINING SVC	163830		166,797	166,797			
20203600	ED/TRAINING SUP	17307		12,980	12,980			
20203700	TUITION REIMBURSEMNT			385	385			
20207600	OFFICE SUPPLIES			1,834	1,834			
20217100	RENTS/LEASES/RL PROP			1,380	1,380			
20258200	PUBLIC RELATIONS	120931		90,810	90,810			

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

5/20/2008 10:53

YEAR-TO-DATE		Budget	Admin	Program	Total	% YTD	Projection based on YTD	Remaining
BASIC		\$2,458,225	\$144,465	\$1,671,397	\$1,815,862	74%	\$605,287	\$642,363
T & TA		64,220		19,853	19,853	31%	44,367	44,367
TOTAL		\$2,522,445	\$144,465	\$1,691,250	\$1,835,715	73%	\$649,654	\$686,730
ADMIN %			8%					
BASIC	100%	2,458,225			1,815,862	74%		683,978
SALARIES & FRINGES	72%	\$2,174,961	\$115,152	\$1,183,627	\$1,298,779	60%	\$432,926	\$876,182
10114 SALARIES		1,501,640	85,110	852,335	937,445		312482	
10115 FRINGES		673,321	30,042	331,292	361,334		120445	
FRINGES%			35%	39%	39%			
OCCUPANCY	9%	\$156,697	-	\$165,093	\$165,093	105%	\$55,031	-\$8,396
20205300 BONDS-BONDS/GENERAL/PROP		11,200		-	-	0.0%	0	11,200
20211100 BUILDING MAINT SERVICE		17,329		13,790	13,790	79.6%	4597	3,539
20217100 RENTS LEASES-REAL PROPERT		128,130		109,957	109,957	85.8%	36652	18,173
20218100 CONSTRUCTION SERVICES & SUPPLIES				119	119		40	
20219100 ELECTRICITY				10,226	10,226		3409	
20219200 NATURAL GAS/LPG/FUEL OIL				2,159	2,159		720	
20219700 TELEPHONE SERVICE				8,165	8,165		2722	
20222700 CELLPHONES/PAGERS				627	627		209	
20232100 CUSTODIAL SERVICES		38		20,050	20,050		6683	
TRAVEL	0%	\$5,000	-	\$5,000	\$5,000	100%	\$1,667	\$0
20202900 BUSINESS/CONFERENCE EXPEI		5,000		5,000	5,000	100.0%	1667	0
SUPPLIES	2%	\$36,500	-	\$28,888	\$28,888	79%	\$9,629	\$7,612
20203600 CHILD & FAMILY		14,000		25,545	25,545	182.5%	8515	-11,545
20207600 OFFICE SUPPLIES		2,500		1,597	1,597	63.9%	532	903
20214200 LAND IMPROVEMENT MAINTENANCE SUPPLIES				16	16		5	
20232200 CUSTODIAL SUPPLIES		10,000		646	646	6.5%	215	9,354
20233200 FOOD/CATERING SUPPLIES				1,005	1,005		335	
20244400 MEDICAL SUPPLIES				70	70		23	
20285200 RECREATIONAL SUPPLIES				-	-		0	
20289800 OTHER OPERATING EXPENSE - I		10,000		9	9	0.1%	3	9,991
OTHER	18%	\$85,067	\$29,313	\$288,789	\$318,102	374%	\$106,034	-\$233,035
CHILD SERVICES		13,500	0	1,260	1,260	9%	420	\$12,240
20293406 TRANSPORTATION SERVICES		13,500		1,260	1,260	9.3%	420	12,240
PARENT SERVICES		-	\$0	\$78	\$78	#DIV/0!	\$26	-\$78
20258200 PUBLIC RELATIONS SERVICES		0		78	78	#DIV/0!	26	-78
OPERATING COST		31,193	\$29,313	\$287,223	\$316,536	1015%	\$105,512	-\$285,343
20200500 ADVERTISING		7,000		4,579	4,579		1526	
20202400 PERIODICAL/SUBSCRIPTION				78	78		26	
20203500 EDUCATION & TRAINING SERVIC		3,000		(8,221)	(8,221)	-274.0%	-2740	11,221
20203900 EMPLOYEE TRANSPORTION				13,981	13,981		4660	
20208100 POSTAL SERVICES				16	16		5	
20208500 PRINTING SERVICES				5	5		2	
20220500 AUTOMOTIVE MAINT SERVICE				68	68		23	
20226400 MODULAR FURNITURE				-	-		0	
20254400 SAFETY PROGRAM SVC				-	-		0	
60601 DEPT/DIV OH ALLOC			29,313	54,717	84,030		28010	
69699000 INTRA COST RECOVERY		21,193		222,000	222,000		74000	
OFFSET								
20289900 OTHER OP EXPENSE-SER	0%	\$40,374		\$228	\$228	1%	76	\$40,146
T & TA		\$64,220		\$19,853	\$19,853	31%	\$44,367	\$44,367
20203500 ED/TRAINING SVC		20,247		15,185	15,185			
20203600 ED/TRAINING SUP		22,780		35	35			
20207600 OFFICE SUPPLIES				479	479			
20258200 PUBLIC RELATIONS SERVICES		21193		4,154	4,154			

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The Governing Board meeting minutes for April 3, 2008 are attached.

NOTES:

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

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

Thursday, April 3, 2008
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Ms. Pannell called the meeting to order at 10:08 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 Long-term Employees: **Susan Adams** (Personnel Analyst), **Ronald Dent** (Head Start Social Worker, Tier II), **Melinda Freese-Gearhart** (Head Start Family Services Worker), and **Eleanor Cooley** (Family Services Worker) - 10 years

Nam Wong (Head Start Teacher) - 15 years

Staff was acknowledged and pictures were taken with Governing Board members.

II. **Consent Items**

- A. Minutes of the March 6, 2008 Regular Board Meeting

- B. Approval of Claims and Warrants

No questions or corrections.

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

- A. Approve the March 6, 2008 regular Board minutes.
B. Approve the claims and warrants for the period 2/29/08 through 3/27/08.
Voice Vote: Unanimous approval.

III. **Action Items**

- A. **GENERAL ADMINISTRATION/SETA**

1. Approval of Non-Competitive Procurement and Selection of Audit Firm

Mr. Rick Pryor reviewed this item. There was not a lot of response to the RFP released seeking audit firms; one proposal was received from Gilbert and Associates. Macias Gini would not respond as they do not have the staff necessary to respond to the proposal. Mr. Pryor reported that the County of Sacramento is experiencing similar problems in receiving proposals for audit services. There are fewer firms, and more requirements are needed to provide services. Mr. Pryor reviewed the proposal from Gilbert and Associates which covered everything required in the RFP. Staff is asking that the Governing Board approve the selection of Gilbert and Associates with the stipulation that this is noncompetitive procurement.

Mr. Yee confirmed that the County has had a similar experience with lack of response.

Moved/Yee, second/Waters, that the Governing Board makes the following findings regarding non-competitive procurement and approve the selection of Gilbert Associates, Inc for audit services: that, after solicitation of a number of sources, competition has been deemed inadequate and, consistent with SETA's Procurement Policies and Federal Regulations, the Governing Board finds that non-competitive procurement is appropriate. Furthermore, that based upon such findings, the Governing Board approves the selection of Gilbert Associates, Inc. for audit services for SETA for the fiscal year ending June 30, 2008 for the fee not to exceed \$43,000 for one year with optional two additional one-year terms. Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

2. Approval of Revisions to the Sacramento Employment and Training Agency 2007-2008 Budget

Mr. Roger Bartlett reviewed this item and stated that the modified budget will more accurately reflect expenditures for the year. The changes in the budget do not reflect a significant increase in cash available in the Agency. Some errors were made in the accrual of services in 2006/2007 which were paid in 2008.

Ms. Scherman asked that in the future, identify changes with bold print. The modified budget will go before the Board of Supervisors and City County.

Moved/Waters, second/Scherman, to approve modifications to the budget for fiscal year 2007-2008.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Approval for Subcontracting Data Collection Activities for the Occupational Outlook and Training Directory

Mr. John Harden reviewed this item. Four quotes were received in response to the RFQ; staff is recommending subcontracting with BW Research Partnership for data collection activities.

Moved/Scherman, second/Yee, to approve an agreement with BW Research Partnership to provide Labor Market Information sample design and data collection services for one year, with the ability to extend the agreement for two additional one year terms. The cost will not exceed \$18,600 annually or \$55,800 for the entire term of the agreement.

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

2. Review and Concur with Funding Extension Recommendations for the Workforce Investment Act, Title I, Youth Program, for Program Year 2008 – 2009

Ms. Christine Welsch reviewed the funding recommendations for the Youth Program. Staff has not yet received the final allocation for program year 2008-2009; hopefully, it will be known by May. Ms. Welsch reviewed the funding stipulations and answered questions from the board. Because performance data will not be available until August 2008, if providers do not meet funded goals, staff will bring the funding recommendations back for reconsideration. Staff will also bring this item back if the funding allocation is severely cut.

Moved/Yee, second/Scherman, to concur with the Workforce Investment Board to approve funding for the WIA, Title I, Youth Program, PY 2008-2009 with the program year beginning May 2008. In addition, approve with the stipulations included in the board agenda and that all funding recommendations are subject to satisfactory year-end program performance reviews. Subgrantees that do not meet performance goals and benchmarks will be evaluated in August, 2008 and may face deobligation of funds. If the WIA Youth allocation is less than the anticipated amount, SETA retains the right to reduce the contracted amounts.

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

3. Approval of Employer Sponsorships for Youth Employment

Ms. Welsch reported that Sacramento Works will be partnering with Area Congregations Together to increase employment opportunities for youth. She distributed a flyer showing the various boot camp sessions available to the youth participants as well as the employer sponsorship for youth employment. One hundred percent of funds received from businesses will be used for summer employment opportunities for Sacramento youth.

Moved/Scherman, second/Nottoli, to approve the implementation of a Sacramento Works for Youth Employer Sponsorship program.

Voice Vote: Unanimous approval.

Ms. Welsch reported that last year, 95 youth graduated from the boot camp classes and 62 of them secured employment.

4. Approval to Submit a Proposal for Workforce Investment Act Governor's Discretionary 15% Funds for the Construction Talent Transfer Training Initiative

Ms. Welsch reviewed this item which is in partnership with Golden Sierra Job Training Agency. The total amount being requested is \$500,000.

Moved/Scherman, second/Yee, to approve the submission of a proposal to the California Employment Development Department for the Sacramento Construction Talent Transfer Initiative in the amount of up to \$500,000 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.

C. HEAD START

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

Ms. Maureen Dermott reported that the written service plans is the 'blue print' of services provided. She reviewed the modifications made to the plan.

A board member inquired about the car seat installation issue. Ms. Brenda Campos stated SETA does not have funds to train on car seat installation but we work with others that do provide the training.

Moved/Scherman, second/Yee, to approve the SETA Head Start/Early Head Start Written Service Plans, modified February 2008.

Voice Vote: Unanimous approval.

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

Ms. Dermott reviewed the self-assessment results and answered questions.

Moved/Waters, second/Yee, to approve the Head Start/Early Head Start Self-Assessment results for 2008.

Voice Vote: Unanimous approval.

3. Approval of Grantee Specific Three-Year Goal for 2008-2011

Ms. Dermott reviewed the grantee-specific three year goal.

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

Moved/Yee, second/Scherman, to approve the grantee-specific goal for 2008-2011.

Voice Vote: Unanimous approval.

Ms. Kossick asked that the board consider an off-agenda item to hear an appeal from the Greater Sacramento Urban League regarding their proposal.

Ms. Robin Purdy reported that at the last meeting, there was an item requesting an extension of the RFP deadline to 4:00 p.m. on Tuesday, April 1. The Greater Sacramento Urban League submitted a proposal at 4:06 p.m. that day.

Mr. Thatch stated that if the board wishes to hear this as an off-agenda matter, two findings must be made:

- 1) that the matter arose subsequent to the posting of the agenda
- 2) that there is a need to take immediate action.

Moved/Nottoli, second/Scherman, to hear the off-agenda item with the two findings.

Voice Vote: Unanimous approval.

Mr. James Shelby stated that the Urban League's proposal was completed in ample time; it should have arrived on time but the staff person delivering the proposal was sick.

Ms. Purdy stated that the RFP was not created with a certain funding amount per area. Staff has not yet come to the board with the funding recommendations. If the appeal is granted, it will not jeopardize other operators. The Urban League serves a significant number of people living in the 95838 ZIP code.

Mr. Waters inquired if this was done last year and Mr. Thatch stated that the Agency has not accepted proposals except with rare exceptions. Some options offered:

- 1) Inform the Urban League that their proposal is late and move forward with the proposals already submitted.
- 2) Accept the proposal as late; Mr. Thatch believes that this would be the wrong choice and would be subject to challenge.
- 3) Extend the deadline to apply for the funds; this has been done before when it was determined that SETA had some blame or culpability for it. It has never been done just to accept a late proposal.

Mr. Thatch recommended an option to direct staff to 'carve' out some portion of the funding and do an RFP for this particular area. He suggested doing it as a finding for a lack of services to the Del Paso Area.

Mr. Thatch stated that the timing is such that a new RFP can be issued. The Sacramento Works board is not involved in this decision; it is entirely within this board's discretion. Staff will continue to review the proposals received.

Mr. Thatch stated that the new RFP should be easy to draft; staff just needs to narrow the geography. Mr. Waters wanted to ensure that the request highlights the fact that the North Area is specifically targeted for these funds.

Moved/Yee, second/Scherman, to direct staff to carve out requisite funding for the North Area and issue new a RFP to get qualified proposals.

Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Preview of Sacramento Works Television Ad: Ms. Terri Carpenter reported that the Sacramento Works Employer Outreach Committee approved the production of a commercial to continue branding of Sacramento Works. These commercials will continue to increase awareness of job seekers for employment. The 30-second commercials will be running on Comcast for one year in the geographic area that we serve. The commercial will also run on CNBC, CNN, Bravo, and Fox News to target the employer community. Employers that have used our services are featured in the commercial.

B. Fiscal Monitoring Report: No questions.

C. Monthly Head Start Fiscal Report: Mr. Rick Pryor distributed updated reports to board members.

D. Head Start Policy Council Minutes: No questions.

E. Dislocated Worker Update: Mr. William Walker spoke of layoffs at Senator Ford. SETA staff worked with 24 CSAA staff to assist in their dislocation plans. Staff received notice of TGI Friday's closure due to remodeling their facility; their staff will be laid off during the remodeling process.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: No report.

C. Child and Family Services Deputy Director: Ms. Dermott stated that the Head Start budget will be presented for approval in May. The Federal review begins in 9 days; there will be 13 federal reviewers. Ms. Pannell and Mr. Nottoli have

agreed to be interviewed by reviewers. Also on the May 1 agenda will be the Head Start Grant Application which was developed over a four-month period.

- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: None.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

The board went into closed session at 11:39 a.m. No report will be provided.

- VII. Adjournment:** Meeting adjourned at 11:50 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 April 30, 2008 special Policy Council meeting.

Good	Needs Improvement
Superior job by Chair, Ms. Kathy Ruiz, on meeting preparation and conducting a timely meeting.	Participation by members in making motions.
Good job by Ms. Maureen Dermott, Deputy Director, in presenting budget information.	Side barring.
Good job by representatives on staying focused on agenda items.	
Attendance.	
Timely meeting.	
Cell phones off.	

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

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

ITEM V- COMMITTEE REPORTS (Continued)

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

E. PROGRAM AREA COMMITTEES:

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)
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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. Monica Treadway, 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-D – ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: