

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Council Member
City of Sacramento

SOPHIA SCHERMAN
Public Representative

ROBBIE WATERS
Council Member
City of Sacramento

JIMMIE YEE
Board of Supervisors
County of Sacramento

ADMINISTRATION

KATHY KOSSICK
Executive Director

MAUREEN DERMOTT
Deputy Director

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Sacramento, CA 95815

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Thought of the Day: "Reflection is a way of enjoying your accomplishments, while realizing the past is history. The best reflection of the past is using that wisdom to create a better future!"

Author: Esteemed Human Development International – Betsy Haas

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

DATE: Tuesday, November 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.

REVISED AGENDA

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

II. Consent Item

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

III. Information Items

A. Standing Information Items

➤ Fiscal Report - Mr. Roger Bartlett

➤ SETA Head Start/Early Head Start End-of-Month Enrollment Report

- SETA Head Start Food Service Operations Monthly Report – Ms. Brenda Campos
- Executive Committee Report: Ms. Kathy Ruiz, Chair
- Seating of New Policy Council Members (2008-2009)
- Introduction of Policy Council Members
- Introduction of Staff
- Board Procedures
 - ✓ Reimbursements – Ms. LaShaun Burke
 - ✓ Personnel – Mr. Jim O’Bra
 - ✓ Conflict of Interest – Ms. Nancy Hogan
- Officer Elections – Friday, December 12, 2008

IV. Action Items

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

III. Information Items (Continued)

- A. Standing Information Items
 - Parent/Family Support Unit Events and Activities – Ms. Kathy Ruiz
 - Calendar of Events – Ms. Kathy Ruiz
- B. Governing Board Minutes for the October 2, 2008 Meeting

V. Committee Reports

- A. Executive Committee

VI. Other Reports

- A. Head Start Deputy Director Report
- B. Head Start Manager's Reports
- C. Open Discussion and Comments
- D. Public Participation

IV. Action Items (Continued)

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

- Approval of Eligibility Lists for the following Position: Associate Teacher, Tier III

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

- Report out of Closed Session

VI. Adjournment

DISTRIBUTION DATE: WEDNESDAY, NOVEMBER 19, 2008

REVISED AGENDA DISTRIBUTION DATE: THURSDAY, NOVEMBER 20, 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
- _____ Lorraine Garner, 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)
- _____ Carol Aronis, SETA-Operated Program
- _____ Salina Davey, SETA-Operated Program
- _____ Erin Kimbro, SETA-Operated Program
- _____ Itzel Oregon, SETA-Operated Program
- _____ Jeanine Vandermolen, 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

Vacant Seats:

- _____ Vacant (Hutton), Twin Rivers School District
- _____ Vacant (Said), Twin Rivers School District
- _____ Vacant (Treadway), WCIC/Playmate Child Development Center
- _____ Vacant (Stark), CAMP Representative

ITEM I - CALL TO ORDER/ROLL CALL
(Continued)

New Members to be seated::

- _____ Mary Pope, Elk Grove Unified School District
- _____ Jennifer Ryon, Elk Grove Unified School District
- _____ Donna Easter, San Juan Unified School District
- _____ Darlene Low, San Juan Unified School District
- _____ Josie Cleaver, Sacramento City Unified School District
- _____ Lorraine Garner, Sacramento City Unified School District
- _____ Irlanda Meza, Sacramento City Unified School District
- _____ David Quintero, SETA-Operated Program
- _____ Kiesha Spriggs, SETA-Operated Program
- _____ Salina Davey, SETA-Operated Program
- _____ Mary Brown, SETA-Operated Program
- _____ Greg Oviedo, SETA-Operated Program
- _____ LaDoris McDavid, SETA-Operated Program
- _____ Beartice Mehn-Member, WCIC/Playmate Child Development Center
- _____ Erin Kimbro, Home Base Program
- _____ Jeanine Vandermolen, Past Parent Representative
- _____ Brenda Vincent, Past Parent Representative
- _____ Kayla Granderson, Early Head Start (Sac. City)
- _____ Cassandra Alex, Early Head Start (Home Base)
- _____ Rosa Flores, Early Head Start (San Juan)
- _____ Barbara Ramey-Clark, Foster Parent Representative
- _____ Carol Aronis, Grandparent Representative
- _____ Van Huynh, Child Health and Disability Prevention Program
- _____ Inez Whitlow, Chicks in Crisis

**** Please call your alternate, the Policy Council Chair (Kathy Ruiz, 743-9945) or Head Start Staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. ****

**POLICY COUNCIL
BOARD MEETING ATTENDANCE
PROGRAM YEAR 2007-2008**

The 2007-2008 Board was seated on **November 27, 2007** and
December 18, 2007

BOARD MEMBER	SITE	11/27	12/18	1/22	2/26	3/25	4/30	5/27	5/30	6/24	7/22	8/26	9/18	10/28	11/25
B. Arismende (4/30)	ELK						X	U	X	X	X	U	X	X	
C. Aronis (11/27)	SOP	X	X	PC B	X	E	X	X	X	X	X	X	X	E	
J. Brown (2/26)	SJ				X	X	X	X	X	X	X	X	U	X	
V. Camargo (11/27)	PP	X	X	X	X	X	X	X	X	X	X	X	X	X	
J. Cleaver (12/18)	SAC	E	X	X	X	X	X	X	X	X	X	X	X	X	
S. Cordeiro (11/27)	HB	X	X	PC B	X	X	X	AP	AP	X	X	X	X	X	
S. Davey (11/27)	SOP	X	PCB	X	X	X	X	X	X	X	X	X	X	X	
V. Fentress (11/27)	GRAND	X	AP/ PCB	X	X	X	AP	X	X	X	E	X	X	E	
E. Kimbro (11/27)	SOP	X	X	X	X	X	X	X	X	X	X	X	X	X	
S. King (9/18)	SJ												X	X	
Lorraine Garner	SAC									AP	AP	AP	AP	X	
I. Meza (11/27)	SAC	X	X	X	X	X	X	X	X	E	U	X	X	X	
R. Montez (11/27)	OGC	X	X	X	X	X	E	X	X	X	X	X	X	X	
I. Oregon (6/24)	SOP									X	X	X	X	X	
B. Ramey-Clark (3/25)	FOSTER					X	E	X	X	X	X	X	X	X	
K. Ruiz (11/27)	PP	X	X	X	X	X	X	E	X	X	X	X	X	X	
V. Stark (1/22)	GAMP			X	X	X	X	U	X	X	X	E	X	X	
N. Toolate (11/27)	SJ	X	X	X	X	X	X	X	X	X	X	X	X	E	

BOARD MEMBER	SITE	11/27	12/18	1/22	2/26	3/25	4/30	5/27	5/30	6/24	7/22	8/26	9/18	10/28	11/25
J. Vandermolen (7/22)	SOP											X	X	X	
V. Huynh (12/18)	CHDP	E	X	X	AP	X	X	X	E	X	X	X	AP	X	

GLOSSARY OF ACRONYMS

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

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

Current a/o 10/28/08

**POLICY COUNCIL
BOARD MEETING ATTENDANCE
PROGRAM YEAR 2008-2009**

The 2007-2008 Board was seated on **November 25, 2008** and
December 12, 2008

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

BOARD MEMBER	SITE	11/25	12/12													
J. Vandermolen	PP															
B. Vincent	PP															
V. Huynh	CHDP															
I. Whitlow	CHICKS															

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CAMP	Community Advocating Male Participation
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GRAND	Grandparent Representative
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SHF	Sacramento County Sheriff's Department
SJ	San Juan Unified School District
SOP	SETA-Operated Program
TR	Twin Rivers School District
WCIC	Women's Civic Improvement Club/Playmate Child Care Center

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

Current a/o 11/18/08

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE OCTOBER 28, 2008 REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached are the minutes of the October 28, 2008 regular Policy Council meeting.

RECOMMENDATION:

That the Policy Council review, modify if necessary, and approve the October 28, 2008 regular Policy Council meeting minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, October 28, 2008
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Kathy Ruiz called the meeting to order at 9:08 a.m. Mr. Ronald Montez read the Thought of the Day. Ms. Ruiz led the Pledge of Allegiance. Ms. Salina Davey called the roll.

Members Present:

Brandy Arismende, Elk Grove Unified School District
Josie Cleaver, Sacramento City Unified School District
Lorrayne Garner, Sacramento City Unified School District (arrived at 9:10 a.m.)
Irlanda Meza, Sacramento City Unified School District
John Brown, San Juan Unified School District
Shasta King, San Juan Unified School District
Salina Davey, SETA-Operated Program
Erin Kimbro, SETA-Operated Program
Itzel Oregon, SETA-Operated Program
Jeanine Vandermolen, SETA-Operated Program
Sarah Cordeiro, Home Base Program
Victoria Camargo, Past Parent Representative
Kathy Ruiz, Past Parent Representative
Barbara Ramey-Clark, Foster Parent Representative
Van Huynh, Child Health and Disability Prevention Program
Ronald Montez, Outgoing Chair
Victor Stark, CAMP Representative

Member Seated:

Lorrayne Garner, Sacramento City Unified School District (arrived at 9:10 a.m.)

Members Absent:

Carol Aronis, SETA-Operated Program (excused)
Venelsia Fentress, Grandparent Representative (excused)
Natasha Toolate, San Juan Unified School District (EHS) (excused)

The Board went off agenda.

IV. **Information Items**

- Parent/Staff Recognition - Ms. Kathy Ruiz

The following staff members were given gifts in recognition of their support to the Policy Council: Kathy Kossick, Robin Purdy, Denise Lee, Andrew Pineda, Ed Proctor, Thelma Manzano, Roy Kim, Robert Silva, Alicia Iniguez, and Nancy Hogan.

Ms. Lorryne Garner arrived at 9:10 a.m. and was seated.
Ms. Josie Cleaver arrived at 9:16 a.m.

II. Consent Item

A. Approval of the Minutes of August 26, 2008 and September 18, 2008 Special Meetings

Moved/Stark, second/Cleaver, to approve the Special Policy Council minutes of August 26, 2008, and the Special Policy Council meeting minutes of September 18, 2008.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 2 (Ramey-Clark and Ruiz)

III. Action Items

A. TIMED ITEM: 9:00 A.M. AND PUBLIC HEARING: Second Reading and Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council

Ms. Ruiz there have been no additional changes; she asked Board members to respect the work of the Personnel/Bylaws Committee.

Moved/Davey, second/Camargo, close the public hearing and approve the amendments to the Policy Council Bylaws as attached.

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 1 (Ruiz)

C. Review of Applications and Election of Grandparent Representative and Alternate

Moved/Oregon, second/Vandermolen, that the Policy Council elects one Grandparent Representative and one Alternate.

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 1 (Ruiz)

Applications from Carol Aronis and Venelsia Fentress were reviewed.

Votes: Carol Aronis: 14, Venelsia Fentress: 2

Carol Aronis will serve as the Grandparent Representative and Ms. Venelsia Fentress will serve as the Grandparent Alternate.

D. Review of Applications and Election of Foster Parent Representative and Alternate

Moved/Davey, second/Cordeiro, the that Policy Council elect one Foster Parent Representative and one Alternate.

Show of hands vote: 16, 0, 1

An application from Barbara Ramey-Clark was reviewed; Ms. Ramey-Clark spoke briefly of her interested in serving on the board. Ms. Ramey-Clark will serve as the Foster Parent Representative. There is still one position open for alternate.

B. Review of Applications and Election of Past Parent Representatives and Alternates

Moved/Davey, second/Montez, that the Policy Council elect two Past Parent Representatives and two Alternates.

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 1

Applications for Brenda Vincent, Sarah Cordeiro, and Jeanine Vandermolen were reviewed. Applicants spoke of their interest in serving.

Votes: Brenda Vincent: 5, Sarah Cordeiro: 4, Jeanine Vandermolen: 7

Jeanine Vandermolen and Brenda Vincent will be the Past Parent Representative and Ms. Sarah Cordeiro will be the alternate.

IV. Information Items

A. Standing Information Items

- Parent/Family Support Unit Events and Activities: Ms. Ruiz referred to the Know your Rights Workshop on 10/29/08; due to the subject matter, no children will be permitted. Contact Belinda Malone to make a reservation.
- Calendar of Events and Activities: Ms. Ruiz reminded Council members to vote on November 4. The PC Annual Meeting will be November 25, 9:00 a.m. in the board room. New Representatives will be seated at this meeting.
- Fiscal Reports: Ms. Thelma Manzano reviewed the recently distributed updated reports. The centers are reporting 15% year-to-date expenses. Ms. Manzano reviewed the fiscal reports in detail.
- SETA Head Start/Early Head Start End-of-Month Enrollment Report: Ms. Elsie Bowers reviewed the August and September reports. Ms. Bowers stated that the way numbers are reported has changed significantly. Staff have to report actual enrollments without the drops and have to report on a monthly basis to the Office of Head Start. In September, SETA was 77 under enrolled due to the fact that we cannot count the terminations anymore; some children moved into kindergarten. Mr. Victor Stark inquired the process for getting new kids enrolled. Ms. Bowers explained that some of the families need to go through Child Action depending upon

- Special Education Report: Ms. Beverly Sanford, disabilities coordinator, reviewed the monthly special education report. Mr. Victor Stark inquired whether Head Start serves autistic children and Ms. Sanford stated that some autistic children are enrolled in full inclusion classes. SETA has a collaboration with Sacramento City to have a special education teacher along with the Head Start teacher to provide services to autistic children. Ms. Ramey-Clark asked whether there are special education slots at every Head Start center. Ms. Sanford stated that every center has slots for special education children. SETA is required to serve a minimum of 10% disabled children. Ms. Itzel Oregon inquired if Ms. Sanford actually works with the kids; no, she works with staff to get the statistics. Ms. Sanford asked parents to call her directly to get answers to specific questions. She can be reached at 263-3056.
- Program Content Area: Ms. Melanie Nicolas reviewed the Mental Health Content Area report. She is now the contact for mental health services for Head Start. Ms. Nicolas can be reached at 263-3736 for information regarding mental health services. For the past 1 ½ years, SETA has been involved with the River Valley Infant Development Center which promotes resources for families of children with special intervention needs. She spoke of a blog that is by invitation only; this blog assists people to work better with children and families, and provides resources for teachers and families.
- SETA Head Start Food Service Operations Monthly Report: Ms. Brenda Campos reported that this report is compiled by Connie Otwell and presented on a monthly basis. This report shows the activities and services the food services unit provides to 36 centers every day. There are four kitchens.
- Parent/Family Support Unit Events and Activities (continued) - Ms. Lisa Carr spoke of the upcoming legal clinic. Confidential information can be provided for the attorneys. Questions will be written down on cards and given to the attorneys. Attendees need to make sure they have reserved a spot at the clinic. The Men's Health Fair was canceled due to lack of participation; only two people responded. Staff will be looking at different ways to increase male involvement; looking at how obesity, mental health and literacy will be dealt with. Staff is looking at doing county-wide parent trainings on a monthly basis workshops around parenting, healthy marriage, literacy, etc. These trainings will probably be held in the evenings. Mr. Cory Annonio will be doing health workshops. The first one scheduled is for the legal clinic; there will be no training in December. The training in January will be geared toward grandparents. Mr. Robert Silva reported that he will not be planning big events, except for Fishing in the City. He will be planning center-specific events. Pumpkin carving will be done at Hillsdale and Northview centers; only children enrolled at those centers can participate. November 7 will be the health and safety

- PC/PAC End-of-Year Appreciation Reports: Ms. Davey reported that the luncheon was a very smooth event, although very emotional. Ms. Cleaver stated that it was a wonderful event; she wished more parents had attended. The food and atmosphere was great. Ms. Ruiz reported that this was her third event and it went smoothly. She appreciated the warm comments she received. She is hoping that more parents get involved; she would hate to see the parent appreciation function go away due to low participation. There were as many staff as parents involved. Ms. Desha stated that parents did a great job on the event; she thanked board members for their commitment. She reminded parents leaving to continue being involved in their children's' education. Ms. Dermott stated that it has been a good year under Ms. Ruiz' leadership. It has been a difficult year from the budgeting and staffing standpoint.
- Parent/Staff Recognition: More awards were distributed to PC members listed on the first page of minutes: Victor Stark, Itzel Oregon, Van Huynh, John Brown, Brandy Arismende, Venelsia Fentress, and Shasta King.

Ms. Ruiz read a card from Ms. Marie Desha. Ms. Ruiz has some photos from the End-of-Year Parent Appreciation event parents can pick up. She wished a Happy Birthday to all October birthdays.

- Community Resources-PC Representative/Staff: Mr. Victor Stark referred to the flyer called Sacramento Community Family Resources for parents to find resources to help themselves. Let him know if there are additional resources and he will update the flyer. Mr. Montez reported that he appreciates the knowledge he has received on how to run his; gang violence and intervention program through the City of Sacramento and City of Elk Grove. He will be creating a team to deal with issues early in a child's life. Ms. Ramey-Clark stated that at the last meeting, she distributed cards regarding Sacramento Children's Report Card; the formal report will be presented November 18, 11 a.m. at 700 "H" Street, to the Sacramento County Board of Supervisors.
- Grandparent/Foster Parent Report: No report

B. SETA Governing Board Minutes for September 4, 2008: No questions.

V. **Committee Reports**

- A. Executive Committee: Ms. Kimbro reviewed the Executive Committee report.
- B. Program Area Committees
 - Early Childhood Development & Health Services Committee: The committee members went to four or five sites. From the look of the centers and staff, they do a very comprehensive job. Committee members were looking at food, safety, how supplies are stored.

III. **Action Items** (Continued)

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

The board went into closed session at 10:50 a.m. The board went back into open session at 10:55 a.m. Ms. Ruiz reported out of closed session that the Board took the following action in closed session: Head Start Site Supervisor eligibility list was approved. Termination/Dismissal/Release was continued to the next Policy Council meeting.

- C. Community Advocating Male Participation: Ms. Lorraine Garner stated that a lot of the last meeting has already been discussed; Ms. Camargo and Ms. Garner were the only ones available so the meeting was brief. Mr. Stark stated that he will no longer be representing CAMP in the coming year. This will be his last meeting.
- D. Community Partnerships Advisory Committee: The meeting is tentatively being set for January, 2009.
- E. Health Services Advisory Committee: The next meeting Wednesday, November 12, 5:30 – 7:30 p.m. in the Sequoia Room.

VI. **Other Reports**

- A. Head Start Deputy Director's Report: Ms. Maureen Dermott stated that recruitment will be done for teachers and position in the monitoring unit available on a temporary basis; another staff member will be out in March for maternity leave. The temporary position does not receive the benefits that regular employees gets. Ms. Dermott stated that management negotiated with AFSCME regarding the bilingual pay issue. So far, 44 staff have gone through written and oral testing and passed. Ms. Dermott read off the languages available for translation: Spanish, Cantonese, Russian, and Vietnamese. A Hmong translator is still needed. She spoke of the Child Safety Committees which was a very productive group. Staff are in the final steps of reviewing the Program Information Report which will be brought to next Policy Council meeting. Lease renewals are being negotiated at Job Corps, Galt and Norwood. CSUS has asked us to vacate to since they will be running their own program. The budget committee has had very active and interesting meetings. Ms. Dermott spoke of cost savings. One site supervisor stated that there was an extra phone line which will be researched for possible removal. Ms. Ramey-Clark asked about

the Youth Council how can they apply and the age ranges. Staff will reply back to Ms. Ramey-Clark regarding the information she requested.

- B. Chair's Report: Ms. Ruiz encouraged all board members to come to annual meeting to take care of business and support the new members. There will be a change of meeting dates in December; board members will receive notification in the mail. The December meeting will be 12/12, 10:30 a.m. – 12:00 p.m.; there will be no meeting 12/23.
- C. Head Start Managers' Reports: Ms. Brenda Campos stated that in the PIR there was a summary of statistical information on screenings for children and educational requirements. A report received from program specialists on 8/31 stated our numbers fell below the threshold of what is considered okay. As of this morning, the directors and their counterparts received a copy of that e-mail and will be responding to areas that fall below the thresholds: areas around children getting medical services provided and follow up. A program improvement plan has to be done so every delegate agency will be submitting a Program Improvement Plan (PIP) as to how they will address the issues. A couple of the delegate family partnership agreements need to be done. Mental health services was also identified as an issue. All of the programs will be addressing the issues no later than Friday. Ms. Denise Lee: urged parents to assist other parents in the program. As the new school year is being ramped up, prevention and early intervention screening will be done in the first 45 days of the program which includes tests on speech and developmental areas. These trigger other areas where parents may need assistance. Parents will receive results of the screenings; if questions, parents can speak with the Site Supervisor or Family Services Worker. Children also receive pedestrian safety training in the first 45 days. Ms. Carr spoke of enrollment; annual calendar of non-student days or holidays will be distributed. For the SOP program, minimum days are challenging for families. It is crucial for children to be in attendance at even minimum days due to funding. Mr. Stark spoke of the safety committees at the center. Ms. Ramey-Clark asked whether Ms. Lee, Ms. Sanford, and Ms. Nicolas are linked? Ms. Lee stated that yes, all of the special education children run through Ms. Sanford.
- D. Community Agency Reports
 - Sacramento Sheriff's Department – Vacant
 - Child Health and Disability Prevention Program – Ms. Van Huynh reported that the CHDP is still helping children to get physical examinations. Call her office (875-7151) to find physicians available to provide physicals.
 - Perinatal & Infant Health Advisory Committee – Mr. Montez reported he attended a meeting but did not do a report. It will be given to Ms. Desha.
 - Maternal Child and Adolescent Health Board: No report.
- E. Health and Dental Reports
 - Sacramento County Dental Health Advisory Committee: No report.
- F. Open Discussion and Comments: No comments.
- G. Public Participation: No comments.

VII. Adjournment: Meeting adjourned at 11:24 a.m.

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

- SETA Head Start/Early Head Start End-of-Month Enrollment Report
- SETA Head Start Food Service Operations Monthly Report – Ms. Brenda Campos
- Executive Committee Report: Ms. Kathy Ruiz, Chair
- Seating of New Policy Council Members (2008-2009)
- Introduction of Policy Council Members
- Introduction of Staff
- Board Procedures
 - ✓ Reimbursements – Ms. LaShaun Burke
 - ✓ Personnel – Mr. Jim O’Bra
 - ✓ Conflict of Interest – Ms. Nancy Hogan
- Officer Elections – Friday, December 12, 2008

NOTES:

ITEM IV – A - ACTION

SELECTION OF REPRESENTATIVES AND ALTERNATES TO ATTEND THE ANNUAL NATIONAL HEAD START ASSOCIATION (NHSA) PARENT TRAINING CONFERENCE

BACKGROUND:

This agenda item provides an opportunity for Policy Council to select three (3) Policy Council Members to attend the National Head Start Association's 25th Annual Parent Training conference, December 14-18, 2008, in Atlanta, Georgia, Hyatt Regency Atlanta.

Please see attached Conference Attendance Guidelines and conference information.

RECOMMENDATION:

That the Policy Council select three (3) Representatives and three (3) Alternates to attend the Conference.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

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

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

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

ITEM III-A – INFORMATION (CONTINUED)

STANDING INFORMATION ITEMS

BACKGROUND:

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

- A. Standing Information Items
 - Parent/Family Support Unit Events and Activities – Ms. Kathy Ruiz
 - Calendar of Events and Activities (attached) – Ms. Kathy Ruiz

CALENDAR OF EVENTS AND ACTIVITIES
Parent/Family Support Unit

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

CALENDAR OF EVENTS AND ACTIVITIES
Parent/Family Support Unit

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

ITEM III-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The October 2, 2008 Governing Board meeting minutes are attached.

NOTES:

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

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

Thursday, October 2, 2008
10:00 a.m.

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

Members Present:

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

Jimmie Yee, Vice Chair; Member, Board of Supervisors

Don Nottoli, Member, Board of Supervisors

Robbie Waters, Councilmember, City of Sacramento

Member Absent:

Sophia Scherman, Public Representative

- The following long-term employees were acknowledged for their years of service to SETA: **Alicia Andrade**, Head Start Teacher, **Beatriz Avila**, Head Start Teacher, **Toni Curso**, Workforce Development Professional 2, **Jesse Espinoza**, Head Start Courier/Maintenance, **Marlo Lopez**, Head Start Site Supervisor, **Laura Marchi**, Head Start Teacher, and **Marie West**, Head Start - Special Education Field Technician (10 years); and **Grace Martinez**, Head Start Home Visitor (15 years)

II. Consent Items

The consent calendar was reviewed; no questions or comments:

- A. Minutes of the September 4, 2008 Regular Board Meeting
- B. Approval of Claims and Warrants

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

- A. Approve the September 4, 2008 minutes.
- B. Approve claims and warrants for the period 8/22/08 through 9/24/08.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Retiree Health and Dental Insurance Subsidy – and -

2. Approval of Retiree Medical and Dental Insurance Program Administrative Policy

Mr. Rod Nishi reviewed #1 and 2. These items request approval to continue the health and dental subsidy for retirees for calendar year 2009. This is annual action requested of the board. A table at bottom of page 8 shows the amount of subsidy dependent upon the number of years employed.

Speakers before the Board:

Ms. Nancy Matulich, AFSCME

Mr. Long Nguyen, SETA retiree

Board members discussed the need to discuss this item more fully since the County is already negotiating on this issue. Mr. Larsen suggested that this be discussed in closed session. Ms. Kossick stated that this topic will be agendized for a closed session at the November meeting.

Moved/Yee, second/Waters to:

- 1) Continue the SETA subsidies at the current rate for those that retired on or before August 31, 2007 for calendar year 2009; and
- 2) Approve the adoption of the Retiree Medical and Dental Insurance Program Administrative Policy with the County of Sacramento for 2009 and adopt the related resolution.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Approval of Modifications to the 2008-2009 Sacramento Workforce Investment Area Strategic Five-Year Local Workforce Investment Plan

Ms. Robin Purdy reviewed the modifications and stated that this is a report back as to what was implemented last year.

Moved/Yee, second/Waters, to approve the modifications to the 2008-09 Sacramento Local Workforce Investment Area Strategic Five Year Plan.

Voice Vote: Unanimous approval.

2. Approval of Funding Recommendations for the Workforce Investment Act (WIA), Title I, Youth Program, for Program Year 2008-2009

Ms. Christine Welsch reviewed this item. The recommended program, the Local Conservation Corps, was asked to co-locate at the Rancho Cordova career center. The Youth Council and Sacramento Works, Inc. boards have reviewed and approved this item.

Speaker before the Board: Ms. Andi Liebenbaum, Local Conservation Corps

Moved/Yee, second/Waters, to fund the Local Conservation Corps in the amount of \$97,325 to serve 25 out-of school youth for the program year October 3, 2008 to June 30, 2009. In addition, the Local Conservation Corps will partner with the Rancho Career Center to serve that under-served area. Staff will coordinate with this new provider to insure that the approved WIA Youth funding stipulations are met.

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

3. Appointment of Member to the Sacramento Works, Inc. Board

Ms. Kossick reviewed Mr. Zender's application. Mr. Zender is the new Center Director for the Sacramento Job Corps.

Moved/Pannell, second/Yee, to appoint Mr. Thomas Zender to the Sacramento Works, Inc. Board of Directors.

Voice Vote: Unanimous approval.

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

Mr. William Walker reviewed this item. Mr. Walker and Mr. Robert Bradley attended a bidder's conference to see how the proposal would be developed. Mr. Bradley stated that EDD is now recognizing local collaboratives. In addition, the proposal was changed to a two-year model, and the parameters were expanded to include spouses and children.

Moved/Yee, second/Waters, to approve the submission of a proposal to EDD's Workforce Development Division for Workforce Investment Act Veterans Employment-Related Assistance Program.

Voice Vote: Unanimous approval.

C. HEAD START

1. Approval of Out-of-State Travel for Staff to Attend the Dual Language Institute in Washington, D.C.

Ms. Maureen Dermott reviewed this item. Since this agenda item was prepared, staff received notification that three positions would be funded for this institute.

Moved/Waters, second/Yee, to approve out-of-state travel for three staff members to attend the Head Start Dual Language Institute, October 28-31, at an approximate cost of \$2,500 per person, to be reimbursed by the Office of Head Start.

Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT: No items.

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

IV. Information Items

A. Fiscal Monitoring Reports: No comments.

B. Head Start Policy Council Minutes: No comments.

C. Final Head Start Fiscal Report: Ms. Kossick stated that this is the first year in SETA's history that every Head Start dollar was spent. The Head Start budget has been completely exhausted this year.

D. Sacramento Works One Stop Career Center Annual Report 2007-2008

Mr. Edward Proctor reported that the career center growth is incredible. SETA's IT Department is focusing on SMARTware to ensure it is available at all career centers.

E. One Stop Career Center News Coverage: The coverage from Channel 3's Common Ground will be shown next month.

F. New Start Prison to Employment Program Update: Mr. Walker reported that staff continue to attend the PACT meetings at Lemon Hill Career Centers to engage ex-offenders.

G. Dislocated Worker Update: No additional report.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kossick reminded board members of SETA's 30th Anniversary celebration to be held in the parking lot.

C. Deputy Directors: No comments.

D. Counsel: No comments.

E. Members of the Board: No comments.

F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 10:51 a.m.

ITEM V- COMMITTEE REPORTS

- A. EXECUTIVE COMMITTEE: This item provides the opportunity for the Executive Committee to submit an oral report to the Policy Council.

The Executive Committee met and evaluated the October 28, 2008 Policy Council meeting.

Good	Needs Improvement
Good attendance.	Participation by members on making motions.
Thank you Joy Otero for reminder calls to attend PC meeting.	Come prepared for meeting with agenda and pen.
Timely meeting by Chair.	
No cell phones went off.	
Information and Reports shared by managers.	

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 IV-B – ACTION
CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: