

GOVERNING BOARD

KEVIN MCCARTY
Councilmember
City of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

JIMMIE YEE
Board of Supervisors
County of Sacramento

ADMINISTRATION

KATHY KOSSICK
Executive Director

MAUREEN MORRISON
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: "Other things may change us, but we start and end with family."

Author: Anthony Brandt

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

DATE: Tuesday, October 27, 2009

TIME: 9:00 a.m.

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

While the SETA/Head Start Policy Council welcomes and encourages participation in the Council meetings, it would be appreciated if you would limit your comments to three minutes so that everyone may be heard. Matters under jurisdiction of the SETA/Head Start Policy Council and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA/Head Start Policy Council limits testimony on matters not on the agenda to three minutes per person and not more than ten minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

AGENDA

- I. **Call to Order/Roll Call/Review of Board Member Attendance**
- II. **Consent Item**
 - A. Approval of Minutes of the September 22, 2009 Policy Council Meeting
- III. **Action Items**
 - A. Approval of Revised PC/PAC Reimbursement Policies and Procedures
 - B. **Timed Item 9:00 a.m. and Public Hearing:** First Reading of the Modification to the Bylaws of the SETA Operated Head Start/Early Head Start Policy Council
 - C. Review of Applications and Election of Past Parent Representative and Alternate

D. Review of Application and Election of Grandparent Representative and Alternate

E. Review of Application and Election of Foster Parent Representative

IV. Information Items

A. Standing Information

- Introduction of Newly Seated Members – Ms. Carol Aronis
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
- PC/PAC Calendar of Events – Ms. Carol Aronis
- Parent/Family Support Unit Events and Activities – Ms. Carol Aronis
- Parent/Staff Recognitions – Ms. Carol Aronis
- Community Resources – PC Representatives – Ms. Carol Aronis

B. Governing Board Minutes for the September 3, 2009 Meeting

C. Fiscal Monitoring Reports

- Del Paso Heights School District
- Sacramento City U. S. D.

V. Committee Reports

A. Executive Committee

B. Budget/Planning Committee

C. Personnel/Bylaws Committee

D. Social/Hospitality Committee

E. Program Area Committees

- Early Childhood Development & Health Services Committee and Parent/Family Support Committee (AKA Child Safety Committee)
- Monitoring and Evaluation
- Male Involvement Committee/Community Advocating Male Participation (CAMP) – Mr. Frank Jackson

F. Community Partnerships Advisory Committee (CPAC) – Mr. David Quintero

G. Health Services Advisory Committee (HSAC) – Ms. Shernita Crosby

VI. Other Reports

A. SETA Executive Director's Report

B. Head Start Deputy Director's Report

C. Chair's Report

D. Head Start Managers' Reports

- Monthly Head Start Report

E. Community Agency Reports

- Child Health and Disability Prevention Program (vacant)
 - Perinatal & Infant Health Advisory Committee – Ms. Barbara Ramey-Clark
 - Maternal Child and Adolescent Health Board – Ms. Brenda Vincent
 - Community Action Board – Ms. Mary Pope
- F. Health and Dental Reports
- Sacramento County Dental Health Advisory Committee: Ms. Mary Brown, Ms. Lorryne Garner, and Ms. Irlanda Meza
- G. Open Discussion and Comments
- H. Public Participation

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, OCTOBER 21, 2009

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Mary Pope, Elk Grove Unified School District
- _____ Jennifer Ryon, Elk Grove 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
- _____ Mary Brown, SETA-Operated Program
- _____ Itzel Oregon, SETA-Operated Program
- _____ Salina Davey, SETA-Operated Program
- _____ David Quintero, SETA-Operated Program
- _____ Shernita Crosby, WCIC/Playmate Child Development Center
- _____ Beartice Mehn-Member, WCIC/Playmate Child Development Center
- _____ Jeanine Vandermolen, Past Parent Representative
- _____ Brenda Vincent, Past Parent Representative
- _____ Barbara Ramey-Clark, Foster Parent Representative
- _____ Carol Aronis, Grandparent Representative
- _____ Frank Jackson, Community Advocating Male Participation/Male Involvement
- _____ Elenita Salazar, Alternate, Child Health and Disability Prevention Program

Seats Vacant:

- _____ Vacant (Flores), Early Head Start (San Juan)
- _____ Vacant (Whitlow), Chicks in Crisis
- _____ Vacant (Easter), San Juan Unified School District
- _____ Vacant (Sami), Twin Rivers Unified School District
- _____ Vacant (Bell Barrow), Early Head Start (Home Base SOP)
- _____ Vacant (Granderson), Early Head Start (Sac. City)
- _____ Vacant (Gordon), Twin Rivers Unified School District
- _____ Vacant (Huynh), Child Health and Disability Prevention Program
- _____ Vacant (Oviedo), SETA-Operated Program
- _____ Vacant (McDavid), SETA-Operated Program
- _____ Vacant (Kimbrow), Home Base Program

**** Please call your alternate, the Policy Council Chair (Carol Aronis, 331-7233, 208-7233 (msg), 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 2008-2009**

The 2008-2009 Board was seated on **November 25, 2008** and
December 12, 2008

BOARD MEMBER	SITE	11/25	12/12	2/3 *	2/24	4/24 *	5/11 *	5/26	6/18 *	7/28	8/25	9/22	10/27		
C. Aronis (11/25)	GRAND	X	X	X	X	X	X	X	X	X	X	X			
M. Brown (11/25)	SOP	X	X	X	X	X	X	X	AP	X	X	X			
J. Cleaver (11/25)	FOSTER	X	X	X	X	X	X	X	X	X	E	E			
S. Crosby (11/25)	WCIC	X	X	X	X	X	X	X	E	U	X	X			
S. Davey (11/25)	SOP	X	X	X	X	X	X	X	X	X	X	E			
L. Garner (11/25)	SAC	X	X	X	X	X	X	X	X	X	X	X			
F. Jackson (4/24)	CAMP					X	X	U	X	E	X	X			
E. Kimbro (11/25)	HB	X	X	X	X	E	X	X	X	X	U	E			
D. Low (11/25)	SJ	X	X	X	X	E	X	X	X	E	X	X			
B. Mehn-Member (s/b/s 7/28)	WCIC									U	X	E			
I. Meza (11/25)	SAC	X	X	X	X	X	X	X	X	X	X	X			
I. Oregon (7/28)	SOP									X	X	X			
M. Pope (11/25)	ELK	X	X	X	X	X	X	U	X	X	X	X			
D. Quintero (11/25)	SOP	X	X	X	X	X	X	X	X	X	X	X			
B. Ramey-Clark (11/25)	FOSTER	X	X	X	X	X	X	X	X	X	E	X			
J. Ryon (11/25)	ELK	X	X	X	X	X	X	X	X	X	X	X			
E. Salazar	CHDP											AP			
J. Vandermolen (11/25)	PP	X	X	X	AP	X	X	E	X	X	X	X			
B. Vincent (11/25)	PP	X	X	E	X	X	E	X	X	X	X	X			

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAMP	Community Advocating Male Participation
CHDP	Child Health and Disability Prevention Program
CHICKS	Chicks in Crisis
CR	Community Representative
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
TR	Twin Rivers School District
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

***:** Special Meeting

Current a/o 9/30/09

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE SEPTEMBER 22, 2009 POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the September 22, 2009 Policy Council meeting.

RECOMMENDATION:

That the Policy Council approve the September 22, 2009 Policy Council 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, September 22, 2009
9:00 a.m.

- I. Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Carol Aronis called the meeting to order at 9:10 a.m. Ms. Mary Brown read the thought of the day. Ms. Brenda Vincent called the roll. A quorum was established.

Members Present:

Mary Pope, Elk Grove Unified School District
Jennifer Ryon, Elk Grove Unified School District
Shernita Crosby, Playmate/WCIC
Darlene Low, San Juan Unified School District
Lorrayne Garner, Sacramento City Unified School District (arrived at 9:13 a.m.)
Irlanda Meza, Sacramento City Unified School District
David Quintero, SETA-Operated Program (arrived at 9:30 a.m.)
Itzel Oregon, SETA-Operated Program
Mary Brown, SETA-Operated Program
Jeanine Vandermolten, Past Parent Representative (arrived at 9:25 a.m.)
Brenda Vincent, Past Parent Representative
Barbara Ramey-Clark, Foster Parent Representative (arrived at 9:15 a.m.)
Carol Aronis, Grandparent Representative
Frank Jackson, Male Involvement Committee (arrived at 9:55 a.m.)
Elenita Salazar, Alternate, Child Health and Disability Prevention Program

Members Absent:

Josie Cleaver, Sacramento City Unified School District (excused)
Salina Davey, SETA-Operated Program (excused)
Beartice Mehn-Member, Playmate/WCIC (excused)
Erin Kimbro, Home Base Program (excused)

- II. *Consent Item: None.***

III. Information Items

A. Standing Information

- Introduction of Newly Seated Member: None
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett stated that the report in the agenda is for the first month of the new program year; the expected expenditure percentage is about 8.33%.

Ms. Lorrayne Garner arrives at 9:13 a.m.

Nutrition services expenditures are at 32% of budget. Mr. Bartlett explained that the CACFP program runs July 1-June 30 so the 32% expenditures is for two months. The credit card account was reviewed. No questions or comments.

Ms. Barbara Ramey-Clark arrived at 9:15 a.m.

- PC/PAC Calendar of Events: Ms. Brown reviewed the PC/PAC End-of-Year Appreciation event. The keynote speaker will be Ms. Roneca Provost. There will be a lunch charge for any guest. Call Ms. Desha at 263-4082 to RSVP.
- Program Information Report: Ms. Brenda Campos reviewed the report.
- Parent/Family Support Unit Events and Activities: Ms. Aronis reported that last Thursday and yesterday, the oral language curriculum was reviewed. Ms. Denise Lee reported that the Agency is in the process of looking for a new oral language curriculum. Four curriculums are being reviewed; so far two have been reviewed. The selection committee will be intact for several months during the selection and roll out of the curriculum.
- Parent/Staff Recognitions: None.
- Community Resources – PC Representatives: Ms. Jennifer Ryon reported that a free Children’s Celebration will be held October 10 at Fairytale Town from 10 a.m. to 4:00 p.m.

Ms. Jeanine Vandermolen arrived at 9:25 a.m.

- B. Governing Board Minutes for the August 6, 2009 Meeting: No questions.
- C. Fiscal Monitoring Reports: No questions or comments.

IV. Committee Reports

- A. Executive Committee: Ms. Ryon reviewed the Executive Committee critique.
- B. Budget/Planning Committee: Ms. Brown reviewed the most recent meeting. The next meeting is Tuesday, October 13, 9 a.m. in the Shasta Room. At the August meeting, Ms. Brown thanked Ms. Carr for chairing the meeting but it was actually Denise Lee chairing the meeting.

Ms. Brown attended the Grandparent event as well as a participant. She got her first massage ever. There was lots of good food and great information distributed.

- C. Personnel/Bylaws Committee: Next meeting: September 30, 10:00 a.m.
- D. Social/Hospitality Committee: Next meeting: Friday, October 2, 1:00 p.m.
- E. Program Area Committees
 - Early Childhood Development & Health Services Committee and Parent/Family Support Committee: No additional information
 - Monitoring and Evaluation: No report.

Ms. Jennifer Ryon volunteered for the grandparent event last week and reported that massages were given to participants.

- Male Involvement Committee/Community Advocating Male Participation: No report.

Mr. David Quintero arrived at 9:30 a.m.

- F. Community Partnerships Advisory Committee: Mr. David Quintero reported the committee will meet in October or November.
- G. Health Services Advisory Committee: Ms. Shernita Crosby stated that the next meeting will be October 21, 5:30 p.m. in the Sequoia Room.

V. Other Reports

- A. SETA Executive Director's Report: No report
- B. Head Start Deputy Director's Report: Ms. Maureen Morrison reported that SETA has received lots of good news from a fiscal standpoint. Head Start expansion application was awarded in the amount of \$1.3 million, or 150 slots community wide. The breakdown on slots:

Delegate	Number of expansion Slots
SETA	18
Elk Grove	40
Sacramento City	20
San Juan	20
Twin Rivers	32
WCIC	20

The 150 slots come out to 17 positions either created or retained. The Program Improvement Grant had to be directed to health and safety issues. SETA was awarded \$1,730,722. Ms. Morrison spoke of the child safety system which electronically tracks children. The Regional Office made the child safety system a number one priority through the Program Improvement dollars. Bannon Creek has a lot of health and safety challenges and \$191,000 was awarded for that center. Twin Rivers received \$15,000. WCIC will receive \$97,000 to purchase playgrounds and shade structures. Sac City will receive \$150,000 to replace air conditioning units and bathroom floors. Sac City also has to purchase some ADA playground equipment. San Juan will receive \$35,000 to replace bathroom flooring. Elk Grove will be receiving funds to adhere to fire marshal requirements.

Staff is still waiting for the T/TA results. The agency requested over \$1.1 million. There is a conference call later this week to find out the results of the Early Head Start Expansion application.

Ms. Lorryne Garner inquired about the number of slots awarded and what percentage was funded. Ms. Morrison replied that SETA requested 290 additional slots. As the grantee, SETA took a small piece of the funding to keep Whispering Pines open. The other programs received funding for at least one more classroom.

Ms. Oregon asked for a report of what grants have been awarded; a copy was provided.

Ms. Brown inquired about playhouses at the LaRiviera center. Ms. Morrison replied that funding was not included since the priority was health and safety issues.

Mr. Frank Jackson arrived at 9:55 a.m.

Ms. Morrison stated that it is the regional office's prerogative to choose items to be funded. The 'big ticket' SOP items were down payments on modulars at Bannon Creek and Bright Beginnings.

Ms. Ryon inquired who prioritizes what is funded. Ms. Morrison replied that SETA staff prioritizes first. All delegates were informed that all of the requests HAD to be health and safety related.

C. Chair's Report: Ms. Aronis announced that Past Parent, Foster Parent and Grandparent application forms are being distributed. Turn the completed applications in to Ms. Desha. Ms. Desha will review the number of years (terms) that board members have served on the Policy Council, Policy Committee, and Parent Advisory Committee.

D. Head Start Managers' Reports

Ms. Brenda Campos stated that October 15 will be the delegate kickoff which will give delegates an update on what is going on. This meeting will be in the Sequoia Room and is for delegate staff and key coordinators as well as central office staff. Part of the delegate kickoff is offered to delegates as a way to say thank you for working so hard. Staff is putting together a wellness area for the chair massage and other relaxation things for the staff.

Ms. Denise Lee stated she is working on is the Career Incentive Program which requires staff to have at least an AA or BA degree by 2013. There will be regional meetings so staff can connect with resources. Ms. Lee reported that SETA works with CSUS to get our substitute teachers. This year 80 students came to our orientation looking for work/experience in child development. It is a sign of the times that so many people were available for substitute teaching. SETA is also partnering with U.C. Berkeley for math a curriculum for four-year olds. They did a study on what gains kids achieved and the project was very successful. Staff is hoping to develop a program that can be utilized across the board. This is a partnership that has been in place for four years. Three-year old children will be included in the coming school year. Part of our basic grant is to look at professional development for teaching staff. SETA can bring in trainers to train staff on mental health, challenging behavior, etc.

Ms. Oregon inquired about the math program for children. Ms. Lee replied that SETA participated for three years with the four-year old children. The Berkeley program will now be working with three year old children. This year WCIC will be joining the three-year old program.

Ms. Lisa Carr thanked Ms. Ryon who brought her husband to the Grandparent event; he was worked hard. Ms. Hawkins did a great job getting grandparents and foster parents involved. A number of great resources were available, even to grandparents with no children in the Head Start program. Ms. Brown assisted grandparents to get their grandchildren services. There will be another parent workshop on October 21, 6-8:30 p.m. entitled "Ten Ways to Raise a Successful

Child.” Board members will be receiving save the date notices. In November, there will be a workshop on how to become a citizen and how to get ESL services. The SOP program is in the middle of finalizing parent meeting topics. There are a number of training opportunities for family service workers and site supervisors. October 10 there will be a free screening for children with orthopedic/spinal cord issues/burn issues. Shriner’s Hospital for Children will provide the free screenings.

E. Community Agency Reports

➤ Child Health and Disability Prevention Program: Ms. Elenita Salazar reported that CHDP is having staffing problems; they currently do not have a medical director. They are running on a skeleton staff. CHDP will provide eligibility training at the end of this month for anyone interested.

➤ Perinatal & Infant Health Advisory Committee: No report.

➤ Maternal Child and Adolescent Health Board: No report.

➤ Community Action Board: No report.

F. Health and Dental Reports

➤ Sacramento County Dental Health Advisory Committee: No report.

G. Open Discussion and Comments: No comments.

H. Public Participation: No comments.

VI. Action Item

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

The board went into closed session at 10:23 a.m. The board went back into open session at 10:34 a.m. Ms. Aronis reported out of closed session that the Closed Session item was to approve the appointment of the Fiscal Department Chief.

VII. Adjournment: Meeting adjourned at 10:35 a.m.

ITEM III-A – ACTION

APPROVAL OF REVISED PC/PAC REIMBURSEMENT POLICIES AND PROCEDURES

BACKGROUND

Effective December 12, 2007, HR 1429, the Head Start Reauthorization Act, states “Members of the Policy Council shall not receive compensation for serving on the Policy Council or for providing services to the Head Start Agency.” Head Start Programs may reimburse members of the Policy Council for ordinary, necessary and reasonable out-of-pocket costs related to their service.

The Policy Council is requested to approve the PC/PAC Reimbursement Policies and Procedures (attached) to show SETA Head Start is in compliance with the Head Start Reauthorization Act.

Mr. Roger Bartlett, Fiscal Manager, will be available to answer questions. Please see attached memorandum.

RECOMMENDATION:

That the Policy Council approves the Revised PC/PAC Reimbursement Policies and Procedures.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

PC/PAC Reimbursement Policies and Procedures

~~Effective July 1, 2009, the following Expense Reimbursement Policies and Procedures will be in effect for SETA Head Start PC/PAC Members.~~

MILEAGE

1. Reimbursements will be made for actual costs of attending the REQUIRED meetings and other obligations associated with your participation as a member/officer of SETA Head Start PC/PAC.
 - a. Reimbursement will not be made for attendance at optional meetings or training meetings.
2. Mileage will be calculated from your residence or workplace to the SETA offices or other location where the meeting is being held. If you come to the meeting directly from home and then proceed to your workplace, SETA will reimburse you for the total mileage incurred.
 - a. For example, assume that your home is 5 miles from the SETA offices, but your workplace is 20 miles from the SETA offices. You attend a meeting held at the SETA offices at 8:30am and then proceed directly to your workplace. You would be reimbursed for 25 total miles.
 - b. However, if you attend the meeting at 8:30 and then return home prior to proceeding to work, you would be reimbursed for 10 miles.
 - c. If you came directly from work to attend a meeting held at 1:00pm and then returned directly to work, you would be reimbursed for 40 miles.
3. If you utilized public transportation to attend a meeting at SETA, you would be reimbursed for the actual costs of that transportation.
 - a. Assume that you attended a meeting and rode RT Light Rail from your house to SETA offices and back to your house. You would be reimbursed for the cost of a round trip ticket.
 - b. If you were working out of town and rode Greyhound and RT Light Rail to attend a meeting at SETA and then rode RT Light Rail to your home after the meeting, you would be reimbursed for the cost of the Greyhound ticket to Sacramento and the RT Light Rail passes to SETA and home.

CHILD CARE

1. SETA will reimburse you at the rate of \$8.00 per hour, up to a maximum of \$30 per day, for the number of hours of child care necessitated by your attendance/participation in REQUIRED PC/PAC meetings when your child(ren) are cared for by a non-SETA care provider.
 - a. Reimbursement will not be made for child care provided by spouse/significant other.
 - b. Reimbursement will be for actual costs incurred up to a maximum of \$8.00 per hour, no matter how many children are cared for.

- c. If the PC/PAC meeting that you attend runs for 2 hours, but you must incur child care for an additional hour for the travel time to and from SETA offices, you will be reimbursed for 3 hours. If you arrange child care for the day in order to run some errands, attend the PC/PAC meeting, and meet a friend for lunch, you will be reimbursed only for the 2 hours of the PC/PAC meeting.
- d. For attendance at conferences as a representative of SETA Head Start, the maximum reimbursement will be \$8.00 per hour up to \$30 for each 24 hour period of time away from home.
- e. No reimbursement for child care will be available when attendance at meetings, conferences, or training events is voluntary.

FREQUENCY OF REIMBURSEMENT

- 1. ~~Reimbursement for the costs of attending meetings of the PC/PAC, as described above, will be made based on information submitted by the 15th of each month utilizing forms provided.~~
- 2. ~~Reimbursements will normally be made using SETA's normal Accounts Payable process. Claims are prepared and submitted to the County of Sacramento in order that checks may be issued. These checks will be mailed directly to the home address you have provided to SETA.~~
- 1. Following the submission of the appropriate requests for reimbursement, every reasonable effort will be made to process reimbursements and have either cash or petty cash checks available to be picked up from a Petty Cash Custodian one week following the meeting, or at the next meeting attended.

Effective Date: _____

ITEM III-B – ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:
FIRST READING OF THE MODIFICATION TO THE BYLAWS OF THE
SETA OPERATED HEAD START/EARLY START POLICY COUNCIL

BACKGROUND:

The Personnel/Bylaws Committee 2008-2009 met seven (7) times to review and recommend revisions to the Bylaws of the SETA Operated Head Start/Early Head Start Policy Council.

Additions are indicated by ***bold italic type***, deletions are indicated by strikethrough.

RECOMMENDATION:

Open a public hearing, hear any additional testimony, and continue this item to the next Policy Council meeting where the action of the Council will be to close the public hearing and approve the amendments to the PC Bylaws as attached.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

BYLAWS OF THE SACRAMENTO COUNTY

HEAD START/EARLY HEAD START POLICY COUNCIL (PC)

Policy Council First Reading: 10/27/09
Policy Council Final Approval:
Governing Board Approval:

Table of Contents

	<u>Page Number</u>
Article I: Name	1
Article II: Purpose, Powers, Duties and Functions	
Section 1: Purpose (A-E)	1
Section 2: Powers, Duties and Functions (A-F)	1-3
Article III: Membership	
Section 1: Parent/Community Representatives (A-B)	3-4
Section 2: Alternates (A-E)	4-5
Section 3: Other Provisions (A-F)	5
Section 4: Terms	5-6
Section 5: Attendance (A-D)	6
Section 6: Removal	7
Article IV: Meetings	
Section 1: Meetings (A-D)	7
Section 2: Meeting Notice (A-D)	7-8
Section 3: Open Meetings	8
Section 4: Mailing Address	8-9
Section 5: Rules of Procedure	9
Section 6: Nominations/Elections	9
Section 7: Voting	9
Section 8: Meeting Reimbursement (A-B)	9-10
Article V: Officers	
Section 1: Officers	10
Section 2: Election and Term of Office (A-B)	10
Section 3: Duties of Officers (A-E)	11
Section 4: Vacancy (A-B)	11-12
Article VI: Committees	
Section 1: Standing Committees	
➤ Executive Committee	12
➤ Budget/Planning Committee (A-B)	12
➤ Personnel/Bylaws Committee	12-13
➤ Social/Hospitality/Fundraising Committee	13
Section 2: Program Area Committees	13
Section 3: Special Committees	13
Article VII: Required Reports	
Section 1: Required Reports	14
Article VIII: Bylaws Amendment (A-F)	14

**BYLAWS FOR THE SACRAMENTO COUNTY
HEAD START/EARLY HEAD START POLICY COUNCIL (PC)**

ARTICLE I

Name

This Council shall be named the Sacramento County Head Start (**HS**)/Early Head Start (EHS) Policy Council, hereinafter referred to as the Policy Council (PC). **Head Start/Early Head Start hereinafter shall be referred to as HS/EHS.**

ARTICLE II

Purpose, Powers, Duties and Functions

Section 1: Purpose

The purpose of the PC shall be to promote the objectives of the ~~Head Start~~ **HS/EHS** Child Development Program of Sacramento County, State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PC shall include, but not necessarily be limited to:

- A. The encouragement and promotion of parent participation in the process of making policy decisions about the nature and operation of ~~Head Start~~ **HS** /EHS programs in Sacramento County.
- 45 CFR 1306.3 (h): A ~~Head Start~~ **HS** /EHS parent means a Head Start/EHS child's mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending final adoption decree. All future reference of parent will be defined as such.
- B. Aiding and assisting local Parent Policy Committees in performing meaningful roles and functions in the operation of local ~~Head Start~~ **HS** /EHS programs.
- C. Initiating suggestions and ideas for ~~Head Start~~ **HS** /EHS program improvement.
- D. Serving as a channel of communication among organizations and agencies by building a partnership, both public and private, and individuals and groups interested in the aims, goals, and objectives of ~~Head Start~~ **HS** /EHS Child Development Programs.
- E. Aiding and assisting both the enrolled child and his or her family in obtaining the full benefits of programs and facilities established to aid and improve educational, economic, and health status, including dental and nutrition, of the low-income population.

Section 2: Powers, Duties and Functions

The PC must perform the following powers, duties, and functions directly:

- A. Serve as a link to the Parent Committees, Grantee and Delegate Agency governing bodies, public and private organizations, and the communities they serve.
- B. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in **HS/EHS** and ~~Head Start~~ and to encourage their participation in the program.
- C. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.
- D. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- E. Federal regulations state that the PC must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:
 1. All funding applications and amendments to funding applications for **HS/EHS** and ~~Head Start~~, including administrative services, prior to the submission of such applications to the Department of Health and Human Services (DHHS).
 2. Procedures describing how the governing body and the appropriate policy group will implement shared decision making.
 3. Procedures for program planning in accordance with this part and the requirements of 45 CFR 1305.3.
 4. The program's philosophy and long- and short-range program goals and objectives.
 5. The selection of delegate agencies and their service areas.
 6. The composition of the PC and the procedures by which policy group members are chosen.
 7. Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR Part 1305.
 8. The annual self-assessment of the Grantee progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review.

9. The annual independent audit that must be conducted in accordance with 45 CFR 1301.12.
 10. Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, and volunteers.
 11. Decisions to hire or terminate the ~~Head Start~~ **HS/EHS** Director of the Grantee agency.
 12. Decisions to hire or terminate any person who works primarily for the ~~Head Start~~ **HS/EHS** program of the grantee agency. (For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)
 13. PC reimbursement for reasonable expenses incurred by members ~~conducting PC business~~. **Members shall not receive compensation for serving on the PC or for providing services to the HS/EHS Agency.**
 14. Grantee policies that define the roles and responsibilities of the governing body members and informs them of the management procedures and functions necessary to implement a high quality program.
 15. Internal dispute resolution. PC must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and the policy group.
 16. Establish and maintain procedures for hearing and working with the grantee agency to resolve community complaints about the program.
- F. Individual members while representing the PC, shall not engage in any activities or assume any such powers, duties, or functions that are contrary to, or inconsistent with the goals and objectives of the Head Start/EHS Child Development Program, as established by either local, State or Federal laws, regulations or SETA policies.

ARTICLE III

Membership

Section 1: Parent Representatives

- A. The Parent Membership shall consist of:
- Six (6) Representatives elected from the SOP PAC

- Three (3) Representatives from Sacramento City Unified School District
- Two (2) Representatives from San Juan Unified School District
- Two (2) Representatives from Elk Grove Unified School District
- Two (2) Representatives from Twin Rivers Unified School District
- Two (2) Representatives from Women's Civic Improvement Club/Playmate (WCIC)
- Two (2) Representatives from Home Base Option
- One (1) Representative from EHS - SOP
- One (1) Representative from EHS - Sacramento City Unified School District
- One (1) Representative from EHS - San Juan Unified School District

The above parent representatives must be a parent of a child/children currently enrolled in the ~~Head Start~~ **HS/EHS** Program.

B. Community Representatives

Additional PC members will include:

- One (1) Representative elected by the Community Advocating Male Participation (CAMP) - This representative may or may not be a current parent. There will be one (1) Alternate position.
- Two (2) Past Parent Representatives - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. The Past Parent elected to the PC may not have a child/children enrolled in the Head Start/EHS Program. There will be two (2) Past Parent alternate positions.
- One (1) Outgoing PC Chair - may not be held by any other party.
- Two (2) Community Representatives appointed by agencies.
- One (1) Foster Parent Representatives- elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. Representatives must be a current or past parent of SOP or a Delegate Agency. There will be one (1) Foster Parent alternate position.
- One (1) Grandparent Representatives - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. Representatives must be a current or past parent of SOP or a Delegate Agency. There will be one (1) Grandparent alternate position.

Section 2: Alternates

Each representative holding membership on the PC shall additionally be entitled to have one alternate. An alternate shall be elected by the committee/agencies **he or she s/he** represents.

- A. Alternates may be seated as voting members of the PC only in the absence of the voting representative for whom they serve as alternate.

1. ***In the event an Alternate does not cast a vote during the program year, Alternate will not have served as a PC member and term is not counted.***
- B. Alternates may be seated as voting members upon recognition of their voting status by the PC Chair at any meeting.
- C. Alternates may not hold an office.
- D. Alternates are encouraged to attend meetings of the PC on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Alternate is not replacing the Representative.
- E. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, the National Head Start Association (NHSA) Conference, and the California Head Start Association (CHSA).

Section 3: Other Provisions

- A. At least 51% of the voting membership of the PC shall consist of parents/guardians whose children are currently enrolled in the program.
- B. The PC may establish and select additional voting delegates who shall serve as community representatives of the PC by a two-third (2/3) vote.
- C. Community Agency Representatives wishing to be reappointed must express their desire to remain on the PC. Otherwise, the Agency may designate a replacement for that representative.
- D. The seating of representatives shall take place at the annual meeting. These representatives shall then serve as voting members.
- E. No SETA or Delegate Agency Head Start staff shall serve on the PC except parents who occasionally substitute for regular ***HS/EHS*** or ***EHS*** ~~Head Start~~ staff. ***Occasional substitute teaching is defined as once a week and/or not to exceed four (4) consecutive days in a month.***
- F. Additional members may be added by a 2/3 vote to ensure all program options are proportionally represented on the PC.

Section 4: Terms

The PC, Policy Committee, and the Parent Advisory Committee must limit the number of one-year terms any individual may serve on either body to a combined total of three (3) program years. During the term of office, voting representatives (or alternates) shall serve as members (or alternates) of the PC until their voluntary termination or until replaced by the committee/agency they represent or until termed out. Representatives

must continue to represent center or agency they were chosen from. The term for Community Agency Representative shall be for one (1) program year. A Community Agency Representative may not sit more than three (3) program years.

Section 5: Attendance

- A. **Absences:** Any member (or alternate/alternate replacement) in a voting capacity, missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused or unexcused) will automatically be removed. An excused absence shall include but not be limited to sickness or death in the family.

A member requesting an excused absence must call the alternate, if the alternate is known, and the Social Services/Parent Involvement (SS/PI) Coordinator, PC Board Chair, or the Clerk of the Boards, prior to the meeting.

- B. **Reinstatement:** The representative agency/group may request that a member who has been removed due to absences be reinstated. This request must be in writing and submitted to the Chair/SS/PI Coordinator within seven (7) calendar days. It is the final decision of the PC Executive Committee whether any representative shall be reinstated. In the event the representatives' Early Learning Center/Agency is temporarily closed, or representatives' child/children have transitioned out of the program, the PC Executive Committee shall have the sole decision to reinstate.
1. A member who has resigned and held an Executive office and wants to be reinstated must provide a written notice to the PC Chair and SS/PI Coordinator within seven (7) calendar days. It shall be the final decision of the Executive Committee whether the member be reinstated. If the member is reinstated, member is not reinstated to their former Executive position.
- C. **Punctuality:** Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator. Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.
- D. **Policy Council/Policy Committee Business:** Members conducting PC/Policy Committee business and not at the PC meeting, shall be neither present nor absent, but rather identified as "PC/Policy Committee."

Section 6: Removal

A PC member may be removed by two-thirds vote of all members present and voting whenever, in the judgment of the Council, the best interest of the Council would be served. Action to remove a member must be on the agenda.

ARTICLE IV Meetings

Section 1: Meetings

A. Annual Meeting

The annual meeting of the PC shall be held in November of each year.

B. Regular Meetings

Unless notice is otherwise provided, regular meetings of the PC shall be held on the fourth Tuesday of each month at ~~10:45~~ 9:00 a.m. at the SETA Board Room.

C. Special Meetings

Special meetings of the PC may be called at anytime by the SETA Governing Board, PC Chair, Head Start Deputy Director, SETA Executive Director, or upon petition by at least a majority of the members of the PC.

D. Quorum

For the purpose of transacting the business of the PC at any annual, regular, special, or emergency meeting, a quorum of the PC shall be necessary. A quorum shall be a majority of those entitled to vote. Vacant positions on the PC shall not be considered in establishing a quorum. A majority (51%) of the quorum must be current parents.

Section 2: Meeting Notice

Meeting notices shall include an agenda for the next meeting, and Council members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting as soon as possible.

A. Annual and Regular Meetings:

Notice of annual and regular meetings of the PC shall be in writing, provided to all members of the PC, and posted at least 72 hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

B. Special Meetings:

Members of the PC must be notified of special meetings not less than twenty-four (24) hours prior to any special meeting. Staff shall endeavor to provide such

notice at least 72 hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at special meetings of the PC, excepting that business and/or discussion for which the special meeting was called.

C. **Emergency Meetings:**

The PC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section A or Section B of this Article IV, provided that the PC determines that an emergency situation as defined in the Ralph M. Brown Act exists.

D. **Committee Meetings:**

Members of the PC must be notified in writing of committee meetings. Notice of regularly scheduled meetings of the Executive Committee shall be provided in compliance with Section A, above. Notice of special meetings of other committees shall be provided in compliance with Section B, above, shall be delivered personally, or by mail, and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused will be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PC business. A member requesting an excused absence must call the PC Chair, SS/PI Coordinator or the Clerk of the Boards and request an excused absence prior to the meeting.

Section 3: Open Meetings

The PC shall conduct meetings, regular, annual, special and emergency, in conformance with the Ralph M. Brown Act, California Government Code Section 54950, et. seq.

Section 4: Mailing Address

Notices to all meetings of the PC shall be in writing and delivered personally or by mail to the PC members' addresses, as recorded in the PC records. The Council members, their alternates and Community Members, shall be personally responsible for the accuracy of mailing address. Updated contact information should be submitted to SS/PI Coordinator or Clerk of the Boards within seven (7) calendar days of change.

Section 5: Rules of Procedure

Except as specifically provided herein, Robert's Rules of Order¹ shall govern procedures in all meetings of the PC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these Bylaws or Robert's Rules of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

Section 6: Nominations/Elections

PC Board Members or candidates must be present to be nominated or elected. However, if PC member is absent due to PC business, the member may be nominated or elected.

Section 7: Voting

Each PC Board Member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on, the matter. Actions of the PC may be taken only by a majority vote of all of the PC members present, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, but his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention. Results of the voting will be announced by the Chair.

Section 8: Meeting Reimbursement

Each PC member will receive reimbursement for **reasonable expenses** ~~child care and transportation~~. This amount is determined by the Head Start Division **according to the PC Reimbursement Policies and Procedures** ~~in the amount of \$30~~.

Parents are encouraged not to bring small children to the meetings. If small children are present, members will be reimbursed ~~\$10~~ for transportation/**mileage** only.

- A. Members will receive reimbursement for **the actual cost of** child care and transportation/**mileage** for **attending required** attendance to the meetings/functions **obligations** listed below:
1. PC (regularly scheduled, annual, emergency and special meetings)
 2. Interview/screening/exam panels

¹Robert's Rules of Order: Simplified and Applied, 2nd ed., Copyright, 2001.

3. Standing committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Hospitality)
 4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review-Monitoring/Evaluation Committee)
 5. Program Area Committees
 6. Community Partnership Advisory Committee (CPAC)
 7. Health Services Advisory Committee (HSAC)
 8. Ad Hoc (special) Committee meetings
 9. Community Action Board meetings (CAB)
 10. Governing Board Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
 11. Workforce Investment board and Committee meetings (only applies to the Chair or Executive Officer in the absence of the Chair).
- B. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

ARTICLE V Officers

Section 1: Officers

The Officers of the PC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Section 2: Election and Term of Office

- A. Election of the new officers shall be held at the next meeting following the annual meeting of the newly seated PC by a plurality vote of the PC members present and voting. At least 51% of the officers must be current parents. Officers elected shall take office immediately following election.
- B. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP, and Delegate Agencies, **or Community Representatives** shall serve as an officer.

Section 3: Duties of Officers

The duties of the PC officers shall be as prescribed in these Bylaws, shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws.

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Conference (as funds allow for representation). The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 7 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event.
- C. The Secretary shall keep records of the current and preceding minutes at each meeting, record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality Committee.
- D. The Treasurer shall keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff/Council Secretary and oversee the Budget/Planning Committee. The Treasurer shall be a member of the Social/Hospitality Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

Section 4: Vacancy

In the event an officer is unable to perform his/her duties, including failure to learn and/or comply with the rules governing PC (Bylaws, Brown Act, Robert's Rules of Order), or failure to act in the best interest of the board, the PC Chair shall appoint an interim officer until the officer returns to duty or is replaced. (The appointment of the officer must be made from among the membership of the PC.)

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.
- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PC.

ARTICLE VI

Committees

There is hereby created standing committees of the PC. At least 51% of all Committees shall be current parents. The quorum of any committee shall be 51% of the Committee membership. No committee meeting shall have a majority of PC members present without proper public notice.

Section 1: Standing Committees

➤ **Executive Committee**

The Executive Committee shall be comprised of all elected officers. The Executive Committee shall perform such powers, duties, and functions as provided in these bylaws and such other powers, duties, and functions as established by the Policy Council. The Executive Committee shall meet at the discretion of the PC Chair or PC. Notice of an Executive Committee meeting shall be sent to all PC members no less than three (3) calendar days before the meeting. The Committee shall report, in writing, all actions at the next meeting of the full PC. In the event of an emergency, the Executive Committee will act on behalf of the Board pending ratification by the PC at the next meeting.

➤ **Budget/Planning Committee**

- A. Budget/Planning Committee composed of the Treasurer and other members who shall be selected after each annual meeting by the PC. This Committee shall assist in the development and review of all Head Start budgets, budget modifications and amendments for the Head Start funding year and submit their review to the full PC for approval. A monthly fiscal report shall be provided to the PC on the fiscal status of the Head Start budget.
- B. It is recommended that all SOP Head Start Budget issues and modifications are approved by the PAC prior to PC approval. The PAC Budget Committee should review said documents.

➤ **Personnel/Bylaws Committee**

The Personnel/Bylaws Committee shall be composed of the Parliamentarian and members who shall be selected after each annual meeting by the PC. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws.

➤ **Social/Hospitality Committee**

Social/Hospitality Committee shall be composed of the Secretary, Treasurer and other members who shall be selected after each annual meeting of the PC. The duty of this

committee shall be to plan for all social activities of the PC. It shall be the duty of this Committee to report the expenditure of funds to the PC.

Section 2: Program Area Committees

There is hereby created Program Area Committees of the PC. The following are Program areas: Early Childhood Development and Health Services, Parent/Family Support, Monitoring and Evaluation.

- ✓ **Early Childhood Development and Health Services Committee shall be comprised** is composed of ~~three one (1)~~ **(3)** staff and a minimum of three (3) representatives who shall plan and review the Early Childhood Development and Health Services program area, ***and review the Early Childhood Development and Health Services program area, participate in curriculum/instruction and health and safety.***
- ✓ **Parent/Family Support Committee** shall be comprised of one (1) staff and a minimum of three (3) representatives who shall plan and review the Parent/Family Support program area.
- ✓ **The Male Involvement Committee** shall be comprised of one (1) staff and a minimum of three (3) representatives who shall plan and review the Male Involvement Program.
- ✓ **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and a minimum of three (3) representatives who shall plan, review and oversee program monitoring and evaluation.
- ~~✓ The EHS Committee shall be comprised of one (1) staff and a minimum of three (3) representatives from the EHS program who shall plan and review the Early Head Start Program.~~

PC member representatives shall select two (2) Program Area Committee to serve on as described above. Under no circumstances shall a representative select more than three (3) committees. The Executive Committee shall be counted as a committee. All PC members ***are encouraged to must*** be on a Program Area Committee. Special circumstances may be excused by the Chair.

Section 3: Special Committees:

When necessary to carry on the work of the PC, other committees such as Ad Hoc (special committees), shall be appointed by the Chair. Such committees must have a purpose and time frame for committee appointment. All elected Board meeting members attending approved special committee meetings will receive the standard reimbursement.

ARTICLE VII Required Reports

Section 1: Required Reports

The following reports shall be provided to the PC monthly. The purpose of reports is to maintain control of program quality and program accountability:

- ✓ ***Fiscal Budget Reports*** (Budget Reports)
- ✓ ***Corporate Card Statement of Accounts*** (Credit Card Expense Report)
- ✓ ***Child and Adult Care Food Program (CACFP) Report (SETA Operated Program)*** (USDA Meal/Snacks Report)
- ✓ Program Information Summaries
- ✓ ***Sacramento County Head Start/Early Head Start Program Enrollment Report*** (Enrollment Report)

ARTICLE VIII Bylaws Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PC. Proposals to amend these Bylaws must originate at least one full calendar month prior to the final voting and acceptance or rejection of the proposals.
- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place excepting at a regular, annual or special meeting of the PC.
- F. Any amendments must also be approved by the SETA Governing Board.

Current a/o 10/9/09

ITEM III-C – ACTION

REVIEW OF APPLICATIONS AND ELECTION OF
PAST PARENT REPRESENTATIVE AND ALTERNATE

BACKGROUND:

This agenda item provides an opportunity for the Policy Council Past Parent Applications to be reviewed and candidates elected for Program Year 2009-2010.

RECOMMENDATION:

That the Policy Council elect two (2) Past Parent Representatives and two (2) Alternates.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-D – ACTION

REVIEW OF APPLICATIONS AND ELECTION OF
GRANDPARENT REPRESENTATIVE AND ALTERNATE

BACKGROUND:

This agenda item provides an opportunity for the Policy Council Grandparent Applications to be reviewed and candidates elected for Program Year 2009-2010.

RECOMMENDATION:

That the Policy Council elect one (1) Grandparent Representatives and one (1) Alternate.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-E – ACTION

REVIEW OF APPLICATIONS AND ELECTION OF
FOSTER PARENT REPRESENTATIVE AND ALTERNATE

BACKGROUND:

This agenda item provides an opportunity for the Policy Council Foster Parent Applications to be reviewed and candidates elected for Program Year 2009-2010.

RECOMMENDATION:

That the Policy Council elect one (1) Foster Parent Representatives and one (1) Alternate.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

This agenda item provides an opportunity for information to be shared on the following:

A. Standing Information

- Introduction of Newly Seated Members – Ms. Carol Aronis
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
- PC/PAC Calendar of Events – Ms. Carol Aronis
- Parent/Family Support Unit Events and Activities – Ms. Carol Aronis
- Parent/Staff Recognitions – Ms. Carol Aronis
- Community Resources – PC Representatives – Ms. Carol Aronis

NOTES:

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee Meeting	Thursday, October 22, 2009 9:30 a.m. Redwood Room Note meeting location change
PC Executive Committee Meeting	Thursday, October 29, 2009 9:00 a.m. Redwood Room
PC/PAC End of Year Appreciation	Saturday, November 7, 2009 12:00 p.m. – 3:00 p.m. Lyons Gate Hotel and Conference Center. Club Room B, 3410 Westover Street Sacramento (McClellan), CA (flyer attached)

The Head Start/Early Head Start
Policy Council and Parent Advisory Committee
Cordially invite you to attend the 2008-2009
SETA Head Start Annual End of the Year Parent Appreciation
“We Are Family”

Lyons Gate Hotel and Conference Center
3410 Westover Street, Club Room B, Sacramento (McClellan), CA
Saturday, November 7, 2009, 12:00 p.m.-3:00 p.m.

Attire: Semi-formal, Colors: Gold and Blue

LUNCHEON ENTRÉE SELECTION:

*Herb Roasted Chicken Breast with Parmesan Risotto,
Fresh Vegetables, Natural Jus

***Or**

*White Lasagna with Local Spinach, Three Cheeses,
Seared Mushrooms, Tofu Ricotta, Sweet Roasted Garlic
Rolls and Butter, House Salad

DESSERT: Chocolate Mousse Tart with Whipped Cream

BEVERAGES: Coffee, Tea, Decaffeinated Coffee, and Iced Tea

Keynote Speaker: Ms. Roneca Provost

Guests (two per invitee) are responsible for their luncheon fee
(non-refundable, advance payment required) – Cash or money order only.

Luncheon cost is \$29.00 (includes local sales tax and service charge).

Guest luncheon fees are due by Monday, November 2, 2009, 12:00 p.m. (No
Exceptions).

RSVP by Monday, November 2, 2009,
Call Marie Desha at 263-4082 or Ronald Jones at 263-0609

ITEM IV-B- INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The September 3, 2009 Governing Board minutes are attached for your review.

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, September 3, 2009
10:00 a.m.

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

Members Present:

Jimmie Yee, Chair, SETA Governing Board; Member, Board of Supervisors
Don Nottoli, Member, Board of Supervisors (arrived at 10:40 a.m.)
Kevin McCarty, Councilmember, City of Sacramento
Sophia Scherman, Public Representative

Member Absent:

Bonnie Pannell, Councilmember, City of Sacramento

II. Consent Items

The consent calendar was reviewed; no questions or comments:

- A. Minutes of the August 6, 2009, Regular Board Meeting
- B. Approval of Claims and Warrants

Moved/Scherman, second/McCarty, to approve the consent calendar as follows:

- A. Approve the August 6, 2009, minutes.
- B. Approve the claims for the period 7/30/09 through 8/26/09.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Second and Final Reading of the Proposed Sacramento Employment and Training Agency Budget for Fiscal Year 2009-2010.

Mr. Roy Kim reviewed the proposed FY 2009-2010 budget. In addition to proposed funding, he stated the SETA would be competing for additional grants under the Recovery Act.

Mr. Yee asked how the budget would be affected if additional grant monies were received and whether or not the matter would be brought back to the Board. He also added that he was happy to hear that the 94% of the budget coming from Federal funds had been received. Ms. Kossick answered that if the amount is more than ten percent of the budget then the matter would be brought back for approval for a budget modification.

Moved/McCarty, second/Scherman, to close the public hearing and approve the SETA budget for fiscal year 2009-2010.

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

2. Approval to Renew the Franklin Boulevard Lease.

Ms. Purdy provided an overview and background to the item. She said that at the last meeting she had asked for approval to renew the lease at the Franklin Boulevard One-Stop Career Center for five more years. The Board had requested staff to research competitive rates for the area.

Ms. Donna Hubbs and Mr. Greg Thatch's office renegotiated rates with the building's owner for \$1.26 per square foot, with a cost savings of \$25,000 this year to the agency.

Staff is now seeking approval from the Board for the new rate and new lease for the Franklin Boulevard One-Stop Career Center property.

Moved/Scherman, second/McCarty, to approve the extension of the lease for the Franklin Boulevard Career Center for an additional five years commencing at \$1.26 per square foot, fully serviced, with annual increases of 2%.

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

3. Approval to Accept Funds for the Work Incentives Planning and Assistance Grant (WIPA) and Contract with Crossroads Diversified Services, Inc.

Ms. Melissa Noteboom presented this item to the Board. Since 2006, SETA and Crossroads Diversified Services have partnered to provide benefits planning to SSA beneficiaries under the Workforce Incentives Planning and Assistance Grant (WIPA). After the contract ended March 2009, EDD awarded SETA a continuation grant for Fiscal Year 2009-2010, but due to budget issues, EDD could not release funding.

In April and May 2009, WIPA services continued to be provided to clients without a formal contract between EDD and SETA or an executed subcontract between SETA and Crossroads. In July 2009, EDD was allowed to reimburse funds for April and May 2009 services.

Staff is requesting the execution of a short-term, two-month contract to allow for reimbursement of services provided in April and May 2009. Secondly, staff needs execution of a sub-contract allowing SETA to provide a portion of WIPA funds to Crossroads.

Moved/McCarty, second/Scherman, to find that the WIPA services provided by Crossroads to Social Security Administration beneficiaries during the months of April and May 2009, are available from only a single source for the reasons noted in the background, and approve the acceptance of funds for the Work Incentives Planning and Assistance Grant (WIPA) from EDD, and approve a subcontract with Crossroads Diversified Services, Inc., in the amount of \$17,778.

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

B. WORKFORCE INVESTMENT ACT

1. Review and Approval of Funding Recommendations for American Recovery and Reinvestment Act/Workforce Investment Act Adult/Dislocated Worker Program (Phase 2)

Ms. Purdy provided some background and expressed that there was one appeal that the individual wished to address the Board once she had finished.

The Department of Labor provides ARRA funding. SETA received funding, approximately \$7.7 million in Recovery Act funds to serve adults and dislocated workers. Ninety percent of this fund is allocated by the Board and Sacramento Works WIB for direct customer services.

In Phase I, which was recently completed, almost \$5 million in funds were allocated to serve 1,085 customers. During this phase, Clean Energy and Green Jobs was the target for funding. The remaining funds are included in this recommendation.

The RFP for Phase II was released in April 2009 and the proposals were due 7/23/09. SETA received 34 proposals requesting over \$10 million. Each proposal was reviewed by an evaluation team made up of WIB members, representatives of partner agencies, and SETA staff. The priority for this phase is putting the unemployed back to work by providing wage subsidies, workplace job creation training, scholarships, and support services through the One-Stop Career Center system.

In September 2009, the Sacramento Board of Supervisors will take action on DHA's recommendation to allocate \$2 million in funding for Temporary Assistance to Needy Families (TANF) Emergency Contingency Funds (ECF). SETA will use these funds for wage subsidies to those at 200% of the poverty level. Staff is asking that \$1 million of these funds be used in Phase II, contingent on approval by the Sacramento Board of Supervisors.

These funds will also go to the career centers to subsidize those in training so they do not drop out due to financial strain. The funding recommendations will provide services to 1,434 people.

On August 19, SETA's Planning/Oversight Committee reviewed and approved the proposed funding recommendation.

Ms. Dee Huth addressed the Board. She said she concurred with the program and explained the specifics of her program that was denied funding. Ms. Purdy explained that the intent of her proposal was not clear and the reviewing team felt that her program was geared more towards pre-employment job readiness and not occupational. Ms. Purdy did state that Ms. Huth's program has potential for approval to SETA's eligibility training provider list for the One-Stop Career Centers.

Mr. Yee urged Ms. Huth to continue submitting future proposals and to seek agency assistance in preparing future proposals.

Mr. Don Nottoli arrived at 10:40 a.m.

Moved/McCarty, second/Scherman, to approve staff funding recommendations as listed on the reviewed charts with the following stipulations:

- Customers who are in need of support services will receive them through the Sacramento Works One-Stop Career Center System;
- Subgrants for Phase 2 of this RFP will begin October 4, 2009, contingent upon a Subgrantee meeting SETA's insurance requirements; and
- All training providers recommended for funding using TANF ECF funds will be required to provide a 20 percent match.

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

2. Reappointment of WIB Members

Ms. Kossick shared that SETA's Governing Board appoints Workforce Investment Board (WIB) members for three-year terms. In addition to the new members, staff is still seeking candidates for appointments to current vacancies.

Mr. Yee said he was pleased there is a good variety and balance of members.

Mr. McCarty also reiterated that the list of members was impressive and asked why this board has so many members. Ms. Kossick stated the board was statutorily mandated for that many seats.

Moved/Scherman, second/Nottoli, to reappoint Board Members for a three-year term on the Sacramento Works, Inc. Board.

Voice Vote: Unanimous approval.

3. Approval to Submit Proposals in Response to the California Clean Energy Workforce Training Program.

Ms. Purdy asked the Board to approve submission of three separate proposals for Sacramento regional partners in response to the clean energy workforce training program. The three areas SETA wants to compete in are: (1) Clean energy pre-apprentice training to establish green jobs; (2) Retraining-focusing on dislocated workers; and (3) Alternative fuels in vehicles-targeting clean diesel technology and electric vehicle technology.

SETA will be partnering with various community colleges, SMUD, PG&E, Regional Transit, labor organizations, and local employers in an effort to make this program successful.

Staff will apply for \$2.5 million with the grants lasting for 18-months with SETA and partners contributing 100% dollar-for-dollar match. The final proposal will be submitted in two weeks, if the Board chooses to move forward with staff's request.

Moved/Scherman, second/McCarty, to approved staff's recommendation to:

- Approve SETA/Sacramento Works to submit three proposals for the regional Clean Energy Workforce Training Program; and
- Authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

Voice Vote: Unanimous approval.

C. HEAD START: No items.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of the Community Services Block Grant (CSBG) Request for Proposals for the 2010 Program Year.

Ms. Cindy Sherwood-Green requested approval to release an RFP for CSBG funds for the 2010 program year. In May 2009, the Board approved the CSBG Recovery Act Local Plan, and in June, the CSBG Community Action Plan. This RFP will solicit proposals for services identified in both plans.

The projection is to release \$900,000 with the programs running from January 1-December 31, 2010. The formula CSBG program will fund two categories of programs: Family Self-Sufficiency and Safety Net. There is \$420,000 available for Safety Net services which are one-time emergency services for families and individuals in crisis. There is \$280,000 allocated for Family Self-Sufficiency services which are long-term comprehensive case management where progress is tracked.

The CSBG formula program is targeted toward at-risk youth, including foster and homeless youth, formerly incarcerated, low-income families, and frail elderly to remain independent.

The Recovery Act funding specifically serves those affected by economic downturn and serves those clients whose income is at or below 200 percent of the Federal Poverty Income Guidelines. This percentage is double what is allowed for the clients served by the formula CSBG program.

If approved, the RFP will be released 9/4/2009 at 1:00 p.m. The Community Action Board approved the RFP at its 8/12/2009 meeting.

Mr. Thatch asked the Board if they would enforce the Offeror's Conference being mandatory and if an agency does not attend the Offeror's Conference, they are not eligible to submit a proposal. Ms. Scherman commented that staff did a great job with the RFP, very concise and clear.

Moved/Scherman, second/McCarty, to approve the release of a request for proposals (RFP) for Community Services Block Grant Funds and that it is mandatory to attend the Offeror's Conference in order to submit a proposal. Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0.

2. Approval to Fund Agencies Selected to Deliver Homelessness Prevention and Rapid Re-Housing Program (HPRP) Services with Community Services Block Grant (CSBG) Recovery Act Funding.

Ms. Sherwood-Green reviewed this item. Last month the Board approved allocating \$1 million in CSBG Recovery Act funds to the HPRP RFP coordinated by Sacramento Housing and Redevelopment Agency, SETA staff, and the Department of Human Assistance. Six responses were received in response to the RFP.

The reviewing team selected three agencies to provide comprehensive CSBG and HPRP services: Lutheran Social Services, Volunteers of America, and The Salvation Army. Each agency will receive a portion of HPRP and other anticipated funding sources, in addition to CSBG Recovery Act funding.

Each agency will serve a distinct geographic section of Sacramento County and will use this funding to provide financial assistance services to 500-1,000 clients. The services provided will be rental assistance, utility assistance, motel stays, transportation, and identification documents for clients. The Program Year is October 1, 2009 to September 30, 2010.

Mr. Nottoli asked who the three agencies were there were not funded as there was no background information with the item. Ms. Sherwood-Green answered Sacramento Area Emergency Housing, Self-Help Housing, and St. John's

Shelter. The three agencies selected had their programs fully in place and were ready to go.

Moved/Nottoli, second/Scherman, to approve CSBG Recovery Act funding for Lutheran Social Services, Volunteers of America, and the Salvation Army to provide HPRP services.

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

3. Ratification of the Submission of a Proposal to the State Department of Community Services and Development to Expand the Earned Income Tax Credit Program.

Ms. Cindy Sherwood-Green addressed the Board requesting ratification of an application for \$50,000 submitted to the State Department of Community Services and Development for CSBG Recovery Act funding to expand the Earned Income Tax Credit (EITC) program which SETA has coordinated for Sacramento County for the past eight years. Partners in this project include DHA, IRS, the City of Sacramento, and Mercy Housing. The additional funding would enable tax preparation and determine EITC eligibility for a higher number of low-income households. SETA submitted a proposal to the State on 8/20/09. The proposal is contingent upon the Board's ratification.

Ms. Sherwood-Green commended SETA Ms. Melanie Klinkamon, head grant writer, and Mr. Allen Brock, for their hard work on the application's preparation. She also commended all of the long-time tax preparers who have participated in the program.

Moved/Scherman, second/Nottoli, to ratify the submission of a proposal to CSD to expand the EITC program.

Voice Vote: Unanimous approval.

4. Approval of Resolution to Accept Community Services Block Grant Recovery Act Funds and Authorize the SETA Executive Director to Sign all Grant Documents
Ms. Sherwood-Green requested Board approval of a resolution to accept \$2,692,561 in CSBG Recovery Act funding from the State Department of Community Services and Development, and authorize the SETA Executive Director to sign all grant documents.

Moved/Nottoli, second/Scherman, to review and approve a resolution to accept Community Services Block Grant Recovery Act Funds, and authorize the SETA Executive Director to sign all grant documents.

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

E. REFUGEE PROGRAMS

1. Approval of Staff Funding Extension Recommendations for Refugee Employment Social Services, Targeted Assistance & Discretionary Programs, PY 2009-2010.

Ms. Michelle O’Camb expressed that staff is seeking approval of funding extension recommendations for Refugee Employment Social Services (RESS) and Targeted Assistance Program (TA) and discretionary programs for the 2009-2010 program year.

Ms. O’Camb said services provided under SETA’s refugee programs are expected to result in the reduced dependency on public assistance and early self-sufficiency of refugees and asylees in Sacramento County. She shared SETA’s programs continue to serve refugees in CalWorks, cash assistance, and general assistance programs as well as eligible refugees not receiving cash aid.

Moved/McCarty, second/Nottoli, to approve funding extensions for the Refugee Employment Social Services, Targeted Assistance, Temporary Assistance for Needy Families (TANF) Emergency Contingency Fund (ECF) and Older Refugee Discretionary (ORD) programs, Period Year 2009-2010, as indicated in the reviewed charts.

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

V. Reports to the Board (Heard out of order)

- D. Counsel: Mr. Thatch provided an update regarding the issue of travel and insurance issues brought up at last meeting. Currently, no SETA program operator seeks to transport children or adults due to the high risk and insurance costs and liabilities in doing so.

If the Board chooses, SETA’s current insurance broker has insurance policies available for purchase, at a substantial premium increase to SETA’s current insurance plan, to insure all individuals in the event anything happens during transportation of adults or children to off-site locations. The other alternatives are participating programs can secure their own insurance coverage for their participants or, in the event of an off-site location, can have participants meet at a specific venue so that additional insurance coverage through SETA would not be necessary.

IV. Information Items

- A. Voice Over Internet Protocol (VoIP) Update

Mr. Roy Kim reported that two years ago SETA released an RFP to replace the existing Centrex phone system with a modern Voice over Internet Protocol system. The new system would result in considerable cost savings to the agency

and approximately 90% of the expense of implementing the system would be reimbursed through the Schools and Library Division under their E-Rate program.

Six responses to the RFP were received in January 2008. Based on staff's recommendation, the Board approved to contract with Digital Telecommunications Corporation (DTC) for approximately \$1 million. The forms were then completed to E-Rate with an award letter being received April 2009, an extension of time had been granted for project implementation due to the extended length of the process.

Staff requesting DTC revisit their pricing structure and DTC reduced the implementation costs to \$580,247 for the contract. Of this amount, \$353,039 would be reimbursed by E-Rate. Staff put together a financial analysis and the return on the investment model shows that SETA would save almost \$500,000 over the course of five years when the agency moves forward.

Ms. Scherman asked who the other five proposers were and when the contract is readjusted wouldn't the RFP have to be reopened for new proposals from the other five for responses since the original terms of the awarded contract had changed.

Ms. Kossick stated that the product was still the same, only the prices had changed.

Mr. Thatch stated he would consult with his office and report back to the Board.

- B. Fiscal Monitoring Reports: No comments or questions.
- C. Head Start Fiscal Report: No comments or questions.
- D. Phase I Workforce Investment Act/American Recovery and Reinvestment Act Adult/Dislocated Worker Funding Recommendations: No comments or questions.
- E. Enterprise Zone Designation: Mr. William Walker and all that assisted him were commended for their hard work.
- F. Dislocated Worker Update: No comments or questions.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick recognized Ms. Carol Aronis, Policy Council Chair, and Ms. Salina Davey, PAC Chair.

She also said her assistant would be sending the Board members and email inviting them to accompany her in her upcoming site visits to the Early Start Learning Centers and the One-Stop Career centers. The visits will take place in September to the end of October. A schedule would also be sent in the email.

Ms. Kossick reported that Head Start received \$152,000 in funding for training and technical assistance for their employees and delegate Staff to further their education to obtain a Bachelor's and/or an Associate's Degree.

- C. Deputy Directors: No additional report.
- E. Members of the Board: Ms. Scherman asked if SETA staff would participate in an upcoming Rancho Cordova Rotary event. Ms. Scherman also asked if SETA staff would speak in an upcoming Rancho Cordova Rotary leadership workshop for Cordova High Schools students to teach them resume and cover letter writing in addition to job search instruction. Ms. Kossick stated they would send representatives.
- F. Public: Ms. Kossick commended staff for their hard work on preparing all the proposals for the Recovery Act funding, refugee extensions, and for meeting all deadlines.

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 Meeting adjourned to Closed Session at 11:40 a.m. with no report to the public.

- VII. Adjournment:** Meeting adjourned at 11:50 a.m.

ITEM IV-C – 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. Sara Haycox **DATE:** September 8, 2009
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	\$ 1,091,126	8/1/08-07/31/09	8/1/08-6/30/09
Head Start	T & TA	7,500	8/1/08-07/31/09	8/1/08-6/30/09

Monitoring Purpose: Initial Follow-Up Special Final
Dates of review: 7/28-30/09

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
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	X			

Program Operator: Del Paso Heights School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2008 to June 30, 2009 have been traced to the delegate's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Donna Elmore **DATE:** September 14, 2009
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento City U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & COLA	\$ 7,803,950	8/1/08-07/31/09	8/1/08-05/31/09
Head Start	T & TA	20,000	8/1/08-07/31/09	8/1/08-05/31/09
Early H. S.	Basic & COLA	1,080,905	8/1/08-07/31/09	8/1/08-05/31/09
Early H.S.	T & TA	18,249	8/1/08-07/31/09	8/1/08-05/31/09

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 7/13-15/2009, 7/17/2009

	AREAS EXAMINED	COMMENTS/RECOMMENDATIONS			
		SATISFACTORY		YES	NO
		YES	NO		
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: Sacramento City Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2008 to May 31, 2009 have been traced to the delegate's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM IV- 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 September 22, 2009 Regular Policy Council meeting.

Good	Needs Improvement
Areas were clean.	PC reimbursement forms must be completely and accurately filled out and turned in to Ms. Desha 15 minutes before meeting start time (8:45 a.m.) in order to be reimbursed after the meeting.
No cell phones went off.	Raising hands until vote is counted.
Thank you Ms. Marie Desha and Ms. LaShaun Burke for timely processing of reimbursement forms.	Arrive on time and remain until the meeting ends.

- B. Budget/Planning Committee

- C. Personnel/Bylaws Committee

- D. Social/Hospitality Committee

ITEM IV- COMMITTEE REPORTS (Continued)

Page 2

E. Program Area Committees

- Early Childhood Development & Health Services Committee and Parent/Family Committee (AKA Child Safety Committee)

- Monitoring and Evaluation

- Male Involvement Committee/Community Advocating Male Participation (CAMP) – Mr. Frank Jackson

F. Community Partnerships Advisory Committee (CPAC) – Mr. David Quintero

G. Health Services Advisory Committee (HSAC) – Ms. Shernita Crosby

ITEM V- OTHER REPORTS

BACKGROUND:

- A. SETA EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) to report to the Council on any items of important information or to deal with special requests which need to be addressed.

- B. SETA HEAD START DEPUTY DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. Maureen Morrison) to report to the Council on any items of important information or to deal with special requests which need to be addressed.

- C. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Ms. Carol Aronis), 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.

- D. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:
- Monthly Head Start Report (attached)
 - Brenda Campos: Grantee Program Support Services
 - Denise Lee: Child Development and Education Services
 - Lisa Carr, Parent/Family Support Unit

ITEM V- OTHER REPORTS (Continued)
Page 2

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

- Child Health and Disability Prevention Program – Vacant
- Perinatal & Infant Health Advisory Committee – Ms. Barbara Ramey-Clark
- Maternal Child and Adolescent Health Board – Ms. Brenda Vincent
- Community Action Board – Ms. Mary Pope

F. 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. Mary Brown, Ms. Lorryne Garner, and Ms. Irlanda Meza

G. 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.

H. 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.
