

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 DERMOTT
Deputy Director

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

Phone: (916) 263-3804

Fax: (916) 263-3779

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

Thought of the Day: "Always bear in mind that your own resolution to succeed is more important than any one thing."

Author: Abraham Lincoln

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

DATE: Friday, April 24, 2009

TIME: 10:30 a.m.

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

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

AGENDA

- I. **Call to Order/Roll Call/Review of Board Member Attendance**
- II. **Consent Item**
 - A. Approval of the Minutes from the February 24, 2009 Regular Meeting
- III. **Action Items**
 - A. Approval of Fiscal Year 2009-2010 Head Start/Early Head Start Budget
 - B. Approval of Fiscal Year 2009-2010 Head Start/Early Head Start Grant Application

- C. Approval of Fiscal Year 2009-2010 Head Start/Early Head Start Training/Technical Assistance Grant Application to be in Alignment with Established Three-Year Goals
- D. Approval of County-wide Head Start/Early Head Start Center Locations
- E. Approval of Fiscal Year 2009-2010 SETA-Operated Program Tracks
- F. Approval of Fiscal Year 2009-2010 Sacramento County Program Options/Grantee and Delegate Agencies

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
 - California Head Start Association (CHSA) Parent Conference Report(s) (attached) – Ms. Carol Aronis
 - Strengthening Fathers – Strengthening Families National Fatherhood and Families Conference Report (attached) – Ms. Carol Aronis
 - Community Resources – PC Representatives – Ms. Carol Aronis
- B. Fiscal Monitoring Reports
 - Del Paso Heights School District
 - Sacramento City Unified School District
 - Women’s Civic Improvement Club
- C. Governing Board Minutes for the February 5 and March 5, 2009 Meetings

V. Committee Report

- A. Executive Committee

VI. Other Reports

- A. Chair’s Report
- B. Head Start Deputy Director’s Monthly Report
- C. Head Start Managers’ Monthly Report
 - ✓ Monthly Head Start Report
- D. Public Participation

III. Action Items

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

- Approval of Eligibility Lists for the following Positions: 1) Head Start Family Services Worker, 2) Head Start Typist Clerk III.
 - Report out of Closed Session

VII. Adjournment

DISTRIBUTION DATE: MONDAY, APRIL 20, 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
- _____ Eric Gordon, Twin Rivers 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
- _____ Shernita Crosby, WCIC/Playmate Child Development Center
- _____ Beartice Mehn-Member, WCIC/Playmate Child Development Center
- _____ Kayla Granderson, Early Head Start (Sac. City)
- _____ Erin Kimbro, Home Base Program
- _____ Jeanine Vandermolen, Past Parent Representative
- _____ Brenda Vincent, Past Parent Representative
- _____ Barbara Ramey-Clark, Foster Parent Representative
- _____ Carol Aronis, Grandparent Representative
- _____ Van Huynh, Child Health and Disability Prevention Program

Member to be seated:

- _____ Mary Bell Barrow, Early Head Start (Home Base SOP)
- _____ Frank Jackson, Community Advocating Male Participation/Male Involvement

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

**** 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*									
C. Aronis (11/25)	GRAND	X	X	X	X										
M. Bell Barrow	EHS														
M. Brown (11/25)	SOP	X	X	X	X										
J. Cleaver (11/25)	FOSTER	X	X	X	X										
S. Crosby (11/25)	WCIC	X	X	X	X										
S. Davey (11/25)	SOP	X	X	X	X										
D. Easter (11/25)	SJ	X	X	U	U										
L. Garner (11/25)	SAC	X	X	X	X										
E. Gordon (s/b/s 2/3/09)	TR			U	X										
K. Granderson (12/12)	EHS	U	X	X	U										
F. Jackson	CAMP														
E. Kimbro (11/25)	HB	X	X	X	X										
D. Low (11/25)	SJ	X	X	X	X										
L. McDavid (11/25)	SOP	X	X	X	X										
B. Mehn-Member (12/12)	WCIC	E	X	E	X										
I. Meza (11/25)	SAC	X	X	X	X										
G. Oviedo (11/25)	SOP	X	X	X	X										
M. Pope (11/25)	ELK	X	X	X	X										
D. Quintero (11/25)	SOP	X	X	X	X										

BOARD MEMBER	SITE	11/25	12/12	2/3*	2/24	4/24*										
B. Ramey-Clark (11/25)	FOSTER	X	X	X	X											
J. Ryon (11/25)	ELK	X	X	X	X											
V. Sami e/b/s 2/3/09				U	U											
K. Spriggs (11/25)	SOP	X	X	U	X											
J. Vandermolen (11/25)	PP	X	X	X	AP											
B. Vincent (11/25)	PP	X	X	E	X											
V. Huynh (11/25)	CHDP	X	X	X	X											
I. Whitlow (11/25)	CHICKS	X	X	E	E RESIGNED											

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 3/17/09

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE FEBRUARY 24, 2009 REGULAR POLICY
COUNCIL MEETING

BACKGROUND:

Attached are the minutes of the February 24, 2009 special Policy Council meeting.

RECOMMENDATION:

That the Policy Council review, modify if necessary, and approve the February 24, 2009 special Policy Council meeting minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEEING 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, February 24, 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 9:11 a.m. Ms. Alicia Iniguez is serving as translator. Ms. Barbara Ramey-Clark read the thought of the day. Ms. Mary Brown will serve as the acting Secretary.

Members Present:

Mary Pope, Elk Grove Unified School District
Jennifer Ryon, Elk Grove Unified School District
Shernita Crosby, Playmate/WCIC (arrived at 9:16 a.m.)
Beartice Mehn-Member, Playmate/WCIC
Darlene Low, San Juan Unified School District
Josie Cleaver, Sacramento City Unified School District
Lorrayne Garner, Sacramento City Unified School District (arrived at 10:17 a.m.)
Irlanda Meza, Sacramento City Unified School District
David Quintero, SETA-Operated Program
Salina Davey, SETA-Operated Program
Mary Brown, SETA-Operated Program
Greg Oviedo, SETA-Operated Program
LaDoris McDavid, SETA-Operated Program
Kiesha Spriggs, SETA-Operated Program
Erin Kimbro, Home Base Program
Sarah Corderio, Alternate for Jeanine Vandermolen, Past Parent Representative
Brenda Vincent, Past Parent Representative
Barbara Ramey-Clark, Foster Parent Representative
Carol Aronis, Grandparent Representative
Van Huynh, Child Health and Disability Prevention Program
Eric Gordon, Twin Rivers School District

Members Absent:

Donna Easter, San Juan Unified School District (unexcused)
Inez Whitlow, Chicks in Crisis (resigned 2/23/09)
Kayla Granderson, Early Head Start (unexcused)
Jeanine Vandermolen, Past Parent Representative (excused)

New Member Absent:

Vinesh Sami, Twin Rivers School District (unexcused)

Mr. Eric Gordon was seated and welcomed to the board.

II. Consent Item

A. Approval of the Minutes from the February 3, 2009 Special Meeting

Minutes were reviewed; Ms. Ramey Clark asked that the minutes corrected to clarify that the computer lab is available Tuesday and Wednesday from 9:00 a.m. until 4:30 p.m. In addition, when Ms. Cleaver gave report on grandparent meeting she mentioned a law Fostering Connections to Success and Increased Adoption Act of 2008 people's law 35151. She asked this to be included in the minutes.

Moved/Davey, second/Meza, to approve the minutes of the February 3, 2009 meeting as corrected.

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

III. Information Items

A. Standing Information

- Introduction of Newly Seated Members: Ms. Aronis welcomed Mr. Eric Gordon to the board. Mr. Gordon is a representative from Morey Avenue.
- Ground Rules for Conducting a Meeting: Ms. Aronis reviewed the PC/PAC Ground Rules for Conducting a Meeting.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett reviewed the fiscal report. So far, the Agency has spent around 49% of the current budget which is right on track. Mr. Bartlett reviewed the statement of account for the credit card and the list of items purchased for Head Start. Items that are 'administration' are allocated to Head Start on a formula basis. The defibrillator is actually not a Head Start expense; this will be corrected. The grant is operating within the boundaries that we would expect. There are some challenges within the California Department of Education (CDE) expenditures which are running much higher than we would expect. Head Start will be responsible for the over expenditure of the CDE program. Staff will be coming to the Board next month on the status of the CDE program.
- Special Education Report/Program Content Area Disabilities Report: Ms. Beverly Sanford reviewed the report. At least 10% of the total enrollment of the grantee must be available to children with disabilities. A monthly report will be presented at each meeting. A lot of the children that receive special education services are still being evaluated by the school district so the 10% will be achieved next month.

B. AB 1234 Ethics Training – Mr. Victor Bonanno provided ethics training required for all boards receiving stipends and/or federal funds.

IV. Action Items

A. Approval of Modifications to the Head Start Personnel Policies Including Zero Tolerance Policy

Mr. Rod Nishi reviewed this board item. The Department of Social Services (DSS) is the state arm that enforces the health and safety of children and adults. As a result of a meeting in October, Ms. Dermott and staff did an introspective look at practices on the health and safety of children in our care. The result of the introspective look created a number of procedures to be put in place. There are monthly meetings of the child safety committee, which includes staff, parents and the union, looking at all areas of safety for children. All of the child care facilities have been inspected; the Fire Marshall and community care licensing of the state were invited to tour the centers. That laid a great foundation for this committee's responsibility which looked at standards of conduct for the Agency.

This is a modification of the personnel policies and procedures that provides a system of personnel administration. This modification will enhance the area called 'disciplinary action'.

Ms. Ramey-Clark questioned the sentences that states, "up to and including termination" and "will result in termination". Mr. Nishi stated that this policy does not negate responsibilities on the part of the Agency to do a thorough review. SETA wants all employees as well as regulatory bodies to understand that this Agency is taking this issue very seriously. When an employee is charged with workplace violations, they have rights and the union ensures their rights are upheld. It comes down to wordsmithing. The Agency has zero tolerance for these actions if they are proven to be true. If the allegations are not completely true, discipline will still occur. It MAY include termination but it could be suspension.

Ms. Shernita Crosby asked what is done when there is an out-of-control child in the classroom. Mr. Nishi stated that Ms. Dermott and staff have procedures in place to deal with children like that. There is an extensive training program. While it is very difficult to deal with a child that is acting out, Head Start staff are trained to respond appropriately to these children.

Ms. Dermott explained that there are procedures to work with an out-of-control child. There would be conferences with the parents and ultimately it could go to disenrollment of the child. Head Start is here to support families in difficult situation. There are already children in very challenging environments. We are here to assist children to make the social adjustments. There is a balance between training and the responsibility of the parents. Ms. Carr stated that there is also a request for internal follow-up services to include a social worker. If it really is a chronic problem, there are two therapeutic preschools where the child

can go so the child can continue to receive Head Start services. Staff are given the resources they need to take care of out-of-control children.

Ms. Garner stated that there are very specific incidences where the staff may be terminated. Yelling at a child would not result in a termination but having a kid disappear would; is that a correct distinction? Mr. Nishi stated that this is true. There is documentation on all issues to ensure the employees and union are covered.

Moved/Davey, second/Corderio, approve the modification to the Agency's Personnel Policies and Procedures.

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

Any change to the SETA personnel policies includes both the Policy Council and the SETA Governing Board. This will go before the SETA Governing Board on March 5.

C. Selection of Community Partnerships Advisory Committee Representative and Alternate

Ms. Terri Carpenter reviewed this item. The role of this committee is to provide resources and information to the Head Start centers so all information from community partners regarding services can be disseminated at the center level. The committee constitutes many delegate agencies and program operators. There will be a meeting of this committee in April and again in the Fall.

Those interested in serving on this committee: Barbara Ramey-Clark, Brenda Vincent, Mary Pope, Kiesha Spriggs, David Quintero. Ms. Ramey-Clark withdrew her name.

Moved/Cleaver, second/Brown, to elect one (1) Community Partnership Advisory Committee Representative and one (1) Alternate to serve on the committee

Show of Hands Vote: Aye: 20, Nay: 0, Abstentions: 1 (Aronis)

Votes: Brenda: 3, Mary: 2, Kiesha: 10, David: 6

Revote was taken since there were too many votes: Brenda: 3, Mary: 2, Keisha: 10, David: 5

Representative will be Kiesha Sprigs; David Quintero will be the alternate.

B. Selection of Representatives and Alternate to Attend the National Head Start Association Annual Training Conference

Ms. Aronis reviewed the board item.

Moved/Garner, second/Spriggs, that the Policy Council select one Representative and one Alternate to attend the Conference.
Show of hands vote: Aye: 20, Nay: 0, 1 (Aronis)

Ms. Aronis and Ms. Davey are automatically attending since they are board Chairs. Ms. Desha shared conference information. A total of \$8,231 has been budgeted for this conference (initial conference budget: Head Start T/TA, \$7,000 and Early Head Start T/TA, \$2,000); this was reduced by \$769 since a PAC Representative from 2007-2008 Program Year did not turn in their travel claim on time (claim submitted 10/28/08). Due to budget issues, there will not be a staff member attending to accompany parents. Ms. Dermott and Ms. Desha will be providing personal phone numbers to ensure parents can contact them if needed. A travel meeting is scheduled April 24, 2009, 1:30 p.m.

A question was asked about what would happen if the representative or alternate would not be able to attend; how would that be dealt with? Ms. Desha stated that just one person would go since the tickets cannot be transferred. Ms. Desha reminded board members that they have to make sure child care is available prior to going to the conference.

Those interested in attending: Darlene Low, Mary Pope, Jennifer Ryon, Shernita Crosby, Barbara Ramey-Clark.

Votes: Darlene: 3, Shernita: 5, Mary: 1, Jennifer: 6, Barbara: 5

A vote for Alternate: Shernita: 9, Barbara: 10
Another vote: Shernita: 11, Barbara: 9

Ms. Jennifer Ryon will be the representative; Ms. Shernita Crosby will be the alternate.

III. Information Items (continued)

A. Standing Information

- PC/PAC Calendar of Events: Ms. Aronis reviewed the calendar.
- Parent/Family Support Unit Events and Activities: Ms. Darlene Low inquired when the Early Childhood & Health Services Committee would meet; Ms. Desha stated that a meeting agenda will be sent out soon. Ms. Aronis read a memo to board members regarding CPR and First Aid training which is open to all board members. Those interested, call Lori Black 263-4068 to reserve a space in one of the classes.
- Parent/Staff Recognitions: No comments.
- Head Start/Early Head Start End-of-Month Enrollment Report: Attached.
- SETA Head Start Food Service Operations Monthly Report: No questions.
- Community Resources – PC Representatives – Ms. Carol Aronis

- National Head Start Association Parent Training Conference Report: Ms. Lorraine Garner's report was enclosed in the board packet; the report was very interesting.
- California Head Start Association Parent Conference Report: No questions.
- Letter from Maureen Dermott Regarding Lunches/Meals at Meetings: This letter was sent out earlier in the month; it is also included in the board packet.

- B. Governing Board Minutes for the January 15, 2009 Meeting: Ms. Ramey-Clark asked if the Vendor Services list could be sent to board members and Ms. Dermott stated that this list will be sent out to board members. Ms. Ramey-Clark inquired about Sandra Gonzales. Ms. Carr stated that a temporary position was offered to Ms. Gonzalez, she elected not to take the position, instead of going to a list, the Agency is using Judy Weber doing temporary duties in Andrea Harvey's position. The Agency is using our own internal staff to do the job. Ms. Ramey-Clark spoke of the shortfall in Head Start and inquired whether any of the money coming into workforce can be utilized by Head Start to fill in the budget shortfall. Ms. Dermott stated that this will be included in her report.
- C. Fiscal Monitoring Report: No questions.

V. Committee Report

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

IV. Action Items (Continued)

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

The board went into closed session at 11:24 a.m. The board went back into open session at 11:30 a.m. Ms. Carol Aronis reported out of closed session that the Board took the following action in closed session: Approval of Eligibility Lists for the Associate Teacher, Tier III position.

VI. Other Reports

- A. Chair's Report: No report.
- B. Head Start Deputy Director's Monthly Report: Ms. Maureen Dermott spoke of the economic stimulus package. There is not much information yet other than there is an expected \$1.1 billion for Early Head Start and \$1 billion for Head Start. There is one piece in the proposed plan that will be providing a COLA of 4.9% to existing staff. There are exciting ideas for expansion, especially in the Early Head Start program. SETA is facing a shortfall in funding for this current year. It is hoped that some of the funding coming in so drastic cuts do not have to be made. One major issue is with the California Department of Education

contract which is very labor intensive. Eighty percent of the Head Start budget is staffing and we only get paid a specific rate from the Department of Education. Janitorial services are much higher, leases are higher, as well as a lot of other expenses. The budget will be balanced just fine this year but next year will be a challenge. We are trying to cut all of our operating expenses so there are no staff layoffs. Workforce's budget and their stimulus package is separate from the Head Start stimulus package. The Workforce stimulus package will need more space so the allocation on the building costs will be modified. The various charges for the various funding sources are allocated according to the various funding resources. The good news is there will be \$230,000 charged to Workforce that would have been charged to Head Start. Ms. Garner was complimented on an outstanding report on the National Head Start Association Parent Training Conference. The icebreaker was a great idea that can be brought to the various centers. Out of state travel has been cut for all staff, there will be no lunches, and no staff workshops during the lunch hour. Costs are being cut everywhere. Ms. Dermott thanked board members for their support of the zero tolerance policy.

In referencing the Governing Board minutes, Ms. Ramey-Clark inquired what the Capitol-to-Capitol trip in April was about. Ms. Nancy Hogan stated that the Capitol-to-Capitol trip is sponsored yearly by the Sacramento Metropolitan Chamber of Commerce. This provides regional businesses, labor and government leaders to meet with federal legislators to build consensus for important regional priorities and programs.

- C. Head Start Managers' Monthly Report: Ms. Brenda Campos shared a concern in an area of health and nutrition. In reviewing some of the requirements for children to have physical and dental exams and parents volunteering to get a TB screen, it has come to her attention that there are families that are needing those screenings and they need to be done. It is imperative to comply with all of the rules and ensure the children have all of their exams and/or immunizations. There are staff at the various centers that can assist board members to acquire these services for the children. The parents must have a current TB screen. If it is not done, the child will be dropped from the program. Ms. Campos asks that the parents go to the staff for help. Ms. Ryon asked if staff can make sure the files are up to date. Ms. Campos stated that yes, and it is a parent's right to see their child's file. Ms. Crosby: it's important to make sure the TB screening is done. Ms. Ramey-Clark stated that it would be helpful to remind parents at parent conferences, etc, that these exams must be done and having a 'heads up' in the child's folder would be helpful.

Ms. Lisa Carr reported that the Health and Safety Committee has been working diligently. Cluster training for teaching staff on safety issues will be implemented in the classroom. The committee developed curriculum ideas and activity sheets which will be sent home to SOP classes but not delegate parents. Staff will be doing safety issues training in March and activities will be sent home in April. A

Legal Clinic is coming up in March; the date will be announced. CPR training is this Friday. Parents have been asking for CPR training for the past several years. All parents are urged to attend the CPR training; it is imperative to stay through all the training in order to earn the CPR certificate. Ms. Teresita Saechao will be doing the training as well as Kory Annonio.

D. Public Participation: No comments.

VII. Adjournment: Meeting adjourned at 11:55 a.m.

ITEM III-A – ACTION

APPROVAL OF FISCAL YEAR 2009-2010
HEAD START/EARLY HEAD START BUDGET

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Head Start/Early Head Start Budget for Fiscal Year 2009-2010 in the amount of \$39,383,216 for Head Start and \$4,726,059 for Early Head Start.

The Budget/Planning Committee and the Budget Preparation Workgroup Committee met several times with Ms. Maureen Dermott, Deputy Director, Head Start Children and Family Services; Mr. Rick Pryor, Fiscal Chief; Mr. Roger Bartlett, Fiscal Manager; Head Start Managers, Ms. Denise Lee, Ms. Brenda Campos, Ms. Lisa Carr; Program Officers (three); Governance/Social Services/Parent Involvement (SS/PI Coordinator); Information Technician Analyst; and PC/PAC Chairs, to provide input on the budget.

Ms. Maureen Dermott, Deputy Director, will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the Fiscal Year 2009-2010 Head Start/Early Head Start Budget.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-B – ACTION

APPROVAL OF FISCAL YEAR 2009-2010
HEAD START/EARLY HEAD START GRANT APPLICATION

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve Fiscal Year 2009-2010 Grant Application.

Ms. Maureen Dermott will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve Fiscal Year 2009-2010 Grant Application.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-C – ACTION

APPROVAL OF FISCAL YEAR 2009-2010 HEAD START/EARLY HEAD START TRAINING/TECHNICAL ASSISTANCE GRANT APPLICATION TO BE IN ALIGNMENT WITH ESTABLISHED THREE-YEAR GOALS

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Fiscal Year 2009-2010 Head Start/Early Head Start Training/Technical Assistance Grant Application in the amount of \$364,288 for Head Start, and \$118,152 for Early Head Start. The Budget/Planning Committee, and the Budget Preparation Workgroup Committee met several times with Ms. Maureen Dermott, Deputy Director, Head Start Children and Family Services; Mr. Rick Pryor, Fiscal Chief; Mr. Roger Bartlett, Fiscal Manager; Head Start Managers, Ms. Denise Lee, Ms. Brenda Campos, Ms. Lisa Carr; Program Officers (three); Governance/Social Services/Parent Involvement (SS/PI Coordinator); Information Technician Analyst; and PC/PAC Chairs, to provide input on the budget.

Ms. Maureen Dermott, Deputy Director, will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the Fiscal Year 2009-2010 Head Start/Early Head Start Training/Technical Grant Application to be in alignment with established three-year goals.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-D – ACTION

APPROVAL OF COUNTY-WIDE HEAD START AND
EARLY HEAD START CENTER LOCATIONS

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve Head Start and Early Head Start center locations for Fiscal Year 2009-2010.

This listing of SETA-Operated Program center locations is attached for your review.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve Fiscal Year 2009-2010 Head Start and Early Head Start will be available to answers questions.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III – E – ACTION

APPROVAL OF FISCAL YEAR 2009-2010 SETA OPERATED PROGRAM TRACKS

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve Fiscal Year 2009-2010 SETA Operated program tracks.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council approves Fiscal Year 2009-2010 SETA Operated Program Tracks.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III – F – ACTION

APPROVAL OF FISCAL 2009-2010 SACRAMENTO COUNTY PROGRAM
OPTIONS/GRANTEE AND DELEGATE AGENCIES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve Fiscal Year 2009-2010 SETA Operation Program Options.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council approves Fiscal Year 2009-2010 Sacramento County Program Options/Grantee and Delegate Agencies.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

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
 - California Head Start Association (CHSA) Parent Conference Report(s) (attached) – Ms. Carol Aronis
 - Strengthening Fathers – Strengthening Families National Fatherhood and Families Conference Report (attached) – Ms. Carol Aronis
 - Community Resources – PC Representatives – Ms. Carol Aronis

NOTES:

CALENDAR OF EVENTS
PARENT/FAMILY SUPPORT UNIT

<u>EVENT</u>	<u>DATE</u>
Male Involvement Committee Meeting	Wednesday, May 20, 2009 2:00 p.m. 925 Del Paso Blvd. Redwood Room
PC/PAC CPR and First Aid Training	Tuesday, April 21, 2009 9:00 a.m. – 4:30 p.m. 925 Del Paso Blvd. Sequoia Room

PC/PAC CALENDAR OF EVENTS

EVENT

DATE

Child Safety Sub-Committee Meeting (AKA Early Child Development and Health Services Committee)	Monday, April 20, 2009 1:30 p.m. 925 Del Paso Blvd. Sequoia Room
PC/PAC CPR and First Aid Training	Tuesday, April 21, 2009 9:00 a.m. – 4:30 p.m. 925 Del Paso Blvd. Sequoia Room
Community Partnerships Advisory Committee (CPAC) Meeting	Thursday, April 23, 2009 10:00 a.m. 925 Del Paso Blvd. Shasta Room
Special PAC Meeting	Friday, April 24, 2009 9:00 a.m. 925 Del Paso Blvd. SETA Board Room
Special PC Meeting	Friday, April 24, 2009 10:30 a.m. 925 Del Paso Blvd. SETA Board Room
NHSA 36th Annual Training Conference	Monday, April 27-Saturday, May 2, 2009 Orange County Convention Center Orlando, Florida
Health Services Advisory Committee (HSAC) Meeting	Wednesday, April 29, 2009 5:30 p.m. 925 Del Paso Blvd. Sequoia Room
PAC Executive Committee Meeting	Friday, May 7, 2009 9:30 a.m. 925 Del Paso Blvd. Pine Room
PC Executive Committee Meeting	Friday, May 8, 2009 10:00 a.m. 925 Del Paso Blvd. Pine Room
Special PC Meeting	Monday, May 11, 2009 8:30 a.m. 925 Del Paso Blvd. SETA Board Room

ITEM IV-B – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

Attached is a copy of the latest fiscal monitoring reports. Staff will be available to answer questions.

NOTES:

MEMORANDUM

TO: Dr. Sara Haycox **DATE:** March 16, 2009
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Twin Rivers 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	8/1/07-07/31/08	8/1/07-7/31/08
Head Start	T & TA	7,500	8/1/07-07/31/08	8/1/07-7/31/08

Monitoring Purpose: Initial ____ Follow-Up ____ Special ____ Final X
Dates of review: 2/25-26/08

	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			

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2007 to July 31, 2008 have been traced to the delegate's records. The records were verified and appeared to be in order.
- 2) There were two minor findings identified in our monitoring report dated April 8, 2008 that were not corrected in the final close-out report. We have noted, however, that these were corrected in the 2009 fiscal reports.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Donna Elmore DATE: March 3, 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	8/1/07-07/31/08	8/1/07-07/31/08
Head Start	T & TA	20,000	8/1/07-07/31/08	8/1/07-07/31/08
Early H. S.	Basic & COLA	1,080,905	8/1/07-07/31/08	8/1/07-07/31/08
Early H.S.	T & TA	18,249	8/1/07-07/31/08	8/1/07-07/31/08

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
Date of review: 1/6-9/2009

AREAS EXAMINED	COMMENTS/RECOMMENDATIONS			
	SATISFACTORY		YES	NO
1 Accounting Systems/Records	X			
2 Internal Control	X			
3 Bank Reconciliation	N/A			
4 Disbursement Control	X		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			

Memorandum
 Fiscal Monitoring Findings

Program Operator: Sacramento City Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2007 to July 31, 2008 have been traced to the delegate's records. The records were verified and appeared to be in order.
- 2) In Head Start Basic, the District inadvertently included personnel costs for August, 2008 in the close-out report of the 2007-2008 contract. When the District discovered the error it was too late to amend the close-out report. This has resulted to disallowed costs of \$ 39,597.29.
- 3) In Early Head Start T & TA, the total expenses reported were less than the actual expenses by \$ 729.21. In addition, SETA over-paid the contract by \$ 1,351.66.
- 4) The District inadvertently included in the close-out reports of Head Start Basic and Early Head Start T & TA encumbrances of \$ 398.89 which were already included in the booked expenses.

Recommendations for Corrective Action:

- 1) Reimburse SETA \$42,077.05 to cover the disallowed costs identified above.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Edenaugboye Davis **DATE:** February 25, 2009

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of WCIC

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA	\$ 647,227	8/01/07-7/31/08	8/01/07-7/31/08
Head Start	T & TA	7,500	8/01/07-7/31/08	8/01/07-7/31/08

Monitoring Purpose: Initial ____ Follow-Up ____ Special ____ Final X
Date of review: 1/21-23/09

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

Program Operator: WCIC

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2007 to July 31, 2008 have been traced to the subgrantee'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

ITEM IV-C- INFORMATION

GOVERNING BOARD MINUTES

BACKGROUND:

The February 5 and March 5, 2009 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, February 5, 2009
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Yee called the meeting to order at 10:29 a.m.

Members Present:

Jimmie Yee, Chair, SETA Governing Board; Member, Board of Supervisors
Don Nottoli, Vice Chair, SETA Governing Board; Member, Board of Supervisors
Kevin McCarty, Councilmember, City of Sacramento
Bonnie Pannell, Councilmember, City of Sacramento

Member Absent:

Sophia Scherman, Public Representative

II. Consent Items

The consent calendar was reviewed; no questions or comments:

- A. Minutes of the January 15, 2009 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Audit Contract Extension
- D. Concurrence with Sacramento Works, Inc. on the Approval to Increase the Maximum Scholarship Award

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

- A. Approve the January 15, 2009 minutes.
- B. Approve the claims for the period 1/8/09 through 1/29/09.
- C. Approve the extension of the contract with Gilbert Associates, Inc. for audit services for SETA for the fiscal year ending June 30, 2009 for the fee of \$44,634, a 3.8% increase from 2008 based on CPI.
- D. Concur with the Sacramento Works, Inc. board to increase the maximum scholarship awarded to \$5,000.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Adoption of the SETA Internet Protection Policy

Mr. Edward Proctor reported that SETA has applied for e-rate funding for Fiscal Year 2007-2008. SETA is eligible for up to \$161,000. In order to receive the funding, SETA must have an internet policy and certify that we are enforcing that policy. Web filters and content filter are being run through all of our facilities. This Policy has been reviewed by our e-rate consultants; it fills all of the needs.

Moved/Pannell, second/McCarty, to adopt the SETA Internet Protection Policy.
Voice Vote: Unanimous approval.

Items 2 and 3 will be continued to the March meeting.

2. Concurrence with the Head Start Policy Council to Modify the Agency Personnel Policies and Procedures Section 10: Layoffs, Separation from Service, and Disciplinary Action:
3. Endorsement of Transfer of Enterprise Zone Voucher Program to SETA:

B. WORKFORCE INVESTMENT ACT

1. Appointment of Labor Sector Member to the Sacramento Works Board of Directors

Ms. Kathy Kossick stated that the appointment of Ms. Cha will fill one of two labor vacancies on the Sacramento Works, Inc. board. There are six Labor Sector slots on the Sacramento Works, Inc. Board.

Moved/Pannell, second/Nottoli, to appoint May Cha to the Sacramento Works, Inc. board of directors, filling a labor seat.
Voice Vote: Unanimous approval.

2. Concurrence with Sacramento Works, Inc. to Approve the Allocation of Youth Council Initiative funds

Ms. Christine Welsch stated that this is an information item.

Moved/Pannell, second/Nottoli, to concur with the Sacramento Works, Inc. Board to approve the following allocation of youth initiative funds

- 1) \$5,000 to support the Human Services Workforce convening, and
- 2) \$12,000 to support Career GPS.com enhancements through LEED.

Voice Vote: Unanimous approval.

3. Approval to Release a Request for Proposals for 2009-2010 Summer Youth Employment Program

Ms. Robin Purdy reviewed the Economic Stimulus Bill which was passed the House last week; it is being looked at and may be amended by the Senate. If it passes, funding is expected to be coming down through the Department of Labor and the Administration for Children and Families and then to SETA and EDD.

Ms. Christine Welsch stated that Sacramento has not had a summer youth program for 10 years. The intent is to release the funds by this summer for a two-year cycle. Staff would like to have the funds available to the community by June 1, 2009. The RFP targets young people between 16-21 years of age. Staff is asking for authorization to do job placement in public AND private sector employment.

Mr. McCarty asked what steps are being made so employers do not lay people off and then get trainees. Ms. Welsch stated that employers sign a document stating that they will not supplant employees. Notification of the RFP will be sent to a huge mailing list. Mr. Nottoli asked staff to notify Delta School District of the RFP. Current providers will also be notified of these funds.

Moved/Nottoli, second/Pannell, to approve the release of a Request for Proposals for 2009-2010 Summer Youth Employment Program.
Voice Vote: Unanimous approval.

Mr. McCarty spoke of the new Labor representative on the Sacramento Works Board. The union Ms. Cha represents has since been decertified. It is his understanding that all of the leadership in that organization was terminated. Mr. McCarty asked for legal counsel to check on this. Mr. Larry Larsen stated that he will work with Ms. Kossick so the information goes to the Youth Council and the WIB. Nominees technically do not have to be in labor, just nominated by labor. This person is supported by the Central Labor Council.

- C. **HEAD START:** No items.
- 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. Head Start Fiscal Report: No comments.
- D. WIA Youth Program Performance: No comments.
- E. Economic Stimulus: Already done.
- F. Clean Energy Roundtable: No comments.

- G. Dislocated Worker Update: Mr. William Walker received a request from Sacramento County to do outreach to Probation and Health and Human Services departments which will be laying off some people. Staff will be doing orientations with Health Net and Circuit City. SETA has not received a WARN notice from Macy's. We are holding off on a job fair for kids until it is known about the summer youth funding. Mr. Nottoli stated that some of the county terminations will try to be absorbed into other positions.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick welcomed new member Councilmember Kevin McCarty. Ms. Terri Carpenter showed a brief DVD created just before SETA's 30th anniversary. Mr. Yee was wished an early Happy Birthday. Staff prepared a letter for Mr. Yee's signature to Governor Arnold Schwarzenegger regarding Unemployment Insurance issues people have experienced and asks for assistance. Ms. Purdy stated that right after last month's meeting, the issue was brought it up to the deputy director of EDD and the Unemployment Insurance branch. They are offering to put more computers and telephones in the lobby of the One Stops Career Centers. Ms. Purdy would also like to have Unemployment Insurance staff available at the Career Centers.

Ms. Welsch reported that in November, SETA applied for a Governor's Gang Reduction Intervention and Prevention Initiative (CalGRIP) grant, which takes best practices to assist 14-15 year olds in gang prevention. The grant was funded for \$500,000 and will target the entire county.

- C. Deputy Directors: Ms. Brenda Campos introduced Head Start Policy Chair Carol Aronis and Parent Advisory Committee Chair Ms. Salina Davey.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: Mr. Jonathan Williams spoke before the Board regarding Sow to Grow, a program working with youth in Del Paso Heights. The program would be building green affordable homes and use them as transitional homes. This program would also have a youth build program for construction and solar power installation. Mr. Williams was encouraged to contact LaShelle Dozier at SHRA.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

The Board went into closed session at 11:15 a.m.

- VII. **Adjournment**: The meeting adjourned at 11:25 a.m. with no report out of closed session.

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

Minutes/Synopsis

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

Thursday, March 5, 2009
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Yee called the meeting to order at 10:08 a.m.

Members Present:

Jimmie Yee, Chair, SETA Governing Board; Member, Board of Supervisors
Don Nottoli, Member, Board of Supervisors
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 February 5, 2009 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Youth Council Member

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

- A. Approve the February 5, 2009 minutes.
- B. Approve the claims for the period 1/30/09 through 2/26/09.
- C. Approve the appointment of Mr. Shuntae Campbell to the Sacramento Works Youth Council.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Vice Chair of the SETA Governing Board

Moved/Yee, second/Scherman, to nominate Councilmember Kevin McCarty to serve as Vice Chair of the SETA Governing Board

Voice Vote: Unanimous approval.

2. Concurrence with the Head Start Policy Council to Modify the Agency Personnel Policies and Procedures Section 10: Layoffs, Separation from Service, and Disciplinary Action

Mr. Rod Nishi reported that this item went before the Head Start Policy Council on February 24. Any modification to the agency personnel policies and procedures must be concurred by the Governing Board. The proposed modification to Section 10 is a result of serious incidences that exposed Head Start children of their rights. The agency took various steps to deal with these violations. This part is called the zero tolerance policy. Maureen Dermott and management team have reviewed overall procedures and policies that fit under the concept of creating a safer environment. There are monthly meetings of the child safety committee which includes staff, parents and union membership. The fire marshal as well as community care licensing staff have also attended these meetings and have inspected various centers.

Mr. Yee inquired whether this was discussed with the labor unions and Mr. Nishi stated that it had. The union has been involved and supports it.

Moved/McCarty, second/Scherman, to approve the modification to the Agency's Personnel Policies and Procedures.
Voice Vote: Unanimous approval.

3. Approval to Submit a Proposal to the California Department of Transportation and Execute Subgrant Agreements for the Sacramento 2009 Regional Highway Construction Training Initiative

Ms. Christine Welsch stated that since 2001, SETA has received funding from the Federal Highway Administration via the California Department of Transportation (CalTrans) for highway construction and other transportation industry initiatives. In late February 2009, SETA was invited to submit a proposal to support the current Sacramento Regional Highway Construction Training Initiative. The proposal is being prepared and is due March 9. Staff will report back as to the amount requested. Previous training contracts have exceeded performance goals. Sacramento is the only WIA in the State of California to be part of the CalTrans 'family' to receive funds.

Moved/Scherman, second/Nottoli, to approve the submission of a proposal to the California Department of Transportation to continue the Capital Area Transportation Industry Training Initiative and authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the State of California.
Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Appointment of Economic Development Sector Member to the Sacramento Works, Inc. Board of Directors
2. Appointment of Education Sector Member to the Sacramento Works, Inc. Board of Directors
3. Appointment of Labor Sector Member to the Sacramento Works, Inc. Board of Directors

Ms. Kossick offered to answer questions.

Moved/Nottoli, second/Scherman, to approve appointments as follows:

- ✓ Approve the appointment of Dr. Dan Throgmorton to an Economic Development sector seat on the Workforce Investment Board.
- ✓ Approve the appointment of Mr. William Karns to an Education Sector seat on the Workforce Investment Board, and
- ✓ Approve the appointment of Mr. Mike Egan to a Labor Sector seat on the Workforce Investment Board.

Voice Vote: Unanimous approval.

C. HEAD START: No items.

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Fiscal Monitoring Reports: In response to a question raised regarding South County Services, Mr. Pryor stated that a letter was sent out but SETA has not yet received the check in the amount of \$1,221.08.

B. Head Start Policy Council Minutes: No questions.

C. Head Start Fiscal Report: Ms. Kossick stated that Ms. Maureen Dermott was not present since she is home resting after being involved in an accident. Staff has identified a shortfall for current fiscal budget but understand that the agency will receive stimulus funding. Part of the money received will be part of a COLA which will cover the current year grant; these funds will be retroactive to February 17, 2009. Staff is working with the union to figure out a solution to the shortfall. Staff is meeting with delegate directors to see who can use additional slots for Early Head Start. Each part of the stimulus funding will come out with different applications.

D. Dislocated Worker Update: No questions or comments.

- E. Update on Federal Economic Stimulus: Ms. Purdy stated that the Agency is anticipating funds coming down through the Health, Labor and Education system. She and Ms. Kossick will be sitting on teams for city and county as they develop their plans as well as other regional planning teams. SACTO has been asked to develop a regional plan to explain how the stimulus funds will be used.

Ms. Kossick stated that she and Ms. Purdy are involved in a number of city and county planning groups.

Mr. Nottoli spoke of the culinary program at Mather Community Campus and inquired whether there would be any ability to partner and/or provide funds for this program. He would like to see if the program could be re-engaged before the facility is 'moth balled'. Ms. Purdy stated that perhaps Folsom Cordova Unified School District or the county ROP will be interested in the facility.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reported that on March 3 the WIB held a board retreat. The turnout was excellent as was the retreat facilitator. The WIB is revising goals they set two years ago.
- C. Deputy Directors: No additional report.
- D. Counsel: No comments.
- E. Members of the Board: No comments.
- F. Public: Carlos Lopez, Center for Employment Training, spoke before the board.

VI. Adjournment: Meeting adjourned at 10:54 a.m.

ITEM V- COMMITTEE REPORTS

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

The Executive Committee met and evaluated the February 24, 2009 Policy Council meeting.

Good	Needs Improvement
Attendance was good.	Board members coming prepared for the meeting which includes bringing your agenda.
Thank you Joy Otero for reminder calls to attend PC meeting.	Turn cell phones off before the meeting starts and put them away.
Ms. Lorraine Garner's report was very informative and well written.	When a vote is being taken, please pay attention and raise your hands high.
We received a very informative AB 1234 Ethics Training from Mr. Victor Bonanno.	
The Board room was left neat and clean.	
Thank you Ms. Carol Aronis for conducting a good meeting.	

ITEM VI- OTHER REPORTS

BACKGROUND:

- A. 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.

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

- C. 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
-
-
-

- D. 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-G – ACTION (Continued)

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: