

Thought of the Day: "It takes a whole village to raise a child."

Author: African Proverb

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

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

DATE: Tuesday, February 24, 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.

ADMINISTRATION

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AGENDA

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

II. Consent Item

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

III. Information Items

A. Standing Information

- Introduction of Newly Seated Members – Ms. Carol Aronis
- Ground Rules for Conducting a Meeting – Ms. Carol Aronis
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
- Special Education Report/Program Content Area Disabilities Report – Ms. Beverly Sanford

B. AB 1234 Ethics Training – Mr. Victor Bonanno

IV. Action Items

- A. Approval of Modifications to the Head Start Personnel Policies Including Zero Tolerance Policy (continued item from 2/3/09 special meeting) – Mr. Rod Nishi
- B. Selection of Representatives and Alternate to Attend the National Head Start Association (NHSA) Annual Training Conference
- C. Selection of Community Partnerships Advisory Committee Representative and Alternate

III. Information Items (continued)

- A. Standing Information
 - PC/PAC Calendar of Events – Ms. Carol Aronis
 - Parent/Family Support Unit Events and Activities – Ms. Carol Aronis
 - Parent/Staff Recognitions – Ms. Carol Aronis
 - Head Start/Early Head Start End-of-Month Enrollment Report (attached)
– Ms. Elsie Bowers
 - SETA Head Start Food Service Operations Monthly Report (attached)
– Ms. Brenda Campos
 - Community Resources – PC Representatives – Ms. Carol Aronis
 - National Head Start Association (NHSA) Parent Training Conference Report (attached) – Ms. Carol Aronis
 - California Head Start Association (CHSA) Parent Conference Report(s) (attached) – Ms. Carol Aronis
 - Letter from Maureen Dermott Regarding Lunches/Meals at Meetings (attached)
- B. Governing Board Minutes for the January 15, 2009 Meeting
- C. Fiscal Monitoring Report
 - Elk Grove Unified School District

V. Committee Report

- A. Executive Committee

IV. Action Items (Continued)

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

- Investigation Process Review – Mr. Andrew Pineda
- Approval of Eligibility Lists for the following Position: Associate Teacher, Tier III
 - ⇒ Report out of Closed Session

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

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, FEBRUARY 19, 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
- _____ Donna Easter, San Juan Unified School District
- _____ Darlene Low, San Juan Unified School District
- _____ Josie Cleaver, Sacramento City Unified School District
- _____ Lorraine Garner, Sacramento City Unified School District
- _____ Irlanda Meza, Sacramento City Unified School District
- _____ David Quintero, SETA-Operated Program
- _____ Kiesha Spriggs, SETA-Operated Program
- _____ Salina Davey, SETA-Operated Program
- _____ Mary Brown, SETA-Operated Program
- _____ Greg Oviedo, SETA-Operated Program
- _____ LaDoris McDavid, SETA-Operated Program
- _____ 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
- _____ Inez Whitlow, Chicks in Crisis

New Members to be seated::

- _____ Eric Gordon, Twin Rivers Unified School District
- _____ Vinesh Sami, Twin Rivers Unified School District

Seats Vacant:

- _____ Vacant (Alex), Early Head Start (Home Base SOP)
- _____ Vacant (Flores), Early Head Start (San Juan)

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

| BOARD MEMBER | SITE | 11/25 | 12/12 | 2/3* | 2/24 | | | | | | | | | | | |
|---------------------------|--------|-------|-------|------|------|--|--|--|--|--|--|--|--|--|--|--|
| V. Sami s/b/s 2/3/09 | | | | U | | | | | | | | | | | | |
| K. Spriggs (11/25) | SOP | X | X | U | | | | | | | | | | | | |
| J. Vandermolen (11/25) | PP | X | X | X | | | | | | | | | | | | |
| B. Vincent (11/25) | PP | X | X | E | | | | | | | | | | | | |
| V. Huynh (11/25) | CHDP | X | X | X | | | | | | | | | | | | |
| I. Whitlow (11/25) | CHICKS | X | X | E | | | | | | | | | | | | |

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 2/6/09

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE FEBRUARY 3, 2009 SPECIAL POLICY COUNCIL MEETING

BACKGROUND:

Attached are the minutes of the February 3, 2009 special Policy Council meeting.

RECOMMENDATION:

That the Policy Council review, modify if necessary, and approve the February 3, 2009 special Policy Council meeting minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

SPECIAL 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, February 3, 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 9:05 a.m. Ms. Leyla Schleicher is serving as translator. Ms. Barbara Ramey-Clark read the thought of the day.

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
Shasta King, San Juan Unified School District
Josie Cleaver, Sacramento City Unified School District
Lorrayne Garner, Sacramento City Unified School District
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
Erin Kimbro, Home Base Program
Jeanine Vandermolen, Past Parent Representative
Kayla Granderson, Early Head Start (Sac. City)
Barbara Ramey-Clark, Foster Parent Representative
Carol Aronis, Grandparent Representative
Van Huynh, Child Health and Disability Prevention Program

Members Absent:

Beartice Mehn-Member, Playmate/WCIC (excused)
Donna Easter, San Juan Unified School District (unexcused)
Kiesha Spriggs, SETA-Operated Program (unexcused)
Brenda Vincent, Past Parent Representative (excused)
Inez Whitlow, Chicks in Crisis (excused)

New Members Absent:

Eric Gordon, Twin Rivers School District (unexcused)
Vinesh Sami, Twin Rivers School District (unexcused)

II. Consent Item

A. Approval of the Minutes from the December 12, 2008 Special Meeting

Minutes were reviewed; no questions or corrections.

Moved/Kimbro, second/Davey, to approve the December 12, 2008 minutes.
Show of hands vote: Aye: 17, Nay: 0, Abstentions: 1 (Aronis)

III. Action Items

A. Selection of Committee Representatives for Program Year 2008-2009

- 1) Head Start Personnel/Bylaws Committee Representatives: Ms. Desha reviewed the purpose of this group. Those interested in serving on this committee: **Parliamentarian** Barbara Ramey-Clark, Erin Kimbro, and Lorryne Garner.
- 2) Head Start Budget/Planning Committee Representatives: Ms. Dermott reviewed the purpose of the budget committee. This committee will meet the second Tuesday of each month from 9:00 to 10:30 a.m. Those interested in serving on this committee: **Treasurer** Mary Brown, Josie Cleaver, and Lorryne Garner.

Ms. Dermott stated that a much smaller budget workgroup will meet every Wednesday until March 24. All of the workings of this smaller workgroup will go before the Head Start Budget/Planning Committee.

- 3) Head Start Social/Hospitality Committee: Ms. Marie Desha reviewed the purpose of the meeting. Those interested in serving on this committee: Jennifer Ryon, Mary Brown, and Josie Cleaver. The first meeting will be the first Wednesday in May.
- 4) Program Area Committees
 - a) Early Child Development and Health Services and Parent/Family Support Committee (aka: Child Safety Committee): Ms. Denise Lee reviewed the purpose of this committee. Those interested in serving on this committee: Erin Kimbro, Shernita Crosby, Darlene Low, Jennifer Ryon, Mary Pope, and Jeanine Vandermolen.
 - b) Monitoring & Evaluation (aka: Self-Assessment) Committee: Ms. Denise Lee provided an overview on Program Self Assessment. She reported that a self assessment for program governance will be held Thursday, February 19, 10:30 a.m. A focus group will be held Friday, February 20, 1:00 p.m. See Ms. Desha for additional details. This will be a committee of the whole. Those interested in serving on this committee: Mary Pope, LaDoris McDavid, Jennifer Ryon, Jeanine Vandermolen, Josie Cleaver, Lorryne Garner, Salina Davey, Barbara Ramey-Clark, and Erin Kimbro.

- c) Male Involvement Committee: Mr. Robert Silva stated that this committee helps to plan CAMP and male involvement activities. Meetings will be held the third Wednesday at 2:00 p.m. in the Redwood Room. Those interested in serving on this committee: Greg Oviedo, Lorryne Garner, Jennifer Ryon, David Quintero, and Mary Pope.

B. Election of Representative and Alternate to the Community Action Board (CAB)

Ms. Aronis reviewed this board item. Ms. Nancy Hogan provided additional information on this advisory board.

Moved/Huynh, second/Pope, to elect a representative and alternate to serve as Low-Income Sector representatives to the Community Action Board.

Show of hands vote: Aye: 17, Nay: 0, Abstention: 1 (Aronis)

Mary Pope, Representative
Salina Davey, Alternate

Show of hands vote for Mary Pope as Representative: Aye: 17, Nay: 0, Abstentions: 1 (Aronis)

Show of hands vote for Salina Davey as Alternate: Aye: 17, Nay: 0, Abstentions: 1 (Aronis)

III. **Action Items** (Continued)

A. Selection of Committee Representatives for Program Year 2008-2009 (continued)

- d) Early Head Start Committee: Ms. Denise Lee stated that this committee works on policies and procedures for the Early Head Start program serving children from 0-3 years of age, participate in this committee. Those interested in serving on this committee: Irlanda Meza, Darlene Low, and Kayla Granderson.
- 5) Appointment of Representatives to Advisory Committee on Perinatal and Infant Health: Ms. Brenda Campos reviewed this committee which meets once a month. Ms. Barbara Ramey-Clark expressed interest in this. Ms. Desha stated that it is Ms. Aronis's choice. Ms. Aronis appointed Ms. Ramey-Clark.
- 6) Appointment of Representative and Alternate to the Maternal, Child and Adolescent Health Advisory Board

Ms. Aronis appointed Ms. Brenda Vincent as the representative and Ms. Mary Pope as the alternate.
- 7) Appointment of Three Representatives to the Sacramento County Dental

Health Advisory Committee: Ms. Aronis appointed Ms. Mary Brown, Ms. Lorraine Garner, and Ms. Irlanda Meza.

Moved/Davey, second/McDavid, to ratify the committee selections.
Show of hands vote: Aye: 17, Nay: 0, Abstentions: 1 (Aronis)

IV. Information Items

A. Standing Information

- Introduction of Newly Seated Members: None
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett reviewed the financial report for the month of December. We are five months through the budget year operating at 37% but there are expenses that accelerate through the year. Administrative costs are 13.9%. The non-federal share is required at 25% and SETA is at 25.14%. Salaries and benefits run at 80% of the budget. Ms. Ramey-Clark asked whether any of the state budget issues affect the SETA operating budget. Ms. Dermott spoke of the economic stimulus but it will not affect our grant dollars; will offer additional slots in our fiscal year. It would mean an amendment to our budget if we are fortunate enough to receive the funds. The California budget issues will not affect Head Start as much as workforce.

Ms. Cleaver inquired about the 101.2% expenditure on equipment. Mr. Bartlett stated that equipment for two playgrounds was purchased which is the 101.2% of the budget. Ms. Dermott spoke of recurrent expenses and one-time expenses. The work has been accomplished at 101% of expenses but no additional expenditures are expected.

Mr. Bartlett reviewed the credit card expenditures that impact Head Start in one way or the other.

- PC/PAC Calendar of Events: A correction to the listing was made. The Early Child Development and Services Committee should be February 17, not February 16th.

III. Action Items (Continued)

C. The Selection of the Representative and Alternate to the SETA Head Start Health Services Advisory Committee (HSAC)

Ms. Campos stated that this committee reviews any policies and procedures that affect us county-wide, assists in making recommendations to the policies. This committee meets a minimum of twice a year, sometimes three from 5:30 – 7:30 p.m. with dinner served. Typically staff from the delegate agencies attend these meetings as well as Committee members.

Those interested in participating: Shernita Crosby, Jeanine Vandermolen, Darlene Low, Brenda Vincent. Nominees spoke of their interest in serving on this committee. Ms. Low withdrew her name from the list of nominees.

Moved Garner, second/Ryon, that the Policy Council select one Representative and one (Alternate to the Health Services Advisory Committee.
Show of hands vote: Aye: 17, Nay: 0, Abstention: 1 (Aronis)

Votes: Shernita: 11, Jeanine: 6, Brenda: 0
Representative will be Shernita and Jeanine Vandermolen will be the alternate.

The next meeting will be April 29, 2009, 5:30 p.m. in the Sequoia Room.

D. Selection of Representative and Alternate to Attend the Strengthening Fathers-Strengthening Families 10th Annual Fatherhood & Families Conference, Phoenix, Arizona

Mr. Robert Silva stated that this is an international fatherhood conference. A lot of vital information is received at these conferences. The person selected at today's meeting will travel with him to the conference scheduled March 2-5 in Phoenix, Arizona. Attendee will meet with Mr. Silva regarding their attendance.

Ms. Desha stated that it is a recommendation that a male attend this conference since it is a father's conference. The representative will be leaving on Monday, March 2 and return Thursday, March 5. A travel meeting is scheduled for Friday, February 27 to review the travel plans.

Moved/Cleaver, second/Kimbrow, that the Policy Council selects one (1) Representative and one (1) alternate to attend the conference.
Show of hands vote: Aye: 17, Nay: 0, Abstentions: 1 (Aronis)

Mr. David Quintero cannot attend. Mr. Greg Oviedo expressed his interest in attending. Ms. Dermott stated that sending a male representative is a preference and a budget issue. If a woman wants to attend, it would be at her own expense.

Show of hands vote for Mr. Greg Oviedo to attend:
Show of hands vote: Aye: 17, Nay: 0, Abstentions: 1 (Aronis)

The PC Executive committee will meet and discuss the lack of an alternate at their next committee meeting.

Ms. Cleaver took over while Ms. Aronis took a point of personal privilege.

E. Approval of Delegating Authority to the Parent Advisory Committee to Function In the Screening and Interviewing of Prospective Applicants Directly Related to the SETA-Operated Program

Ms. Cleaver reviewed the board item which is presented every year for action.

Moved/Davey, second/Crosby, to approve the delegation of authority to the Parent Advisory Committee to function in the screening and interviewing of prospective applicants directly related to the SETA-Operated Program.

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

Ms. Aronis resumes the chair.

- F. Approval of Modifications to the Head Start Personnel Policies Including Zero Tolerance Policy – Mr. Rod Nishi: Tabled.

IV. **Information Items**

A. Standing Information

- Head Start/Early Head Start End-of-Month Enrollment Report: Ms. Elsie Bowers reviewed December's end-of-the-month report which is a snapshot of the program on the very last day of the month.
- SETA Head Start Food Service Operations Monthly Report: Ms. Brenda Campos reviewed October and November reports compiled by Connie Otwell. This report gives board members an overview of the events and food expenditures. Ms. Cleaver asked about the number of meals prepared; the report covers only SETA-operated program meals prepared, not delegate meals served. On an average day, 4,000 meals and snacks are served to children. SETA gets reimbursed \$1.21 by the Child Care Food Program but it actually costs the agency around \$3.00 per child per day for food. Mr. Oviedo spoke of the small print and purple paper utilized to print the menu at the centers; he asked for larger print and regular paper. Ms. Campos stated that the menus are on the SETA Head Start Web page; Family Services Workers will be reminded that the menus are on the web and can print them out for grandparents.
- Community Resources: Ms. LaDoris McDavid distributed information on why food packages have been revised. Ms. Jeanine Vandermolen reminded Board members that this Saturday is Museum Day; all sites are free for the entire family. This includes the zoo. Free transportation to the zoo is available by going to the bus station at the Women's History Museum.
- National Head Start Association Parent Training Conference Report: No questions.
- Celebrating Kinship & Grandparents Raising their Grandchildren Conference Reports: Ms. Josie Cleaver spoke of recent and past conferences and how important it is for people to attend. Ms. Jenay Swan

spoke of the benefit of being raised by her grandparents; Ms. Swan is now in college and doing very well.

- B. Fiscal Monitoring Report: No comments.
- C. Governing Board Minutes for the December 4, 2008 Meeting: No comments.

V. Committee Reports

- A. Executive Committee: Ms. Mary Brown read the Executive Committee critique.

The board went off agenda to Closed Session.

III. Action Items (Continued)

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

The board went into closed session at 11:03 a.m. The board went back into open session at 11:07 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.

V. Committee Reports

- B. Early Child Development and Health Services and Parent/Family Support Committee (AKA Child Safety Committee): Ms. Ramey-Clark attended the most recent committee where they reviewed goals for which the committee was formed. Committee members discussed planning for the spring fling and other activities coming up for the program year. It was a very progressive meeting.
- C. Male Involvement Committee: Ms. Lorryne Garner reported that there were a lot of new members at the last meeting. Committee members selected the new T-shirt designs. The T-shirts will be using the regular SETA logo design. Members discussed the Daddy and Me fishing activities. At an upcoming meeting, the committee will be reviewing their three-year goals.

VI. Other Reports

- A. Chair's Report: No report.
- B. Head Start Deputy Director's Monthly Report: Ms. Dermott appreciates the parent participation in the committees. Compliments to the Child Safety Committee which has exceeded all expectations; they are very close to rolling out a new safety breakdown for children. Parents are invited to go to the centers to actually see the safety issues. Staff has not received details regarding the economic stimulus package as it relates to Head Start; it appears there will be

\$2.1 billion available nationwide. California will receive 4% of the funds for 110,000 additional slots which will have new guidelines attached to them. We have very significant waitlists. Ms. Dermott stated that board members will be informed just as soon as staff receives the information on the stimulus package.

- C. Head Start Managers' Monthly Report: Ms. Brenda Campos reported that every year, SETA is required to submit a Program Information Report which is due every August. This report provides statistical information to the Bureau about the services provided to children, screenings, educational level of staff, disabilities, and a number of other areas of information. In two weeks, the managers will be in a conference call with Region IX in San Francisco to discuss the results of our PIR. All delegates had to complete this report as well as SETA. Highly likely each delegate will need to address an issue. Every director will be given an opportunity to address where they have fallen short. Budgets are being worked on and a number of changes will be addressed in the budget.

Ms. Denise Lee stated that the Child Safety Committee is very important and has been working on all the challenges before us. She will ask the team to come to the Board to show the final product. They worked hard and were very creative regarding ways to get through to kids that they cannot just go out to explore. There are 20 activities prepared which will be implemented in March and April; new activities will be implemented throughout the year. Ms. Shernita Crosby: wanted to know if SETA received information from the recent Atlanta conference to include in our program. Ms. Lee stated that information is definitely gleaned from conference material and teachers' education workshops. The information comes from a variety of places. Education requirements for teachers, Reauthorization changed some of the laws regarding education requirements for teachers. It ensures that the teaching staff have the correct credentials. In December 2007, teachers must have at least an AA degree and then by 2013 most of the teachers have to have a Bachelor's degree. Currently, 75% of SETA staff has an AA degree, but not necessarily in ECE. SETA staff applied for a supplemental grant and received \$68,000 to help teachers to pay for their educational requirements. It is very difficult to go back to school while working and raising families. A written plan will be brought to the Policy Council for approval. Ms. Crosby stated that she attended a conference (NHSA Parent Training Conference) where Melvin Bradley stated they are trying to get the requirement of having the teachers get a BA degree removed. Ms. Lee stated that the law was passed in 2007 but lobbyists are probably working to rescind the law. It is a mandate that staff will need to meet. Ms. Cleaver asked what will happen to teachers that do not have at least an AA degree by 2011. Ms. Lee stated that she does not have an answer right now so there will be continued talks regarding whether staff will receive an AA.

Ms. Lisa Carr spoke of the parent portion of the Health/Safety Committee. The meetings have begun and will be meeting February 5 and February 13. The parent piece will be developed and be ready to roll out the parent's activities in addition to the children's activities. The Agency will be providing infant and child

CPR to about 100 Policy Council and Parent Advisory Committee board members. Only 12 people can be trained at each session. Staff will be working training. Will be working with Cory Annonio to schedules days. The trainings will be from 9:00 a.m. – 4:00 p.m. which is required for the certificate. By March the list of training dates will be available. Those board members that do not have a computer are reminded that SETA has a computer lab available from 9-5 Wednesdays and Thursdays. Rosetta Stone software is available to learn how to speak Spanish. The Grandparent's Conference was well attended with 85 people in attendance. Ms. Garner inquired whether other languages will be available in the computer lab. Ms. Carr stated that staff will have to see what the budget looks like. Right now in the SETA-operated program it is not a huge problem for other languages such as Hmong or Russian. The largest need is for people to learn Spanish.

- D. Open Discussion and Comments: Ms. Desha has attaché cases and performance standards for board members that had not attended the board orientation.
 - E. Public Participation: None.
- VII. Adjournment:** Meeting adjourned at 11:40 a.m.

ITEM III-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
- Ground Rules for Conducting a Meeting – Ms. Carol Aronis
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account –
Mr. Roger Bartlett
- Special Education Report/Program Content Area Disabilities Report – Ms.
Beverly Sanford

NOTES:

ITEM III-B – INFORMATION

AB 1234 ETHICS TRAINING

BACKGROUND:

State law (AB 1234) requires that all legislative bodies, including not only the governing body of a local agency, but also a commission, committee, board or other body that receive compensation, salary, stipends, or expense reimbursements must receive training in public service ethics laws and principles every two years. This requirement applies to the Policy Council and the SETA-Operated Parent Advisory Committee.

This agenda item provides Mr. Victor Bonanno, Employment and Training Analyst Supervisor, an opportunity to train the Policy Council on the Assembly Bill No. 1234.

NOTES:

ITEM IV-A - ACTION

MODIFICATION TO THE AGENCY PERSONNEL POLICIES AND PROCEDURES
SECTION 10: LAYOFFS, SEPARATION FROM SERVICE, AND DISCIPLINARY
ACTION

BACKGROUND:

The SETA Personnel Policies and Procedures set forth the practices that are to be followed by the Agency. These Policies and Procedures will apply to all employees except as otherwise stated. However, provisions in recognized and duly adopted Collective Bargaining Agreements currently in effect, or Resolutions of the Governing Board which set forth terms and conditions of employment not covered in these Policies and Procedures shall also apply.

Consistent with Federal Head Start Regulations, the Policy Council must approve or disapprove certain personnel actions including the adoption of, or modification to, these Personnel Policies and Procedures and the hiring and firing of the Head Start staff of the Agency.

The Agency and the union representing the Agency's Head Start employees (American Federation of State, County, and Municipal Employees) (AFSCME) have held numerous meetings to discuss this modification. These discussions are a product of the efforts by the Agency to address numerous issues in regard to the safety of children and their personal rights. The modification requested has the support of AFSCME.

This action shall be presented to the SETA Governing Board for their concurrence at their meeting of March 5, 2009.

RECOMMENDATION:

To hear staff report and approve the modification to the Agency's Personnel Policies and Procedures.

NOTES:

ACTION: Moved _____ Second _____

VOTE: Aye _____ Nay _____ Abstain _____

10.04 Disciplinary Action

In accordance with Head Start regulations, the Head Start Policy Council must approve the action to dismiss any Head Start employee.

c. In accordance with Head Start's Code of Conduct, discipline is expanded to include a Zero Tolerance discipline policy, as it relates to Section 11.11 (3) and Section 11.11(4)(SETA Personnel Policies and Procedures).

1. Supervision—Supervising children at all times means that the assigned staff are accountable for each child. This includes responsibility for the appropriate visual and/or auditory awareness, physical proximity and knowledge of activity. If an employee is found guilty of lack of supervision in the following manner disciplinary action will be proposed as follows:

a. A first occurrence of leaving children alone or unsupervised, resulting in a child leaving the premises without staff knowledge/awareness or supervision will result in termination

2. Personal Rights—Children are to be accorded dignity in their personal relationships with staff and are to be free from corporeal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other actions of a punitive nature. If an employee is found guilty of violating a child's personal rights in the following manner disciplinary action will be proposed as follows:

a. A first occurrence of an employee using their power, position and anger to impose emotional or physical abuse, humiliation, intimidation or ridicule on a child including, but not limited to slapping, striking, hitting, yanking or shaking will result in termination.

All occurrences of violations of children's personal rights or children's supervision will result in serious disciplinary action up to and including termination.

ITEM IV-B – ACTION

SELECTION OF REPRESENTATIVES AND ALTERNATES TO ATTEND THE
NATIONAL HEAD START ASSOCIATION (NHSA) 36th ANNUAL TRAINING
CONFERENCE

BACKGROUND:

This agenda item provides an opportunity for Policy Council to select one (1) Policy Council Representative to attend the National Head Start Association's (NHSA) 36th Annual Training conference, April 27, 2009 – May 2, 2009 (Monday – Saturday) in Orlando Florida.

Please see attached Conference Attendance Guidelines and conference information.

RECOMMENDATION:

That the Policy Council select one (1) Representative and one (1) Alternate to attend the Conference.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

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

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

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

ITEM IV-C – ACTION

SELECTION OF COMMUNITY PARTNERSHIPS ADVISORY COMMITTEE (CPAC)
REPRESENTATIVE AND ALTERNATE

BACKGROUND:

The Policy Council is requested to elect one (1) Representative and one (1) Alternate to serve on the Community Partnership Advisory Committee (CPAC). This advisory committee is an advisory group to the Head Start social services program area of Head Start. Members of this committee include Head Start staff, parents and social services professionals from the community with an interest in the Head Start Program. Each program year a PC Representative is selected to sit on this committee. The CPAC meetings will be held semi-annually; time and date will be announced when determined. Having an interest in social service collaboration would be appropriate for those wishing to serve on this committee.

Ms. Terri Carpenter will be available to share additional information and answer questions.

Please see the attached minutes of the last meeting held on Thursday, April 24, 2008.

RECOMMENDATION:

That the Policy Council elect one (1) Community Partnership Advisory Committee Representative and one (1) Alternate to serve on the committee.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM III-A – INFORMATION (Continued)

STANDING INFORMATION

BACKGROUND:

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

A. Standing Information

- PC/PAC Calendar of Events – Ms. Carol Aronis
- Parent/Family Support Unit Events and Activities – Ms. Carol Aronis
- Parent/Staff Recognitions – Ms. Carol Aronis
- Head Start/Early Head Start End-of-Month Enrollment Report (attached)
– Ms. Elsie Bowers
- SETA Head Start Food Service Operations Monthly Report (attached)
– Ms. Brenda Campos
- Community Resources – PC Representatives – Ms. Carol Aronis
- National Head Start Association (NHSA) Parent Training Conference
Report (attached) – Ms. Carol Aronis
- California Head Start Association (CHSA) Parent Conference Report(s)
(attached) – Ms. Carol Aronis
- Letter from Maureen Dermott Regarding Lunches/Meals at Meetings
(attached)

NOTES:

ITEM IV-B – INFORMATION

GOVERNING BOARD MINUTES

BACKGROUND:

The January 15, 2009 Governing Board meeting minutes are attached.

NOTES:

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

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

Thursday, January 15, 2009
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. 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, Vice Chair, SETA Governing Board; Member, Board of Supervisors
Robbie Waters, Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Bonnie Pannell, Councilmember, City of Sacramento

- **Recognition of Long-term Employees:** The following employees were recognized for their years of service to SETA. **Deanna Dykes**, Accounting Supervisor, **Clairrissa (Claire) Jenkins**, Head Start, Special Education Field Technician, and **Jessica Rainey**, Head Start Family Services Worker (10 years) **Alma Hawkins**, Head Start, Social Services/Parent Involvement Specialist, and **Joanne Kennedy**, Site Supervisor (25 years).

II. Consent Items

The consent calendar was reviewed; no questions or comments:

- A. Minutes of the December 4, 2008 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of temporary Employee Appointment

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

- A. Approve the December 4, 2008 minutes.
- B. Approve claims and warrants for the period 11/21/08 through 1/7/09
- C. Approve the temporary appointment of Sandra Gonzales to Social Service Parent Involvement Specialist for the full six month assignment.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval to Accept Funding for PG&E PowerPathways Program and Authorize the Executive Director to Sign the Agreement

Ms. Robin Purdy requests approval to accept \$28,832 to work in a collaboration with PG & E and American River College (ARC) to work with 35 low income customers who will enter into a training program to be an entry level line worker. Trainees are guaranteed an interview if they complete the program. This program has been done in several California counties such as San Diego and Butte Counties. The training will be held over a summer session; staff is doing recruitment right now. ARC has the electronics certificate which enables them to provide the training. Staff is working to make this a county-wide training. PG&E does not have exclusivity in the hiring of the trainees. This program could possibly bring more money into the agency.

Moved/Pannell, second/Nottoli, to accept \$28,832 in funding from PG&E for the PowerPathways program and authorize the Executive Director to sign the agreement.

Voice Vote: Unanimous approval.

2. Approval of Staff Recommendation for Adult Vendor Services (VS) List

Ms. Michelle O’Camb reviewed this item. This is an on-going recruitment for vendors. The program recommended to be added to the Adult Vendor Services List is a start up program.

Moved/Nottoli, second//Scherman, to approve Daughters of Zion to be added to the Adult Vendor Services List.

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

3. Receive, Adopt and File Sacramento County Annual Investment Policy of the Pooled Investment Fund Calendar Year 2009

Mr. Rick Pryor reviewed this item which is a County published pooled investment document applicable to SETA.

Moved/Nottoli, second/Waters, to receive, adopt, and file this Investment Policy for the Pooled Investment Fund for the calendar year 2009.

Voice Vote: Unanimous approval.

4. Approval of Use of Fund Balance

Ms. Kossick stated that this item requests approval to send two representatives to Capitol to Capitol. A significant number of meetings will be held regarding the economic stimulus package and having both the Executive Director and Deputy Director Robin Purdy would be advantageous.

Moved/Pannell, second/Scherman, to approve the use of approximately \$6,600 in agency fund balance to cover travel and attendance costs for the Executive

Director and Deputy Director to participate in the 2009 Capitol to Capitol trip in April.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Appointment of Private Business Sector Member to the Sacramento Workforce Investment Board

Ms. Kossick stated that this item requests the appointment of another private business sector member to the Sacramento Works board. Mr. Mike Testa is the recommended member representing the critical industry of hospitality.

Moved/Yee, second/Scherman, to appoint Mr. Mike Testa to a Private Sector seat on the Sacramento Works Workforce Investment Board.

Voice Vote: Unanimous approval.

2. Approval to Augment Workforce Investment Act, Title I, Adult Subgrant Agreements

Ms. Purdy reported that \$8 million will be allocated to California for the economic stimulus. SETA will receive \$546,356, which must be used by June 30, 2009. These funds will be utilized to increase numbers served by career centers by 2,538 customers. Staff is recommending the allocation of funds as follows:

- Talent Engagement: \$145,877
- Talent Development: \$192,317
- Talent Marketing: \$97,798
- One Stop Support: \$57,367
- Administration: \$42,069
- Board Initiatives: \$10,927

More emphasis will be placed on training staff so they can get the best job possible. Staff also wants to increase the usage of WorkKeys for employers. CalWorks will be decreasing the amount of money paid to employers. Ms. Purdy reviewed the allocation charts included in the board agenda. Staff will be coming to the board with an item raising the tuition amount for customers.

Moved/Pannell, second/Nottoli, to approve augmentations identified on Attachments A and B as outlined in the board packet.

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

Ms. Scherman inquired whether there is enough security at the career centers. Ms. Purdy stated that she is meeting with the site supervisors this afternoon but she has not heard of any incidences. Staff can talk the irritated people down.

Since we have a new way of doing business, the customers are really happy with the service; they like the attention and the services. It is not just another bureaucratic place. Mr. Nottoli and Ms. Scherman stated that it is important for people to have access to services; SETA employees get overwhelmed as well as job seekers.

Mr. Rudy Meza, site supervisor at the Lemon Hill Career Center, stated that staff assist the customers in maneuvering through the system to get jobs or training. All career centers do this.

C. HEAD START

1. Approval of California Department of Education Resolution

Ms. Maureen Dermott reviewed this item which is an administrative requirement from the California Department of Education.

Moved/Pannell, second/Scherman, to approve a resolution entering into an agreement with the California Department of Education Child Development Division and authorize Executive Director Kathy Kossick to sign CDE/CDD contract documents on behalf of SETA.

Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Fiscal Monitoring Reports: Mr. Rick Pryor reviewed a letter of correction action to Lao Family issued December 23 which asks for a corrective action plan be in place within 30 days.

Mr. Kobi Vang from Lao Family Community spoke before the board. Mr. Yee asked the Lao Family Community staff members to come to SETA staff to ensure there is enough technical assistance. Mr. Vang answered questions regarding the problems with the fiscal monitoring report. The corrective action plan has not submitted to SETA yet. The next step is for Lao Family to submit a corrective action plan by next week. Any issues will be brought forward to the board at the next meeting.

Mr. Pryor stated that staff is not just looking at a letter but an action plan as to how Lao Family Community will pay their taxes. There has to be some documentation as to how they will do it. Mr. Nottoli inquired at what point does their tax liability affect SETA. Ms. Kossick stated that SETA does not have any money advanced to Lao Family at this time so we do not have any liability.

- B. Head Start Policy Council Minutes: No questions or comments.
- C. Head Start Fiscal Report: No questions or comments.
- D. Dislocated Worker Update: Mr. William Walker reported that SETA staff has provided nine information sessions to dislocated JC Penney staff. They did not give us a WARN notice at the time the report was prepared. SETA has not yet received a WARN notice for Gottschalk's, Ann Taylor, Banana Republic, or Senator Maita.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick wished Ms. Pannell happy birthday on January 10 and Mr. Waters on January 16. SETA will be very involved in keeping up with whatever federal stimulus funds come into the county. Staff is expecting significant funds coming into the region. Staff is working with the chamber and the county in terms of developing infrastructure programs.
- C. Deputy Directors: Ms. Maureen Dermott reviewed the monthly Head Start report. The programs have been very busy. Board members will be receiving more thorough reports to be included in Board packets. A budget committee of 18 members is watching the budget closely; so far program costs are very much on line with the budget. Staff is still concerned regarding a projected \$1.2-1.5 million shortfall in the coming year due to increased building maintenance and an upcoming COLA.

Mr. Nottoli inquired whether any thought given to making some significant improvements to the Head Start Centers? Ms. Kossick stated that the Agency owns one of the centers and improvement requests will be made there. Playground improvements can be made at the other centers.

- D. Counsel: No report.
- E. Members of the Board: Mr. Robbie Waters stated that this would be his last meeting at SETA. Mayor Kevin Johnson has asked him to step down from SETA and go to the Homeland Security Task Force. Councilman Kevin McCarty will be the next representative from the City. Ms. Kossick thanked Mr. Waters for the support over the years.

Ms. Scherman wished Mr. Waters well; she will miss him.

- F. Public: Ms. O’Camb reported back on the Daughter’s of Zion vendor. Their headquarters is located near Nicholas Park. They provide financial literacy workshops and have had a 501 (c) (3) status since 2001.

The Board adjourned into closed session at 11:27 a.m.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takich

Employee Organization: AFSCME Local 146

CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code Section 54956.9(b)

One potential case

CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Pursuant to Government Code Section 54956.9(a)

Name of Case: Silverio Gurule vs. SETA

- VII. Adjournment:** The board adjourned out of closed session at 11:43 a.m.; there was no report out of closed session.

ITEM III-C – INFORMATION
FISCAL MONITORING REPORT

BACKGROUND:

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

NOTES:

MEMORANDUM

TO: Ms. Linda Meyerson **DATE:** January 27, 2009
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Elk Grove Unified School District

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|-----------------|----------------|------------------------|-----------------------|
| Head Start | Basic & COLA | \$ 2,306,473 | 8/1/07-7/31/08 | 8/1/07-7/31/08 |
| Head Start | T & TA | 9,000 | 8/1/07-7/31/08 | 8/1/07-7/31/08 |

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: 12/3, 12/4, & 12/5/08

| | 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 | | N/A | | |

Program Operator: Elk Grove 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 agency 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 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 3, 2009 Policy Council meeting.

| Good | Needs Improvement |
|---|--|
| Attendance | Speaking out of turn. |
| Thank you Joy Otero for reminder calls to attend PC meeting. | Side barring too much; talking out loud. |
| Thank you Ms. Josie Cleaver for report on the Grandparent Conference. | Addressing the Chair properly. |
| Thank you Ms. Barbara Ramey-Clark for a good job as Parliamentarian. | Please clean up your area, put your name plate away and all paper. |
| No food in the Board room. | Cell phone off. |

ITEM IV-D – ACTION (Continued)

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

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.
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- 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

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.
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