

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

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

Thought of the Day: "Take time to laugh; it is the music of the soul"

Anonymous

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

DATE: Tuesday, May 26, 2009

TIME: 9:00 a.m.

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

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

AGENDA

- I. **Call to Order/Roll Call/Review of Board Member Attendance**
- II. **Consent Item**
 - A. Approval of the Minutes from the April 24 and May 11, 2009 Meetings
- III. **Action Items**
 - A. Election of Vice Chair
- IV. **Information Items**
 - A. Standing Information
 - Introduction of Newly Seated Members – Ms. Carol Aronis
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
 - PC/PAC Calendar of Events – Ms. Carol Aronis
 - Parent/Family Support Unit Events and Activities – Ms. Carol Aronis

- Parent/Staff Recognitions – Ms. Carol Aronis
- Community Resources – PC Representatives – Ms. Carol Aronis

B. Governing Board Minutes for the April 2, 2009 Meeting

V. Committee Reports

- A. Executive Committee
- B. Budget/Planning Committee
- C. Personnel/Bylaws Committee
- D. Social/Hospitality Committee
- E. Program Area Committees
 - Early Childhood Development & Health Services Committee
 - Monitoring and Evaluation
 - Male Involvement Committee
- F. Community Advocating Male Participation (CAMP) – Mr. Frank Jackson
- G. Community Partnerships Advisory Committee (CPAC) – Ms. Kiesha Spriggs
- H. Health Services Advisory Committee (HSAC) – Ms. Shernita Crosby
- I. Early Head Start Committee

VI. Other Reports

- A. Head Start Deputy Director's Report
- B. Chair's Report
- C. Head Start Managers' Reports
- D. Community Agency Reports
 - Child Health and Disability Prevention Program – Ms. Van Huyhn
 - Perinatal & Infant Health Advisory Committee – Ms. Barbara Ramey-Clark
 - Maternal Child and Adolescent Health Board – Ms. Brenda Vincent
 - Community Action Board – Ms. Mary Pope
- E. Health and Dental Reports
 - Sacramento County Dental Health Advisory Committee: Ms. Mary Brown, Ms. Lorraine Garner, and Ms. Irlanda Meza
- F. Open Discussion and Comments
- G. Public Participation

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, MAY 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
- _____ 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
- _____ 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
- _____ Vacant (Bell Barrow), Early Head Start (Home Base SOP)
- _____ Vacant (Mehn-Member), WCIC/Playmate Child Development Center

**** Please call your alternate, the Policy Council Chair (Carol Aronis, 331-7233, 208-7233 (msg), or Head Start Staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. ****

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

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

BOARD MEMBER	SITE	11/25	12/12	2/3 *	2/24	4/24 *	5/11 *	5/26							
C. Aronis (11/25)	GRAND	X	X	X	X	X	X								
M. Bell Barrow	EHS					U	U								
M. Brown (11/25)	SOP	X	X	X	X	X	X								
J. Cleaver (11/25)	FOSTER	X	X	X	X	X	X								
S. Crosby (11/25)	WCIC	X	X	X	X	X	X								
S. Davey (11/25)	SOP	X	X	X	X	X	X								
L. Garner (11/25)	SAC	X	X	X	X	X	X								
E. Gordon (s/b/s 2/3/09)	TR			U	X	U	X								
K. Granderson (12/12)	EHS	U	X	X	U	X	X								
F. Jackson (4/24)	CAMP					X	X								
E. Kimbro (11/25)	HB	X	X	X	X	E	X								
D. Low (11/25)	SJ	X	X	X	X	E	X								
L. McDavid (11/25)	SOP	X	X	X	X	X	X								
I. Meza (11/25)	SAC	X	X	X	X	X	X								
G. Oviedo (11/25)	SOP	X	X	X	X	E	U								
M. Pope (11/25)	ELK	X	X	X	X	X	X								
D. Quintero (11/25)	SOP	X	X	X	X	X	X								
B. Ramey-Clark (11/25)	FOSTER	X	X	X	X	X	X								

BOARD MEMBER	SITE	11/25	12/12	2/3 *	2/24	4/24 *	5/11 *	5/26							
J. Ryon (11/25)	ELK	X	X	X	X	X	X								
K. Spriggs (11/25)	SOP	X	X	U	X	X	X								
J. Vandermolen (11/25)	PP	X	X	X	AP	X	X								
B. Vincent (11/25)	PP	X	X	E	X	X	E								
V. Huynh (11/25)	CHDP	X	X	X	X	X	X								

GLOSSARY OF ACRONYMS

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

X: Present

E: Excused

U: Unexcused Absence

S/B/S: Should be Seated

AP: Alternate Present

E/PCB: Excused, Policy Council Business

E/PCB: Excused, Policy Committee Business

OGC: Outgoing Chair

***:** Special Meeting

Current a/o 5/14/09

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE APRIL 24, 2009 AND MAY 11, 2009 SPECIAL
POLICY COUNCIL MEETINGS

BACKGROUND:

Attached are the minutes of the April 24 and May 11, 2009 Policy Council meetings.

RECOMMENDATION:

That the Policy Council review, modify if necessary, and approve the April 24 and May 11, 2009 Policy Council meetings.

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

Friday, April 24, 2009
10:30 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Carol Aronis called the meeting to order at 12:12 p.m. Ms. Barbara Ramey-Clark read the thought of the day. Ms. Ramey-Clark reminded board members to refrain from eating in the board room. Ms. Salina Davey will be acting as the Vice Chair. Ms. Josie Cleaver called the roll.

Members Present:

Mary Pope, Elk Grove Unified School District
Jennifer Ryon, Elk Grove Unified School District
Josie Cleaver, Sacramento City Unified School District
Lorraine Garner, Sacramento City Unified School District
Irlanda Meza, Sacramento City Unified School District
David Quintero, SETA-Operated Program
Salina Davey, SETA-Operated Program
Mary Brown, SETA-Operated Program
LaDoris McDavid, SETA-Operated Program
Kiesha Spriggs, SETA-Operated Program
Shernita Crosby, Playmate/WCIC
Kayla Granderson, Early Head Start
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
Frank Jackson, Community Advocating Male Participation/Male Involvement

Members Absent:

Erin Kimbro, Home Base Program (excused)
Darlene Low, San Juan Unified School District (excused)
Greg Oviedo, SETA-Operated Program (excused)
Eric Gordon, Twin Rivers School District (unexcused)
Beartice Mehn-Member, Playmate/WCIC (excused)

New Member Absent:

Mary Bell Barrow, Early Head start (Home Base SOP) (unexcused)

Mr. Frank Jackson was welcomed to the board.

II. Consent Item

A. Approval of the Minutes from the February 24, 2009 Regular Meeting

Moved/Brown, second/Ryon, to approve the minutes as distributed.
Show of hands vote: Aye: 17, Nay: 0, Abstentions: 1 (Aronis)

III. Action Items

B. Approval of Fiscal Year 2009-2010 Head Start/Early Head Start Grant Application

Ms. Maureen Dermott reviewed this item and explained that this is not a new grant but the second year of a three year grant. Ms. Dermott explained the program changes. The Florin Meadows Head Start Center will not be closed for **one** year. Ms. Dermott stated that Economic Stimulus funds will be coming down the pike soon; staff will present a separate application for the Economic Stimulus funds.

Moved/Cleaver, second/Spriggs, to approve the Grant Application.
Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (Aronis)

A. Approval of Fiscal Year 2009-2010 Head Start/Early Head Start Budget

Mr. Rick Pryor thanked everyone for their participation in the budget process. This year, SETA Head Start is applying for a budget of \$55,739,645; 25% of the funds have to come from in-kind funds. In-kind funds come from volunteers and other collaborative efforts as well as other sources of other funds coming into the agency. Of the \$55 million, \$23 million goes to delegate agencies (Elk Grove Unified School District, San Juan Unified School District, Sacramento City Unified School District, Twin Rivers School District, and Women's Civic Improvement Club). Almost 50% of the funds go out to support other agencies that provide services. Personnel costs comprise 89% of the budget. There are 458 permanent positions and 18 substitute teachers. In addition, there are administrative staff included in the budget where a portion of their time is allocated to Head Start. The employee benefit rate is about 50% which includes FICA, unemployment insurance, workers compensation, health and dental benefits and retirement benefits.

Out-of-state travel has been taken out of the budget. There are some travel funds of \$65,000 in the budget but those funds are for local and in-state conferences.

Ms. Ramey Clark inquired why "parent services" does not have a dollar amount. Mr. Pryor said that to see the amount budgeted for parent services, go to the

budget and on page 14, the dollar amount is listed. Mr. Pryor was asked to include the amount of the budget items in the narrative; this would make it much easier for parents to read.

Speakers before the Board

- 1) Marcie Moreno: Family Services Worker
- 2) Nancy Matulich: AFSCME Business Representative the fifteen positions are still going in August. Mistakes are big mistakes that cause loss of services and jobs.
- 3) Nora Morales: Countrywood. She brought a letter from the parents they are against the layoffs; this letter was signed by 100 parents.
- 4) Patricia Marshall: Site Supervisor at Norma Johnson and Union President
- 5) Leslie Ragin: Site Supervisor, Parker Head Start.
- 6) Jennifer Denzel: Education Coordinator, asks for an assessment to figure out what happened and make sure things can be fixed and will not happen again.
- 7) Blanche Eid: Countrywood, stated that she is afraid to lose her job.
- 8) Edenausegboye Davis: WCIC. She urged the board members to approve the budget. When approving this budget, the Policy Council is approving all of the delegate agencies budgets.

Moved/Davey, second/Spriggs, to approve the Head Start/Early Head start budget.

Ms. Ramey-Clark stated that she would agree to approve the budget with the condition that it is looked at quarterly to re-evaluate some of the actions that had to be taken especially since the board was told there are potential Economic Stimulus funds available. Ms. Dermott stated that she hopes the Policy Council will look at every line item every month. The budget can be amended at any time during the year; in two weeks, an amended budget will be delivered to the Policy Council for approval.

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

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

Ms. Aronis reviewed this item. No questions or comments on this item

Moved/Ryon, second/Jackson, to approve the Fiscal Year 2009-2010 Head Start/Early Head Start Training/Technical Grant Application to be in alignment with established three-year goals.

Show of hands vote: 13, Nay: 0, Abstentions: 1 (Aronis)

Ms. Ramey-Clark was out of the room during the vote.

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

No questions on this item.

Moved/Brown, second/Crosby, to approve Fiscal Year 2009-2010 Head Start and Early Head Start Center Locations.

Show of hands vote: 13, Nay: 0, Abstentions: 1 (Aronis)

Ms. Ramey-Clark was out of the room during the vote.

E. Approval of Fiscal Year 2009-2010 SETA-Operated Program Tracks

Ms. Aronis reviewed this item; no questions or comments.

Moved/Jackson, second/McDavid, to approve the Fiscal Year 2009-2010 SETA Operated Program Tracks.

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

F. Approval of Fiscal Year 2009-2010 SETA-Operated Program Options

Ms. Aronis reviewed this item; no questions

Moved/Vandermolen, second/Davey, to approve Fiscal Year 2009-2010 Sacramento County Program Options/Grantee and Delegate Agencies.

Show of 13, Nay: 0, Abstentions: 2 (Ramey-Clark and Aronis)

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

The board went into closed session at 1:22 p.m. The board went back into open session at 1:34 p.m. Ms. Aronis reported out of closed session that the Board took the following action in closed session: Approval of Eligibility Lists for: 1) Head Start Family Services Worker, and 2) Head Start Typist Clerk III.

IV. **Information Items**

A. Standing Information

- Introduction of Newly Seated Members: Already done.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett stated that a new report will be provided to board members every month. The reports will include a ‘roll up’ on all the departments including CDE and year-to-date expenditures.
- PC/PAC Calendar of Events: Ms. Aronis stated that a special PC meeting will be held May 11 to take action on the quality improvement funds application. Reports for the National Head Start Conference are due in to Ms. Desha by May 18 by 4:00 p.m.
- Parent/Family Support Unit Events and Activities: No comments.

- Parent/Staff Recognitions: No comments.
- California Head Start Association Parent Conference Report: No report.
- Strengthening Fathers – Strengthening Families National Fatherhood and Families Conference Report: No comments.
- Community Resources – PC Representatives: No comments.

B. Governing Board Minutes for the February 5 and March 5, 2009 Meetings: No comments.

C. Fiscal Monitoring Reports: No comments.

V. Committee Report

A. Executive Committee: No comments.

VI. Other Reports: No comments.

- 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: Meeting adjourned at 1:45 p.m.

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

Monday, May 11, 2009
8:30 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Carol Aronis called the meeting to order at 8:38 a.m. Ms. Salina Davey read the thought of the day. Ms. Josie Cleaver called the roll.

Members Present:

Mary Pope, Elk Grove Unified School District (arrived at 9:15 a.m.)
Jennifer Ryon, Elk Grove Unified School District (arrived at 9:15 a.m.)
Darlene Low, 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
Eric Gordon, Twin Rivers Unified School District (arrived at 8:50.m.)
David Quintero, SETA-Operated Program
Salina Davey, SETA-Operated Program
Mary Brown, SETA-Operated Program
LaDoris McDavid, SETA-Operated Program
Kiesha Spriggs, SETA-Operated Program
Shernita Crosby, Playmate/WCIC (arrived at 8:50 a.m.)
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
Frank Jackson, Male Involvement Committee

Members Absent:

Brenda Vincent, Past Parent Representative (excused)
Greg Oviedo, SETA-Operated Program (unexcused)

New Member Absent:

Mary Bell Barrow, Early Head Start (Home Base SOP) (unexcused)

II. **Action Items**

- A. Approval of Grantee Countywide Application for COLA and Quality Improvement Under the American Recovery and Reinvestment Act (ARRA) Stimulus Funding

Mr. Roger Bartlett stated that the Agency has an opportunity to apply for funds \$4.45 million in additional funding through three different sources. The first is a 3.06% cost-of-living adjustment (COLA), which is considered permanent funding. An additional 1.84% COLA is available in the ARRA grant which is a one-time 'shot'. The third source of funds will be Quality Improvement funds which is also one time source of funding. The permanent COLA funds will be expended from August 1, 2009 through July 31, 2010. The ARRA COLA funds are available only from July 1, 2009 through June 30, 2010, and the Quality Improvement funds are available from July 1, 2009 through September 30, 2010. Restrictions on the funds: COLAs are required to be given in the form of wage compensation increases to employees unless it can be shown that employees were compensated in other ways within the grant year. Quality Improvement funds have a restriction in that 50% of the funds must be spent on compensation related activities and the remainder can be spent on other quality improvement projects.

Ms. Maureen stated that there are many challenges finding ways to spend these non-recurring dollars within a specific time frame. Staff had to find programs that could be done within one year since the funds must be expended within one year. One goal was to fund the COLA increase. This grant will allow the agency to provide the COLA to staff. The second goal was to retain employees; this was very timely which will ensure that we could retain many of the employees that were scheduled for layoff. This will allow us to retain 70% of the affected positions that were scheduled for layoff, demotion or lowering of hours. This will allow SETA to be able to bring back for one year some employees. The third goal was the quality aspect. Deferred maintenance is an issue at all of the centers. This is an opportunity to see what can be done from a health and safety aspect. Maintenance, playground inspections and Americans with Disabilities Act (ADA) compliance will be reviewed. The last goal was to ensure quality was maintained in our program. It is crucial to provide the materials and staff for the programs.

Ms. Dermott reviewed the proposed programs that will be enhanced with these dollars.

1. Retention of Support Staff: This will allow the retention of four employees.
2. Retention of Teaching Staff: The Florin Meadows Early Learning Center will remain open for one additional year.
3. Staff Development for Support Staff: Family Service Worker Education Incentive Plan; which will have an emphasis on bilingual and computer training.
4. Education for Teachers: Teachers/Educators/Education Coordinator Education Incentive Plan; provides funds to continue education for teaching staff to achieve an AA and/or BA degree.
5. Deferred Maintenance: This will allow funds to upgrade classroom equipment, facilities and health and safety issues.

6. Early Childhood Environmental (ECERS)/Infant/Toddler Environmental Rating Scale (ITERS) Assessments/Materials: This is a nationally recognized system which allows the assessment of the program environment.
7. Playgrounds: All 33 playgrounds will be assessed by an independent inspector.
8. Child Safety Count System: This system installs a touch screen system at each classroom and will provide a 'snap shot' of the number of children at any given time.
9. Oral Language Curriculum: This is an enhancement to the current curriculum.

The Delegate Agencies submitted proposed programs very similar to those of SETA/Head Start. Ms. Dermott reviewed some of the programs submitted by Delegate Agencies.

Ms. Ramey-Clark requested the Delegate Agency portion of the proposal be sent to board members. Ms. Dermott stated that due to the very tight turn around on this proposal; she stated that the complete packet will be sent to all Policy Council members.

Proposals submitted by the Delegate Agencies:

Elk Grove: Literacy coach; collaborate with a coach to develop age appropriate speech and language skills; classroom upgrades for the physical environment for ADA children; minor benefits improvement, bilingual support for families.

Sacramento City Unified School District: Infant/toddler teachers will provided additional training days; on site training and mentoring for teachers; and structural upgrade for an infant/toddler center.

San Juan Unified School District: Retain lead teaching staff; retain four mental health interns; three additional training days for teaching staff; provide additional developmental services to children with disabilities; and funds for consultants to support language and literacy.

Twin Rivers School District: Implementing career development program for staff; team building training; adding *I Am Moving, I am Learning* to their curriculum; program effectiveness for math, science and social studies; and purchasing computers, ink and printers for teachers.

Women's Civic Improvement Club: Consultant services to include an artist in residence to reduce child to teacher ratio; computer supplies and printers; accounting system upgrade; office supplies; kitchen stove; and extending weeks per year for employees.

Moved/Davey, second/McDavid, to approve the applications for Cost-of-Living Adjustments (COLA) and Quality Improvement (QI) funds.

Show of hands vote: Aye: 18, Nay: 0, Abstentions: 2 (Aronis and Ramey-Clark)

III. Other Reports

A. Public Participation: None.

II. Action Items (Continued)

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

The board went into closed session at 9:25 a.m. The board went back into open session at 9:55 a.m. Ms. Aronis reported out of closed session that the Board took the following action in closed session: Approval of Eligibility List for: 1) Program Officer.

IV. Adjournment: The meeting was adjourned at 9:56 a.m.

ITEM III-A - ACTION
ELECTION OF VICE CHAIR

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to elect a Vice Chair. The duties of the Policy Council officers shall be as prescribed in the Policy Council Bylaws, Article V, Section 3 – Duties of Officers. These duties are as follows:

Section 3: Duties of Officers

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

- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council elect a Vice Chair.

NOTES:

ACTION: Moved: _____ Second: _____

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
- Community Resources – PC Representatives – Ms. Carol Aronis

NOTES:

CALENDAR OF EVENTS
PARENT/FAMILY SUPPORT UNIT

EVENT

DATE

PC/PAC CPR and First Aid Training (No childcare provided - No children allowed)	Tuesday, May 19, 2009 9:00 a.m. – 4:30 p.m. 925 Del Paso Blvd. Sequoia Room
Male Involvement Committee Meeting	Wednesday, May 20, 2009 2:00 p.m. 925 Del Paso Blvd. Pine Room

PC/PAC CALENDAR OF EVENTS

EVENT

DATE

CPR and First Aid Training (No childcare provided - No children allowed)	Tuesday, May 19, 2009 9:00 a.m. – 4:30 p.m. 925 Del Paso Blvd. Sequoia Room
Food Services Committee Meeting (Prior to the PAC Meeting)	Tuesday, May 19, 2009 5:00 p.m. 925 Del Paso Blvd. Oak Room
PAC Executive Committee Meeting	Wednesday, May 20, 2009 1:00 p.m. 925 Del Paso Blvd. Pine Room
EHS Committee Meeting	Wednesday, May 20, 2009 1:30 p.m. 925 Del Paso Blvd. Redwood Room
Male Involvement Committee Meeting	Wednesday, May 20, 2009 2:00 p.m. 925 Del Paso Blvd. Pine Room
PC Executive Committee Meeting	Thursday, May 28, 2009 10:00 a.m. 925 Del Paso Blvd. Pine Room
Annual Parent Leadership Institute	Friday, May 29, 2009 9:00 a.m. – 4:00 p.m. 925 Del Paso Blvd. Board Room Registration at 8:30 a.m.
Special PAC Meeting	Thursday, June 18, 2009 8:30 a.m. 925 Del Paso Blvd Board Room
Special PC Meeting	Thursday, June 18, 2009 10:00 a.m. 925 Del Paso Blvd Board Room

ITEM IV-C- INFORMATION

GOVERNING BOARD MINUTES

BACKGROUND:

The April 2, 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, April 2, 2009
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Jimmie Yee called the meeting to order at 10:09 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
Bonnie Pannell, Councilmember, City of Sacramento

Member Absent:

Sophia Scherman, Public Representative

- Recognition of Long-Term Employee: Ms. Barbara Meyer, Workforce Development Professional, Range 3 was acknowledged and thanked for her 25 years of service to SETA.

II. **Consent Items**

The consent calendar was reviewed; no questions or comments:

- A. Minutes of the March 5, 2009 Regular Board Meeting
- B. Approval of Claims and Warrants

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

- A. Approve the March 5, 2009 minutes.
- B. Approve the claims for the period 2/27/09 to 3/26/09.

Voice Vote: Unanimous approval.

III. **Action Items**

- A. **GENERAL ADMINISTRATION/SETA:** No items.

B. **WORKFORCE INVESTMENT ACT**

- 1. Approval of Request for Proposals for 2009-2010 American Recovery and Reinvestment Act (Recovery Act) and Workforce Investment Act (WIA) Title 1

Ms. Robin Purdy stated that staff developed the RFP to meet the goals of Sacramento Works, Inc. which provides policy guidance for the agency. Ms.

Purdy reviewed the goals for Sacramento Works. This RFP is soliciting proposals that provide skills development targeting adults and dislocated workers hit hardest in the recession. SETA is soliciting proposals in the following areas: 1) Occupational skills training in critical occupational clusters, 2) Workplace training or job creation, and 3) Business development innovations with the creation of jobs.

The Planning/Oversight Committee will be part of the funding process but this board will actually make the funding decisions. For the adult and dislocated workers, the Agency anticipates \$7.6 million for an 18-month period. There will be two dates for proposals to be submitted. One proposal deadline will be May 21. The second deadline for proposals will be July 23. The Agency is hoping to get a number of providers up and running in August and then others up and running in October.

Ms. Kossick spoke of the need of a quorum on July 2 to approve funding recommendations. Mr. Thatch stated that this board has no legal requirement to meet every month. However, a meeting will be needed for these funding recommendations. The Clerk will check with board member staffers regarding a possible meeting date.

Ms. Pannell inquired about the offerors' conference; Ms. Purdy stated that it will not be a mandatory offerors' conference. Ms. Pannell inquired whether there will be an opportunity for people not previously funded who have done good work in the community, to be funded. Ms. Purdy stated that the Agency is currently seeking occupational skills training providers. Staff is looking for new and creative ideas to assist small business to create jobs which is the purpose of the stimulus funding.

Mr. Thatch stated that any potential new program must pre-qualify in order to be considered for funding. He strongly encouraged programs that have not yet pre-qualified to do so immediately. He explained the history behind offerors' conferences and how crucial they are to the correct preparation of a proposal. Ms. Kossick reminded the audience that after the offerors' conference, staff cannot answer questions regarding the preparation of the proposals. Mr. Thatch stated that the Federal government still requires us to go through proper procurement for the programs.

Mr. McCarty inquired whether there are other CBOs that do not know about this RFP. How are groups finding out about this? Is there a media campaign letting people know? How will the public know about opportunities available? Ms. Purdy stated that a notice will be published in the Sacramento Business Journal and the Sacramento Bee. In addition, all of the chambers of commerce and some organizations will send out notification to their membership.

Ms. Terri Carpenter stated that the one stop career centers will notify people of the RFP. In addition, there is a media plan tied around notification of the providers to be funded. There will be public service shows on TV and the radio. Also, there will be a 'recovery' section added to SETA's web page.

Speakers before the board:

1. **Betty Williams, President, Sacramento Branch NAACP:** Ms. Williams stated that the NAACP has been given the task of making sure the stimulus funding information gets out to the underserved. She expressed concern that information would not get out to the communities that are underserved and that SETA was not using the CBOs appropriately to get the information out. She inquired whether we are reaching out to black and Hispanic newspapers. Ms. Purdy stated that the mailing list includes all of the funded CBOs and partners in the career centers. Once the services to be provided is known, it will be easier to reach out to underserved communities. Ms. Terri Carpenter stated that a public notice will be put in the Sacramento Observer, El Hispano, Sacramento Bee, and the Sacramento Business Journal. Ms. Pannell suggested putting the notification in the News and Review. Ms. Pannell stated that staff should find out every free community newspapers (East Sacramento, Pocket News, Rancho Cordova) and put the public notice in those papers. Also, high school students need to know that jobs will be available. Mr. Nottoli suggested the faith-based community be informed of the availability of funding/programs. Mr. McCarty asked Ms. Purdy to come back with information on new and innovative ideas of getting the ideas out to the community.
2. **Tonya Mack, Executive Board Member, Tree of Hope Funding:** She likes the idea of inclusion and being part of the process to create change. She wants to make sure that they are able to come to the table and be part of the process. Her program is ready to go and wants to know how will they be included in the decision making.

Mr. Nottoli suggested having geographic offerors' conferences. That may help early on in the process to make it easier for everyone in the process.

3. **James Shelby, President & CEO, Sacramento Urban League:** Mr. Shelby stated that since 2000, there has not been any new money to serve and create opportunities for those that have been locked out and underserved. He suggests bringing the various chambers to the table and help them to put a proposal together to serve the underserved. This board needs to understand what opportunities are available today that were not available nine years ago. These funds can provide an opportunity to provide training/GED/jobs for people that have not been served. Mr. Shelby suggests doing things differently from what was done in the past.

Ms. Purdy stated that staff reached out to the various ethnic chambers to inform them of this funding. Staff needs to be careful not to give more or less

information to people; she must give the same information to everyone. Ms. Pannell instructed Ms. Purdy to meet with the various chambers so they can help SETA to get the word out. Ms. Pannell offered to set the meeting up.

Ms. Purdy stated that California is a right to work state and in order to become employed in California have to have right to work documents. One service available that the career centers is assisting customers to acquire the right to work documents. It is true that customers cannot be enrolled in WIA programs without the right to work documents but other referral services are provided to people who are not legal residents.

4. **Derrell Roberts, Executive Director & CEO, Roberts Family Development Center:** His program has not yet received funding from SETA. He asked the Governing Board to look at other ways to do business; look beyond the traditionally funded agencies. They are trying to reach the hardest to employ and some have a difficulty going to the one stops. Look beyond the one stops to reach people that have not been served. Some customers have a difficult time going to one stop centers with security guards.

Ms. Purdy stated that over the past eight years there has been an environment of diminished funds for the one stops and program operators. This stimulus funding is a whole new environment. Our world in terms of workforce and education has changed. Staff is trying to broaden our scope to serve the people that have not been funded. Staff is planning in the dark even though we are receiving guidance letters once a week. Staff feels it is necessary to get something done now because there are a lot of people in distress. Also, there are no armed guards at the SETA-hosted career centers. The one stops are still very customer friendly places to go. The situation with customers trying to get unemployment insurance funds has increased the frustration level at some career centers.

5. **Tyrone Netters, Vice President, NAACP:** Mr. Netters thinks the timeframe is nearly impossible to meet and asked that the dates be changed. He asked for an additional week. Ms. Purdy stated that the Agency is trying to meet the goals of the Congress which is to get this money out as fast as we can and serve as many people as we can. Staff came up with is two different sets of deadlines but the deadlines can definitely be modified to accommodate potential proposers. Mr. Thatch stated that this legislation there is a requirement to spend this money very quickly, it to have a major impact with measurable outcomes that will go on a federal web site that will let the public know how many jobs will be created. It is important to get this money out quickly.

Ms. Purdy stated that there will be two proposed deadlines:

Phase 1 deadline: May 21 and **Phase 2** deadline: July 23

Ms. Pannell feels that the people in the audience can get the word out regarding the offerors' conference and pre-qualifications information. She suggested to

audience members to get on the phone and get people to this first meeting. It is important to get everyone here. Mr. McCarty reminded the audience that there are two bites of the apple and that it's important to get these funds out sooner rather than later.

Mr. Netters feels it would not be an issue to move it back a week. Ms. Kossick stated that staff has agreed to do more than one offerors' conference.

6. **Carlos Lopez, Director, Center for Employment Training:** This is the best opportunity the community has had in a number of years. He stated that needs-based payments is a big part of training and keeping people in training by providing money for transportation, child care, etc. Secondly, he suggested utilizing MOUs as a pilot approach to get qualified training vendors into the system quicker. The tradition is an RFP process. CET is willing to invest funds into getting green technology jobs. It is a high risk unless they were assured students for their program; they are willing to take the risk.

Staff will redo the calendar with another date for the Governing Board meeting. In addition, staff will make appointments with local chambers of commerce and do whatever possible to ensure the process is known to the public.

Moved/McCarty, second/Pannell, to approve the release of the Request for Proposals for 2009-2010 for the American Recovery and Reinvestment Act and Workforce Investment Act targeting services for adults and dislocated workers. Voice Vote: Unanimous approval.

C. HEAD START: No items.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of Use of Community Services Block Grant Stimulus Funding

Ms. Cindy Sherwood-Green stated that the exact allocation is not yet known but it should be about \$3.2 million. SETA has been told by the state that once the information is known, the Agency will have one week to submit the plan for the stimulus money. The listing of services to be provided was reviewed.

Moved/McCarty, second/Pannell, to approve the planned concept for the use of CSBG economic stimulus funding as outlined in the board packet. Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Fiscal Monitoring Reports: Ms. Kossick reminded board members that the Agency has no funds at risk with Sacramento Lao Family.
- B. Head Start Policy Council Minutes: No questions or comments.
- C. Head Start Fiscal Report: Ms. Maureen Dermott reviewed the updated budget roll up of all three programs. Ms. Dermott stated that there are challenges as to how to balance the expenses of the CDE contracts. The next budget looks like there will be a projected shortfall for 2009-2010. Management has met with the union regarding both fiscal budgets. There will be a plan that will be submitted for the next year dealing with the shortfalls. The Governing Board will be presented with an updated budget for approval on April 30. Two other stimulus opportunities are coming our way and staff will be applying for all funding available.
- D. Dislocated Worker Update: Ms. Pannell inquired about Gottschalk's. Mr. Walker stated that they started liquidation today. There are three in the area and staff will be working with all three stores.
- E. Enterprise Zone Program Update: No questions.
- F. Sacramento Region Clean Energy Roundtables: Ms. Purdy stated that Valley Vision has been invited to come to the next meeting to submit the results of conversations with 35 clean energy companies in the region.

V. Reports to the Board

- A. Chair: No comments.
- B. Executive Director: Ms. Kossick reminded board members of the Intel Summer Intern program which closes on Friday, April 18. The Hillsdale Career Center had the pleasure of hosting the Secretary of Labor Hilda Solis on March 16.
- C. Deputy Directors: No additional report.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: Ms. Nancy Matulich, representing AFSCME, asked to meet with board members to talk about the Head Start budget issues. She stated that AFSCME members feel management did not plan appropriately in order to prevent these potential 14 layoffs. Ms. Kossick stated that she has met with Ms. Matulich.

VI. Adjournment: Meeting adjourned at 11:40 a.m.

ITEM V- COMMITTEE REPORTS

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

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

Good	Needs Improvement
Attendance.	Turn cell phones off before the meeting starts and put them away.
Thank you Joy Otero for reminder calls to attend PC meeting.	When a vote is being taken, please pay attention and raise your hands "HIGH."
Thank you staff for your understanding and maintaining their professionalism during the meeting.	Remember to ask for point of personal privilege.
Thank you PC members for your patience while waiting for the PC meeting to start.	

- B. Budget/Planning Committee

- C. Personnel/Bylaws Committee

- D. Social/Hospitality Committee

E. Program Area Committees

- Early Childhood Development & Health Services Committee

- Monitoring and Evaluation

- Male Involvement Committee

F. Community Advocating Male Participation (CAMP) – Mr. Frank Jackson

G. Community Partnerships Advisory Committee (CPAC) – Ms. Kiesha Spriggs

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

I. Early Head Start Committee

ITEM VI- OTHER REPORTS

BACKGROUND:

- A. 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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- B. 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.

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

- Child Health and Disability Prevention Program – Ms. Van Huyhn
 - Perinatal & Infant Health Advisory Committee – Ms. Barbara Ramey-Clark
 - Maternal Child and Adolescent Health Board – Ms. Brenda Vincent
 - Community Action Board – Ms. Mary Pope
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E. HEALTH AND DENTAL REPORT: This item provides an opportunity for Policy Council representatives to submit an oral report to the Policy Council.

- Sacramento County Dental Health Advisory Committee Representatives (appointed by Chair): Ms. Mary Brown, Ms. Lorryne Garner, and Ms. Irlanda Meza

F. OPEN DISCUSSION AND COMMENTS: This item provides an opportunity for Head Start Policy Council members to bring up topics for discussion. Members are asked to address their requests to the Chair if they wish to speak. No action is to be taken on any item that is discussed during this meeting; the board may direct staff to place agenda items on upcoming agendas for action.

G. PUBLIC PARTICIPATION: Participation of the general public at Head Start Policy Council meetings is encouraged. Members of the audience are asked to address their requests to the Chair if they wish to speak.
