

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

DENISE LEE
Deputy Director

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

Thought of the Day: Great players are willing to give up their own personal achievement for the achievement of the group."

Author: Kareem Abdul-Jabbar

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

DATE: Tuesday, February 23, 2010

TIME: 10:00 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. Information Items

- A. Standing Information Items
- AB 1234 Ethics Training – Mr. Victor Bonanno

III. CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957

- Approval of Eligible List for Head Start Manager

➔ Report out of Closed Session

IV. Consent Item

- A. Approval of the Minutes from the January 26, 2010 Meeting

II. Information Items (continued)

A. Standing Information Items

- Introduction of Newly Seated Members – Ms. Jennifer Ryon
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account - Mr. Roger Bartlett
- PC/PAC Calendar of Events – Ms. Jennifer Ryon
- Parent/Family Support Unit Events and Activities – Ms. Jennifer Ryon
- National Head Start Association (NHSA) Parent Training Conference Report (attached) – Ms. Jennifer Ryon

- B. Governing Board Minutes for the January 7, 2010 Meeting

V. Committee Reports

- A. Executive Committee

VI. Other Reports

- A. Chair's Report
- B. Head Start Managers' Monthly Report (attached)
- C. Public Participation

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, FEBRUARY 17, 2010

The Policy Council meeting is hosted by:

Jennifer Ryon, Policy Council Chair
Patrice Hill, Policy Council Vice Chair
Violet Morrison, Secretary
Tamara Knox, Treasurer
Jeanine Vandermolen, Parliamentarian

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Jennifer Ryon, Elk Grove Unified School District
- _____ Patrice Hill, Sacramento City Unified School District
- _____ Sandra Renteria, Sacramento City Unified School District
- _____ Violet Morrison, San Juan Unified School District
- _____ Coventry St. Mary, San Juan Unified School District
- _____ Shernita Crosby, WCIC/Playmate Child Development Center
- _____ Mary Brown, SETA-Operated Program
- _____ David Quintero, SETA-Operated Program
- _____ Khalelah Hazewood, SETA-Operated Program
- _____ Kelly Martin, SETA-Operated Program
- _____ Tamara Knox, Home Base Program
- _____ Jeanine Vandermolen, Past Parent Representative
- _____ Brenda Vincent, Past Parent Representative
- _____ Mary Pope, Grandparent Representative
- _____ Elenita Salazar, Child Health and Disability Prevention Program

Members to be Seated:

- _____ Michela Barbosa, Twin Rivers Unified School District
- _____ Electa Broussard, Twin Rivers Unified School District
- _____ Raychelle Marshall, Sacramento City Unified School District

Seats Vacant:

- _____ Vacant (Bass), Elk Grove Unified School District
- _____ Vacant (Johnson), Sacramento City Unified School District
- _____ Vacant (Long), WCIC/Playmate Child Development Center
- _____ Vacant (Oregon), SETA-Operated Program
- _____ Vacant, SETA-Operated Program
- _____ Vacant, Early Head Start (SOP)
- _____ Vacant, Early Head Start (Sac. City)
- _____ Vacant, Early Head Start (San Juan)
- _____ Vacant, Foster Representative
- _____ Vacant, Community Advocating Male Participation/Male Involvement
- _____ Vacant, Community Representatives

**** Please call your alternate, the Policy Council Chair (Jennifer Ryon, 996-9954, 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 2009-2010**

The 2009-2010 Board was seated on **November 30, 2009** and
December 18, 2009

BOARD MEMBER	SITE	11/30 *	12/18 *	1/26	2/23 *										
K. Arrue (1/26)	SOP			X											
M. Barbosa	TR														
E. Broussard	TR														
M. Brown (11/30)	SOP	X	X	X											
S. Crosby (12/18)	WCIC	U	X	E											
K. Hazewood (s/b/s 11/30)	SOP	E	X	E											
P. Hill (s/b/s 12/18)	SAC		X	X											
R. Johnson (11/30)	SAC	X	U	U											
T. Knox (11/30)	SOP	X	X	E											
K. Mann (1/26)	SOP			X											
R. Marshall	SAC														
K. Martin (11/30)	SOP	U	X	X											
V. Morrison (11/30)	SJ	X	X	X											
M. Pope (11/30)	GRAND	X	X	X											
D. Quintero (11/30)	SOP	X	X	X											
S. Renteria (12/18)	SAC	U	X	X											
J. Ryon (11/30)	ELK	X	X	X											
E. Salazar (11/30)	CHDP	X	X	X											
C. St. Mary (11/30)	SJ	X	X	X											

BOARD MEMBER	SITE	11/30*	12/18*	1/26	2/23*									
J. Vandermolen (11/30)	PP	X	X	X										
B. Vincent (11/30)	PP	X	X	X										
V. Wilson (1/26)	ELK			X										

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAMP	Community Advocating Male Participation
CHDP	Child Health and Disability Prevention Program
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
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
- R:** Resigned
- 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 2/5/10

ITEM II-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
 - AB 1234 Ethics Training – Mr. Victor Bonanno

ITEM III - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

ITEM IV-A - CONSENT

APPROVAL OF MINUTES OF THE JANUARY 26, 2010 REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the January 26, 2010 meeting.

RECOMMENDATION:

That the Policy Council approve the January 26, 2010 Policy Council meeting minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

SETA Board Room
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Tuesday, January 26, 2010
10:45 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Jennifer Ryon called the meeting to order at 10:56 a.m. Ms. Patrice Hill read the thought of the day. Ms. Mary Brown will be acting as treasurer. Ms. Violet Morrison called roll; a quorum was established.

Members Present:

Jennifer Ryon, Elk Grove Unified School District
Patrice Hill, Sacramento City Unified School District
Sandra Renteria, Sacramento City Unified School District
Violet Morrison, San Juan Unified School District
Coventry St. Mary, San Juan Unified School District
Mary Brown, SETA-Operated Program
David Quintero, SETA-Operated Program
Kelly Martin, SETA-Operated Program (arrived at 11:01 a.m.)
Jeanine Vandermolen, Past Parent Representative
Brenda Vincent, Past Parent Representative
Elenita Salazar, Child Health & Disability Prevention Program
Mary Pope, Grandparent Representative

The following board members were seated: Victor Wilson, Elk Grove USD, Kara Mann, SETA-Operated Program, and Katherine Arrue, SETA-Operated Program.

Members Absent:

Reyva Johnson, Sacramento City Unified School District (unexcused)
Tamara Knox, Home Base Program (excused)
Shernita Crosby, Playmate/WCIC (excused)
Khalelah Hazewood, SETA-Operated Program (unexcused)

II. Consent Item

- A. Approval of the Minutes from the December 18, 2009 Special Meeting

Moved/Morrison, second/Quintero, to approve the December 18, 2009 minutes.
Show of hands vote: Aye: 12, Nay: 0, Abstentions: 3 (Arrue, Ryon, and Vandermolen)

III. Action Items

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

Ms. Mary Pope spoke of her experience on the CAB.

Moved/Brown, second/St. Mary, that the Council elect a representative and alternate to serve as Low-Income Sector representatives to the Community Action Board.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

Those interested in serving as CAB representative: Victor Wilson, Patrice Hill.

Votes: **Victor: 8**
Patrice: 6

Mr. Wilson will serve as representative and Ms. Hill will serve as alternate to the Community Action Board.

The Board went off agenda to Item III-D-Action.

D. 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. Ryon read the board item.

Moved/Brown, second/Martin, that the Policy Council 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: Aye: 13, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

The Board went back on agenda to Item III-B-Action.

B. The Selection of the Representative and Alternate to the SETA Head Start Health Services Advisory Committee

Ms. Brenda Campos reviewed this item. This meeting is open to the public but only the representative will be provided a meeting reimbursement and dinner.

Moved/Vincent, second/Pope, that the Policy Council select one representative and one alternate to the Health Services Advisory Committee.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

Those interested in serving: Mary Pope, Violet Morrison.

Votes: Violet: 5
Mary: 8

C. Selection of the Representative and Alternate to the SETA Head Start Community Partnership Advisory Committee

Ms. Brenda Campos reviewed this committee.

Moved/Brown, second/Arrue, that the Policy Council elect one Community Partnership Advisory Committee representative and one alternate to serve on the committee.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

Those interested: Kara Mann, Coventry St. Mary

Votes: Kara: 4

Coventry: 9

Ms. Coventry St. Mary will serve as representative and Ms. Kara Mann as alternate to the SETA Head Start Community Partnership Advisory Committee.

IV. Information Items

A. Standing Information Items

- Introduction of Newly Seated Members: New members, Victor Wilson, Kara Mann, and Katherine Arrue, spoke a little about themselves.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account - Mr. Roger Bartlett reviewed the most current report. The school districts are slower in submitting their information. The budget is five months into the program so the budget should be about 41% of expenditures. Mr. Bartlett corrected one item on the fiscal report. SETA is 39% of budget for Early Head Start. The SOP was reviewed; all of the five budgets were lower than 41% of budget. There are some CDE expenses that Head Start will make up. The budget does not yet show any CDE funds. SETA received three different ARRA grants; the first ARRA COLA is being spent at 91% of personnel costs in that grant. These funds will run out in January and the costs will go back to the Head Start basic budget category.
- PC/PAC Calendar of Events: Ms. Ryon reviewed the calendar. The Budget/Planning Committee meeting has been canceled for the month. Ms. Denise Lee stated that the Budget/Planning Committee will be switching focus to look at the refunding grant. This committee will be meeting once a week during the month of March on the following dates in the Oak Room: March 5, 9-10:30 a.m.; March 12, 9-10:30 a.m.; March 19, 9-10:30 a.m.; and, March 26, 9-10:30 a.m. The grant is due to the regional office on May 1. Ms. Ryon thanked a number of staff that worked to make the New Member orientation turn out great.
- Parent/Staff Recognitions: No comments.
- Sacramento County Head Start/Early Head Start Program Enrollment Report: Ms. Elsie Bowers reviewed the summary of enrollment for December 2009. This information goes directly to the Office of Head Start

every month. In response to a question about numbers in parentheses, Ms. Bowers stated that the Head Start program runs on a track basis. The number in parentheses reflect the number of children in the track at a particular time. Ms. Bowers spoke of furloughs for state workers and that staff will be utilizing the furlough days to assist parents to seek employment.

- Special Education Report/Disabilities Report: Ms. Beverly Sanford reported that she is responsible to ensure SETA/Head Start is in compliance with federal and state law with regard to the enrollment of disabled children in the Head Start program. The Special Education Report shows that SETA is in compliance with the performance standards. The Performance Standard #1304.6 states that SETA/Head Start/Early Head Start must serve at least 10% of its enrolled population for special needs children. Each month, staff report the number of children receiving special services through an IEP. After the numbers are provided, Ms. Sanford completes the report. Currently, there are 402 children in our program that are receiving special education services. Call Ms. Sanford at 263-3056 if there are questions.
- Community Resources: Ms. Ryon reminded board members to give any information to Ms. Desha the day before the meeting. Ms. Ryon announced a Free Museum Day this-coming weekend. There will be free transportation between the various museums. Ms. Ryon spoke of a monthly Children of Promise health and wellness event. These will be held between February 11-November 11, 2010. Copies of the flyer are available after the meeting.
- National Head Start Association Parent Training Conference Report: Ms. Kelly Martin prepared a conference report which will be in the February board agendas. Ms. Jeanine Vandermolen stated that she made a point to go to a lot of 'not fun' meetings. She got a lot of valuable information. Mr. David Quintero got a lot of good information and made some new friends. Ms. Mary Pope stated that there were some great classes. Ms. Ryon spoke of her experiences.
- Parent/Family Support Unit Events and Activities: Ms. Lisa Carr distributed flyers for Fishing in the Park on February 13 at Elk Grove Park. In addition, on February 17 there will be a county-wide men's health event.

B. Governing Board Minutes for the December 3, 2009 Meeting: No questions.

V. Committee Reports

A. Executive Committee: Ms. Hill read the Executive Committee critique.

B. Budget/Planning Committee: Ms. Brown had no additional report.

IV. Information Items (continued)

C. Fiscal Monitoring Report: No questions.

VI. Other Reports

- A. Chair's Report: After the meeting, Ms. Josie Werner will be taking photos for ID badges. Board members were reminded to complete child care and mileage forms and make sure they are signed. A sign-in sheet was distributed for parents to sit on the interview panel or screening panel for personnel.
- B. Executive Director's Monthly Report: Ms. Kathy Kossick distributed a listing of the Sacramento Works, Inc. One Stop Career Centers. Ms. Kossick encouraged board members to visit a one stop career center and see what services are provided; any feedback would be appreciated. She encouraged board members to spread the word to members of the community regarding the availability of services at the career centers.
- C. Head Start Interim Deputy Director's Monthly Report: Ms. Denise Lee reported that SETA and county wide programs started Head Start expansion on January 19 with full enrollment. There are an additional 196 Early Head Start slots throughout the county with Sacramento City with 32 slots, San Juan with 32 slots and the remainder are SOP slots. River Oaks is expanding services. SETA is also working with SCOE to focus on children with disabilities, especially children that cannot get to a center. Ms. Lee spoke of the self assessment process which will determine how well SETA/Head Start is doing; the Agency welcomes input from parents. The 2010 appropriations from the new administration were rolled out. Staff is expecting additional funds in 09/10. The temporary COLA appropriation will remain a permanent increase for the budget bottom line.
- D. Head Start Managers' Monthly Report
 - Ms. Brenda Campos: encouraged parents in the delegate agencies to participate in the self assessment. This is opportunity to provide input in the programs. The SOP is in the process of doing the self-assessment. Three areas to be reviewed include: 1) Education/Disabilities and Mental Health. This is an opportunity to go out to observe a classroom to learn what is done in the classroom. 2) Family and Community Partnerships. Participants can look at the family area and discuss what community partnerships are. 3) Health, Nutrition, and Safe Environments. Participants fill out a health and safety check list. If any board member is interested in participate, contact the managers. Completed information will include areas of strengths, challenges, and recommendations. A flyer will be sent out to parents.

Ms. Campos stated that SETA makes a priority to ensure the children are safe at the centers. There are fire drills/earthquake drills. There could be things coming our way that cannot be anticipated. The national office has sent out a list of potential natural disasters. Ms. Campos wants to put together a natural disaster handbook. She wants to put together a committee on child development/health to meet on February 19th. Ms. Campos encouraged participation.

During the month of February, Twin Rivers and San Juan will be assessed by Quality Assurance and Content Unit. This will be done with all delegates.

Ms. Lisa Carr encouraged the parents to visit centers to learn of community resources and making sure job boards are up to date and parent meetings are going on.

Staff is in the process of designing what workshops parents want. Please call Ms. Carr and let her know what parents are interested in. In addition, the Agency is looking for parent success stories. Please forward this information to Family Service Workers or call SETA's Public Information Officer, Terri Carpenter, at 263-7891.

Ms. Alma Hawkins was introduced. Ms. Hawkins and two other staff are available to do county-wide parent trainings.

VII. CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957

The board went into closed session at 12:23 p.m. The board went back into open session at 12:35 p.m. Ms. Ryon reported out of closed session that the Board took the following action in closed session: Approval of Appointment of Deputy Director (Children and Family Services).

- E. Open Discussion and Comments: Ms. Elenita Salazar reported that one of the health assessment guideline reports came out that universal skin tests for tuberculosis will no longer be required. There will be further discussion to follow to see how this will affect health assessment guidelines. Ms. Salazar will keep the board posted regarding updates to the guidelines.

Ms. Ryon distributed flyers announcing the availability of free tax preparation in the evenings.

- F. Public Participation: No comments.

VIII. Adjournment: Meeting adjourned at 12:39 p.m.

ITEM II-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
- Introduction of Newly Seated Members – Ms. Jennifer Ryon
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account - Mr. Roger Bartlett
 - PC/PAC Calendar of Events – Ms. Jennifer Ryon
 - Parent/Family Support Unit Events and Activities – Ms. Jennifer Ryon
 - National Head Start Association (NHSA) Parent Training Conference Report (attached) – Ms. Jennifer Ryon

NOTES:

CALENDAR OF EVENTS
PARENT/FAMILY SUPPORT UNIT

DATE

<p>M.E.N. – Mental Health, Exercise, and Nutrition Training</p>	<p>Wednesday, February 17, 2010 6:00-8:30 p.m. 925 Del Paso Blvd. , #100 Sequoia Room</p>
<p>Know Your Legal Rights Workshop (Guardianship, Child Custody & Child Support)</p>	<p>Wednesday, March 10, 2010 5:30-8:30 p.m. 925 Del Paso Blvd. ,#100 SETA Board Room</p>
<p>Male Involvement Committee Meeting</p>	<p>Wednesday, March 17, 2010 2:00 p.m. 925 Del Paso Blvd. Redwood Room</p>

PC/PAC CALENDAR OF EVENTS

EVENT

DATE

M.E.N. – Mental Health, Exercise, and Nutrition Training	Wednesday, February 17, 2010 6:00-8:30 p.m. 925 Del Paso Blvd. , #100 Sequoia Room
Child Development and Health Services Committee Meeting (AKA Child Safety Committee) Disaster Planning Meeting	Friday, February 19, 2010 9:00 a.m. 925 Del Paso Blvd. Sequoia Room
PC Executive Committee Meeting	Thursday, February 25, 2010 9:00 a.m. 925 Del Paso Blvd. Olympus Room
PAC Executive Committee Meeting	Tuesday, March 2, 2010 1:00 p.m. 925 Del Paso Blvd. Olympus Room
Budget/Planning Committee Meeting (Refunding grant application)	Friday, March 5, 2010 9:00-10:30 a.m. 925 Del Paso Blvd. Oak Room
Know Your Legal Rights Workshop (Guardianship, Child Custody & Child Support)	Wednesday, March 10, 2010 5:30-8:30 p.m. 925 Del Paso Blvd. ,#100 SETA Board Room
Budget/Planning Committee Meeting (Refunding grant application)	Friday, March 12, 2010 9:00-10:30 a.m. 925 Del Paso Blvd. Oak Room
Male Involvement Committee Meeting	Wednesday, March 17, 2010 2:00 p.m. 925 Del Paso Blvd. Redwood Room
Budget/Planning Committee Meeting (Refunding grant application)	Friday, March 19, 2010 9:00-10:30 a.m. 925 Del Paso Blvd. Oak Room
Budget/Planning Committee Meeting (Refunding grant application)	Friday, March 26, 2010 9:00-10:30 a.m. 925 Del Paso Blvd. Oak Room

ITEM II-B- INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The January 7, 2010 Governing Board minutes are attached for your review.

NOTES:

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

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

Thursday, January 7, 2010
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Kevin McCarty called the meeting to order at 10:04 a.m.

Members Present:

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

Member Absent:

Sophia Scherman, Public Representative

II. Consent Items

The consent calendar was reviewed; no questions or comments.

- A. Minutes of the December 3, 2009, Regular Board Meeting
- B. Approval of Claims and Warrants

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

- A. Approve the December 3, 2009 minutes.
- B. Approve the claims for the period 11/24/09 – 12/21/09.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA: No items.

B. WORKFORCE INVESTMENT ACT

- 1. Approval to Endorse the Sacramento Municipal Utility District (SMUD) California Residential Building Retrofit Program Proposal and Ratify Execution of a Memorandum of Understanding and Non-Disclosure Agreement

Ms. Christine Welsch reviewed the Memorandum of Understanding with SMUD, which is part of an application process with California Energy Alliance. It has been reviewed and approved by legal counsel. SETA will be leveraging funds with clean green jobs funds. In addition, marketing and training support will be leveraged.

Mr. Yee asked if there is an income level required for this program. Ms. Welsch stated that some of the services will be specifically for low income residents but most

will be for owner occupied homes; she doesn't know about the income level. SETA's part is leveraging the resources for training to put people to work.

Moved/Yee, second/Pannell, to endorse the Sacramento Municipal Utility District (SMUD) proposal to the California Energy Commission on behalf of the Sacramento Regional Energy Alliance (SREA) to implement the Home Performance Program, and ratify execution by the Executive Director of the Memorandum of Understanding and Non-Disclosure Agreement and authorize the Executive Director to execute such resolutions and other documents as necessary to implement the Memorandum of Understanding.

Voice Vote: Unanimous approval.

C. HEAD START

1. Approval of Out of State Travel to attend the Early Head Start National Orientation Conference

Ms. Kossick offered to answer questions.

Moved/Pannell, second/Yee, to approve out-of-state travel to the Early Head Start National Orientation Conference for an approximate cost of \$8,000.

Voice Vote: Unanimous approval.

2. Approval of Tuberculosis Policy

Ms. Brenda Campos reported that Head Start is required to align with County policies regarding changing the tuberculosis requirements for three-year olds. The policy was modified to state that three-year olds must have a TB questionnaire filled out. This policy was approved by both the Parent Advisory Committee and the Head Start Policy Council.

Moved/Pannell, second/McCarty, to approve the SETA Head Start/Early Head Start Tuberculosis Policy.

Voice Vote: Unanimous approval.

3. Approval to Contract for a Pre-School Oral Language/Literacy Curriculum

Ms. Denise Lee stated that this item is requesting approval to contract with Houghton Mifflin for \$99,465. A number of people came together to review and select an oral language curriculum to enhance the Head Start curriculum. The curriculum by Houghton Mifflin is the curriculum children were the most responsive to. Staff are recommending approval to enter into a purchase contract with Houghton Mifflin.

Mr. Yee inquired where there was such a wide range between the initial quotes and the final quote. Ms. Lee explained that SETA is able to share resources between classrooms which allowed for fewer units being purchased. Mr. Yee thanked staff for negotiating the costs so low. Ms. Jennifer Denzel was introduced and thanked for her work on this project.

Moved/Yee, second/Pannell, to approve a contract with Houghton Mifflin to purchase and implement *Where Bright Futures Begin!* oral language/literacy curriculum in the amount of \$99,547.

Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 0 (Mr. Nottoli not yet present.)

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of Resolution to Accept Community Services Block Grant (CSBG) American Recovery and Reinvestment Act (ARRA) Funds and Authorize the SETA Executive Director to Sign all Grant Documents

Ms. Cindy Sherwood-Green reviewed this item which expands the earned income tax credit program. This is to expand the outreach and increase the number of tax returns to be prepared and increase the refunds received.

SETA is part of the local community working on this program. Board members will be e-mailed sites where tax preparers will be available.

Moved/Pannell, second/Yee, to approve a resolution accepting CSBG funding.

Voice Vote: Unanimous approval.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Fiscal Monitoring Reports: No questions or comments.

B. Head Start Fiscal Report: No questions or comments.

C. California's Forgotten Middle-Skill Jobs

This is an interesting report the Board received in December.

Mr. Nottoli arrived at 10:18 a.m.

Ms. Christine Welsch reviewed this item. This report talks about what middle skill jobs are and what the potential training for these jobs. This is the bulk of the work done at SETA for people to attain the jobs and training for middle skill jobs.

Mr. Nottoli stated that this report is very important and is something that needs to be shared with colleagues, i.e., school boards. Ms. Kossick stated that the entire WIB and education partners received copies of this report. Mr. Nottoli asked that this report be sent to the city and of all cities within the county making decisions on budget priorities. Ms. Pannell stated that SETA needs to support some of the training facilities that provide training for middle skills jobs.

D. Unemployment Statistics: This data is from November, 2009.

E. Dislocated Worker Update: Mr. Walker corrected the date of layoffs at Worley Parsons to 2/3/2010. AT&T will be closing three of their call centers, which will

dislocate 249 employees. AT&T has not yet issued a WARN notice; staff have worked with the union. Capitol Development Group, a telemarketing company, laid off 101 employees; most of the staff have been re-hired by a new company. Kaiser is in labor negotiations and has not yet laid anyone off. Twin Rivers will be laying off 120 employees due to the merger of school districts.

Mr. Walker introduced Kristina Smith and Saundra Williams who provided dislocated worker orientations during the time SETA was closed.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick introduced the newly elected Policy Council Chair Jennifer Ryon and the newly elected Parent Advisory Committee Chair Jeanine Vandermolen. Ms. Carpenter gave Board members a folder that has the employer and business services brochure. Also included is a DVD that was produced that highlights employers that have been helped by Sacramento Works, Inc.
- C. Deputy Directors: No reports.
- D. Counsel: No report.
- E. Members of the Board: No reports.
- F. Public: No comments.

**VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION: One potential case
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9:**

The board adjourned into closed session at 10:30 a.m.

VII. Adjournment: Meeting adjourned at 10:45 a.m. with no report out of closed session.

ITEM V -COMMITTEE REPORTS

BACKGROUND:

- 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 January 26, 2010 Regular Policy Council meeting.

Good	Needs Improvement
Board room left clean.	Please turn off cell phones before meeting.
Thank you to Mary Degnan for reminder calls to board members.	Attendance; please call ahead if you will not be attending meeting.
Good participation by board members.	Please be prompt for meeting.
Thank you for raising your hands high and keeping them up.	
There was no side barring at meeting.	

ITEM VI- OTHER REPORTS

BACKGROUND:

- A. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Ms. Jennifer Ryon), 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. HEAD START MANAGERS' MONTHLY REPORTS: Attached.

- C. 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.

Monthly Head Start Report

February 2010

Program Operations Report

Family and Community Partnerships

Program Support Services

- Melanie Nicolas conducted a site visit and consultation with San Juan Head Start staff in the area of Program Design and Management and Family Partnership services on January 11, 2010. File Reviews and classroom visits are scheduled in February as part of the Grantee Monitoring Review.
- SOP Quality Assurance Monitoring debrief meeting was held on January 14, 2010. A summary report for the SOP centers that were reviewed in December was submitted to the Managers and Program Officers.
- Grantee Monitoring Review of the Delegates will commence in February with Twin Rivers Head Start and San Juan Head Start Center Base programs. Content Coordinators and Quality Assurance Specialists will conduct file reviews, class observations and staff interviews.
- A Countywide EHS Meeting was held on January 14, 2010 at the Redwood Room. Twenty (20) participants attended the meeting. Michelle Dunnaway from the Child Abuse Prevention Council was the presented speaker on Positive Discipline. Other agenda items discussed at the meeting were the use of the new ASQ:SE screening tool and program updates from various content areas.
- Brenda Campos and Melanie Nicolas had a technical assistance consultation meeting with Sara Haycox on January 25, 2010 in preparation for the Twin Rivers monitoring review by SETA on February 1-5, 2010. Twin Rivers Head Start opened 2 Head Start expansion sites at Kohler and Woodbridge Elementary schools in the North Highlands area which will also be reviewed.
- Melanie Nicolas provided technical assistance support to Twin Rivers during their Twin Rivers Head Start Policy Committee Meeting on January 26, 2010 held at the Morey Avenue campus.
- SETA Head Start hosted the OHS Monitoring Protocol: PDM Webinar at the Sequoia Room on January 28, 2010. Twenty (20) countywide staff was present at the web cast. A series of webinar training on the protocol will be hosted by the Grantee in preparation for the upcoming Federal Review in 2010-2011.

Education Services Update

- On January 8th the Countywide HS/EHS Home Based meeting was held at SETA. Tracey McDonald from "Cover The Kids" was scheduled to present, but had to be rescheduled. Participants shared community resources with one another, i.e., health, housing, food and job

resources. Support staff from Sacramento County Office of Education (SCOE) EHS expansion also attended the meeting.

- The Countywide Education content meeting was held on January 12th at SETA. Rob Colombini, our Grantee Performance Support Specialist from STG International attended the meeting. Rob's role is to provide T&TA to programs in Region IX. Information was shared about trends in HS monitoring, training opportunities for EHS expansion, ongoing assessment, CLASS training and implementation and the Center on the Social Emotional Foundations on Early Learning in California (CSEFEL)
- Kim Lister, Education Coordinator, provided an overview training on educational requirements and the ASQ-3 screener to new EHS Expansion staff.
- Kim Lister and Donald Schmidt met with WestEd on January 20th to continue work on future DRDP measures and the HS Child Outcomes alignment.

Disabilities Services Update

- On January 21st the Countywide Mental Health Coordinator/Specialists met with the Disabilities Coordinator/Specialists for a joint content meeting. Topics that were discussed were the Special Education Monthly Report, Delegate Monitoring for 2010, CSEFEL and CLASS Trainings, Preparing for a Federal Review, 2010 Monitoring Protocols for Mental Health and Disabilities, and Delegate Updates.
- On January 28th, Beverly Sanford, Disabilities Coordinator, provided a training to EHS Expansion partners, River Oak and SCOE on the EHS Routing and Referral Process for home based programs.

Mental Health Services Update

- Melanie Nicolas, Francisco Navarro and Judy Weber conducted a site visit and consultation with Sac City EHS program staff on January 6, 2010 to discuss Mental Health and Family Partnership services. This was part of the grantee monitoring review of their program. Children's file reviews and observations are scheduled in May.
- Melanie Nicolas provided an overview training on Early Head Start Mental Health Performance Standards to the new staff of the EHS Expansion program on January 13, 2010. The participants were from community partners River Oak Center for Children and Sacramento County Office of Education.
- The joint Countywide Mental Health and Disabilities Content Meeting was held on January 21, 2010 at the Redwood room. Fifteen (15) staff from all delegate agencies attended the meeting. Agenda items included CSEFEL Training, CLASS Training, OHS Federal Review Tips, and Changes in Reporting Requirements on Disabilities.
- Melanie Nicolas, Beverly Sanford, Kim Lister and Denise Gale provided technical assistance training and consultation with SCOE EHS partners on January 25, 2010 regarding required 45-day screenings, early intervention, follow-up services and education assessment requirements for EHS. A similar training/consultation was provided to the River Oak EHS partners on January 26, 2010.
- Melanie Nicolas provided training on 1) Post-Partum Depression Screener and Referral Process in Early Head Start and 2) ASQ:SE Screener on January 28, 2010. Participants were staff of SETA, SCOE and River Oak serving the EHS Expansion Program.

Health Services Update (medical, dental nutrition)

- The Health Coordinator attended the January 13th Tobacco Control Coalition meeting at the SCOE offices. One agenda item was the “State of Tobacco Control for 2009”, a Report Card. California received an “A” for “Smokefree Air”, but 2 “D’s” for “Tobacco Tax” and “Cessation Coverage” and an “F” for “Program Spending”, which indicates there is still room for improvement.
- The Children’s Health Insurance Coordinating Committee held the year’s first quarterly meeting January 19 at the Sierra Health Foundation. The Deputy Director for the Managed Risk Medical Insurance Board, Ernesto Sanchez, reported on Health Insurance updates which reflect our negative economy.
- The Health Coordinator participated in the January 20th Tobacco Cessation Workshop, held at the UC Davis Cancer Center. The event, sponsored by the American Lung Association, was well received and featured Dr. David Cooke, who gave a presentation on Smoking and Lung Cancer.
- On January 25 the Health and Nutrition Content meeting convened to cover a wide variety of subjects. Cynthia Robinson, Administrator for the Health Education Council, gave a presentation on “Healthy Eating in the African American Community” and included a cookbook with recipes for healthy ‘Soul Food’. Tracey McDonald, from ‘Cover the Kids’, gave the latest information on Low Cost Health Insurance. Our new “Tuberculosis Policy Guidelines” was then unveiled. Hard copies were given to the attendees, but it was also shared that the policy is now available on our (www.headstart.seta.net) WEB site under “Policies and Procedures”. The last item for discussion was the “Head Start Emergency Preparedness Manual”, which was written as a resource for administrators and staff as well, to plan for emergencies and implement emergency preparedness plans. The electronic version can be downloaded from the Early Childhood Learning and Knowledge Center (eclkc.ohsacf.hhs.gov) ACF-IM-HS-09-09. Hard bound copies were available for participants.

Family and Community Partnerships

- Melanie Nicolas, Francisco Navarro and Judy Weber conducted a site visit and consultation with Sac City EHS program staff on January 6, 2010 to discuss Mental Health and Family Partnership services. This was part of the grantee monitoring review of their program. Children’s file reviews and observations are scheduled in May.
- Melanie Nicolas conducted a site visit and consultation with San Juan Head Start staff in the area of Family Partnership services on January 11, 2010. File Reviews and classroom visits are scheduled in February as part of the Grantee Monitoring Review.

Food Service Report

Child and Adult Care Food Program (CACFP) Report (SETA Operated Program)

January 2010

Total Number of Meals and Snacks Prepared at Kitchens			
Lunch	PM Snack	Breakfast	Field Trips
37,532	22,550	26,752	100

Delegate Agencies

Elk Grove Unified School District

Education Services Update

- Our Head Start classes continue to be fully enrolled at 420 students, with a growing waiting list of 65 students. Our average attendance for the month was 82%. Our C track classes at John Reith and Samuel Kennedy Elementary Schools were off-track for the month of January. This month teachers assessed the progress of their students with the School Readiness Screening. The information from these screenings will be used to inform instruction and make program decisions. Vanessa Ham of EGUSD's Risk Management Department certified the teachers in both CPR and Community First Aid and Safety as required by Head Start Performance Standards. Some of our staff members participated in the district's Saturday Seminar on January 23rd.

Disabilities and Mental Health Services Update

- As a result of continuous follow-up on the Coops and screenings, we have been able to increase identification and reach special needs children with services providing early intervention. We now have 59 students with active Individual Education Plans in our program. This number exceeds the 10% required by Head Start.

Health Services Update

- Representatives from the Smile Keepers program have visited each class to do fluoride treatments and discuss dental health. Height and weight measurements for each child were completed by the Paraeducators for the second time this year. Program Educators have been graphing each child's information and contacting parents with health concerns related to underweight or overweight issues.

Family and Community Partnerships Update

- "Open Books, Open Hearts" Parent Book Clubs were held at Florin, Barbara Comstock Morse, Charles Mack, Prairie, and David Reese Elementary Schools in January. Parents were taught strategies to help guide their children in early literacy skills, and were given books to take home. Two classes of Parenting Across Cultures, a twelve week parenting class, have been in session this month. Classes have proven so popular that a waiting list has been put in place. The Parent Resource Room at Prairie PreK-2 remained open on Mondays for parents to check out books and related materials for home reinforcement of literacy and numeracy skills. A Family Services Workshop on Job Search Skills and Resume Writing was held by the Program Educator on January 11th, and another will be held in February.

Recruitment

The following recruitment activities took place this month:

- The Program Educator reviewed the Sacramento County Centralized Eligibility List (CEL) weekly to check for eligible students. Eleven names of EGUSD preschool-eligible children were gained from this list. The families are being contacted to register for preschool.
- A hundred recruitment flyers were sent to each elementary school in the district to be displayed and made available to parents/guardians in the front office. Adult and Community Education, Prairie Healthy Start Office, and David Reese Healthy Start Office were each given forty flyers.

- A total of 120 flyers were sent to Cosumnes River Community College's Students Services, Financial Aid, Work Experience, and Internships Departments. Flyers were provided to each of the attendees at the Head Start Parent Policy Committee Meeting and to parents registering their children for preschool at Samuel Kennedy, John Reith, Herman Leimbach, and Florence Markofer Elementary Schools.
- Preschool enrollment information banners are being displayed outside the offices of our elementary schools.
- Mass and individual registrations have begun for the next school year. The two new Bilingual Family Advocates will now be available to assist our Spanish-speaking families.

Sacramento City Unified School District

Education and Child Development

- Martha Rowland, SCUSD's Coordinator of Library Services, presented at the January 8th Faculty Meeting. Martha talked about the resources available: book collections already aligned to Open Court themes, special delivery of requested books to school sites, speakers for parent meetings and class trips to the Professional Library for story-time and book related activities. Martha reports that teachers have kept her very busy since then!
- Administrator Donna Elmore presented two days of training for classroom aides on January 20 and 21. Donna's topic was "Reframing Discipline" and was a follow up to the training SETA's Kim Lister provided to teachers in July and August 2009. Aides were very appreciative of this training, tailored and provided by Donna just for them.
- "Sexual Harassment", a training mandated by the District, was presented at the Staff Development Meeting on January 22nd.
- Amy Ronsheimer, Resource Teacher supporting Mental Health, attended the "Pre-K Train-the-Trainer for CLASS" regional training in San Jose, January 19-21. Amy will introduce the CLASS to teaching staff at a Faculty Meeting scheduled for Friday, February 12th.

Mental Health Services Update

- Followed up on mental health referrals from teaching staff and Family Partnership Agreements.
- Presented Centralized Child Discipline workshop and 50 people attended.
- Presented a couples movie night and 40 people attended.
- Preparing for a six week couples workshop. Workshop will be in English and Spanish.
- Attended SETA's Mental Health Content Meeting.

Health Services Update

- Visited 40 sites for sensory rescreens, health consultations and finished the varnish program.
- Finalized the Self Assessment findings and Plan in health and nutrition.

- Confirmed and referred six eligible children to the Smile for Kids Dental Clinic for free dental care.
- Presented at eight parent meetings with the registered dietitian on health/nutrition for the HEAL Grant.
- Presented at the new teacher orientation on Health Policy.
- Presented at the staff faculty meeting on health/nutrition updates.
- Revised the Staff Handbook on Health, Nutrition, and Safety Policy.
- Attended SETA's health delegate meeting for current grantee information.

Family and Community Partnerships Update

- Family and Community Partnership meeting with SCUSD staff. SMUD and Department of Human Assistance staff presented.
- Two new School Community Liaisons have been hired.

San Juan Unified School District

Education Services Update

- An in-service training was provided January 29th to review the last cycle of individualization that will occur between February and April. Training was also provided on the integration of domains; social-emotional, cognitive and physical as classroom strategies are created for Individual Development Plans.

Disabilities Services Update

- The number of children with IEP's continues to increase as Fall referrals and assessments are completed. With the restructuring of our registration/enrollment/recertification department this past year, there has been a noticeable glitch in the rescreening of year-round students. A task committee has been set-up to form an action plan to alleviate this challenge. The committee is actively working on this now.

Mental Health Services Update

- The Mental Health Therapist is participating in Parent/Teacher conferences to both address specific social-emotional needs of identified children as well as provide community resources and mental health referral information. The MHT continues to provide interactive trainings program-wide for parents that pertain to Limit Setting and Stress Management.

Nutrition Services Update

- Soil Born Farms has begun delivery of "Veggie Boxes" to our staff, classrooms and families at Marvin Marshall. Each classroom will receive produce to enhance health and nutrition activities. The fresh produce will be delivered each Friday!

Health Services Update

- The Health team has scheduled the second round of dental screenings with Kate Varanelli from Smile Keepers to provide dental screenings for all the preschool programs (HS/SPS/FDSPS). Several children needing urgent dental work and having no dental insurance were connected with Smiles for Kids for their 'Dental Saturday'. Health staff members have also been continuing the centralized screening room one day a week, and visiting sites to rescreen any children that were not ready or did not pass in the screening room during enrollment.

Family and Community Partnerships Update

- The policy committee has been busy. The budget committee has almost completed its work. The Bylaws are ready for the second reading and we will request approval at the next

regular meeting. In the near future Policy Committee meetings will return to Marvin Marshall now that construction has been completed.

Transition Services Update

- The ECE department is working with our District on a Transitions Action Plan. At this point, we are collaborating with our elementary counter-parts and brainstorming the “big themes” that Preschool and Elementary grades have in common. A Pre-K/Kindergarten Transition Matrix is being developed.

Program Support/Staff Training Update

- All Teaching staff attended training on math activities, which was sponsored by the School Readiness program and provided by our local Lakeshore representative. There they saw some fun math activity ideas that were low-cost, easy to create, and easy to incorporate into current themes. Part-day Teachers also all received their annual CPR and First Aid training this month and all teachers received further training on individualization with a special focus on strategy development and documentation.

Fiscal Update

- Head Start and Early Head Start submitted their fiscal, supplemental and ARRA reports to SETA on January 10th, 2010. At this time, our current spending trend is in line with our budgeted expenses, with 50% of the year completed and 50% of the expenses spent. Budget Development 2010-11 started at the beginning of January with the Parent Budget Committee. We will be submitting the Head Start and Early Head Start Grant Application to the Policy Committee Board on February 11, 2010.

Early Head Start

- The EHS Expansion slots are filled. Modifications to our new site at Fair Oaks School are underway. Staff received annual CPR certification. NAEYC (National Association for the Education of Young Children) Accreditation reports were submitted for the Sierra Nueva and San Juan sites. Home Based will be having a collaborative meeting with SCOE (Sacramento County Office of Education).

WCIC/Playmate

Education Services Update

- WCIC/Playmate’s #1 and #2 Enrollment for January 2010 was as follows: 100 total enrollments of children at #1 and 20 total enrollments of children at #2 Expansion class. Therefore, total funded enrollment = 120 children ages 3-5. We continue to accept eligible waiting list applicants for the 2009-2010 school year.
- WCIC/Playmate teachers second Parent Conference took place the week of January 25, 2010 through February 5, 2010.
- WCIC/Playmate #1 DRDP-R second Assessment was completed January 25, 2010.
- Disaster kits checked frequently so all items are well stocked.

Disabilities Services Update

- WCIC/Playmate Monthly January 2010 Special Education Report resulted with nine children with IEP's. WCIC/Playmate Head Start Program continues to work with Sacramento City Unified School District to have a Speech and Language Therapist at WCIC/Playmate Head Start programs. Speech services are provided weekly by Karen Oakley, Speech and Language Specialist, Sacramento City Unified School District.
- Denise McAdams, Resource Specialist, Sacramento City Unified School District continues to provide Special Resource Therapy weekly for our IEP children.

Mental Health Services Update

- WCIC/Playmate Mental Health Services Continue by Francisco Navarro, Mental Health Social Worker from SETA. No Mental Health referral was made for January 2010.

Sacramento County Head Start/Early Head Start Program Enrollment Report January 2010

HEAD START

Agency	Funded Enrollment	Last Day of Month Enrollment	%	ARRA Funded Enrollment	ARRA End of Month Enrollment	%
Elk Grove	380	380	100	40	40	100
Sacramento City	1,272	1,293	110	20	24	120
San Juan	680	683	100	20	20	100
SETA	1,860 (2,778)	1,902	102	18	20	111
Twin Rivers	179	176	98	32	32	100
WCIC/Playmate	100	100	100	20	20	100
County Totals	4,471 (5,389)	4,534	101	150	156	104

EARLY HEAD START

Agency	Funded Enrollment	Last Day of Month Enrollment	%	ARRA Funded Enrollment	ARRA End of Month Enrollment	%
Sacramento City	115	115	100	32	35	109
San Juan	129	137	106	32	32	100
SETA	213	220	103	132	134	102
County Totals	457	472	103	196	201	103