

Thought of the Day: "Do or Do Not....There is no Try."

As spoken by: Yoda

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

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Executive Director

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

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, December 14, 2010

TIME: 1:00 p.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

- Introduction of New Board Members

II. Consent Item

- A. Approval of the Minutes of the November 23, 2010 Special Meeting

III. Action Items

- A. Selection of Representatives and Alternates to Attend the Annual California Head Start Associate (CHSA) Parent Training Conference
- B. Selection of Committee Representatives for Program Year 2010-2011
 - 1) Head Start Personnel/Bylaws Committee Representatives
 - 2) Head Start Budget/Planning Committee Representatives
 - 3) Head Start Social/Hospitality Committee
 - 4) Program Area Committees
 - a) Early Child Development and Health Services and Parent/Family Support Committee (aka: Child Safety Committee)
 - b) Monitoring & Evaluation (aka: Self-Assessment) Committee
 - c) Male Involvement Committee

- C. Election of Representative and Alternate to the Community Action Board
- D. Selection of Representative and Alternate to the SETA Head Start Health Services Advisory Committee (HSAC)
- E. Selection of Community Partnerships Advisory Committee (CPAC) Representative and Alternate
- F. Approval to Amend the Conflict of Interest Code for the Sacramento Employment and Training Agency

IV. Information Items

- A. Standing Information Items (continued)
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
 - PC/PAC Calendar of Events
 - Parent/Family Support Unit Events and Activities
 - Parent/Staff Recognitions
- B. Governing Board Minutes for the November 4, 2010 Meeting

V. Committee Report

- A. Executive Committee

VI. Other Reports

- A. Head Start Deputy Director's Report
 - Monthly Head Start Report (see attachment)
- B. Head Start Managers' Reports
- C. Open Discussion and Comments
- D. Public Participation

III. Action Items (continued)

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

- Approval of Eligible List for: Approval of Eligibility Lists for: Accounting Technician, Associate Teacher, Tier III, and Site Supervisor

➔ Report out of Closed Session

VI. Adjournment

DISTRIBUTION DATE: WEDNESDAY, DECEMBER 8, 2010

The Policy Council meeting is hosted by:
Jennifer Ryon, Chair

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Lora Tellez, Elk Grove Unified School District
- _____ Arisdely Ornelas, Sacramento City Unified School District
- _____ Brandy Krueger, San Juan Unified School District
- _____ Darlene Low, San Juan Unified School District
- _____ Michela Barbosa, Twin Rivers Unified School District
- _____ Ekuah Ramsey, Twin Rivers Unified School District
- _____ Lisa Daniels, WCIC/Playmate Child Development Center
- _____ Delia Ramirez, WCIC/Playmate Child Development Center
- _____ David Quintero, SETA-Operated Program
- _____ Mary Brown, SETA-Operated Program
- _____ Haley Joslin, SETA-Operated Program
- _____ Tamara Knox, Past Parent Representative
- _____ Rebecca Lewis, Grandparent Representative
- _____ Dina Patterson, Foster Parent Representative
- _____ Coventry St. Mary, Early Head Start (San Juan)
- _____ Troy Luna, Community Advocating Male Participation
- _____ Gloria Juarez, Child Health & Disability Prevention Program
- _____ Jennifer Ryon, Outgoing Chair

Members to be Seated:

- _____ Willie Jean Peck, Elk Grove Unified School District
- _____ Kiersten Gonzales, Sacramento City Unified School District
- _____ Kiran Ratti, Sacramento City Unified School District
- _____ Tiffany Garcia, Early Head Start (Sac. City)
- _____ Roberto Reyes, SETA-Operated Program
- _____ Michele Dixon, SETA-Operated Program
- _____ Michelle Burgess, SETA-Operated Program
- _____ Electa Broussard, Past Parent Representative
- _____ _____, Home Base Option
- _____ _____, Home Base Option

**** 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 2010-2011**

The 2010-2011 Board was seated on **November 23, 2010** and
December 14, 2010

BOARD MEMBER	SITE	11/23	12/14 *															
M. Barbosa (11/23)	TR	X																
E. Broussard	PP	E																
L. Daniels (11/23)	WCIC	X																
M. Dixon	SOP	E																
T. Garcia	EHS	U																
K. Gonzales	SAC	U																
H. Joslin (11/23)	SOP	X																
G. Juarez (11/23)	CHDP	X																
T. Knox (11/23)	PP	X																
B. Krueger (11/23)	SJ	X																
R. Lewis (11/23)	GRAND	X																
D. Low (11/23)	SJ	X																
T. Luna (11/23)	MI	X																
A. Ornelas (11/23)	SAC	X																
D. Patterson (11/23)	FOSTER	X																
W. J. Peck	ELK	U																
D. Quintero (11/23)	SOP	X																
D. Ramirez (11/23)	WCIC	X																
E. Ramsey (11/23)	TR	X																

BOARD MEMBER	SITE	11/23	12/14*											
K. Ratti	SAC	U												
R. Reyes	SOP	E												
C. St. Mary (11/23)	EHS	X												
L. Tellez (11/23)	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 11/23/10

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 23, 2010 SPECIAL
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the November 23, 2010 meeting.

RECOMMENDATION:

That the Policy Council approve the November 23, 2010 meeting minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, November 23, 2010
1:00 p.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Jennifer Ryon called the meeting to order at 1:12 p.m. Ms. Patrice Hill read the Thought of the Day. Ms. Coventry St. Mary called the roll.

Members Present:

Jennifer Ryon, Elk Grove Unified School District
Michela Barbosa, Twin Rivers Unified School District
Shernita Crosby, Women's Civic Improvement Club (arrived at 1:36 p.m.)
Patrice Hill, Sacramento City Unified School District
Coventry St. Mary, San Juan Unified School District
Mary Brown, SETA-Operated Program
Yvette Hernandez, SETA-Operated Program
Dina Patterson, SETA-Operated Program
David Quintero, SETA-Operated Program
Katherine Yaipen-Faulter, SETA-Operated Program
Jeanine Vandermolen, Past Parent Representative
Brenda Vincent, Past Parent Representative
Tamara Knox, Home Base Program
Samih Shehedah, Early Head Start
Troy Luna, CAMP

Members Absent:

Kelly Martin, SETA-Operated Program (excused)
Electa Broussard, Twin Rivers Unified School District (excused)
Mary Pope, Grandparent Representative (excused)

II. **Consent Item**

- A. Approval of the Minutes of the October 26, 2010 Special Meeting

Moved/Hill, second/Quintero, to approve the minutes of the October 26 meeting.
Show of hands vote: Aye: 11, Nay: 0, Abstentions 2 (Ryon and Vandermolen)

III. **Action Items**

- A. **TIMED ITEM 1:00 P.M. AND PUBLIC HEARING:** Second Reading and Approval of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council

Ms. Jeanine Vandermolten reviewed the bylaws. Legal Counsel has requested some items previously deleted be added. The SETA Governing Board will approve the bylaws at their December 2 meeting.

Moved/Hill, second/St. Mary, to close the public hearing and approve the modifications to the bylaws of the SETA Policy Council Bylaws with modifications forwarded from Legal Counsel.

Show of Hands Vote: Aye: 12, Nay: 0, Abstentions: 2 (Ryon and Vandermolten)

B. Approval of Revised PC/PAC Reimbursement Policies and Procedures

No questions or comments to this item; the modified reimbursement policy were also included in the bylaws.

Moved/Barbosa, second/Patterson, to approve the revised PC/PAC Reimbursement Policies and Procedures.

Show of hands vote: Aye: 11, Nay: 1 (Luna), Abstentions: 2 (Ryon and Vandermolten)

IV. Information Items

A. Standing Information Items

- Fiscal Report - Mr. Roger Bartlett reviewed the first report for the period ending October 31, 2010. The first quarter of the grant year would expect to spend approximately 25% of budget; the Agency has spent about 22% of the grant overall. There is a 15% administrative services/costs and the Agency is currently spending around 10%. The T/TA grant has been spent more than last year but it is due to some major projects being done. The Kaiser premium was paid on the American Express Card and will no longer be paid that way. Mr. Bartlett filed the final report requested carryover of around \$500,000 and if the requests are approved, the Agency will have spent all but \$100,000 of last year's grant which is great. Board members are invited to attend the monthly budget review meetings.
- Committee Reports: Ms. Ryon reviewed the Executive Committee report. Ms. Jeanine Vandermolten reviewed the budget/planning meeting where members talked about having a more condensed report in the board packets. Members also discussed the number of parents to go to the Virginia Beach trip. Ms. Mary Brown reviewed the Monitoring and Evaluation Committee. Ms. Brown was on the program governance committee; members visited six sites and checking on their parent meeting minutes/notes, agendas, and parent resource binders. Committee members provided reports to Ms. Desha. Ms. Brown stated that it was a good experience. Health Services Advisory Committee: Ms. Vandermolten reported that they learned a lot about toothpaste and concerns about how much fluoride would be too much for children. Some sites have fluoride in the water and others do not. Members learned that the children would not get overdose

of fluoride. Members also heard from a midwife program that outreaches to young mothers. Ms. Vandermolen will provide a more complete report next month.

- Seating of New Policy Council Members (2010-2011): Termed out Brenda Vincent, Katherine Yaipen-Faulter, and Jeanine Vandermolen stepped down.

New Members Seated:

Lora Tellez, Elk Grove Unified School District
Arisdelcy Ornelas, Sacramento City Unified School District
Brandy Krueger, San Juan Unified School District
Darlene Low, San Juan Unified School District
Michela Barbosa, Twin Rivers Unified School District
Ekuah Ramsey, Twin Rivers Unified School District
Lisa Daniels, WCIC/Playmate Child Development Center
Delia Ramirez, WCIC/Playmate Child Development Center
Mary Brown, SETA-Operated Program
Haley Joslin, SETA-Operated Program
Tamara Knox, Past Parent Representative
Rebecca Lewis, Grandparent Representative
Dina Patterson, Foster Parent Representative
Coventry St. Mary, Early Head Start (San Juan)
Gloria Juarez, Child Health & Disability Prevention Program
Jennifer Ryon, Elk Grove Unified School District

New Members Absent:

Willie Jean Peck, Elk Grove Unified School District
Kiersten Gonzales, Sacramento City Unified School District
Kiran Ratti, Sacramento City Unified School District
Electa Broussard, Past Parent Representative
Tiffany Garcia, Early Head Start (Sac. City)
Roberto Reyes, SETA-Operated Program
Michele Dixon, SETA-Operated Program
Michelle Burgess, SETA-Operated Program

Ms. Shernita Crosby arrived at 1:36 p.m. Although she will no longer be on the Policy Council, Ms. Ryon wanted Ms. Crosby to be recognized.

Ms. Coventry St. Mary called the roll for the new members.

- Introduction of Policy Council Members: New members introduced themselves.
- How to Present and Make Motions: Ms. Ryon reviewed the process by which motions are done in board meetings; more complete board training will be done in January.
- Introduction of Staff: Staff came to the microphone and introduced themselves.

➤ Board Procedures

✓ Reimbursements & Budget/Planning: Mr. Bartlett stated that Board members are entitled to reimbursement for the actual costs incurred to attend meetings. Child care costs will be reimbursed up to a maximum of \$30.00 per meeting. Board members will be reimbursed for attendance at conferences. The Parent Budget Review Committee goes through the items of expenditure for the month and staff explains why things are underspent or overspent. It is a very important committee in that this board is responsible for the stewardship of federal funds. The budget committee can make recommendations for budget changes.

Ms. Ryon asked that all board members put away their cell phones so that there are no distractions. Board members can have messages sent to 263-3804 and staff will ensure board members will be given messages.

✓ Personnel: Mr. Andrew Pineda provided information for board members interested in participating in three basic Human Resources areas: recruitment, screening, and selection of Head Start employees. Board members are given training as to what is done in the screening and interviewing process. Board members were asked to provide their information to Ms. Desha.

✓ Conflict of Interest: Ms. Nancy Hogan reviewed Conflict of Interest requirements for board members. Forms will be provided at the December meeting.

➤ Officer Elections – December, 2010: Ms. Ryon stated that the date of the December meeting is unknown. The Board Orientation will be in January.

B. Governing Board Minutes for the October 7, 2010 Meeting: No questions or comments.

III. Action Items (continued)

C. Selection of Representatives and Alternates to Attend the Annual National Head Start Association Parent Training Conference

Ms. Ryon reviewed the travel guidelines for the PC members with interest in attending the Parent Training Conference. Preference will be given to members that have not yet attended and out-of-state conference. Tamara Knox has been nominated for NHSA Parent of the Year award.

Those interested in attending: Brandy Krueger, Coventry St. Mary, Darlene Low, Dina Patterson, Lora Tellez, Michela Barbosa

Board members were asked to vote for Show of hands votes:
Brandy: 1; Coventry: 9; Darlene: 1; Dina: 4; Lora: 2; Michela: 1

Another vote was taken since it was unsure whether all board members had voted:

Brandy: 1; Coventry: 10; Darlene: 1; Dina: 4; Lora: 2; Michela: 1

Representatives will be Coventry St. Mary and Dina Patterson. Ms. Lora Tellez will be Alternate #1.

Show of hands vote for three-way tie for Alternate #2:

Brandy: 2; Darlene: 8; Michela: 6

Another vote was taken since it was unsure whether all board members had voted:

Brandy: 2; Darlene: 8; Michela: 8

Show of hands vote for two-way tie for Alternate #2:

Darlene: 8; Michela:

Ms. Low stated that she would step down; Ms. Barbosa will be the second alternate.

Moved/Patterson, second/Hernandez, to confirm the selection of Coventry St. Mary and Dina Patterson as representatives, and Lora Tellez and Michela Barbosa as alternates.

Show of Hands Vote: Aye: 19, Nay: 0, Abstentions: 1 (Ryon)

IV. Information Items (continued)

A. Standing Information

- PC/PAC Calendar of Events: Ms. Ryon reviewed the calendar of events.
- Parent/Family Support Unit Events and Activities: No additional meetings.
- Community Resources: Ms. Kathy Kossick spoke about a new virtual one stop called jobsacramento works.org. Geographic Solutions and the web site provide information on available jobs. The system matches job seekers and employers. The virtual one stop links with Monster.com.

V. Other Reports

- ##### **A. Head Start Deputy Director's Report:** Ms. Denise Lee stated that the SETA program serves 6,000 children county-wide with a budget of \$55 million. Some of the children are served through SOP programs and others through five delegates. Staff has received notice that SETA has been scheduled for the federal PRISM review January 24 – February 4, 2011. This is a federal mandate. Staff anticipates a very positive review report. The board will be interviewed by the reviewers. The reviewers will observe 35% of the classrooms and will review the files to ensure the services are being provided. The federal team leader will be here December 15 and will provide a list of classrooms to be reviewed. There

are new accountability systems and the feedback on how the Agency does on the review will be utilized to show that SETA is 'worthy' of the funds. The accountability is becoming tighter as resources become scarcer. There is a possibility that SETA would be asked to re-compete for the program funds with other agencies.

- B. Head Start Managers' Reports: Ms. Karen Gonzales stated that all of the centers are looking at their program and services to see if there are areas that need improvement. A lot of energy is being put into preparing for the PRISM review.

Ms. Lisa Carr supervises the family service workers that do the enrollment. Her staff to parent trainings at the centers. Her staff also provides county-wide parent trainings once a month. A county-wide Parent Conference is being planned for April 20, 2011 at the Lemon Hill center. Mayor Kevin Johnson is being asked to be the keynote speaker. Staff will report back as to whether he will be the keynote speaker.

- C. Open Discussion and Comments: None.
D. Public Participation: Ms. Ryon wished the departing members well.
- VI. Adjournment: The meeting was adjourned at 3:17 p.m.

ITEM III-A – ACTION

SELECTION OF REPRESENTATIVES AND ALTERNATES TO ATTEND THE
CALIFORNIA HEAD START ASSOCIATION (CHSA)
ANNUAL PARENT CONFERENCE

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to select Representatives and Alternates to attend the California Head Start Association (CHSA) Annual Parent Conference. The Conference will be held at the San Francisco Marriott Marquis Hotel, February 7-8, 2011 (Monday-Tuesday).

Please see attached Conference Attendance Guidelines and Conference information.

RECOMMENDATION:

That the Policy Council approves the selection of three (3) Representatives and three (3) Alternates to attend the California Head Start Association Conference.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

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

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

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

ITEM III-B – ACTION

SELECTION OF COMMITTEE REPRESENTATIVES FOR PROGRAM
YEAR 2010-2011

BACKGROUND:

The following standing committees require Policy Council representatives be appointed. It is hoped every member will participate on committees. A description of each committee is included in the Policy Council bylaws. Staff will be available to provide an oral report and answer questions.

1) Head Start Personnel/Bylaws Committee Representatives

Oversight by: Marie Desha

- a) Parliamentarian - _____
- b) _____
- c) _____

2) Head Start Budget/Planning Representatives

Oversight by: Roger Bartlett

- a) Treasurer _____
- b) _____
- c) _____

3) Head Start Social/Hospitality Committee

Oversight by: Marie Desha

- a) Secretary _____
- b) Treasurer – _____
- c) _____

4) Program Area Committees

The Performance Standards are structured around comprehensive program content areas of Early Childhood Development and Health Services, Parent/Family Support, and Program Design and Management. The program areas provide additional support to quality services and families. Each program area will be composed of one staff and a minimum of three parents shall be selected by the Policy Council to plan and review each program area as well as participate in the writing of program plans and narratives.

ITEM III-B – ACTION (continued)

Page 2

The Program Monitoring and Evaluation (Self-Assessment) Committee is designed to assist the SETA Head Start Monitoring/Evaluation staff in conducting on-center evaluations throughout the program year. Committee members will have the opportunity to visit and evaluate classroom(s) throughout the County.

- A) Early Child Development and Health Services and Parent/Family Support Committee (aka: Child Safety Committee)

Oversight by: Karen Gonzales

a) _____

b) _____

c) _____

- B) Monitoring/Evaluation (aka: Self-Assessment) Committee – Committee of the Whole - Policy Council members will participate as a Committee of the Whole.

Oversight by: Robyn Caruso

- C) Male Involvement Committee

Oversight by: Robert Silva

a) _____

b) _____

c) _____

RECOMMENDATION:

As each committee is reviewed, interested Policy Council members will be added to that committee. After all committee slots are filled, it is recommended that the Policy Council ratify the committee membership.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM III-C – ACTION

ELECTION OF REPRESENTATIVE AND ALTERNATE TO THE
COMMUNITY ACTION BOARD

BACKGROUND:

The SETA Community Action Board is comprised of representatives from the Private, Public and Low-Income Sectors. The duties of the Board include recommending allocations of Community Services Block Grant (CSBG) funds to community services agencies throughout Sacramento County. Attached for your review is a CAB overview.

In the past, Patrice Hill served as the Head Start representative from the Low-Income Sector. Policy Council representatives to the Community Action Board receive a meeting reimbursement.

RECOMMENDATION:

That the Council elect a representative and alternate to serve as Low-Income Sector representatives to the Community Action Board.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

COMMUNITY ACTION BOARD OVERVIEW

The Community Action Board (CAB) is a twelve-person board representing a number of public, private and low-income interests. SETA, as the designated Community Action Agency for Sacramento County, receives Community Services Block Grant (CSBG) and funds from the U. S. Department of Health and Human Services through California's Department of Community Services and Development. SETA administers CSBG programs with the advice of the tri-partite Community Action Board.

The SETA CAB was established as an advisory body to the SETA Governing Board and is entrusted with a mission to make the entire community respond to the needs and interests of the poor. Its members assess the needs of the low-income community, receive and review proposals for CSBG funding, and made recommendations to the Governing Board to fund programs which most effectively address those needs.

The long-range objective of the CSBG program is to enable individuals to deal with the problems of poverty and attain self-sufficiency. Because the social needs in SETA's service delivery area are diverse - from drug abuse among youth to the problems of seniors - and because funding for programs is relatively scarce, Board members exercise great care in setting program priorities, allocating funds and evaluating program performance.

MEETING SCHEDULE

Regular meetings of the Community Action Board are held on the second Wednesday of each month at 10:00 a.m., 925 Del Paso Blvd. Meetings seldom exceed one hour in length with the exception of annual funding meetings.

COMPOSITION OF THE COMMUNITY ACTION BOARD

The Community Action Board is composed of twelve members with four members representing each of three constituent groups: 1) Public Officials or their representatives; 2) Private Sector, consists of business, industry, labor, religious groups, welfare, education, or other major groups and interests in the community; and 3) Low Income Sector, or representatives of the poor residents within the Community Action Board jurisdiction.

SECTOR PROFILES

Public - Public officials bring expertise in public relations, meetings, administration, funding and fiscal affairs. They represent the interests of the general public, yet can also serve as ambassadors of goodwill to the client groups.

Low Income - Representatives of the poor are the fundamental source of information on conditions and problems of poverty. Their participation and involvement on the Board, on its committees and at neighborhood levels is critical to Community Action efforts. Also important is their ability to help develop public and institutional understanding of, and support for, the programs -- and the positive effects those programs can have on the community.

Private - Representatives of the private sector provide good decision-making capabilities. They normally have business, management and fiscal expertise. They are major sources of funds and other resources. Finally, they provide balance to the Board by representing the remainder of the community.

APPLICATION/APPOINTMENT PROCESS

Those wishing to apply for membership on the CAB are asked to fill out an application form available at 925 Del Paso Blvd., Sacramento, CA 95815, Attention: Nancy Hogan (Phone 263-3827). Completed applications should be returned to SETA. These applications go through an application/appointment process for each sector. CAB members serve one-year terms beginning in January of each year.

CONFLICT OF INTEREST

Upon appointment, each applicant is required to submit a completed Statement of Conflict of Interest (form provided by SETA).

ITEM III-D – ACTION

SELECTION OF REPRESENTATIVE AND ALTERNATE TO THE SETA HEAD START
HEALTH SERVICES ADVISORY COMMITTEE (HSAC)

BACKGROUND:

The Policy Council is requested to select one (1) Representative and one (1) Alternate to serve on the Head Start Health Services Advisory Committee. This committee is an advisory group to the health program area plan, assists with creation of policies, and serves as one of our primary community resources for health information. Members on the committee include Head Start staff and parents and health professionals from the community with an interest in Head Start. The group meets two times per year for a dinner meeting. Meeting location and time will be announced. An interest in health would be appropriate for those serving on this committee. Ms. Brenda Campos will be available to share information and answer questions.

Please see attached minutes of last meeting, Wednesday, October 26, 2010.

RECOMMENDATION:

That the Policy Council select one (1) Representative and one (1) Alternate to the Health Services Advisory Committee.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____



SETA Head Start Program Support Services

Subject:	Health Service Advisory Committee Meeting	Date:	October 26, 2010
Facilitator:	Brenda Campos, Program Support Services Manager	Minutes:	Meghan Marshall, Health/Nutrition Specialist
Attendees Present:	See Attachment		

Topic	Minutes	Action Items	Due By
Welcome and Introductions	Committee members and guests were introduced. The meeting began at 5:32 p.m.	-	-
Updates	The OHS Tri-Annual Review will occur some time in this program year. More Health/Nutrition updates will follow. Health/Nutrition Protocols will begin to be covered in Delegate Content Meetings. Additionally, the Children and Adult Care Food Program Tri-Annual Review will occur some time in this program year. Self-Assessment will review all documents pertinent to both reviews as it relates to health and nutrition content.	-	-
Sacramento County Immunization Program Information	CAIR (California Immunization Registry) will no longer accept new applications. However, the records that are currently in the database remains to be accessible.	Center staff should recycle any existing CAIR applications. However, any applications that are currently in a child's file, should remain to reflect that child is accessible in the CAIR database.	On-going
Annual Program Information Report (PIR)	Brief overview of Head Start and Early Head Start PIR outcomes.	-	-
Fluoride Usage-Discussion	Dr. Scott Thompson recommended that children of all	Teaching staff must be	ASAP

Approved By: _____

Date: _____



SETA Head Start Program Support Services

	ages in Head Start use fluoridate toothpaste. Additionally, Dr. Thompson advised our program to instruct the children to spit but not rinse out fluoridated toothpaste once tooth brushing has been completed.	trained on the correct usage of fluoridated toothpaste.	
CHDP Periodicity Table Revision	The following events are no longer required by the Sacramento County Periodicity Schedule: 1.) Tuberculosis Skin Tests 2.) Urinalysis Reminders 3.) Lead Level Reminders. NOTE: Additional changes do not effect our age population of service.	All center staff must be informed of all changes to the Periodicity Table. Additionally, staff must have access to updated and current forms.	November 2010
The Effort-Presentation	Kris Garcia, Licensed Midwife, discussed prenatal and pediatric services available to the Sacramento community from The Effort.	-	-
Cover the Kids-Presentation	A representative of Cover the Kids discussed the benefits of collaborating with the organization to ensure all children in Sacramento County are insured.	NONE-SETA Head Start has collaborated with Cover the Kids since the inception of the organization in Sacramento County.	-
Schedule Next Meeting	The next meeting has been scheduled for February 23, 2011 at 5:30 p.m. Meeting adjourned at 7:18 p.m.	-	-

Approved By: _____

Date: _____

ITEM III-E – ACTION

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

BACKGROUND:

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

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

Please see the attached minutes of the last meeting held on Thursday, September 23.

RECOMMENDATION:

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

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____



SETA Head Start Program Support Unit

Subject:	CPAC Meeting Minutes	Date:	September 23, 2010
Facilitator:	Terri Carpenter, SETA Public Relations Officer	Minutes:	Consuelo Lopez
Present:	Ada Arevalo, EGUS; Blia Cha, Hmong Women's Heritage Association; Judy Weber, SETA Head Start; Leticia Jaramillo, WCIC/Playmate; Nancy Guzman, KVIE; Carl Gayle, City of Sacramento Cover The Kids; Terri Carpenter, SETA; Sherry Thurn, County of Sacramento Department of Child Support; Coventry St. Mary, PC Representative; Sam Starks, SMUD; Maria Medina, Mutual Assistance Network; Consuelo Lopez, SETA Head Start.		

Topic	Minutes
1. Welcome and Introductions	Meeting was called to order at 9:15 am. Terri Carpenter introduced herself and welcomed the attendees. Participants were self introduced.
2. Member Updates	Sherry Thurn spoke concerning the services offered by the Child Support Agency.
	Nancy Guzman informed regarding the workshops and events available at KVIE as well as the online information available online for teachers, parents and caregivers, as well as videos and games for children, by accessing the website kvie.org/education
	Blia Cha shared the services and activities of the Hmong Women's Heritage Association.
	Sam Starks brought up the fact that SMUD provides discounts for low-income customers, reduced electricity rates for customers with conditions needing the use of electricity, green energy programs, etc. More information may be obtained by calling 732-5131.
	Carl Gale explained the free and low-cost health insurance for children ages 0-18 and pregnant women through the Cover The Kids Program. Call the toll free phone number 1-866-850-4321 for an appointment.
	Judy Weber mentioned that SETA Head Start closed down two sites, Center of Praise and Florin Meadows, but will be opening two new sites, one on Elkhorn and Watt and the other one at Rancho Cordova.
	Maria Medina informed that Mutual Assistance Network has after school programs, assist displaced construction workers filling out resumes, has a produce stand at Grand and Rio Linda (Monday to Friday), a Farmer's Market on Saturdays, a youth program at the Robinson Center, etc. For more information call 916-567-9567.
3. SETA and SETA Head Start Program Update	Terri Carpenter showed the new information flyers for the SETA Head Start Program and the Sacramento Works Career Centers.
	Meeting was adjourned at 10:00 a.m.
	Next meeting will be April 21, 2011.

ITEM III-F - ACTION

APPROVAL TO AMEND THE CONFLICT OF INTEREST CODE
FOR THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

BACKGROUND:

Pursuant to the Political Reform Act, SETA is required to adopt, maintain and amend, as appropriate, a Conflict of Interest Code. Recently, the Fair Political Practices Commission (FPPC) adopted a regulation, set forth in Section 18730 of the California Administrative Code, which constitutes a standard model Conflict of Interest Code. This model code permits public agencies to amend their Conflict of Interest Codes to implement the model code and allows for a more uniform Conflict of Interest Code process.

The County of Sacramento Board of Supervisors adopted the model code for the County in 2008 and serves as the Code Reviewing Body for SETA. Since SETA periodically reviews its Code in even numbered years, staff and legal counsel have reviewed the new County Conflict of Interest Code and other local updated Conflict of Interest Codes that have implemented the model code. Legal Counsel has prepared the attached Conflict of Interest Code for the Board's consideration. The proposed Conflict of Interest Code is consistent with other local codes recently adopted, including Sacramento County's Code that was adopted in 2008. At the same time, the proposed new Conflict of Interest Code retains the limited disclosure categories that SETA has historically utilized. The streamlined proposed Conflict of Interest Code incorporates by reference the provisions of the standard model code endorsed by the FPPC and includes an appendix of employees required to file and the applicable disclosure categories, which are the same as currently required.

The proposed revised Conflict of Interest Code is attached.

RECOMMENDATION:

Approve the revised Conflict of Interest Code.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

**CONFLICT OF INTEREST CODE
FOR THE
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY**

Pursuant to the Political Reform Act, Government Code Section(s) 81000, et. seq. (“PRA”) the Sacramento Employment and Training Agency (“SETA”) has adopted a Conflict of Interest Code. The PRA requires conforming amendments to be made in Conflict of Interest Codes adopted and promulgated pursuant to the provisions of the PRA.

The Fair Political Practices Commission (“FPPC”) has adopted a regulation, Cal. Adm. Code Section 18730, which contains the terms of a standard model Conflict of Interest Code, which can be incorporated by reference, and which will be amended to conform to amendments in the PRA after public notice and hearings conducted by the FPPC.

Incorporation by reference in terms of the aforementioned regulation and amendments to it in SETA’s Conflict of Interest Code will save SETA time and money by minimizing the actions required by SETA to keep the Code in conformity with the PRA.

SETA’s current Conflict of Interest Code as adopted pursuant to Resolution No. 2008-1010 is hereby repealed. The terms of Cal. Adm. Code Section 18730 and any amendments to its duly adopted by the FPPC are hereby incorporated by reference and, together with the attached APPENDIX, shall constitute the Conflict of Interest Code for SETA.

The designation of SETA employees and the applicable disclosure categories are identified in the attached APPENDIX.

This amended Conflict of Interest Code will become effective upon the date of its adoption by the Sacramento County Board of Supervisors.

APPENDIX

Sacramento Employment and Training Agency Conflict of Interest Code Designated Employees

The following persons are designated employees of SETA:

Members of the SETA Governing Board	Management Information Analyst Supervisor
Members of the Workforce Investment Board (WIB) and Youth Council	Marketing Specialist II
Members of the Head Start Policy Council (PC)	Marketing Specialist III
Members of the Head Start Parent Advisory Committee (PAC)	MIA Supervisor
Members of the Community Action Board (CAB)	Network Engineer
WIB Legal Counsel	Planning Manager
SETA Legal Counsel	Program Coordinator
Clerk of the Boards	Program Officer
Executive Director	Purchasing Analyst
Fiscal Department Chief	Refugee Services Supervisor
Administration Department Chief	Staff Support Officer
Information Systems Department Chief	Workforce Development Professional 1, 2, 3
Personnel Manager	Youth Services Supervisor
Senior Personnel Analyst**	Head Start Child Care Site Director
Senior Personnel Clerk	Head Start Coordinator (Health)
Public Information Officer	Head Start Coordinator (Nutrition)
Accountant II**	Head Start Coordinator (Education)
Accountant III	Head Start Coordinator (Special Education)
Accounting Technician	Head Start Courier/Maintenance Specialist
Data Base Developer	Head Start Courier/Maintenance
Deputy Director	Head Start Education/Special Education Specialist**
Dislocated Worker Specialist	Head Start Education Specialist**
Economic Development Manager	Head Start Employment and Training Coordinator**
Eligibility Supervisor	Head Start Facilities Analyst
Employment and Training Analyst II	Head Start Facilities Specialist
Employment and Training Analyst III	Head Start Family Services Specialist**
Employment and Training Analyst Supervisor	Head Start Food Service Manager
Employment Services Supervisor	Head Start Head Cook
Facilities Specialist Supervisor	Head Start Manager
Human Resources Manager	Head Start Nutrition Specialist**
Information Technology Analyst I	Head Start Office Manager
Information Technology Analyst II	Head Start Parent Involvement/Social Services Specialist**
Labor Market Information Project Supervisor	Head Start Social Worker**
Management Information Analyst II	Head Start Special Project/Training Coordinator
Management Information Analyst III	Head Start Training/Staff Development Supervisor
Site Supervisor	Head Start Grants Specialist

* Includes both Supervisory and non-supervisory staff

**Sacramento Employment and Training Agency
Conflict of Interest Disclosure Categories**

All persons holding positions listed above shall disclose:

1. Investments in any business entity and income from any source which:
 - A. Within the last two years, has contracted, or in the future foreseeably may contract, with SETA to provide SETA or any of its subgrantees and delegate agencies, services, land, leased space, supplies, materials, machinery or equipment. See Government Code Sections 82034, 87103 and 87206.
 - B. Is a subgrantee of SETA, a delegate agency of SETA, or a contractor of SETA, or which, within the last two years was an applicant for a SETA subgrant, delegate agency agreement, or contract. See Government Code Sections 82034, 87103 and 87206.

2. Interests in real property which have a fair market value of \$2,000 or more and interests in real property of any business entity of a ten (10) percent interest or more, which, within the past two years, have been leased or sold or in the future foreseeably may be leased or sold to SETA or any recipient of SETA authorized funds. See Government Code Section 82033.

3. Business positions held in an organization or enterprise operating for profit. See Government Code Sections 82005 and 87302.

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account –
Mr. Roger Bartlett (will be sent under separate cover)
- PC/PAC Calendar of Events
- Parent/Family Support Unit Events and Activities
- Parent/Staff Recognitions

NOTES:

CALENDAR OF EVENTS
PARENT/FAMILY SUPPORT UNIT

<u>EVENT</u>	<u>DATE</u>
Male Involvement Committee Meeting	Friday, January 28, 2011 11:00 am. 925 Del Paso Blvd. Olympus Room

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee Meeting	Tuesday, December 21, 2010 9:00 a.m. 925 Del Paso Blvd. Room to be announced. (Chair only – all other officer positions null and void.)
PC Executive Committee Meeting	Tuesday, December 21, 2010 10:00 a.m. 925 Del Paso Blvd. Room to be announced (Chair only – all other officer positions null and void.)
National Head Start Association 27 th Annual Parent Training Conference	Friday, December 10 through Tuesday, December 14, 2010 Virginia Beach, VA
Male Involvement Committee Meeting	Friday, January 28, 2011 11:00 am. 925 Del Paso Blvd. Olympus Room
California Head Start Association Parent Training Conference	February 7-8, 2011 (Monday and Tuesday) San Francisco Marriott Marquis Hotel San Francisco, CA

ITEM IV-B- INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The November 4, 2010 Governing Board minutes are attached for your review.

NOTES:

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

Minutes/Synopsis

(The minutes reflect the actual progression of the meeting.)

SETA Board Room
925 Del Paso Blvd.
Sacramento, CA95815

Thursday, November 4, 2010
10:00 a.m.

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

Members Present:

Kevin McCarty, Chair, SETA Governing Board; Councilmember, City of Sacramento (arrives at 10:09 a.m.)
Don Nottoli, Vice Chair, SETA Governing Board; Member, Board of Supervisors
Bonnie Pannell, Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Jimmie Yee, Member, Board of Supervisors

- Recognition of Long-Term Employee: Ms. Robin Purdy acknowledged Mr. William Walker's years of service to SETA. Mr. Walker spoke of his appreciation of his team through the years.

II. Consent Items

- A. Minutes of the October 7, 2010 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Temporary Reclassification Extension
- D. Approval to Continue the Participation with the Child and Adult Care Food Program and Authorize the Chair and Executive Director to Sign the Renewal Application

The consent calendar was reviewed; no questions or comments.

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

- A. Approve the minutes of the October 7, 2010 meeting.
- B. Approve the claims and warrants for the period 9/30/10 through 10/28/10.
- C. Approve the temporary reclassification of Ms. Monica Barber to Social Services/Parent Involvement Specialist through February 16, 2011.
- D. Authorize the renewal for participation in the Child and Adult Care Food Program and authorize the SETA Chair and Executive Director to sign the renewal application.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Election of Officers of the Sacramento Employment and Training Agency Governing Board

Ms. Kossick stated that the rotation for chair and vice chair would be Mr. Nottoli for Chair and Ms. Scherman for Vice Chair.

Moved/Pannell, second/Yee, to elect Don Nottoli for chair and Sophia Scherman as vice chair for a one-year term to begin on November 5, 2010.

Voice Vote: Unanimous approval.

2. Approval of Modifications to the SETA Personnel Policies and Procedures, Section 9.08 Sick Leave Accrual and Usage

Mr. Rod Nishi reviewed this item. During labor negotiations, a change to the sick leave usage and accrual policy was approved. The modifications go before both the Policy Council and the Governing Board to codify the negotiated changes. The Head Start Policy Council approved this item at their October 26 meeting.

Moved/Pannell, second/Scherman, to approve the modifications to the SETA Personnel Policies and Procedures, Section 9.08 Sick Leave Accrual and Usage.

Voice Vote: Unanimous approval.

3. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident

Mr. Roy Kim introduced Ms. Carolyn Reynolds from Arthur J. Gallagher. Ms. Reynolds reviewed the insurance summaries. None of the coverages will change from last year to this year. Umbrella coverage went up 5%; overall the package was less than a 1% increase. The flood insurance came down a bit. The insurance for Bannon Creek will be figured out and the price will be known when the elevation is known. Mr. Thatch stated that he will review the situation with Bannon Creek and report back. The insurance premiums are generally tied to the economy.

Next month Ms. Reynolds will be present workers compensation insurance.

Moved/Yee, second/Pannell, to approval the purchase of Agency insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident.

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

4. Approval to Release a Request for Proposals for Audit Services

Mr. Roy Kim reviewed this board item. The current contract is with Gilbert Associates and is in effect until March of 2011.

Moved/Pannell, second/Nottoli, to approve the release of the Request for Proposals for Audit Services.

Voice Vote: Unanimous approval.

5. Approval of Implementation of American Express Rewards Program

Moved/Pannell, second/Nottoli, to continue this item to the December 2 agenda.

Voice Vote: Unanimous approval.

6. Approval of Staff Recommendations for the Adult Vendor Services (VS) List

Ms. Marianne Sphar reviewed this item; no questions or comments.

Moved/Yee, second/Scherman, to approve the addition of CareerU to the Adult VS List.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Approval to Submit a Request to Transfer Workforce Investment Act Dislocated Worker Funds to Adult Funds

Ms. Robin Purdy stated that this is an item that has been approved for the last four years; this action will move 50% of dislocated worker funds into the adult services stream. It simplifies the accounting and data compilation procedures.

The dislocated workers can receive services through the adult funding stream. It is easier to serve the dislocated workers through the adult funding stream.

Moved/Pannell, second/Nottoli, to approve submission to the State of California, Employment Development Department of a request to transfer 50 percent of the WIA Dislocated Worker funds into the WIA Adult funding stream for 2010-2011 in the amount of \$2,269,297 .

Voice Vote: Unanimous approval.

C. HEAD START: No items.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of Community Services Block Grant Contract Extensions for Fiscal Year 2011

Mr. Victor Bonanno reviewed this item; SETA's delegate agreement with the operators allows for a one-year extension. The planning/monitoring/fiscal staff has reviewed the programs and has determined that the majority of the CSBG operators have done well. Corrective actions have been done when appropriate.

This item requests the extension of contracts under the same terms, conditions and funding amounts.

Moved/Scherman, second/Pannell to approve the following staff recommendations:

1. Extend all CSBG subcontracts for an additional one year term, and 2.

Maintain Daren Maeda as a SETA consultant for an additional year.

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

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Fiscal Monitoring Reports: Mr. Nottoli inquired about the report for Tree of Hope. Ms. Kossick assured the board that there is no future funding to this organization at risk; this program was funded under ARRA. This contract ended in June. Ms. Kossick stated that the program has an opportunity to respond to the fiscal report; staff will follow up with the program to secure the needed documentation. Ms. Scherman asked what would be the next step. The program operator has 45 days to respond. Mr. Thatch suggested that it may be appropriate to have a meeting with their board of directors. Mr. Nottoli suggests that staff invite their board and/or chair to respond to the fiscal monitoring report. SETA has responsibilities to our funding sources. If we believe there was fraud or abuse of our funding, we need to consider notifying our funding sources. Staff and legal counsel will follow up with the program.
- B. Head Start Fiscal Report: No questions.
- C. Head Start Policy Council Minutes: No questions.
- D. 2010 Sacramento Works for Youth Summer Program: Ms. Christine Welsch reported that 904 young people were employed this past summer earning over \$1 million. It was a great summer program with a lot of success stories. As of the end of September, 68 young people had kept their positions or got another job.
- E. Community Services Block Grant Recovery Act Update: Mr. Victor Bonanno reviewed the CSBG ARRA funding report.
- F. Dislocated Worker Update: Mr. William Walker reported that Employer Services staff is at the State Capitol to provide services to dislocated employees; 200 people will be affected. Sieman's has received a huge order for additional trains;

Mr. Walker stated that SETA has been working with Cosumnes River College to train welders who will then be employed by Sieman's.

- G. Employer Activity Report: No additional report.
- H. Unemployment Update/Press Release from the Employment Development Department: Mr. Nottoli commended SETA for the work at lowering the number of unemployed Sacramento County residents.
- I. Monthly Head Start Report: Mr. Nottoli inquired whether the enrollment requirements are being met; Ms. Lee stated that overall, the enrollment is within acceptable standards.

V. Reports to the Board

- A. Chair: Mr. McCarty requested a report back on the level 3 Cal Works funding cuts. He would like to know how this would affect SETA customers.
- B. Executive Director: Ms. Kossick wished the board a Happy Thanksgiving.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Ms. Pannell thanked SETA for the ceasefire model with Boston. She was at Countrywood and it was a great success.

Ms. Scherman thanked Mr. McCarty for his leadership over the past year.

- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 11:18 a.m.

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 November 23, 2010 Special Policy Council meeting.

Good	Needs Improvement
Board members participating in voting process.	Cell phones off and no texting during meeting.
No side barring.	Attendance.
	Voting process.

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. Denise Lee) to report to the Council on any items of important information or to deal with special requests which need to be addressed.

➤ Monthly Head Start Report (will be sent under separate cover)

B. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:
Brenda Campos: Grantee Program Support Services
Karen Gonzales: Child Development and Education Services
Lisa Carr, Parent/Family Support Unit

C. 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.

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

ITEM III-G- ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: