

GOVERNING BOARD

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City of Sacramento

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County of Sacramento

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County of Sacramento

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Phone: (916) 263-3804
Fax: (916) 263-3779

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

Thought of the Day: "Achievement is largely the product of steadily raising one's levels of aspiration and expectation."

Jack Nicklaus

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

DATE: Tuesday, July 27, 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

II. Consent Item

A. Approval of the Minutes of the June 22, 2010 Special Meeting

III. Action Items: No items.

IV. Information Items

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
- Sacramento County Head Start/Early Head Start Program Enrollment Report – Ms. Elsie Bowers
- PC/PAC Joint Parent Activity (see attached flyer)
- PC/PAC Orientation II, Tuesday, August 3, 2010, 8:30 a.m.: Registration, 9:00 a.m. – 12:30 p.m.: Orientation, SETA Board Room
- Community Resources – PC Representatives – Ms. Jennifer Ryon

B. Sacramento Habitat for Humanity Presentation – Ms. Ashley Tulley

C. Governing Board Minutes for the June 3, 2010 Meeting

V. Committee Reports

A. Executive Committee

B. Budget/Planning Committee

C. Personnel/Bylaws Committee

D. Social/Hospitality Committee

E. Program Area Committees

- Early Childhood Development & Health Services Committee and Parent/Family Support Committee (aka Child Safety Committee)
 - ✓ Emergency Preparedness for Families Subcommittee
- Monitoring and Evaluation (aka Self Assessment)
- Male Involvement Committee/Community Advocating Male Participation (CAMP) – Mr. Troy Luna

F. Community Partnerships Advisory Committee (CPAC) – Ms. Coventry St. Mary

G. Health Services Advisory Committee (HSAC) – Ms. Mary Pope

VI. Other Reports

A. SETA Executive Director's Report

B. Head Start Deputy Director's Report

- Monthly Head Start Report

C. Chair's Report

D. Head Start Managers' Reports

E. Community Agency Reports

- Child Health and Disability Prevention Program (vacant)
- Maternal, Child and Adolescent Health Advisory Board – Ms. Brenda Vincent
- Community Action Board – Mr. Victor Wilson

F. Open Discussion and Comments

G. Public Participation

VII. Adjournment

DISTRIBUTION DATE: TUESDAY, JULY 20, 2010

The Policy Council meeting is hosted by:
Jennifer Ryon, Policy Council Chair
Coventry St. Mary, Secretary
Tamara Knox, Treasurer

Patrice Hill, Policy Council Vice Chair
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
- _____ Victor Wilson, Elk Grove Unified School District
- _____ Patrice Hill, Sacramento City Unified School District
- _____ Sandra Renteria, Sacramento City Unified School District
- _____ Chezette Taylor, Sacramento City Unified School District
- _____ Coventry St. Mary, San Juan Unified School District
- _____ Michela Barbosa, Twin Rivers Unified School District
- _____ Electa Broussard, Twin Rivers Unified School District
- _____ Mary Brown, SETA-Operated Program
- _____ Yvette Hernandez, SETA-Operated Program
- _____ Kelly Martin, SETA-Operated Program
- _____ Dina Patterson, SETA-Operated Program
- _____ David Quintero, SETA-Operated Program
- _____ Katherine Yaipen-Faulter, SETA-Operated Program
- _____ Tamara Knox, Home Base Program
- _____ Cynthia Mack, Early Head Start (SOP)
- _____ Jeanine Vandermolen, Past Parent Representative
- _____ Brenda Vincent, Past Parent Representative
- _____ Mary Pope, Grandparent Representative
- _____ Troy Luna, Community Advocating Male Participation/Male Involvement

Seats Vacant:

- _____ Vacant (Morrison), San Juan Unified School District
- _____ Vacant (Long), WCIC/Playmate Child Development Center
- _____ Vacant (Crosby), WCIC/Playmate Child Development Center
- _____ Vacant, Early Head Start (Sac. City)
- _____ Vacant, Early Head Start (San Juan)
- _____ Vacant, Foster Representative
- _____ Vacant, Community Representatives
- _____ Vacant (Salazar), Child Health and Disability Prevention Program

**** 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 *	3/23	4/27 *	5/25 *	6/22 *	7/27 *				
M. Barbosa (s/b/s 2/23)	TR				E	X	X	X	X					
E. Broussard (s/b/s 2/23)	TR				U	X	X	X	X					
M. Brown (11/30)	SOP	X	X	X	X	X	X	X	X					
Y. Hernandez (3/23)	SOP					X	X	X	E					
P. Hill (12/18)	SAC		X	X	X	X	X	E	X					
T. Knox (11/30)	SOP	X	X	E	X	X	X	X	X					
T. Luna (4/27)	MI						X	X	E					
C. Mack (2/23)	EHS/SO P				X	AP	AP	AP	X					
K. Martin (11/30)	SOP	U	X	X	X	X	X	X	X					
D. Patterson (5/25)	SOP								X					
M. Pope (11/30)	GRAND	X	X	X	X	X	X	X	X					
D. Quintero (11/30)	SOP	X	X	X	X	X	AP	E	E					
S. Renteria (12/18)	SAC	U	X	X	E	X	X	X	X					
J. Ryon (11/30)	ELK	X	X	X	X	X	X	X	X					
C. St. Mary (11/30)	SJ	X	X	X	X	X	X	X	X					
C. Taylor (5/25)	SAC							X	U					
J. Vandermolen (11/30)	PP	X	X	X	X	X	X	X	X					
B. Vincent (11/30)	PP	X	X	X	X	X	X	X	X					

BOARD MEMBER	SITE	11/30*	12/18*	1/26	2/23*	3/23	4/27*	5/25*	6/22*	7/27*				
V. Wilson (1/26)	ELK			X	X	U	X	X	U					
K. Yaipen-Faulter (1/26)	SOP			X	X	X	X	E	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 7/1/10

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JUNE 22, 2010 SPECIAL
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the June 22, 2010 meeting.

RECOMMENDATION:

That the Policy Council approve the June 22, 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, June 22, 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 1:13 p.m. Ms. Patrice Hill read the Thought of the Day. Ms. Tamara Knox called the roll; a quorum was established.

Members Present:

Jennifer Ryon, Elk Grove Unified School District
Sandra Renteria, Sacramento City Unified School District
Coventry St. Mary, San Juan Unified School District (arrived at 1:22 p.m.)
Michela Barbosa, Twin Rivers Unified School District
Electa Broussard Twin Rivers Unified School District
Mary Brown, SETA-Operated Program
Kelly Martin, SETA-Operated Program
Dina Patterson, SETA-Operated Program
Katherine Yaipen-Faulter, SETA-Operated Program
Jeanine Vandermolen, Past Parent Representative
Brenda Vincent, Past Parent Representative
Tamara Knox, Home Base Program
Cynthia Mack, Early Head Start
Mary Pope, Grandparent Representative (arrived at 1:36 p.m.)
Patrice Hill, Sacramento City Unified School District

Members Absent:

David Quintero, SETA-Operated Program (excused)
Victor Wilson, Elk Grove Unified School District (unexcused)
Yvette Hernandez, SETA-Operated Program (excused)
Troy Luna, CAMP (excused)
Chezette Taylor, Sacramento City Unified School District (unexcused)

II. Consent Item

- A. Approval of the Minutes of the May 25, 2010 Special Meeting

The minutes were reviewed; no questions or corrections.

Moved/Vincent, second/Barbosa, to approve the May 25, 2010 minutes.
Show of hands vote: Aye: 10, Nay: 0, Abstentions: 3 (Ryon, Yaipen-Faulter, and Vandermolen)

III. Action Items

A. Approval to Roll-Over Fiscal Year 2009-2010 Supplemental Training and Technical Assistance Funds to Fiscal Year 2010-2011

Ms. Lee stated that these funds are extra dollars to assist in the training and development of staff. The Head Start Act that was approved in 2007 included provisions that all staff had to have an AA degree by 2011 and by 2013, 50% of the teachers have to have a BA degree. Funds have rolled over from 2008 to 2009 and now funds are being rolled from 2009 to 2010. The Agency is allowed to roll funds over twice. The Agency applied for additional ARRA funds and were awarded over \$87,000 to assist staff to go back to school to achieve their degrees. This is a county-wide plan that covers both delegate agencies and SETA staff.

A board member inquired as to how many staff members are taking advantage of this program. Ms. Lee stated that many of the delegate agencies are not tapping into these funds since their staff already has degrees. The SETA-operated program recently had 13 graduates from the CSUS co-hort program. There are an additional 16 staff still working on their AA degrees.

Ms. Coventry St. Mary arrived at 1:22 p.m.

Moved/Yaipen-Faulter, second/Martin, to approve the roll-over of Fiscal Year 2009-2010 Supplemental Training and Technical Assistance Funds to Fiscal Year 2010-2011 up to \$198,000.

Voice Vote: Aye: 11, Nay: 0, Abstentions: 3 (Ryon, St. Mary, & Vandermolden)

B. Approval to Submit a Proposal to Department of Health and Human Services, Administration for Children and Families, Office of Head Start for American Recovery and Reinvestment Act Funds – Early Learning Mentor Coaches

Ms. Robyn Caruso reviewed this board item. A board member inquired how the coaches will be utilized and how they will be working with the teaching staff. Ms. Caruso stated that those details have yet to be worked out.

Moved/Barbosa, second/Knox, to approve the submission of a grant application in the amount of \$225,000 for the Early Learning Mentor Coaches project funded by the DHHS, Administration for Children and Families, Office of Head Start through American Recovery and Reinvestment Act of 2009.

Show of hands vote: Aye: 12, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

C. Approval to Submit Budget Modification Request for Head Start/Early Head Start Basic Grant 2009-2010

Mr. Roger Bartlett stated that this item requests the reallocation of funds in the current budget. There were cost savings in a number of different areas. This item will move approximately \$820,000 from under spent budget line items to the personnel and supplies line items. There are savings in the area of fringe

benefits, reduced expenses in occupancy, and reduced expenses in nutrition. Staff is requesting to move \$720,000 to personnel and \$100,000 to supplies. In reply to a question as to what was reduced in nutrition, Ms. Brenda Campos stated that staff have been monitoring expenses. It was decided to cut out catering for meetings and certain events. In addition, the Agency has more reimbursed meals. Nothing changed for the children; all children are still being provided meals. There is no change in the total amount of the grant.

Ms. Mary Pope arrived at 1:36 p.m.

Ms. Barbosa inquired whether the menus are rotated regularly. Ms. Lee stated that Ms. Barbosa should check with the principal at her school to see if there is a chance to have input on the menu.

Moved/St. Mary, second/Vincent, to approve the submission of a budget modification request for Head Start Basic funds, transferring a total of \$820,000 among budget cost categories. Total grant funds will remain the same.

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

D. Approval of Labor Agreement

Ms. Lee reported that contract negotiations have been going on since March, and the three bargaining units have met to vote on and ratified this contract. The contract period is from July 1, 2010 until June 30, 2013. Ms. Lee reviewed the list of agreements. There is a 're-opener' for year 2 and year 3 issues. During these 'reopeners,' only wages will be discussed.

Moved/Barbosa, second/Hill, to approve the labor agreements effective July 1, 2010 – June 30, 2013.

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

E. Appointment of Representative and Alternate to the Children's Dental Task Force

Ms. Ryon has asked Ms. Barbosa to be the representative for the Dental Task Force which meets quarterly. Ms. Brenda Campos stated that this would be an opportunity for Ms. Barbosa to represent Head Start at these meetings and share information with the Policy Council.

Ms. Kelly Martin expressed interest in serving as the alternate.

Moved/Knox, second/St. Mary, to ratify the Chair's appointment of one representative (Ms. Barbosa) and one alternate (Ms. Martin) to serve on the Children's Dental Task Force.

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

F. Election of Policy Council Secretary

Ms. Ryon reviewed the board item. There was discussion about which board members would be eligible to serve as Secretary since more than one agency

cannot be represented on the Executive Committee. The members include: Coventry St. Mary, Michela Barbosa, and Electa Broussard. Ms. Electa Broussard and Ms. Barbosa both declined to serve as Secretary. Ms. St. Mary agreed to serve as secretary.

Moved/Brown, second/Barbosa, to elect Ms. St. Mary as Policy Council Secretary.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 2 (Ryon & Vandermolten)

IV. Information Items

A. Standing Information Items

- Introduction of Newly Seated Members: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Bartlett reviewed the summary of the activity for the delegate agencies and SETA Head Start by grant.
- Program Content Area/Mental Health Report: Ms. Melanie Nicolas reviewed highlights of the school year. Three major things have been accomplished this past year: 1) Though the state-wide initiative modular of early childhood theories and practices, staff is working to promote social and emotional development of children. Staff going through train the trainer. 2) Through a partnership with program education staff, mental health staff are working to understand CLASS, which is assessment of positive interactions between children and teachers. 3) Through family partnerships and parent involvement, mental health staff have provided a variety of programs promoting strengthening relationships between spouses. Training has been offered in ways of promoting strong relationships in the family. Ms. Ryon asked about the Healthy Marriage training. The past year or so there were opportunities to receive this training. Mr. Robert Silva stated that staff have conducted two trainings so far: Flourishing Families and the Magic of Love. The funding for these programs is 'iffy' but staff is willing to do more workshops. Board members can call staff if they are interested in this training.
- Program Content Area/Special Education Report: Call Ms. Beverly Sanford if there are questions (263-3056).
- PC/PAC Calendar of Events: Ms. Ryon reviewed the calendar of events.
- Parent/Family Support Unit Events and Activities: No additional reports.
- Sacramento County Head Start/Early Head Start Program Enrollment Report: Call Ms. Elsie Bowers if there are questions (263-3920)
- Community Resources – PC Representatives: Ms. Jeanine Vandermolten stated that there will be a free art walk on Saturday, July 10. She will be showing her art at 18th & "L" Streets. 6:00 p.m. – 9:00 p.m. Target has community partnerships working with art museums promoting Family Art Days. The California History Museum will have Family Day that will not include tours but will offer family friendly projects. Target is sponsoring free museum days in San Francisco.

B. Governing Board Minutes for the April 29, 2010 Meeting: No questions.

V. Committee Reports

- A. Executive Committee: Ms. Ryon reviewed the committee critique.
- B. Budget/Planning Committee: No additional report.
- C. Personnel/Bylaws Committee
- D. Social Hospitality: The parent bonding event will entail visiting the State Capitol and then on to the California Capital Museum. Participants will go to lunch, and then visit the Cathedral of the Blessed Sacrament. The date has not been chosen, although it will be a weekday in August. Board Members will be sent the information.
- E. Program Area Committees
 - Early Childhood Development & Health Services Committee and Parent/Family Support Committee (aka Child Safety Committee)
 - ✓ Emergency Preparedness for Families Subcommittee: Ms. Yaipen-Faulter reviewed the most recent meeting.
 - Monitoring and Evaluation (aka Self Assessment)
 - Male Involvement Committee/Community Advocating Male Participation (CAMP): Mr. Robert Silva reported the CAMP met on the 24th and there was no quorum. A SETA site recruitment was held and the recruitment on June 18 drew a large number of fathers. The next CAMP meeting will be June 28 and the committee will be working to plan an August Daddy and Me fishing activity at Granite Park.
- F. Community Partnerships Advisory Committee: Ms. Coventry St. Mary provided a report.
- G. Health Services Advisory Committee: Ms. Jeanine Vandermolen reported on the most recent meeting, where food choices for children was discussed.

VI. Other Reports

- A. SETA Executive Director's Report: Ms. Kathy Kossick stated that with significant county cut-backs, staff is in the process of seeking additional opportunities for grants. In the last 2 ½ weeks, the Agency has applied for six new grants for our community. There are two national emergency grants dealing with significant unemployment; one specifically for public sector employees. There are 4,500 anticipated public sector layoffs. SETA will apply for a special grant available through the Department of Labor. SETA staff is actively working toward getting more money.

III. Action Items (continued)

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

The board went into closed session at 2:34 p.m. The board went back into open session at 2:50.m. Ms. Ryon reported out of closed session that the Board took the following action in closed session: Approved the Eligible Lists for Head Start Program Officer and Head Start Typist Clerk III.

- B. Head Start Deputy Director's Report: Ms. Lee reported that program changes requested to have funds moved to deferred maintenance issues. Also had pro-rated COLA was approved. Staff is still waiting on the annual refunding award letter which is expected by August. On July 9, the Budget/Planning Committee will review a list of last-minute list of projects to obligate funds by July 31. It is important for parent feedback and a committee quorum. The SOP has experienced some foreseen closures and unforeseen closures. As part of budget restrictions, the Florin Meadows center was to close, but was reopened with ARRA funds for one more year. The center is slated to close on 7/22. Staff is working at the Bannon Creek center. Staff will probably be keeping Florin Meadows open one month longer in order to serve the children displaced by Bannon Creek. We were in a partnership with River Oaks. River Oaks is funded through the county medical and their budget has been reduced significantly. River Oaks will no longer be offering a therapeutic pre-school program for children with challenging behaviors. River Oaks is no longer able to staff the two rooms and provide services. Staff is meeting to decide where best the children can be served.
- C. Chair's Report: No report.
- D. Head Start Managers' Reports: Ms. Campos stated that a monitoring meeting will be held on July 22 at 9:00 a.m. Board members will receive notification of this meeting. Facilities staff are working to provide services/ maintenance for the centers.
- E. Community Agency Reports
- Child Health and Disability Prevention Program (vacant)
 - Maternal, Child and Adolescent Health Advisory Board: No report.
 - Community Action Board: No report.
- F. Open Discussion and Comments: No comments.
- G. Public Participation: None.
- VII. Adjournment:** Meeting adjourned at 3:07 p.m.

ITEM IV-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
 - Sacramento County Head Start/Early Head Start Program Enrollment Report – Ms. Elsie Bowers
 - PC/PAC Joint Parent Activity (see attached flyer)
 - PC/PAC Orientation II, Tuesday, August 3, 2010, 8:30 a.m.: Registration, 9:00 a.m. – 12:30 p.m.: Orientation, SETA Board Room
 - Community Resources – PC Representatives – Ms. Jennifer Ryon

NOTES:

CALENDAR OF EVENTS
PARENT/FAMILY SUPPORT UNIT

EVENT

DATE

Male Involvement Committee Meeting	July 30, 2010 11:00 a.m. 925 Del Paso Blvd. Sequoia Room
Male Involvement Committee Meeting	August 27, 2010 11:00 a.m. 925 Del Paso Blvd. Sequoia Room

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC/PAC Personnel/Bylaws Committee Meeting	Thursday, July 29, 2010 10:00 a.m. 925 Del Paso Blvd. Olympus Room
Male Involvement Committee Meeting	July 30, 2010 11:00 a.m. 925 Del Paso Blvd. Sequoia Room
Social/Hospitality Committee Meeting	Wednesday, August 4, 2010 1:00 p.m. 925 Del Paso Blvd. Olympus Room
PC Executive Committee Meeting	Thursday, August 5, 2010 9:00 a.m. 925 Del Paso Blvd. Olympus Room
PC/PAC Budget/Planning Committee Meeting	Tuesday, August 10, 2010 9:00 a.m. 925 Del Paso Blvd. Redwood Room
PAC Executive Committee Meeting	Thursday, August 26, 2010 9:00 a.m. 925 Del Paso Blvd. Shasta Room
PC/PAC Personnel/Bylaws Committee Meeting	Thursday, August 26, 2010 10:00 a.m. 925 Del Paso Blvd. Shasta Room
Male Involvement Committee Meeting	August 27, 2010 11:00 a.m. 925 Del Paso Blvd. Sequoia Room

ITEM IV-B – INFORMATION

SACRAMENTO HABITAT FOR HUMANITY PRESENTATION

BACKGROUND:

This item provides an opportunity for Ms. Ashley Tully, Family Service Representative, Sacramento Habitat for Humanity (SHFH), to share program information with board members.

SHFH is a non-profit, equal opportunity housing program that provides affordable home ownership opportunities to low-income families living 30-50% of the area's median income. Qualified families will partner with SHFH to build and purchase their own home.

NOTES:

ITEM IV-C- INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The June 3, 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, CA 95815

Thursday, June 3, 2010
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Kevin McCarty called the meeting to order at 10:09 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 (arrived at 10:24 a.m.)
Bonnie Pannell, Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Jimmie Yee, Member, Board of Supervisors

- Recognition of Long-term Employee: Mr. Rod Nishi acknowledged Ms. Reta Keirse for her 20 years of service to SETA.

IV. **Information Item**

- A. Acknowledgement of Staff for Participation in the Volunteer Income Tax Assistance Earned Income Tax Credit Project

Ms. Cindy Sherwood-Green acknowledged the 14 staff members that participated in the EITC program resulting in tax credits of \$1.8 million. Staff participating in the program were acknowledged.

II. **Consent Items**

- A. Minutes of the April 29, 2010 Special Board Meeting
B. Approval of Claims and Warrants
C. Approval of Resolution Providing Signature Authority for the Executive Director for Workforce Investment Act Contracts

The consent items were reviewed; no questions or comments.

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

- A. Approve the minutes of the April 29 meeting.

- B. Approve the claims and warrants for the period 4/22/10 through 5/27/10.
- C. Approve a resolution providing signatory authority to the SETA Executive Director for WIA program documents.

Voice Vote: Unanimous approval.

Mr. Yee asked staff to look at items on future meeting agenda to see what could be placed on the consent calendar. Ms. Purdy stated that staff will 'bundle' board items. Mr. Thatch stated that if the board were so inclined, there is no need for a staff presentation if there are no questions. The board simply needs to take action.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. **TIMED ITEM 10:00 A.M. AND PUBLIC READING:** First Reading of the Proposed Sacramento Employment and Training Agency Budget for Fiscal Year 2010-2011

Mr. Roy Kim stated that this item presents the proposed budget for the next fiscal year. The final budget will be presented at the September meeting. There are pending grants to be included in schedule A. There are also additional grants that have not yet been included into the draft budget. The pending grants total approximately \$11 million.

Mr. McCarty opened a public hearing.

Moved/Pannell, second/Scherman, to open a public hearing on the Agency budget to receive input, and continue to September 2, 2010, where the public hearing will be closed and the Agency budget adopted.

Voice Vote: Unanimous approval.

Mr. Yee stated that he would like employees to understand what the costs are for employees. The breakdown of costs of the fringe benefits amount to almost 50% of the salary. These fringe benefits include Workers compensation insurance, social security, and a number of other benefits included in the employee's benefits.

Items 2 and 3 were reviewed together.

- 2. Approval to Cancel the April 2 Request for Proposals (RFP) for One-Stop Career Center Office Space in the Foothill Farms Area – and -
- 3. Approval to Release Another Request for Proposals (RFP) for One-Stop Career Center Office Space in the Foothill Farms Area with Extended Boundaries

Mr. Yee stated that the he had no problem with re-issuing the RFP. Mr. Thatch stated that two vendors did not submit full service proposals which was required by the RFP.

Moved/Scherman, second/Pannell, to approve items 2 and 3 as follows:

- ➔ Approve cancellation of the April 2 Request for Proposals for One Stop Career Center Office Space in the Foothill Farms Area; and
- ➔ Authorize staff to release another Request for Proposals (RFP) for One Stop Career Center Office Space in the Foothill Farms Area with extended boundaries as approved by the Board.

Voice Vote: Unanimous approval.

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

This item will add three vendors to the Adult Vendor Services list.

Mr. Yee acknowledged that he is familiar with California Capital and recognized Mr. Clarence Williams in the audience.

Moved/Pannell, second/Scherman, to approve the addition of the following three vendors to the Adult VS List:

- ♦ California Capital Financial Development Corp.
- ♦ Cornerstone Recovery, Inc.
- ♦ California Employers Association

Voice Vote: Unanimous of those present.

B. WORKFORCE INVESTMENT ACT

1. Approval of Private Sector Members on the Workforce Investment Board

Ms. Purdy stated that legal counsel has reviewed applications for all six individuals. The Sacramento Works, Inc. Executive Committee is forwarding the recommendation of three people: Leslie Botos, Rick Wylie, and Jason Hanson. Each of the three applicants is representing a critical occupational cluster.

Mr. Thatch stated that the Workforce Investment Act requires that private business applicants be nominated by the chamber. Ms. Purdy stated that once a application is received, it is kept in the pool of applicants.

Moved/Pannell, second/Yee, to appoint three applicants to the Sacramento Works Workforce Investment Board to fill Private Sector seats.

Voice Vote: Unanimous approval.

Mr. Nottoli arrived at 10:24 a.m.

2. Concurrence with Sacramento Works, Inc. to Approve the Workforce Investment Act Sacramento Works One Stop Career Center Resource Allocation Plan 2010-2011

This item was reviewed by the Sacramento Works, Inc. board. There were no questions or comments.

Moved/Pannell, second/Scherman, to concur with Sacramento Works, Inc. on the Resource Allocation Plan for Fiscal Year 2010-2011, allocating \$8,429,394 of Workforce Investment Act (Adult and Dislocated Worker) funding to support the Sacramento Works One Stop Career Center system.

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

3. Approval to Extend Workforce Investment Act, Adult/Dislocated Worker One Stop Services for Program Year 2010-2011

Ms. Purdy stated that this item recommends the base level of funding to go into next fiscal year. There were no questions.

Moved/Scherman, second/Pannell, to approve the extension of One Stop Services contracts for Program Year 2010-11. Staff recommends the extension of all Sacramento Works One Stop Career Center contracts for Program Year 2010-2011 as indicated on the attached funding chart. The SETA sub-grant contains a provision permitting SETA the sole option to extend or renew the sub-grant for additional terms up to a total of four additional years.

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

4. Approval of Funding Augmentation for WIA/American Recovery and Reinvestment Act (ARRA) Dislocated Worker On-the-job Training Providers and Extension of Subcontracts through September 30, 2010

No questions or comments on this board item.

Moved/Scherman, second/Pannell, to approve the augmentation of OJT providers with WIA Dislocated Worker funds and extend the time frame for subsidized employment through September, 2010.

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

5. Concurrence with Sacramento Works, Inc. to Approve Funding Extension Recommendations for the Workforce Investment Act (WIA), Title I, Youth Program, for Program Year 2010 – 2011

Ms. Christine Welsch stated that this item, which is for funding for the year-round youth program, was approved by the Youth Council. SETA received a 10% reduction in the funding allocation. There is \$2.7 million available in the youth program this coming fiscal year. This item recommends reducing Galt from 45

slots to 35 slots as well as reduced funding to the Sacramento Conservation Corps.

Ms. Pannell wanted to know how many kids come out of Phoenix Park. Ms. Welsch stated that once all of the enrollments are completed, staff will present the information by ZIP codes or boundaries. Staff will come back with a report.

Moved/Yee, second/Nottoli, to concur with the Sacramento Works Board to approve funding extension recommendations for the WIA, Title I, Youth Program, PY 2010-2011 with the program year beginning July 1, 2010. Approve the stipulations noted and that all funding recommendations are subject to satisfactory year-end program performance reviews. Subgrantees that do not meet performance goals and benchmarks will be evaluated in August 2010 and may face deobligation of funds.

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

6. Approval to augment Soil Born Farms with WIA 15% Green Jobs Corps Funds for Program Enhancement and Expansion of the Green Jobs Corps Program

Ms. Welsch reviewed the board item.

Ms. Pannell stated that the Green Jobs program recruitment at the Pannell Center was outstanding. Ms. Welsch reported that six staff are involved in the program outreach and that Soil Born Farms has been a great program.

Mr. Nottoli stated that the Sacramento Agricultural Extension has been doing a good job looking at the urban setting. He suggested that for pre employment opportunities, reach out to the County Ag Extension program because this program is already working in Oak Park and other urban settings. Ms. Welsch stated that the Youth Development Network already works with the County Ag Extension program.

Moved/Pannell, second/Yee, to augment Soil Born Farms with \$65,000 in WIA 15% Green Jobs Corps funds for program enhancement and expansion of the Green Jobs Corps program to serve an additional fifteen youth.

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

7. Approval to augment providers with California Department of Corrections and Rehabilitation Juvenile Justice Community Reentry "Challenge" Grant funds to Provide Re-entry Services to Juveniles

Ms. Christine Welsch stated that this item continues contracts with Sacramento Chinese Center and Asian Resources each to serve an additional 15 young people.

Moved/Scherman, second/Pannell, that, contingent on approval from CDCR, approve augmenting the subgrantees to continue providing re-entry employment and case management services to juvenile offenders as follows:

- o Sacramento Chinese Community Services Center - \$76,601 to serve an additional fifteen youth;
- o Asian Resources, Inc. - \$87,410 to serve an additional fifteen youth.

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

Items 8-12 were reviewed together.

8. Approval to Submit Proposal a for the Governor's Gang Reduction Intervention and Prevention Initiative (CalGRIP) 2009/2010 and Authorize the SETA Executive Director to Execute the Subgrant Agreement, Modifications and any Other Documents Required by the Funding Source – and -
9. Approval to Submit a Proposal for the Office of Juvenile Justice and Delinquency Prevention (OJJDP) 2010 Community-Based Violence Prevention Demonstration Program and authorize the SETA Executive Director to execute the subgrant Agreement, Modifications and any Other Documents Required by the Funding Source – and -
10. Ratify the Submission of a Proposal in Response to the Capacity Building Solicitation for Proposals (SFP) and Authorize the SETA Executive Director to Execute the Subgrant Agreement, Modifications and any other Documents Required by the Funding Source – and -
11. Approval to Participate in National Emergency Grant Statewide Proposals to the U. S. Department of Labor and Authorize the SETA Executive Director to Execute the Subgrant Agreement, Modifications, and any other Documents Required by the Funding Source – and -
12. Approval to Accept American Recovery and Reinvestment Act (ARRA) Funds from the Employment Development Department (EDD) for the Disability Program Navigator Initiative, Fiscal Year 2009-2011

There were no questions or comments on items 8-12.

Moved/Pannell, second/Scherman, to approve items as follows:

8. Approve the submission of a proposal for the 2009/2010 EDD/WIA Governor's Gang Reduction Intervention and Prevention Initiative (CalGRIP). Authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source, and
9. Approve the submission of a proposal for the OJJDP 2010 Community-Based Violence Prevention Demonstration Program for up to \$2.2 million and; Authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source, and

10. Ratify the submission of a proposal for the 2009/2010 Capacity Building Solicitation for Proposals (SFP). Authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source, and
11. Approve SETA/Sacramento Works to participate in two NEG proposals to be submitted by the State of California and the South Bay Workforce Investment Board to the USDOL. Authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source, and
12. Accept the funds for the Disability Program Navigator PY 2009-2011, and to authorize SETA's Executive Director to execute the sub-grant agreement, modifications, and other documents required by the funding source.
Voice Vote: Unanimous approval.
13. Approval of Time Only Extension of Galt Joint Union High School District – Adult School's Occupational Skills Training American Recovery and Reinvestment Act/Workforce Investment Act (ARRA/WIA) Subgrant Agreement

Ms. Michelle O'Camb reviewed this item; no questions or comments.

Moved/Nottoli, second/Scherman, to approve the time only extension of Galt JUHSD – Adult Education's ARRA/WIA subgrant agreement through September 30, 2010.

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

14. Approval of Time Only Extension of Sacramento Area Regional Technology Alliance (SARTA) Business Development American Recovery and Reinvestment Act/Workforce Investment Act (ARRA/WIA) Subgrant Agreement

Michelle O'Camb reviewed this item. No questions or comments.

Moved/Pannell, second/Scherman, to approve the time only extension of the Sacramento Area Regional Technology Alliance (SARTA) ARRA/WIA subgrant agreement through September 30, 2010.

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

C. HEAD START (Items 1 and 2 were reviewed together.)

1. Approval to Submit an Application to the Administration for Children and Families (ACF) for American Recovery and Reinvestment Act (ARRA)/Head Start Expansion Grant for 2010 (Year 2) – and -
2. Approval to Submit an Application to the Administration for Children and Families (ACF) for American Recovery and Reinvestment Act (ARRA)/Early Head Start Expansion Grant for 2010 (Year 2)

Ms. Denise Lee reviewed the expansion grant applications. No questions or comments.

Moved/Scherman, second/Pannell, to approve items as follows:

1. Approve the submission of an Application to the Administration for Children and Families (ACF) for American Recovery and Reinvestment Act (ARRA)/**Head Start** Expansion Grant for 2010 (Year 2), and
 2. Approve the submission of an application to the Administration for Children and Families (ACF) for American Recovery and Reinvestment Act (ARRA)/**Early Head Start** Expansion Grant for 2010 (Year 2).
- Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of Reallocation of Unspent Community Services Block Grant (CSBG) Recovery Act Funding

Ms. Cindy Sherwood-Green reviewed the request for augmentation of ARRA funds. The augmented programs will be serving an additional 1,000 families.

Moved/Yee, second/Pannell, to approve CSBG ARRA funding augmentation for the Greater Sacramento Urban League, Folsom Cordova Community Partnership, Francis House, Senior Legal Hotline, Sacramento Area Emergency Housing Center, the Salvation Army, South County Services and Travelers Aid.
Voice Vote: Unanimous approval.

E. REFUGEE PROGRAMS: No items.

IV. Information Items (continued)

- B. Voice Over Internet Protocol (VoIP) Update: Mr. Proctor reviewed the updated contract.
- C. Sacramento Works Career Center Third Quarter Reports: No questions.
- D. Community Services Block Grant (CSBG) American Recovery and Reinvestment Act (ARRA) Program Update: No questions.
- E. Fiscal Monitoring Reports: No questions.
- F. Head Start Fiscal Report: No questions.
- G. Head Start Policy Council Minutes: No questions.
- H. Office of Refugee Resettlement Federal Monitoring Review: No questions.

- I. Unemployment Rate Update: No questions.
- J. Employer Recruitment Activity: No questions.
- K. Dislocated Worker Update: No questions.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director

Ms. Purdy reported that SETA has been selected to be included in a U.S. Department of Labor Gold Standard longitudinal study. The study will look closely at the customers enrolled in our programs and follow them for five years to see the outcome of the services received at the career centers. Fresno County was also chosen; there are 30 sites throughout the nation being studied.

Mr. Greg Thatch was congratulated for receiving an award from the Salvation Army.

Elk Grove Unified School District was congratulated for the additional \$450,000 recently received for adult career services.

- C. Deputy Directors

Ms. Denise Lee reported on the fire at Whispering Pines this morning. Twenty-four apartment units were burned. SETA has a Head Start center located at Whispering Pines but it was not affected by the fire. It was, however, affected by the water and the fire personnel. Eight families out of 20 families enrolled were affected. Staff will be working with the families to connect them with Red Cross for assistance. The Head Start center is closed for the time being. Children enrolled at Whispering Pines will be accommodated as needed.

Ms. Lee distributed the monthly Head Start report. Staff is working on updating the way in which center attendance is presented. It is expected that a current report will be provided in the next month.

- D. Counsel: No report.
- E. Members of the Board

Ms. Scherman appreciates the staff reports and stated that they are so well written. Ms. Pannell stated that she appreciates the hard work of the staff.

- F. Public: No comments.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

The board adjourned into closed session at 10:58 a.m.

VII. Adjournment: The meeting was adjourned at 11:16 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 June 22, 2010 Special Policy Council meeting.

Good	Needs Improvement
Thank you Ms. Mary Degnan for reminder calls to attend the board meeting.	Cell phones must be turned off and put away during the meeting... NO EXCEPTIONS
Thank you Ms. Delores Guzman for translating.	Side barring.
Thank you board members for participating in the voting process.	Board member attendance at standing and program area committee meetings.
Thank you board members for addressing the Chair prior to speaking and asking personal privilege.	

- B. Budget/Planning Committee

- C. Personnel/Bylaws Committee

- D. Social/Hospitality Committee

ITEM V- COMMITTEE REPORTS (Continued)

Page 2

E. Program Area Committees

- Early Childhood Development & Health Services Committee and Parent/Family Committee Subcommittee
- ✓ Emergency Preparedness for Families Subcommittee

- Male Involvement Committee/Community Advocating Male Participation (CAMP): Mr. Troy Luna

F. Community Partnerships Advisory Committee (CPAC) – Ms. Coventry St. Mary

G. Health Services Advisory Committee (HSAC) – Ms. Mary Pope

ITEM VI- OTHER REPORTS

BACKGROUND:

- A. SETA EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) to report to the Council on any items of important information or to deal with special requests which need to be addressed.

- B. 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 provided at the meeting)

- C. 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.

- D. 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

ITEM VI- OTHER REPORTS (Continued)
Page 2

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

- Child Health and Disability Prevention Program (vacant)
- Community Action Board – Mr. Victor Wilson

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

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