

**GOVERNING BOARD**

**DON NOTTOLI**  
Board of Supervisors  
County of Sacramento

**BONNIE PANNELL**  
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City of Sacramento

**JAY SCHENIRER**  
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City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

**JIMMIE YEE**  
Board of Supervisors  
County of Sacramento

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**ADMINISTRATION**

**KATHY KOSSICK**  
Executive Director

**DENISE LEE**  
Deputy Director

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*Thought of the day: "If your actions inspire others to dream more, learn more, do more, and to become more, you are a leader."*

*Author: John Quincy Adams*

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

**DATE:** Tuesday, October 25, 2011

**TIME:** 9:00 a.m.

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

While the SETA/Head Start Policy Council welcomes and encourages participation in the Council meetings, it would be appreciated if you would limit your comments to three minutes so that everyone may be heard. Matters under jurisdiction of the SETA/Head Start Policy Council and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA/Head Start Policy Council limits testimony on matters not on the agenda to three minutes per person and not more than ten minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: [www.seta.net](http://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 September 27, 2011 Special Meeting
- III. Action Items**
  - A. Approval of the Abolishment of the Program Officer, Head Start Family Services Worker, and Accounting Technician Classifications
  - B. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Second Reading and Approval of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council

- C. Review of Applications and Election of Past Parent Representatives and Alternates
- D. Review of Applications and Election of Grandparent Representative and Alternate
- E. Review of Applications and Election of Foster Parent Representative and Alternate

#### **IV. Information Items**

- A. Standing Information Items
  - Introduction of Newly Seated Representatives
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
  - PC/PAC End-of-Year Appreciation Report(s)
    - ◆ Parent/Staff Recognitions
  - Parent/Family Support Unit Events and Activities – Ms. Coventry St. Mary
  - PC/PAC Calendar of Events – Ms. Coventry St. Mary
  - Community Resources-Parents/Staff – Ms. Coventry St. Mary
- B. Governing Board Minutes of July 7, 2011 and August 4, 2011 (attached)

#### **V. Committee Reports**

- A. Executive Committee: Ms. Coventry St. Mary
  - PC/PAC Executive Committee Report
- B. Budget/Planning Committee: Ms. Coventry St. Mary
- C. Male Involvement Committee/Community Advocating Male Participation (CAMP): Vacant
- D. Health Services Advisory Committee Report: Ms. Rebecca Lewis, Ms. Amarjit Gill
- E. Maternal, Child and Adolescent Health Advisory Board: Ms. Rebecca Lewis

#### **VI. Other Reports**

- A. Executive Director's Report
- B. Head Start Deputy Director's Report
  - Monthly Head Start Report (see attachment)
- C. Chair's Report
- D. Head Start Managers' Reports
  - ✓ Brenda Campos
    - ◆ 2010-2011 Program Information Report (PIR) Summary – HS/EHS (attached)
  - ✓ Lisa Carr
  - ✓ Karen Gonzales
- E. Open Discussion and Comments
- F. Public Participation

#### **VII. Adjournment**

**DISTRIBUTION DATE: TUESDAY, OCTOBER 18, 2011**

Policy Council meeting hosted by:

Chair: Coventry St. Mary

Secretary: Lisa Daniels

Parliamentarian: Mary Brown

Vice Chair: Rebecca Lewis

Treasurer: Socorro Gutierrez

ITEM I - CALL TO ORDER/ROLL CALL

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

- \_\_\_\_\_ Amarjit Gill, Elk Grove Unified School District
- \_\_\_\_\_ Willie Jean Peck, Elk Grove Unified School District
- \_\_\_\_\_ Michela Barbosa'Gage, Twin Rivers Unified School District
- \_\_\_\_\_ Kiersten Gonzales, Sacramento City Unified School District
- \_\_\_\_\_ Sandra Renteria, Sacramento City Unified School District
- \_\_\_\_\_ Darlene Low, San Juan Unified School District
- \_\_\_\_\_ Sarah Proteau, San Juan Unified School District
- \_\_\_\_\_ Lisa Daniels, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Mary Brown, SETA-Operated Program
- \_\_\_\_\_ Connie Wallace, SETA-Operated Program
- \_\_\_\_\_ Devon McCracken, SETA-Operated Program
- \_\_\_\_\_ Yvette Hernandez, SETA-Operated Program
- \_\_\_\_\_ Socorro Gutierrez, SETA-Operated Program
- \_\_\_\_\_ Lucero Canto, Home Base Option
- \_\_\_\_\_ Blanca Rosales, Home Base Option
- \_\_\_\_\_ Rebecca Lewis, Grandparent Representative
- \_\_\_\_\_ Dina Patterson, Foster Parent Representative
- \_\_\_\_\_ Christina Cisco, Early Head Start (SOP)
- \_\_\_\_\_ Reina Flores, Alternate, Early Head Start (SOP)
- \_\_\_\_\_ Coventry St. Mary, Early Head Start (San Juan)
- \_\_\_\_\_ Tamara Knox, Past Parent Representative
- \_\_\_\_\_ David Quintero, Past Parent Representative

**Members to be Seated:** None.

**Seats Vacant:**

- \_\_\_\_\_ Vacant (Sandoval), Sacramento City Unified School District
- \_\_\_\_\_ Vacant (Ramsey-Gilbert), Twin Rivers Unified School District
- \_\_\_\_\_ Vacant (Hendricks), Early Head Start (Sac. City)
- \_\_\_\_\_ Vacant (Juarez), Child Health & Disability Prevention Program
- \_\_\_\_\_ Vacant (Ramirez), WCIC/Playmate Child Development Center
- \_\_\_\_\_ Vacant (Contreras), SETA-Operated Program
- \_\_\_\_\_ Vacant (Goodwin), Community Advocating Male Participation

**\*\* Please call your alternate, the Policy Council Chair (Coventry St. Mary: 849-2012, 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 *	1/25	2/22	3/3 *	3/22	4/26 *	5/24 *	6/28 *	7/26 *	8/23 *	9/27 *	10/25 *	11/22
M. Barbosa'Gage (11/23)	TR	X	X	X	X	X	E	X	X	X	X	X	X		
M. Brown (11/23)	SOP	X	PC	X	X	X	X	X	X	X	X	X	X		
L. Canto (6/28)	HB									X	X	U	X		
C. Cisco (7/26)	EHS/SOP										X	X	AP		
<del>E. Contreras</del>	<del>SOP</del>											<del>U</del>	<del>U</del>		
L. Daniels (11/23)	WCIC	X	X	X	X	X	X	X	X	X	X	X	X		
R. Flores (alt)	HB												X		
A. Gill (4/26)	ELK							X	X	X	X	X	X		
K. Gonzales (3/22)	SAC						X	X	X	X	X	U	X		
<del>V. Goodwin (s/b/s 4/26)</del>	<del>CAMP</del>							<del>AP</del>	<del>X</del>	<del>X</del>	<del>E</del>	<del>U</del>	<del>E</del>		
S. Gutierrez (8/23)	SOP											X	X		
Y. Hernandez (8/23)	SOP											X	U		
T. Knox (11/23)	PP	X	PC	X	X	X	X	X	X	X	X	X	X		
R. Lewis (11/23)	GRAND	X	E	X	X	X	X	X	X	X	X	X	E		
D. Low (4/26)	SJ							X	E	X	X	E	X		
D. McCracken (8/23)	SOP											X	X		
D. Patterson (11/23)	FOSTER	X	PC	E	X	X	X	X	X	X	X	E	X		
W.J. Peck (7/26)	Elk										X	X	X		
S. Proteau (4/26)	SJ							X	X	X	X	X	X		

BOARD MEMBER	SITE	11/23	12/14 *	1/25	2/22	3/3 *	3/22	4/26 *	5/24 *	6/28 *	7/26 *	8/23 *	9/27 *	10/25 *	11/22
D. Quintero (s/b/s 6/28)	PP									E	X	X	X		
S. Renteria (4/26)	SAC							X	X	X	X	X	U		
B. Rosales (6/28)	HB									X	X	U	X		
C. St. Mary (11/23)	EHS/SJ	X	PC	X	X	X	X	X	X	X	X	X	X		
C. Wallace (s/b/s 3/22)	SOP						E	X	X	X	X	X	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 10/13/11*

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE SEPTEMBER 27, 2011 POLICY COUNCIL  
MINUTES

BACKGROUND:

Attached for the Policy Council's review are the minutes of the September 27, 2011 meeting.

RECOMMENDATION:

That the Policy Council approve the September 27, 2011 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, September 27, 2011  
9:00 a.m.

- I. Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Coventry St. Mary called the meeting to order at 9:06 a.m. and read the Thought of the Day. Ms. Lisa Daniels called the roll.

#### Members Present:

Amarjit Gill, Elk Grove Unified School District (arrived at 9:35 a.m.)  
Willie Jean Peck, Elk Grove Unified School District  
Kiersten Gonzales, Sacramento City Unified School District  
Sarah Proteau, San Juan Unified School District (arrived at 9:25 a.m.)  
Darlene Low, San Juan Unified School District  
Michela Barbosa'Gage, Twin Rivers Unified School District  
Lisa Daniels, WCIC/Playmate Child Development Center  
Mary Brown, SETA-Operated Program  
Connie Wallace, SETA-Operated Program  
Devon McCracken, SETA-Operated Program  
Socorro Gutierrez, SETA-Operated Program  
David Quintero, Past Parent (arrived at 9:51 a.m.)  
Tamara Knox, Past Parent  
Dina Patterson, Foster Parent Representative  
Coventry St. Mary, Early Head Start (San Juan)  
Lucero Canto, Home Base Option  
Blanca Rosales, Home Base Option

#### New Members to be Seated:

Reina Florez, Alternate, Early Head Start (SOP) (arrived at 9:27 a.m.)

#### New Member to be Seated but Absent:

Erika Contreras, SETA-Operated Program (unexcused)

#### Members Absent:

Victor Goodwin, CAMP (excused)  
Sandra Renteria, Sacramento City Unified School District (unexcused)  
Rebecca Lewis, Grandparent Representative (excused)  
Yvette Hernandez, SETA-Operated Program (unexcused)  
Christina Cisco, Early Head Start (SOP) (excused; alternate present)

**II. Consent Item**

A. Approval of the Minutes of the August 23, 2011 Special Meeting

The minutes were reviewed; no questions or corrections.

Moved/Gutierrez, second/Barbosa'Gage, to approve the minutes of the August 23, 2011 special meeting.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 1 (St. Mary)

**III. Action Items**

A. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Approval of New Classification of Children and Family Services (CFS) Quality Assurance Analyst and Related Salary Range

Ms. St. Mary reviewed the board item and opened a public hearing.

Ms. Bonnie Bilger, Senior Personnel Analyst, reviewed the job specification for Children and Family Services (CFS) Quality Assurance Analyst.

Ms. Daniels asked that if a person does not possess the qualifications prior to being hired, can they earn it after being hired. Ms. Bilger replied that generally, applicants have to achieve at least the minimum qualifications.

Mr. Calvin McGee reviewed the process by which applications are screened. The experience and education of the applicant is always taken into consideration.

Ms. Gonzales inquired how this position is different from the specialists. Ms. Bilger replied that it is lateral and the pay is equivalent. It is a specialist in a particular area; they monitor a specific area.

Moved/Barbosa'Gage, second/Wallace, to close the public hearing and adopt the modification to the Agency classification plan to approve the new classification of Children and Family Services (CFS) Quality Assurance Analyst and Related Salary Range.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 1 (St. Mary)

Ms. Reina Flores, Alternate, SOP Program arrived and was seated at 9:27 a.m.

B. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** First Reading of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council

Ms. St. Mary opened a public hearing.

Ms. Sarah Proteau arrived at 9:25 a.m.



Ms. St. Mary asked board members to respect the work of the committee.

Ms. Mary Brown reviewed the modifications to the bylaws.

Ms. Desha reviewed additional changes to the bylaws. The modifications will be presented to the Policy Council for approval at the October 25 meeting.

Ms. Amarjit Gill arrived at 9:35 a.m.

Moved/Gonzales, second/Barbosa'Gage, to continue this item to the next Policy Council meeting where the action of the Council will be to close the public hearing and approve the amendments to the PC bylaws.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (St. Mary)

#### **IV. Information Items**

##### **A. Standing Information Items**

- Introduction of Newly Seated Representatives: Ms. Reina Florez was welcomed to the board. Ms. Florez spoke about her involvement in the Head Start program.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett reported that the Agency will complete the previous year spending all but around \$400,000 or 1% of the grant will be sent back to the Administration for Children and Families (ACF). The administrative expenses is around 10% of program expenditures; the Agency is required to spend less than 15% on administrative expenditures. The Agency is spending around 6 ½% of the budget per month on personnel costs. There will be one more ARRA report.
- Parent/Family Support Unit Events and Activities: Ms. St. Mary announced that the Celebrating Grandparent, Kinship and You event is scheduled for Wednesday, October 12. There will be a chili cook off and child care is available for the first 40 parents.
- PC/PAC Calendar of Events: Ms. Tamara Knox reported that she was featured in the Sacramento City College newspaper; she also spoke at the commencement ceremony for Sacramento City College. She was interviewed about her accomplishments and Ms. Knox mentioned Head Start. Ms. Knox thanked Head Start and Mr. Navarro for participating in her first exhibition.
- Parent/Staff Recognitions – Ms. St. Mary announced that Ms. Christina Cisco had a baby boy.
- Community Resources-Parents/Staff: No report.

##### **B. Fiscal Monitoring Reports: No comments.**

## **V. Committee Reports**

- A. Executive Committee: Ms. Coventry St. Mary
  - PC/PAC Executive Committee Report: Ms. Daniels reviewed the critique of the last board meeting.
- B. Budget/Planning Committee: Ms. Brown stated that there was no additional report. Ms. St. Mary announced that Mr. Francisco Navarro is taking pictures and videotaping for a board orientation that will be shown at the beginning of the program year.
- C. Personnel/Bylaws Committee: No additional meetings.
- D. Social/Hospitality Committee: Ms. St. Mary reviewed the details of the PC/PAC End-of-Year Appreciation Luncheon.

Mr. David Quintero arrived at 9:51 a.m.

As of this date, no board member has indicated that guests will be attending. Ms. Daniels stated that Ms. Edenausageboye Davis, Director of WICIC, will be the keynote speaker at this event. She will be very inspirational.

- E. Monitoring and Evaluation Committee: No report.
- F. Program Area Committees: No report.
  - Early Childhood Development & Health Services Committee and Parent/Family Committee (AKA Customer Service/Attendance and Child Safety Subcommittee)
- G. Male Involvement Committee/Community Advocating Male Participation (CAMP): Ms. Brown reminded members that this committee meets at 9:00 a.m. on the third Wednesday of each month; the next meeting will be a potluck.
- H. Health Services Advisory Committee Report: No report.
- I. Community Partnerships Advisory Committee (CPAC): Ms. Mary Brown shared that this meeting is held twice a year. SETA's Public Information Officer, Ms. Terri Carpenter, is the staff contact. Initially, this was a committee that had one representative. At PAC and PC meetings there was a lot of interest so more members were selected and added to the committee membership roster. Ms. Willie Jean Peck and Ms. Brown attended the most recent meeting. The Child Support Enforcement Program provided a presentation. Others attending include representatives from delegate agencies and Warmline, which is a program that advocates for children with disabilities.
- J. Maternal, Child and Adolescent Health Advisory Board: No report.

## **VI. Other Reports**

- A. Executive Director's Report: Ms. Kathy Kossick reported that the annual report for the Sacramento Works Career Centers was finalized. The report stated that 50,583 customers that came through the doors of the 12 one stop career centers. This was a little higher than last year but not much. Overall, the entered employment rate went down for adults and dislocated workers; staff continued to see a decrease. This year the earnings decreased as well. The Agency

received a summary of a study performed by UC Davis Regional Center for Change called Healthy Youth, Healthy Regions on how our youth are doing in a nine-county Sacramento region. This study outlines what can be done to ensure the kids will be healthier. Parents wishing to have a copy of this report should contact Ms. Nancy Hogan.

B. Head Start Deputy Director's Report

- Monthly Head Start Report: Ms. Denise Lee thanked the board for approving the Quality Assurance Analyst specification. Ms. Lee stated that a team will be created to go out and do on-going monitoring for checks and balances. The board will be sent monthly reports. It is hoped that this team will help to mitigate some of the small findings that were discovered. The regional office will be here tomorrow and Thursday to review the two findings. There are two areas of concern. The first is how the agency reports in-kind hours. Staff collects more in-kind than is needed to ensure that the agency meets the 25% requirement. The second finding is blood lead screening for children. Reviewers will be interviewing staff and delegate agency staff. Ms. Lee stated that the Agency has received the award letter for ARRA, which has been extended to March. These are tough times at the federal, state and local level government budgets.

III. **Action Items** (continued)

C. **CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957** and -  
**CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**  
Pursuant to Government Code Section 54957

The board went into closed session at 10:08 a.m. Ms. St. Mary called the meeting back to order at 10:38 a.m. and reported out of closed session that the Policy Council approved the eligibility list for Site Supervisor. Additionally, the dismissal of the public employee was approved.

VI. **Other Reports** (continued)

C. Chair's Report: No report.

D. Head Start Managers' Reports

- ✓ Brenda Campos: Ms. Campos reviewed the services that are provided at the SOP and at the delegate level. All programs have the same performance standards but may provide services differently. Staff is in the process of working on the follow up on the federal review . WCIC, Twin Rivers and SETA are bringing in files because of the lead finding. They want information on how staff is working with parents regarding testing for blood lead levels in their children. The reviewers are requesting information on children enrolled from February 2011 and will randomly select the name of the child to ensure that the staff will provide follow up with the parents. Staff received the list of files being requested

by the federal reviewers: Twin Rivers (six files), WCIC (seven files), and SETA (80 files). This morning staff will be bringing in the files that were selected. Ms. Campos feels confident that the review will go well.

- ✓ Lisa Carr: Ms. Carr announced that she, Ms. Campos and Ms. Lee will be attending Family Enrollment Outcomes in Washington D.C. Work will begin in September on the Parent Conference. Delegates want to wait until the end of October to begin the planning meetings. Parents will be invited to sit on the planning committee.

Parents were reminded of the upcoming chili cook-off and grandparent event. Staff is working to schedule a Daddy and Me pumpkin carving event. Mr. Bob Silva is planning a Daddy and Me Breakfast; staff is trying to figure out how to do this considering the agency has a 'no outside food' policy. It's important to figure out how to get men involved at the site level. Staff will be planning Daddy and Me Breakfasts and Daddy Read to Me events to engage more fathers.

This month parents will be receiving a copy of the Pedestrian Safety Handbook. Parents will also receive training on the handbook. In October, staff will be starting up the parent workshops in the evening. The workshops will be starting a discipline series. This will deal with children from birth to five years old and explains how to engage the entire family.

- ✓ Karen Gonzales: Ms. Gonzales introduced herself as the Program Operations Manager; her involvement with the delegates is limited. She works on county-wide projects. Staff is continuing the mentor-coach project to March. Staff will be working with teachers on how to assess measures when working with children.

- E. Open Discussion and Comments: Ms. Brown stated that one of her foster children recently started kindergarten. She just went to her first PTA meeting since the 80's. Because of being on the board here, she is now the Secretary of her local PTA as well as room mother for two children.

Ms. Daniels commented that Ms. Brown, Ms. Low and she were discussing how far ahead their children are as a result of Head Start. In addition, their children are doing their homework more quickly and their reading levels are in excess of their classmates.

Ms. Barbosa'Gage asked for prayers so she does not have to have surgery. She stated that last year she won second place in the chili cook-off.

- F. Public Participation: No comments.

- VII. **Adjournment:** The meeting was adjourned at 11:00 a.m.

ITEM III-A - ACTION

APPROVAL OF THE ABOLISHMENT OF THE PROGRAM OFFICER, HEAD START FAMILY SERVICES WORKER, AND ACCOUNTING TECHNICIAN CLASSIFICATIONS

BACKGROUND:

The classifications of Program Officer, Head Start Family Services Worker were replaced by new classifications and the incumbents in these classifications have been re-allocated to the new classifications.

Action taken at your July 26, 2011 meeting, created the Children and Family Services Program Officer positions of Support Services, Administrative, and Education. Employees in the former Program Officer position were reallocated to these newly created job specifications.

Also created by your action was the new job classification of Program Analyst to which the employee in the classification of Accounting Technician was reallocated.

All employees in the former classification of Head Start Family Services Worker were reallocated to Range 1 of the newly created Family Services Worker.

RECCOMENDATION

Approve the abolishment of the Program Officer, Head Start Family Services Worker and the Accounting Technician classifications.

NOTES:

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

ITEM III-B - ACTION

**TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:**  
**SECOND READING AND APPROVAL OF MODIFICATIONS TO THE BYLAWS OF**  
**THE SETA OPERATED HEAD START/EARLY START POLICY COUNCIL**

BACKGROUND:

The Personnel/Bylaws Committee 2010-2011 met during the program year to review and recommend revisions to the Bylaws of the SETA Operated Head Start/Early Head Start Policy Council.

Additions are indicated by ***bold italic*** type with yellow highlighting, deletions are indicated by ~~strike through~~ with orange highlighting.

A public hearing was opened on September 27, 2011 to hear testimony on modifications to the bylaws.

RECOMMENDATION:

Hear any additional testimony, close the public hearing and approve the amendments to the Policy Council Bylaws as attached.

NOTES:

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

# **BYLAWS OF THE SACRAMENTO COUNTY**

## **HEAD START/EARLY HEAD START POLICY COUNCIL (PC)**

Policy Council First Reading: 9/27/11  
Policy Council Final Approval: 10/25/11  
Governing Board Approval:

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**BYLAWS FOR THE SACRAMENTO COUNTY  
HEAD START/EARLY HEAD START POLICY COUNCIL (PC)**

**ARTICLE I**

Name

This Council shall be named the Sacramento County Head Start (HS)/Early Head Start (EHS) Policy Council, hereinafter referred to as the Policy Council (PC). Head Start/Early Head Start hereinafter shall be referred to as HS/EHS.

**ARTICLE II**

Purpose, Powers, Duties and Functions

**Section 1: Purpose**

The purpose of the PC shall be to promote the objectives of the HS/EHS Child Development Program of Sacramento County, State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PC shall include, but not necessarily be limited to:

- A. The encouragement and promotion of parent participation in the process of making policy decisions about the nature and operation of HS/EHS programs in Sacramento County.

45 Code of Federal Regulations (CFR) 1306.3 (h): A HS/EHS parent means a HS/EHS child's mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending final adoption decree. All future reference of parent will be defined as such.

- B. Aiding and assisting local Parent Policy Committees in performing meaningful roles and functions in the operation of local HS/EHS programs.
- C. Initiating suggestions and ideas for HS/EHS program improvement.
- D. Serving as a channel of communication among organizations and agencies by building a partnership, both public and private, with individuals and groups interested in the aims, goals, and objectives of HS/EHS Child Development Programs.
- E. Aiding and assisting both the enrolled child and his or her family in obtaining the full benefits of programs and facilities established to aid and improve educational, economic, and health status, including dental and nutrition, of the low-income population.

**Section 2: Powers, Duties and Functions**

The PC must perform the following powers, duties and functions directly:

- A. Serve as a link to the Parent Committees, Grantee and Delegate Agency governing bodies, public and private organizations, and the communities they serve.
- B. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in HS/EHS and to encourage their participation in the program.
- C. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.
- D. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- E. Federal regulations state that the PC must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:
  - 1. All funding applications and amendments to funding applications for HS/EHS, including administrative services, prior to the submission of such applications to the Department of Health and Human Services (DHHS).
  - 2. Procedures describing how the governing body and the appropriate policy group will implement shared decision making.
  - 3. Procedures for program planning in accordance with this part and the requirements of 45 CFR 1305.3.
  - 4. The program's philosophy and long- and short-range program goals and objectives.
  - 5. The selection of delegate agencies and their service areas.
  - 6. The composition of the PC and the procedures by which policy group members are chosen.
  - 7. Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR Part 1305.
  - 8. The annual self-assessment of the Grantee progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review.

9. The annual independent audit that must be conducted in accordance with 45 CFR 1301.12.
  10. Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, volunteers and hiring and firing criteria for program staff.
  11. Decisions to hire or terminate the HS/EHS Director of the Grantee agency.
  12. Decisions to hire or terminate any person who works primarily for the HS/EHS program of the grantee agency. For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)
  13. PC reimbursement for reasonable expenses incurred by members. Members shall not receive compensation for serving on the PC or for providing services to the HS/EHS Agency.
  14. Grantee policies that define the roles and responsibilities of the governing body members and informs them of the management procedures and functions necessary to implement a high quality program.
  15. Internal dispute resolution. PC must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and the policy group.
  16. Establish and maintain procedures for hearing and working with the grantee agency to resolve community complaints about the program.
- F. Individual members while representing the PC, shall not engage in any activities or assume any such powers, duties, or functions that are contrary to, or inconsistent with the goals and objectives of the HS/EHS Child Development Program, as established by either local, State or Federal laws, regulations or SETA policies.

### **ARTICLE III**

#### **Membership**

#### **Section 1: Parent Representatives**

A. The Parent Membership shall consist of:

- |           |  |
|-----------|--|
| Six (6)   | Representatives elected from the SOP PAC                     |
| Three (3) | Representatives from Sacramento City Unified School District |

- Two (2) Representatives from San Juan Unified School District
- Two (2) Representatives from Elk Grove Unified School District
- Two (2) Representatives from Twin Rivers Unified School District
- Two (2) Representatives from Women's Civic Improvement Club/Playmate (WCIC)
- Two (2) Representatives from Home Base Option
- One (1) Representative from EHS - SOP
- One (1) Representative from EHS - Sacramento City Unified School District
- One (1) Representative from EHS - San Juan Unified School District

The above parent representatives must be a parent of a child/children currently enrolled in the HS/EHS Program.

**B. Community Representatives**

Additional PC members will include:

- One (1) Representative elected by the Community Advocating Male Participation (CAMP) - This representative may or may not be a current parent. There will be one (1) Alternate position.
- Two (2) Past Parent Representatives - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. The Past Parent elected to the PC may not have a child/children enrolled in the HS/EHS Program. There will be two (2) Past Parent alternate positions.
- One (1) Outgoing PC Chair - may not be held by any other party.
- Two (2) Community Representatives appointed by agencies.
- One (1) Foster Parent Representative - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of SOP or a Delegate Agency. There will be one (1) Foster Parent alternate position.
- One (1) Grandparent Representative - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of SOP or a Delegate Agency. There will be one (1) Grandparent alternate position.

**Section 2: Alternates**

Each representative holding membership on the PC shall additionally be entitled to have one alternate. An alternate shall be elected by the committee/agencies he or she represents.

- A. Alternates may be seated as voting members of the PC only in the absence of the voting representative for whom they serve as alternate.

1. In the event an Alternate does not cast a vote during the program year, Alternate will not have served as a PC member and term is not counted.
- B. Alternates may be seated as voting members upon recognition of their voting status by the PC Chair at any meeting.
- C. Alternates may not hold an office.
- D. Alternates are encouraged to attend meetings of the PC on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Representative is present.
- E. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, the National Head Start Association (NHSA) Conference, and the California Head Start Association (CHSA).

### Section 3: Other Provisions

- A. At least 51% of the voting membership of the PC shall consist of parents/guardians whose children are currently enrolled in the program.
- B. The PC may establish and select additional voting delegates who shall serve as community representatives of the PC by a two-third (2/3) vote.
- C. Community Agency Representatives wishing to be reappointed must express their desire to remain on the PC. Otherwise, the Agency may designate a replacement for that representative.
- D. The seating of representatives shall take place at the annual meeting. These representatives shall then serve as voting members.
- E. No SETA or Delegate Agency HS/EHS staff **(or members of their immediate families)** shall serve on the PC except parents who occasionally substitute for regular HS or EHS staff. Occasional substitute teaching is defined as once a week and/or not to exceed four (4) consecutive days in a month.
- F. Additional members may be added by a 2/3 vote to ensure all program options are proportionally represented on the PC.

### Section 4: Terms

The PC, Policy Committee, and the Parent Advisory Committee must limit the number of one-year terms any individual may serve on either body to a combined total of three (3) program years. During the term of office, voting representatives (or alternates) shall serve as members (or alternates) of the PC until their voluntary termination or until replaced by the committee/agency they represent or until termed out. Representatives

must continue to represent center or agency they were chosen from. The term for Community Agency Representative shall be for one (1) program year. A Community Agency Representative may not sit more than three (3) program years.

### Section 5: Attendance

- A. **Absences**: Any member or alternate in a voting capacity, missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused or unexcused) will automatically be removed. An excused absence shall include but not be limited to sickness or death in the family.

A member requesting an excused absence must call the alternate, if the alternate is known, and the Social Services/Parent Involvement (SS/PI) Coordinator, PC Board Chair, or the Clerk of the Boards, prior to the meeting.

- B. **Reinstatement**: The representative agency/group may request that a member who has been removed due to absences be reinstated ***in the event the Alternate declines***. This request must be in writing and submitted to the Chair and SS/PI Coordinator within ten (10) calendar days. It is the final decision of the PC Executive Committee whether any representative shall be reinstated. In the event the representatives' Early Learning Center/Agency is temporarily closed, or representatives' child/children have transitioned out of the program, the PC Executive Committee shall have the sole decision to reinstate.

1. A member who has resigned and held an Executive office and wants to be reinstated must provide a written notice to the PC Chair and SS/PI Coordinator within ten (10) calendar days. It shall be the final decision of the Executive Committee whether the member be reinstated. If the member is reinstated, member is not reinstated to their former Executive position.

- C. **Punctuality**: Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator. Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.

- D. **Policy Council/Policy Committee Business**: Members conducting PC/Policy Committee business and not at the PC meeting, shall be neither present nor absent, but rather identified as "PC/Policy Committee."

## Section 6: Removal

A PC member may be removed by two-thirds vote of all members present and voting whenever, in the judgment of the Council, the best interest of the Council would be served. Action to remove a member must be on the agenda.

## **ARTICLE IV** Meetings

### Section 1: Meetings

#### A. Annual Meeting

The annual meeting of the PC shall be held on the 4<sup>th</sup> Tuesday in November of each year.

#### B. Regular Meetings

Unless notice is otherwise provided, regular meetings of the PC shall be held on the fourth Tuesday of each month at ~~4~~ 9:00 ~~p~~ a. m. at the SETA Board Room.

#### C. Special Meetings

Special meetings of the PC may be called at anytime by the SETA Governing Board, PC Chair, Head Start Deputy Director, SETA Executive Director or upon petition by at least a majority of the members of the PC.

#### D. Quorum

For the purpose of transacting the business of the PC at any annual, regular, special, or emergency meeting, a quorum of the PC shall be necessary. A quorum shall be a majority of those entitled to vote. Vacant positions on the PC shall not be considered in establishing a quorum. A majority (51%) of the quorum must be current parents.

### Section 2: Meeting Notice

Meeting notices shall include an agenda for the next meeting, and Council members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting as soon as possible.

#### A. Annual and Regular Meetings:

Notice of annual and regular meetings of the PC shall be in writing, provided to all members of the PC, and posted at least 72 hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so

shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

**B. Special Meetings:**

Members of the PC must be notified of special meetings not less than twenty-four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least 72 hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at special meetings of the PC, excepting that business and/or discussion for which the special meeting was called.

**C. Emergency Meetings:**

The PC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section A or Section B of this Article IV, provided that the PC determines that an emergency situation as defined in the Ralph M. Brown Act exists.

**D. Committee Meetings:**

Members of the PC must be notified in writing of committee meetings. Notice of regularly scheduled meetings shall be provided in compliance with Section A, above. Notice of special meetings of other committees shall be provided in compliance with Section B, above, shall be delivered personally, or by mail and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused ~~will~~ **may** be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PC business. A member requesting an excused absence must call the PC Chair, SS/PI Coordinator or the Clerk of the Boards and request an excused absence prior to the meeting.

**Section 3: Open Meetings**

The PC shall conduct meetings, regular, annual, special and emergency, in conformance with the Ralph M. Brown Act, California Government Code Section 54950, et. seq.

**Section 4: Mailing Address**

Notices to all meetings of the PC shall be in writing and delivered personally or by mail to the PC members' addresses, as recorded in the PC records. The Council members,



their alternates and Community Members, shall be personally responsible for the accuracy of mailing address. Updated contact information should be submitted to SS/PI Coordinator or Clerk of the Boards within ten (10) calendar days of change.

#### **Section 5: Rules of Procedure**

Except as specifically provided herein, Robert's Rules of Order<sup>1</sup> shall govern procedures in all meetings of the PC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these Bylaws or Robert's Rules of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

#### **Section 6: Nominations/Elections**

PC Board Members or candidates must be present to be nominated or elected. However, if PC member is absent due to PC business, the member may be nominated or elected.

#### **Section 7: Voting**

Each PC Board Member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on the matter. Actions of the PC may be taken only by a majority vote of all of the PC members present, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, but his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention. Results of the voting will be announced by the Chair.

#### **Section 8: Meeting Reimbursement**

Each PC member will receive reimbursement for reasonable expenses. This amount is determined by the Head Start Division according to the PC Reimbursement Policies and Procedures.

Parents are not to bring small children to the meetings. If small children are present, members will be reimbursed for transportation/mileage only.

- A. Members will receive reimbursement for the actual cost of child care (not to exceed \$30 in a 24-hour day when attending conferences, workshops, trainings, orientation, Parent Leadership Institute, or participation in the Agency

<sup>1</sup>Robert's Rules of Order: Simplified and Applied, 2<sup>nd</sup> ed., Copyright, 2001.

hiring process) to be in alignment with PC/PAC Reimbursement Policies and Procedures. Additionally, transportation/mileage will be provided for attending required meetings/obligations listed below:

1. PC (regularly scheduled, annual, emergency and special meetings)
2. Interview/screening/exam panels
3. Standing committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Social/Hospitality)
4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review-Monitoring/Evaluation Committee) and Program Self Assessment
5. Program Area Committees
6. Community Partnership Advisory Committee (CPAC)
7. Health Services Advisory Committee (HSAC)
8. Ad Hoc (special) Committee meetings
9. Community Action Board meetings (CAB)
10. Governing Board Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
11. Workforce Investment board and Committee meetings (only applies to the Chair or Executive Officer in the absence of the Chair.)

~~B. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.~~

**B. Member/Alternates who are a spouse or significant other, will not each receive reimbursement.**

**C. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.**

## ARTICLE V Officers

### Section 1: Officers

The Officers of the PC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

### Section 2: Election and Term of Office

- A. Election of the new officers shall be held at the next meeting following the annual meeting of the newly seated PC by a plurality vote of the PC members present and voting. At least 51% of the officers must be current parents. Officers elected shall take office immediately following election.

- B. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP, Delegate Agencies, or Community Representatives shall serve as an officer.

### **Section 3: Duties of Officers**

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

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Conference (as funds allow for representation). The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 8 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event.
- C. The Secretary shall keep records of the current and preceding minutes at each meeting, record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality Committee.
- D. The Treasurer shall keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff and Council Secretary and oversee the Budget/Planning Committee. The Treasurer shall be a member of the Social/Hospitality Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

### **Section 4: Vacancy**

In the event an officer is unable to perform his/her duties, including failure to learn and/or comply with the rules governing PC (Bylaws, Brown Act, Robert's Rules of Order), or failure to act in the best interest of the board, the PC Chair shall appoint an

interim officer until the officer returns to duty or is replaced **at the next regularly scheduled meeting**. (The appointment of the officer must be made from among the membership of the PC.)

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.
- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PC.

## **ARTICLE VI**

### **Committees**

There is hereby created standing committees of the PC. At least 51% of all Committees shall be current parents. The quorum of any committee shall be 51% of the Committee membership. No committee meeting shall have a majority of PC members present without proper public notice.

#### **Section 1: Standing Committees**

##### **Executive Committee**

The Executive Committee shall be comprised of all elected officers. The Executive Committee shall perform such powers, duties, and functions as provided in these bylaws and such other powers, duties, and functions as established by the Policy Council. The Executive Committee shall meet at the discretion of the PC Chair or PC. Notice of an Executive Committee meeting shall be sent to all PC members no less than three (3) calendar days before the meeting. The Committee shall report, in writing, all actions at the next meeting of the full PC. In the event of an emergency, the Executive Committee will act on behalf of the Board pending ratification by the PC at the next meeting.

##### **Budget/Planning Committee**

- A. Budget/Planning Committee composed of the Treasurer and other members who shall be selected after each annual meeting by the PC. This Committee shall assist in the development and review of all HS/EHS budgets, budget modifications and amendments for the Head Start funding year and submit their review to the full PC for approval. A monthly fiscal report shall be provided to the PC on the fiscal status of the Head Start budget.
- B. It is recommended that all SOP HS/EHS Budget issues and modifications are approved by the PAC prior to PC approval. The PAC Budget Committee should review said documents.

## **Personnel/Bylaws Committee**

The Personnel/Bylaws Committee shall be composed of the Parliamentarian and members who shall be selected after each annual meeting by the PC. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws.

## **Social/Hospitality Committee**

Social/Hospitality Committee shall be composed of the Secretary, Treasurer and other members who shall be selected after each annual meeting of the PC. The duty of this committee shall be to plan for all social activities of the PC. It shall be the duty of this Committee to report the expenditure of funds to the PC.

## **Section 2: Program Area Committees**

There is hereby created Program Area Committees of the PC. The following are Program areas: Early Childhood Development and Health Services, Parent/Family Support, Monitoring and Evaluation.

- **Early Childhood Development and Health Services Committee** shall be comprised of **one (1)** ~~three (3)~~ staff and ~~a minimum of three (3)~~ representatives who shall plan and review the Early Childhood Development and Health Services program area, and review the Early Childhood Development and Health Services program area, participate in curriculum/instruction and health and safety.
- **Parent/Family Support Committee** shall be comprised of one (1) staff and ~~a minimum of three (3)~~ representatives who shall plan and review the Parent/Family Support program area.
- **The Male Involvement Committee** shall be comprised of one (1) staff and ~~a minimum of three (3)~~ representatives who shall plan and review the Male Involvement Program.
- **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and the committee of the whole who shall plan, review and oversee program monitoring and evaluation.

PC member representatives shall select at least two (2) Program Area Committees to serve on as described above. Special circumstances may be excused by the Chair.

## **Section 3: Special Committees:**

When necessary to carry on the work of the PC, other committees such as Ad Hoc (special committees), shall be appointed by the Chair. Such committees must have a purpose and time frame for committee appointment. All elected Board meeting members attending approved special committee meetings will receive the standard reimbursement.

## ARTICLE VII Required Reports

### Section 1: Required Reports

The following reports shall be provided to the PC monthly. The purpose of reports is to maintain control of program quality and program accountability:

- Fiscal Reports (Budget Reports)
- Corporate Card Statement of Accounts (Credit Card Expense Report)
- ~~(USDA Meal/Snacks Report)~~ (Child and Adult Care Food Program **[CACFP]**)  
Report (~~SETA Operated Program **SOP**~~) (~~USDA Meal/Snacks Report~~)
- Program Information Summaries (**Monthly Head Start Report**)
- Sacramento County ~~Head Start **HS**~~/~~Early Head Start **EHS**~~ Program Enrollment Report (Enrollment Report)

## ARTICLE VIII Bylaws Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.
- A. Written notice of the intention to amend these Bylaws be forwarded to members of the PC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place excepting at a regular, annual or special meeting of the PC.
- F. Any amendments must also be approved by the SETA Governing Board.

*Current a/o 9/27/11*

ITEM III-C – ACTION

REVIEW OF APPLICATIONS AND ELECTION OF  
PAST PARENT REPRESENTATIVES AND ALTERNATES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council Past Parent Applications to be reviewed and candidates elected for Program Year 2011-2012.

RECOMMENDATION:

That the Policy Council elect two (2) Past Parent Representatives and two (2) Alternates.

NOTES:

Representatives nominated:

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Representatives elected:

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Alternates nominated:

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Alternates elected:

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**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

ITEM III-D – ACTION

REVIEW OF APPLICATIONS AND ELECTION OF  
GRANDPARENT REPRESENTATIVE AND ALTERNATE

BACKGROUND:

This agenda item provides an opportunity for the Policy Council Grandparent Applications to be reviewed and candidates elected for Program Year 2011-2012.

RECOMMENDATION:

That the Policy Council elect one (1) Grandparent Representatives and one (1) Alternate.

NOTES:

Representatives nominated:

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Representatives elected:

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Alternates nominated:

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Alternates elected:

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**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_



ITEM III-E – ACTION

REVIEW OF APPLICATIONS AND ELECTION OF  
FOSTER PARENT REPRESENTATIVE AND ALTERNATE

BACKGROUND:

This agenda item provides an opportunity for the Policy Council Foster Parent Applications to be reviewed and candidates elected for Program Year 2011-2012.

RECOMMENDATION:

That the Policy Council elect one (1) Foster Parent Representatives and one (1) Alternate.

NOTES:

Representatives nominated:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Representatives elected:

\_\_\_\_\_  
\_\_\_\_\_

Alternates nominated:

\_\_\_\_\_  
\_\_\_\_\_

Alternates elected:

\_\_\_\_\_  
\_\_\_\_\_

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

## ITEM IV-A – INFORMATION

### STANDING INFORMATION

#### BACKGROUND:

- A. Standing Information Items
- Introduction of Newly Seated Representatives
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
  - PC/PAC End-of-Year Appreciation Report(s)
    - ◆ Parent/Staff Recognitions
  - Parent/Family Support Unit Events and Activities – Ms. Coventry St. Mary
  - PC/PAC Calendar of Events – Ms. Coventry St. Mary
  - Community Resources-Parents/Staff – Ms. Coventry St. Mary

#### NOTES:

**CALENDAR OF EVENTS AND ACTIVITIES**  
**PARENT/FAMILY SUPPORT UNIT**

<b><u>EVENT</u></b>	<b><u>DATE</u></b>
Health Services Advisory Committee (HSAC) Meeting	Wednesday, October 26, 2011 5:30 p.m. to 7:00 p.m. 925 Del Paso Blvd. Sequoia Room

**PC/PAC CALENDAR OF EVENTS**

<b><u>EVENT</u></b>	<b><u>DATE</u></b>
PC/PAC Budget Planning Meeting	Tuesday, October 11, 2011 9:00 – 10:00 a.m. 925 Del Paso Blvd. Oak Room
PC/PAC Male Involvement Committee	Wednesday, October 19, 2011 9:00 a.m. 925 Del Paso Blvd. Saturn Room
Health Services Advisory Committee (HSAC) Meeting	Wednesday, October 26, 2011 5:30 p.m. to 7:00 p.m. 925 Del Paso Blvd. Sequoia Room
PC Executive Committee Meeting	Thursday, October 27, 2011 9:00 a.m. 925 Del Paso Blvd. Ranier Room
PAC Executive Committee Meeting	Thursday, October 27, 2011 10:00 a.m. 925 Del Paso Blvd. Ranier Room
Social/Hospitality Committee Meeting	Friday, October 28, 2011 1:00 p.m. 925 Del Paso Blvd. Shasta Room

ITEM IV-B- INFORMATION  
GOVERNING BOARD MINUTES

BACKGROUND:

The July 7, 2011 and August 4, 2011 Governing Board minutes are attached for your review.

NOTES:

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

Minutes/Synopsis

*(Minutes reflect the actual progression of the meeting.)*

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

Thursday, July 7, 2011  
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:09 a.m.

Members Present:

Don Nottoli, Chair, SETA Governing Board; Member, Board of Supervisors  
Jimmie Yee, Member, Board of Supervisors  
Jay Schenirer, Councilmember, City of Sacramento

Members Absent:

Sophia Scherman, Vice Chair, SETA Governing Board; Public Representative  
Bonnie Pannell, Councilmember, City of Sacramento

Mr. Nottoli stated that Item III-A-3 will be continued to August 4; he requested a motion.

Moved/Yee, second/Schenirer, to move the Approval of New Classifications of Workforce System Analyst and Workforce System Administrator and Related Salary Ranges to the August 4 agenda.

Voice Vote: Unanimous approval.

- Recognition of Long-Term Employee: Ms. Cindy Sherwood-Green presented a 20 year service award to Mr. Mohsen Ghahremani for his outstanding work over the years.

- **Presentation:** Acknowledgement of Staff for Participation in the Volunteer Income Tax Assistance (VITA)/Earned Income Tax Credit (EITC) Project

Mr. Roy Kim stated that this item acknowledges staff that participated in the Volunteer Income Tax Assistance program. For the most recent tax year, the staff prepared a total of 2,121 returns with refunds totaling \$3.8 million. Over the past ten years, the partnerships have prepared 30,000 returns and generated over \$47 million for the community.

Allen Brock, Brigette Sullivan, Chi Cheng, Jennifer Fischer, Josie Werner, Keni Addison, Leticia Lujano, Lisa Flores, Magaly Wilson, Maria Steele, Marsha Mohtes-Chan, Mary Bonanno, Melanie Klinkamon, and Tammi

Kerch. Also recognized was Martee Atkins for her administrative support for this program.

## **II. Consent Items**

- A. Minutes of the June 2, 2011 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Ratify the Submission of the Application for Discretionary Targeted Assistance Grant Funds to Serve Newly Arrived Refugees, PY 2011-2012
- D. Ratify the Submission of a Proposal to the California Employment Development Department for Workforce Investment Act High Concentration of Eligible Youth Funds and Authorize the SETA Executive Director to Execute any Subgrant Agreements, Modifications and any Other Documents Required by the Funding Source
- E. Approval to Ratify the Submission of the Disability Employment Initiative Proposal to Serve Individuals with Disabilities
- F. Approval to Accept WIA 15% Discretionary Funds for Green Innovation Challenge
- G. Approval to Participate in the Jobs Innovation Accelerator Challenge Proposal for the Sacramento Region and Authorize the SETA Executive Director to Execute any Subgrant Agreements, Modifications and any other Documents Required by the Funding Source

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

- A. Approve the June 2, 2011 minutes.
- B. Approve the claims and warrants for the period 5/26/11 through 6/29/11.
- C. Ratify the submission of the application for Discretionary Targeted Assistance Discretionary Grant Funds to serve newly arrived refugees who have been unable to achieve economic self-sufficiency, PY2011-2012.
- D. Ratify the submission of a proposal to the California Employment Development Department for Workforce Investment Act High Concentration of Eligible Youth funds and; authorize the SETA Executive Director to execute any subgrant agreements, modifications and any other documents required by the funding source.
- E. Ratify the submission of the Disability Employment Initiative proposal to the State of California, EDD to improve the educational, training, and employment opportunities and outcomes of individuals with disabilities through the SWCC system.
- F. Accept \$600,000 in Workforce Investment Act 15% Governors Discretionary funds to continue providing green workforce development programs.
- G. Approve SETA's participation in the Sacramento Health Care and Biosciences Jobs and Innovation Accelerator Proposal, and authorize the Executive Director to enter into subgrant agreements, modifications, and any other documents required by the funding source.

Voice Vote: Unanimous approval.

### **III. Action Items**

#### **A. GENERAL ADMINISTRATION/SETA**

1. Approval of Second Revision to the Sacramento Employment and Training Agency 2010-2011 Budget

Mr. Thatch stated that this item can be approved only with 4/5 vote; since only three members are present at the today's meeting, the board cannot take action on this. Mr. Thatch suggested that the board do an intent to approve the motion which will be presented at the August 4 meeting.

Moved/Yee, second/Schenirer, to approve an intent to approve the second revision to the Sacramento Employment and Training Agency 2010-2011 budget. Voice Vote: Unanimous approval.

2. Approval of Tentative Agreement to Labor Contract

Mr. Rod Nishi stated that this item is requesting approval of a tentative agreement with the labor union. The current labor contract that runs through 2013 has a clause that reopens benefit and salary schedules. This is an agreement that the union as voted upon and all three bargaining units have agreed to a one-time \$1,200 payment for employees on the books as of 7/1/11. The Policy Council reviewed and approved this tentative agreement at their June 28 meeting.

Moved/Yee, second/Schenirer, to approve the Tentative Agreement regarding wages and benefits. Voice Vote: Unanimous approval.

3. Approval of 2011-2012 Compensation Recommendations for Unrepresented Confidential and Management Personnel and the Personnel Resolution Covering Unrepresented Employees

Ms. Kossick stated that this item reflects what was just approved in the previous item but for unrepresented employees.

Moved/Schenirer, second/Yee, to approve the report, and adopt the resolution to authorize the implementation of the proposed 2011-2012 one-time lump sum payment for unrepresented confidential and management employees on the effective date given in the report. Voice Vote: Unanimous approval.



## **B. WORKFORCE DEVELOPMENT**

1. Approval to Accept Sacramento County Funds, Approval to Augment South County Services, Inc. for Continuation of Services, and Authorize the Executive Director to Sign any Required Contract, Modification, or Other Documents Required by the Funding Source

Ms. Cindy Sherwood-Green reported that South County Services has been a safety net program for years, working in the southern most portion of the county. Sacramento County has requested SETA to accept \$63,000 in funds to support SCS for up to four months after the receipt of the funds. SETA will retain \$3,000 of the funds for administrative purposes such as monitoring, contracting, and processing fiscal claims, and will augment the existing SCS subcontract for \$60,000 to continue the provision of safety-net services in South Sacramento County through December 31, 2011.

Mr. Nottoli thanked SETA for working with SHRA to make available funds for South County. This is one of the only service providers that provides emergency services in the south county area.

Moved/Yee, second/Schenirer, to approve the acceptance of funds from Sacramento County, approve the augmentation of \$60,000 for South County Services to continue the provision of services in South Sacramento County, and authorize the Executive Director to sign any required contract, modification, or other documents required by the funding source.

Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 0

2. Approval to Modify Sacramento City Unified School District - Skills and Business Education Center's Youth Vendor Services Contract

Ms. Marianne Sphar stated that this item requests approval to modify the Sacramento City Unified School District - Skills and Business Education Center's Youth Vendor Services contract. This was evaluated by a team and the modification is reasonable.

Moved/Yee, second/Schenirer, to approve the modification of the Sacramento City Unified School District – Skills and Business Education Center's Youth Vendor Services contract.

Voice Vote: Unanimous approval.

## **C. CHILDREN AND FAMILY SERVICES: No items.**

## **IV. Information Items**

- A. Fiscal Monitoring Reports: No questions or comments.

- B. Employer Success Stories and Activity Report: Mr. William Walker reported that staff is working on recruiting recently separated veterans for PG & E. So far, 74 veterans have been identified and 25 will be selected to go to class at American River College for Utility Line Workers. This is an enduring relationship that SETA has had with PG & E for years.
- C. Dislocated Worker Update: Mr. Walker reported that SETA has been asked by the Sacramento County of Education to respond to 35 individuals that will be laid off. SETA had a 'jumpstart' program with City of Sacramento Police Department; 48 individuals responded to this program.
- D. Audit Report from the Employment Training Panel: No questions or comments.
- E. Funding for Workforce Investment Act, Title I, Adult/Dislocated Worker SETA-Operated One Stop Career Centers for Program Year 2011-2012: This report is in response to a request by Ms. Scherman for a listing of one stop operators.
- F. Unemployment Update/Press Release from the Employment Development Department: No additional questions or comments.
- G. Head Start Reports: No questions or comments.

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: No report.
- C. Deputy Directors: Ms. Robin Purdy reported that SETA was notified that the agency received a portion of the DOL National Emergency Grant. The applicant was coordinated with the South Bay WIB in Southern California. SETA's contracted amount will be \$1.8 million for two years.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No comments.

**VI. Adjournment: The meeting was adjourned at 10:34 a.m.**

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

Minutes/Synopsis

*(Minutes reflect the actual progression of the meeting.)*

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

Thursday, August 4, 2011  
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:03 a.m.

Members Present:

Don Nottoli, Chair, SETA Governing Board; Member, Board of Supervisors  
Sophia Scherman, Vice Chair, SETA Governing Board; Public Representative  
Bonnie Pannell, Councilmember, City of Sacramento

Members Absent:

Jay Schenirer, Councilmember, City of Sacramento  
Jimmie Yee, Member, Board of Supervisors

**II. Consent Items**

- A. Minutes of the July 7, 2011 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of One-Stop Share of Cost Agreement with the County Department of Human Assistance, PY 2011-2012

Consent items were reviewed. No corrections.

Ms. Pannell asked that the July 7 minutes be held until the September meeting.

Moved/Scherman, second/Pannell, to approve to continue the July 7, 2011 minutes to the September 1 agenda, and approve consent Items B and C as follows:

- B. Approve the claims and warrants for the period 6/30/11 through 7/28/11.
- C. Approve the agreement for \$3,700,000 with the County Department of Human Assistance to continue One-Stop Services to CalWORKs customers and authorize the Executive Director to sign the agreement and any required documents pertaining to the agreement.

Voice Vote: Unanimous approval.

### III. Action Items

#### A. GENERAL ADMINISTRATION/SETA

1. Approval of Retiree Medical Insurance Subsidy and Retiree Medical and Dental Insurance Program Administrative Policy for Calendar Year 2012

Mr. Rod Nishi stated that this item has been brought before the board every year for the retiree subsidy/medical insurance program. This year staff is recommending to continue the current subsidy for retirees that retired on or before August 31, 2007. Mr. Nishi reviewed the current subsidy payment. SETA's subsidy used to line up with the county; the county's subsidy is now significantly less, with a good chance that it will ultimately come to zero. This is where the county was a year ago. Ms. Kossick stated that because the county has several different groups with several different amounts, SETA staff wanted to be somewhat consistent..

Moved/Pannell, second/Scherman, to approve Option A for the next calendar year and approve the Retiree Medical and Dental Insurance Program Administrative Policy, effective January 1, 2012.

Voice Vote: Unanimous approval.

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Final Reading and Approval of the Sacramento Employment and Training Agency Budget for Fiscal Year 2011-2012

Mr. Roy Kim reported that this is the final budget for 2012 and represents a \$3.3 million decrease over last year's budget, primarily due to ARRA funds sunseting. A public hearing was opened in June.

Moved/Scherman, second/Pannell, to close the public hearing and approve the SETA budget for 2011-2012.

Voice Vote: Unanimous approval.

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING** Approval of New Classifications of Workforce System Analyst and Workforce System Administrator and Related Salary Ranges

Mr. Nishi stated that he is presenting ten timed items with new job specifications and some reallocations. Ms. Scherman questioned if most are basically a clean-up on the job classifications. Mr. Nishi agreed but there are some that go beyond that parameter.

Mr. Rod Nishi stated that the Agency implemented a new web-based system virtual system to allow people to search for jobs in their place for work or home. This system requires dedicated staff to keep the data fresh. This relates to the

new web-based system. The Workforce System Analyst position would be placed in the Clerical, Technical and Analytical bargaining unit. The Workforce System Administrator would be placed in the Supervisory bargaining unit. It is anticipated that some candidates may be internal so there may not be an additional increase in the budget.

Mr. Nottoli opened a public hearing.

Moved/Pannell, second/Scherman, to close the public hearing and adopt the modification to the Agency classification plan to approve the new job classifications for the Workforce System Analyst and Workforce System Administrator and the related salary ranges.  
Voice Vote: Unanimous approval.

4. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Classifications of Children and Family Services Education Program Officer, Children and Family Services Support Services Program Officer, Children and Family Services Administrative Program Officer, Workforce Development Analytical Program Officer, Workforce Development Operational Program Officer, and the Related Salary Ranges

Mr. Nishi stated that the purpose of a job specification helps to recruit candidates for positions, and assists in the relationship between supervisor and employee. Recruitment for the position of Program Officer has been difficult since it lacks specificity for the `jobs. This board item breaks the Program Officer job classification into five specific job specifications. Mr. Nishi reviewed the responsibilities for each Program Officer job classification. There will not be a financial impact on items 4 and 5.

Mr. Nottoli opened a public hearing.

Moved/Scherman, second/Pannell, to close the public hearing and adopt the modification to the Agency classification plan to approve the classifications of Children and Family Services Education Program Officer, Children and Family Services Support Services Program Officer, Children and Family Services Administrative Program Officer, Workforce Development Analytical Program Officer, Workforce Development Operational Program Officer and the related salary ranges.

5. Reallocation of Program Officers to Children and Family Services Education Program Officer, Children and Family Services Support Services Program Officer, Children and Family Services Administrative Program Officer, Workforce Development Analytical Program Officer, and Workforce Development Operational Program Officer

This item takes all staff in the Program Officer classification and reallocates them into their specific job classification. There were no questions.

Moved/Pannell, second/Scherman, to reallocate incumbent Program Officers to the newly established classifications as outlined in the board packet.

Voice Vote: Unanimous approval.

6. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revision to the Clerk of the Boards Job Specification and the Related Salary Range

Mr. Nishi stated that this classification was created in 1988 and expanded over the years. This position currently is in the Clerical, Technical and Analytical bargaining unit represented by the American Federation of State, County, and Municipal Employees (AFSCME). The Agency met with the Union and have reached agreement that this position is best served by being placed in the Unrepresented/Confidential Unit. The incumbent annualized financial impact would be \$2,517.

Mr. Nottoli opened a public hearing.

Moved/Pannell, second/Scherman, to close the public hearing and adopt the modification to the Agency classification plan to approve the revised job classification of Clerk of the Boards and the related salary range.

Voice Vote: Unanimous approval.

7. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of New Classification of Program Analyst and Related Salary Range

Mr. Nishi reviewed items 7 and 8 together.

The proposed Program Analyst is a new classification. The work of the Program Analyst is primarily the analysis work involving statistical recordkeeping. The new class describes this work using pertinent examples of duties undergirded by more relevant Knowledge and Ability requirements.

The Agency has met with the Union on this proposed job specification and pay range. The Union has no changes.

This item and former item on the Program Officer classification was reviewed and approved by the Policy Council.

Mr. Nottoli opened a public hearing.

Moved/panel, second/Scherman, to close the public hearing and adopt the modification to the Agency classification plan to approve the new job classification of Program Analyst and the related salary range.

Voice Vote: Unanimous approval.

8. Approval to Reallocate the Accounting Technician to Program Analyst

There were no questions on this item.

Moved/Pannell, second/Scherman, to approve the reallocation of Desiree Guerra, Accounting Technician to Program Analyst.

Voice Vote: Unanimous approval.

9. Approval to Reallocate a Head Start Education Specialist to Head Start Education Specialist Supervisor

Mr. Nishi stated that in 2009, the Agency applied for ARRA funds for the Early Head Start program. An Education Specialist has been performing higher duties. It is now known that this expansion is an on-going increase. Because of continued funding under expansion, there continues to be a need for the higher duties position and the Agency is requesting approval of this reallocation.

Mr. Nishi stated that staff have met with the union and came to an agreement.

Ms. Scherman inquired how many employees does this employee supervise and Mr. Nishi replied that she supervises six Early Head Start EHS preschool teachers.

Moved/Pannell, second/Scherman, to approve the reallocation of Dettie MacCracken, Head Start Education Specialist, to Head Start Education Specialist Supervisor.

Voice Vote: Unanimous approval.

10. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of New Classification of Family Services Worker and Related Salary Ranges

Mr. Nishi stated that this new classification is considered a 'deep class' because there are three salary ranges within the classification. The Agency has set up a process by which employees can present their skills and promote within the classification. Staff have been working with CE Technologies to develop the skills set and have identified the job classification with the ability to promote from one salary range to the next. Currently, there are 37 Family Service Workers; the next board item recommends taking the 37 incumbents and reallocating them to Range 1 which is the current FSW range. The approval of the new classification allows for two additional salary ranges. The number of higher-duties FSWs at various sites is determined upon the type of services provided.

Mr. Nottoli inquired how employees will be evaluated for higher salaries. Mr. Nish replied that the employee has to be assessed and the supervisor observes

the work. The higher salary is also based on available funding. The Agency will not be able to afford to promote all FSWs to the Range 3 rate. The range of the FSWs will be based on the site the employee is assigned to and whether there is funding at the site. The steps relate to successful completion of their years of service.

Mr. Nottoli opened a public hearing.

Moved/Scherman, second/Pannell, to close the public hearing and adopt the modification to the Agency classification plan to approve the new job classification and salary ranges of Family Services Worker.

Voice Vote: Unanimous approval.

11. Approval to Reallocate Family Services Workers to Family Services Worker (Range 1)

No questions or comments.

Moved/Pannell, second/Scherman, to approve the reallocation of incumbent Family Services Workers to Range 1 of the new Family Services Worker deep classification.

Voice Vote: Unanimous approval.

12. Approval to Reallocate Incumbent of Head Start Typist Clerk III to Account Clerk II

Mr. Nishi stated that this item requests the reallocation for a Head Start Typist Clerk III to be reallocated to Account Clerk II. There will be no financial impact on this reallocation since the pay ranges are identical.

Moved/Pannell, second/Scherman, to approve the reallocation of Martee' Adkins, Head Start Typist Clerk III to Account Clerk II.

Voice Vote: Unanimous approval.

## **B. WORKFORCE DEVELOPMENT DEPARTMENT**

**Refugee Services:** None.

### **One Stop Services**

1. Approval to Accept Workforce Investment Act Governor's 15% Discretionary Funds for the New Start Program and Augment and Extend Subgrantees

Ms. Robin Purdy stated that this item this requests approval to augment and extend four one stop services contracts for those participating in the New Start program. SETA received funds from EDD to serve parolees coming back to



Sacramento County. The augmentation in the amount of \$28,000 would cover staffing through 3/31/12. Support services will be set aside to assist parolees in getting stable.

Mr. Nottoli inquired how staff is preparing for the additional number of parolees when the state releases them. Ms. Purdy replied that Sacramento County has more funds than most counties but the funding at six months at a time does not provide a lot of stability. This is for front-line staff to assist the parolees so they are referred to the appropriate programs. There are not a lot of funds for support services or wage subsidies for this population.

Mr. William Walker stated that approximately 2,400 more parolees are expected in Sacramento County. The Rio Cosumnes Correctional Center is being reconfigured to 'triage' the parolees into society. Accountability is the key.

Ms. Scherman inquired how will the funds be distributed. Mr. Walker stated that the funds will be based on the county facilities. All of the regions will be considered and the county will be taken as a whole. The cities within the county were at a meeting. The discussion has been around expansion of services at RCCC. It is natural that RCCC become the hub for this activity. Staff is looking at all evidence based models to come up with the best solutions.

Ms. Purdy stated that \$30-35,000 will be put in a pool for the career centers to draw on for rental assistance, tools, and other support services.

Ms. Scherman would like to have a report from the various career centers; do they need more help and more money? How will the funds be dispersed? Ms. Purdy replied that the funds will be put in a 'pool' and each career center has the capacity to draw down from that pool. Mr. Walker's staff will work with the career centers to make sure the expenditure is allowable and reasonable. Mr. Walker will be making sure all other sources of funds are tapped prior to the use of these funds.

Mr. Nottoli asked that staff keep the board informed on how SETA and partners are able to draw funds to make a difference and assist law enforcement. The Board requested information on services and successes of the program.

Moved/Scherman, second/Pannell, to approve augmenting and extending the subgrant agreements of Asian Resources, Inc., Sacramento City Unified School District, Elk Grove Unified School District and Greater Sacramento Urban League for \$28,000 to continue funding staff to provide services through March 31, 2012.

Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 0

Ms. Pannell stated that she is disgusted with this amount of money; this is a ridiculous amount of money to assist parolees.

2. Approval to Release a Request for Proposals (RFP) for Office and Classroom Space for the Galt One-Stop Career Center

Ms. Purdy stated that staff is requesting approval to release an RFP for office and career center space in the Galt area. The area has been widened to include Twin Cities Road.

Mr. Nottoli asked if staff had any discussion with DHA to collocate. Ms. Purdy stated that DHA is in lease negotiation for a space across from the high school. There is not enough space for the career center to be included in the DHA space. Staff has been and will continue to work with DHA. Staff is looking at what space is available to ensure there is a wide-variety of proposals.

Moved/Nottoli, second/Pannell, to approve the release of a Request for Proposals for approximately 4,000 sq. ft. of office and classroom space in the Galt area.

Voice Vote: Unanimous approval.

**Youth Services:** None.

**IV. Information Items**

- A. Summary of Media Coverage Received for SETA and Sacramento Works from January 1, 2011 through June 30, 2011: Ms. Terri Carpenter has done an outstanding job of getting coverage for the agency.
- B. Report On American Express Corporate Account Rewards Points Program: No questions.
- C. Workforce Investment Act Reauthorization Update: No questions.
- D. New and Pending Grants: No questions or comments.
- E. Fiscal Monitoring Reports: No questions or comments.
- F. Employer Success Stories and Activity Report: No questions.
- G. Dislocated Worker Update: No questions
- H. Unemployment Update/Press Release from the Employment Development Department: No questions.
- I. Head Start Reports: Ms. Denise Lee reported that the budget on Child Development received 15% across the board cut and 10% in standard day reimbursement; it was an 11% cut and the standard day reimbursement was not

touched. Across the board there were either reduced hours or some centers shifted to not operating a full day program. For the Grantee Operated program, there was a \$600,000 reduction. Staff is looking at programs that are under earning, then determine how each contract will be reduced. There may be a reduction in the budget over the coming year. Yesterday staff received the award letter for the Head Start/Early Head Start grant. The ARRA funds will be ending September 30. Board members were reminded of the Elkhorn Open House; this center will serve 112 children in Head Start and Early Head Start. Mayor Kevin Johnson will be hosting a Sacramento Reads event at Forty Acres in Oak Park to discuss issues with poor attendance at schools.

**V. Reports to the Board**

A. Chair: Mr. Nottoli asked that his colleagues receive the EDD/LMI unemployment information. Good information at the policy level and e-mail it to the city clerk and county clerk and surrounding City Clerks. This information reinforces the fact that SETA is the workforce expert.

B. Executive Director: Ms. Scherman was wished a Happy Birthday on August 18. Ms. Kossick stated that staff is not sure how the recent congressional action will affect our program. All signs point to a decline in federal resources. After Labor Day, there may be some decision as to funding. Earlier in the year, the board requested occasional sessions about various SETA departments. Ms. Kossick would like to schedule the Children and Family Services Department update in September or October. Ms. Scherman suggested October and requested that staff make sure that the agenda is managed so it is not a long meeting. Ms. Scherman is particularly interested in the RCCC program for ex-offenders.

Cisco System is doing some layoffs. While WARN letter has not yet been received, Mr. Walker's staff is already working on providing assistance.

C. Deputy Directors: No additional report.

D. Counsel: No report.

E. Members of the Board: Ms. Pannell congratulated Mr. Nottoli and his wife on recently celebrating 30 years of marriage.

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 September 27, 2011 special Policy Council meeting.

<b>GOOD!!!</b>
Thank you, Ms. Lisa Daniels for making reminder phone calls for the PC meeting.
Thank you, Mr. Jaime Serrano and Mr. Francisco Navarro, for your technical support to the Policy Council.
Thank you, Board members, for a clean board room.
Thank you, Ms. LaShaun Burke and Ms. Nancy Hogan, for providing PC/PAC reimbursements.
<b>NEEDS IMPROVEMENT</b>
Members arriving on time.
Members should be seated and be ready by 8:50 a.m.
Please do not bring children to the PC meetings.
Remain seated during all presentations.
<b>Absolutely no texting or cell phone usage during the Policy Council meeting.</b>
Attendance.
Prior to speaking, raise hand to be acknowledged by the Chair.
When you are going to be absent, please follow attendance guidelines (page 1 of the agenda packet) by calling prior to meeting start time.

- PC/PAC Executive Committee Meeting – Ms. Coventry St. Mary
- B. Budget/Planning Committee: Ms. Coventry St. Mary

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ITEM V- COMMITTEE REPORTS (Continued)

Page 2

- C. Male Involvement Committee/Community Advocating Male Participation (CAMP):  
Vacant

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- D. Health Services Advisory Committee Report: Ms. Rebecca Lewis, Ms. Amarjit Gill

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- E. Maternal, Child and Adolescent Health Advisory Board – Ms. Rebecca Lewis

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ITEM VI- OTHER REPORTS

BACKGROUND:

- A. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal Policy Council board packet.
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- 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 (attached)
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- C. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Ms. Coventry St. Mary), 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.

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- D. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:
- ✓ Brenda Campos
    - ◆ 2010-2011 Program Information Report (PIR) Summary – HS/EHS (attached)
  - ✓ Lisa Carr
  - ✓ Karen Gonzales
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# Monthly Head Start Report

## October 2011

### **SETA Operated Program**

#### **Education Update:**

Early Head Start Home Base staff went through an insightful training on creating successful socializations for families. This training focused on individualization and meaningful interactions. The information gathered through this professional development opportunity will be used in future planning for the Home Base Program.

SETA embarked on a partnership with SCOE to train Head Start staff on the CSEFEL (Center on the Social Emotional Foundations for Early Learning) model. Teaching team from the full inclusion classrooms at the Northview and Hillsdale Center attended a high-quality training on how to provide support to all children's social emotional development. Additional SETA staff also attended training on how to coach and train on the CSEFEL material, allowing sustainability for the project.

#### **Family Partnership Unit:**

September is a very busy month for Family Service Workers. They were busy ensuring that all of the early learning centers were fully enrolled, and that children received their 45 days health screens.

Family Service Workers also successfully assessed into their new ranges for their jobs. They spent time after work and on weekends studying for their online assessment. Staff was able to assess into three different levels, and along with feedback from their supervisors, were able increase pay and/or hours when they took on additional tasks. This is an exciting time for FSWs, and supervisors are working hard to develop training which will allow even more FSWs an opportunity to improve their skills and move ranges if they desire.

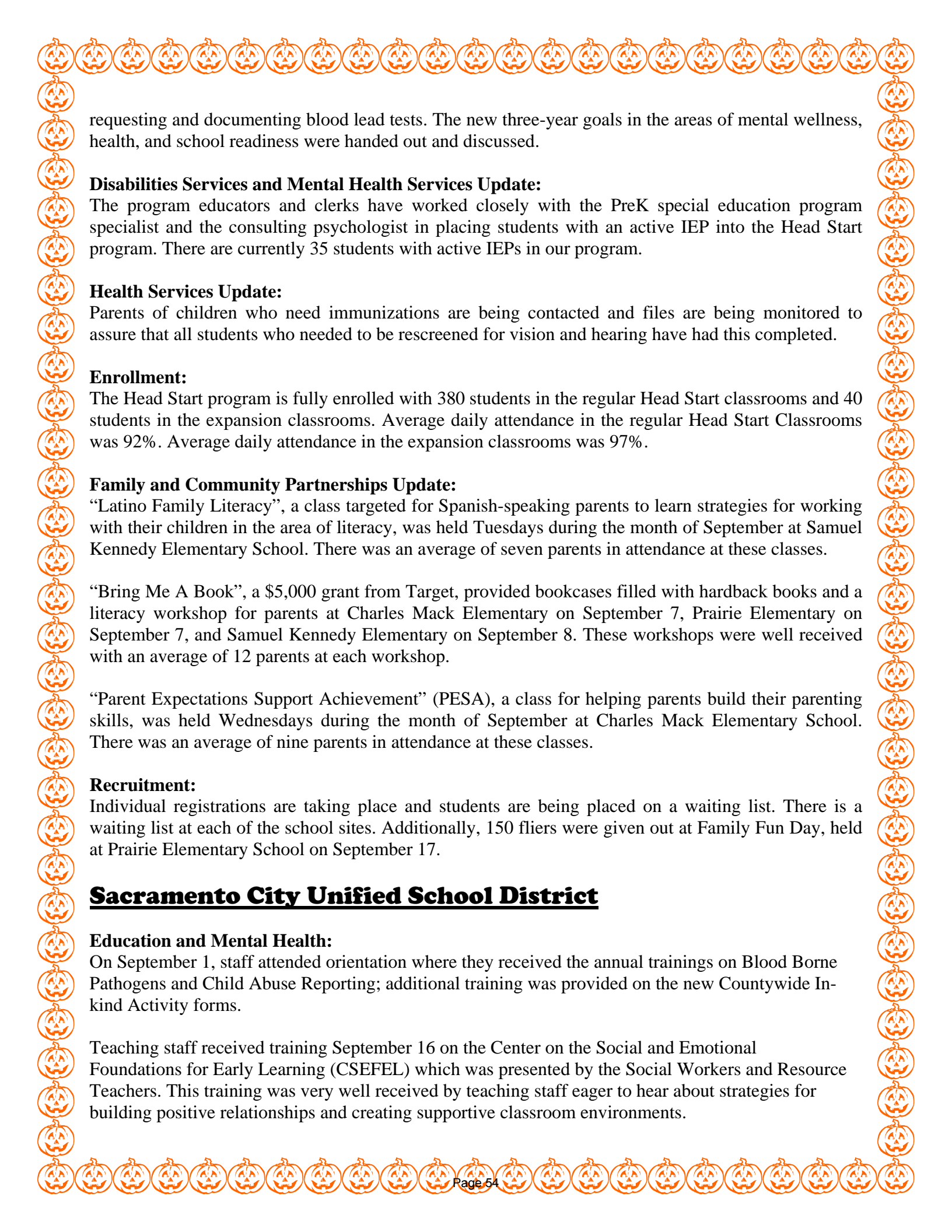
Our recruitment team has also been out at community events, publicizing all the good things Head Start has to offer. We recently attended the Prevention and Wellness Fair at the Sacramento Native American Health Center. We look forward to more opportunities to share about Head Start and Early Head Start and all the wonderful things we have to offer.

### **Elk Grove Unified School District**

#### **Education Services Update:**

Liz Aguilar, Education Area Expert from the Sacramento Employment and Training Agency (SETA), provided training on how to use anecdotal notes for student assessment.

Claudia Charter, Program Specialist for PreK education, guided teachers through the revisions made for seeking support for mental and behavioral needs, attendance procedures, and procedures for

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requesting and documenting blood lead tests. The new three-year goals in the areas of mental wellness, health, and school readiness were handed out and discussed.

**Disabilities Services and Mental Health Services Update:**

The program educators and clerks have worked closely with the PreK special education program specialist and the consulting psychologist in placing students with an active IEP into the Head Start program. There are currently 35 students with active IEPs in our program.

**Health Services Update:**

Parents of children who need immunizations are being contacted and files are being monitored to assure that all students who needed to be rescreened for vision and hearing have had this completed.

**Enrollment:**

The Head Start program is fully enrolled with 380 students in the regular Head Start classrooms and 40 students in the expansion classrooms. Average daily attendance in the regular Head Start Classrooms was 92%. Average daily attendance in the expansion classrooms was 97%.

**Family and Community Partnerships Update:**

“Latino Family Literacy”, a class targeted for Spanish-speaking parents to learn strategies for working with their children in the area of literacy, was held Tuesdays during the month of September at Samuel Kennedy Elementary School. There was an average of seven parents in attendance at these classes.

“Bring Me A Book”, a \$5,000 grant from Target, provided bookcases filled with hardback books and a literacy workshop for parents at Charles Mack Elementary on September 7, Prairie Elementary on September 7, and Samuel Kennedy Elementary on September 8. These workshops were well received with an average of 12 parents at each workshop.

“Parent Expectations Support Achievement” (PESA), a class for helping parents build their parenting skills, was held Wednesdays during the month of September at Charles Mack Elementary School. There was an average of nine parents in attendance at these classes.

**Recruitment:**

Individual registrations are taking place and students are being placed on a waiting list. There is a waiting list at each of the school sites. Additionally, 150 fliers were given out at Family Fun Day, held at Prairie Elementary School on September 17.

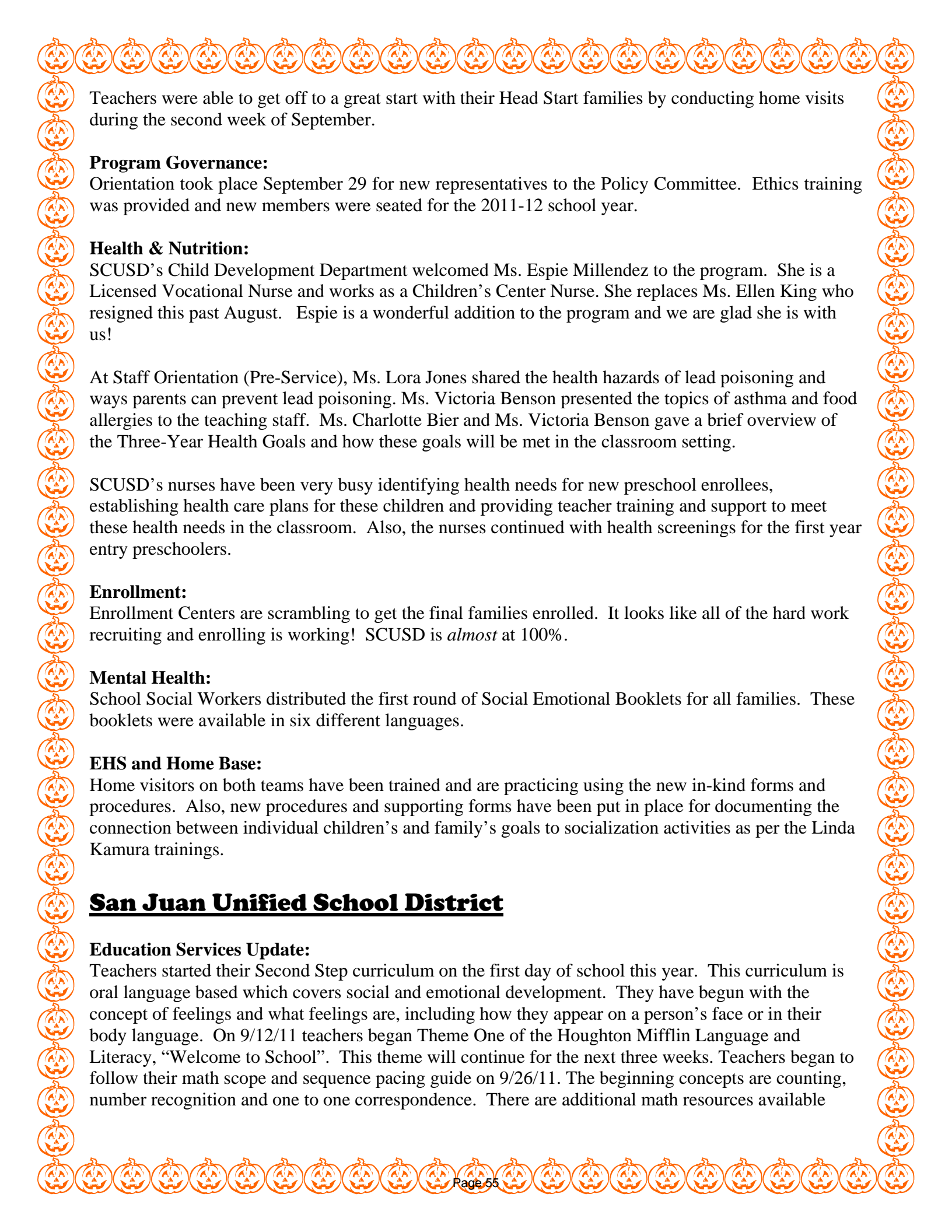
**Sacramento City Unified School District**

**Education and Mental Health:**

On September 1, staff attended orientation where they received the annual trainings on Blood Borne Pathogens and Child Abuse Reporting; additional training was provided on the new Countywide In-kind Activity forms.

Teaching staff received training September 16 on the Center on the Social and Emotional Foundations for Early Learning (CSEFEL) which was presented by the Social Workers and Resource Teachers. This training was very well received by teaching staff eager to hear about strategies for building positive relationships and creating supportive classroom environments.



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Teachers were able to get off to a great start with their Head Start families by conducting home visits during the second week of September.

**Program Governance:**

Orientation took place September 29 for new representatives to the Policy Committee. Ethics training was provided and new members were seated for the 2011-12 school year.

**Health & Nutrition:**

SCUSD's Child Development Department welcomed Ms. Espie Millendez to the program. She is a Licensed Vocational Nurse and works as a Children's Center Nurse. She replaces Ms. Ellen King who resigned this past August. Espie is a wonderful addition to the program and we are glad she is with us!

At Staff Orientation (Pre-Service), Ms. Lora Jones shared the health hazards of lead poisoning and ways parents can prevent lead poisoning. Ms. Victoria Benson presented the topics of asthma and food allergies to the teaching staff. Ms. Charlotte Bier and Ms. Victoria Benson gave a brief overview of the Three-Year Health Goals and how these goals will be met in the classroom setting.

SCUSD's nurses have been very busy identifying health needs for new preschool enrollees, establishing health care plans for these children and providing teacher training and support to meet these health needs in the classroom. Also, the nurses continued with health screenings for the first year entry preschoolers.

**Enrollment:**

Enrollment Centers are scrambling to get the final families enrolled. It looks like all of the hard work recruiting and enrolling is working! SCUSD is *almost* at 100%.

**Mental Health:**

School Social Workers distributed the first round of Social Emotional Booklets for all families. These booklets were available in six different languages.

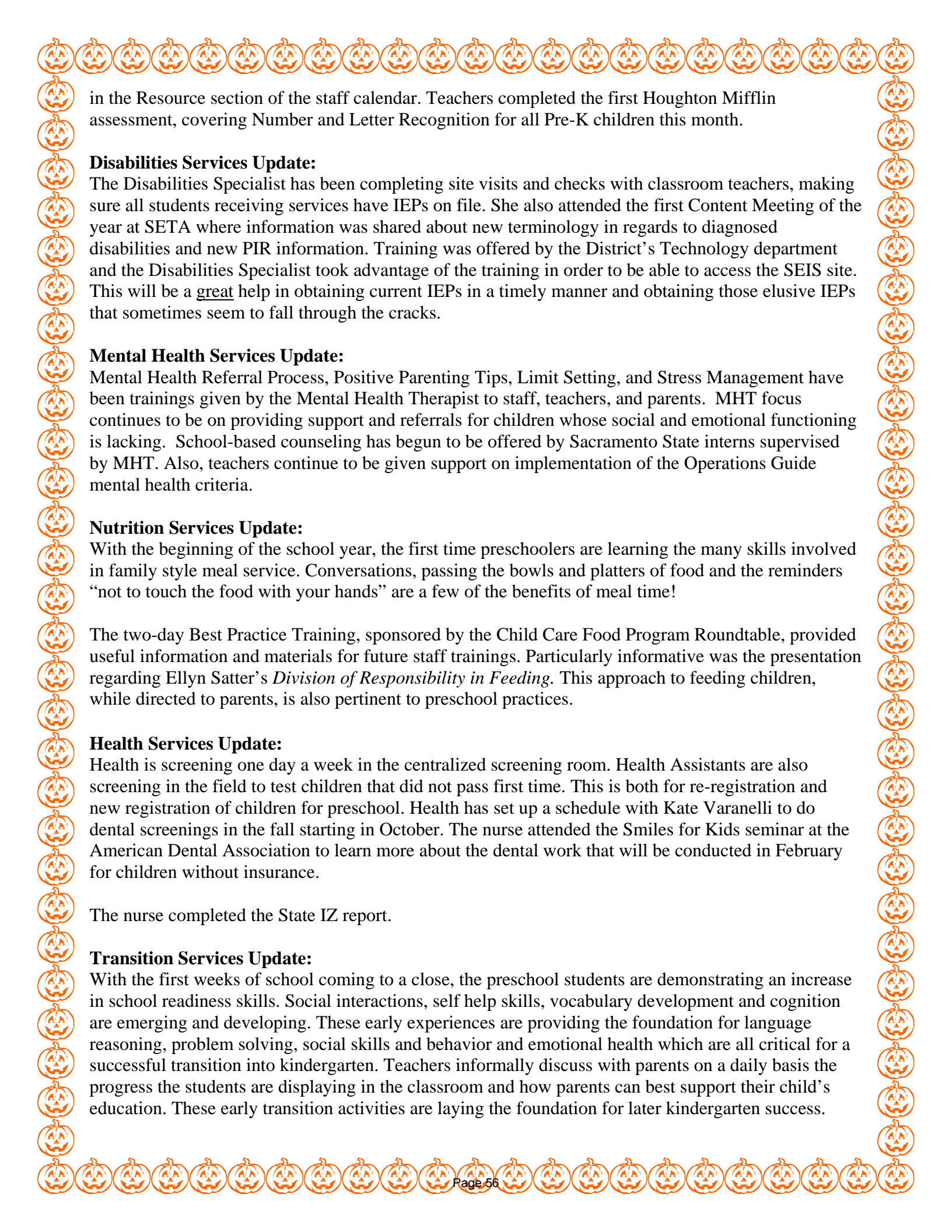
**EHS and Home Base:**

Home visitors on both teams have been trained and are practicing using the new in-kind forms and procedures. Also, new procedures and supporting forms have been put in place for documenting the connection between individual children's and family's goals to socialization activities as per the Linda Kamura trainings.

**San Juan Unified School District**

**Education Services Update:**

Teachers started their Second Step curriculum on the first day of school this year. This curriculum is oral language based which covers social and emotional development. They have begun with the concept of feelings and what feelings are, including how they appear on a person's face or in their body language. On 9/12/11 teachers began Theme One of the Houghton Mifflin Language and Literacy, "Welcome to School". This theme will continue for the next three weeks. Teachers began to follow their math scope and sequence pacing guide on 9/26/11. The beginning concepts are counting, number recognition and one to one correspondence. There are additional math resources available

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in the Resource section of the staff calendar. Teachers completed the first Houghton Mifflin assessment, covering Number and Letter Recognition for all Pre-K children this month.

**Disabilities Services Update:**

The Disabilities Specialist has been completing site visits and checks with classroom teachers, making sure all students receiving services have IEPs on file. She also attended the first Content Meeting of the year at SETA where information was shared about new terminology in regards to diagnosed disabilities and new PIR information. Training was offered by the District's Technology department and the Disabilities Specialist took advantage of the training in order to be able to access the SEIS site. This will be a great help in obtaining current IEPs in a timely manner and obtaining those elusive IEPs that sometimes seem to fall through the cracks.

**Mental Health Services Update:**

Mental Health Referral Process, Positive Parenting Tips, Limit Setting, and Stress Management have been trainings given by the Mental Health Therapist to staff, teachers, and parents. MHT focus continues to be on providing support and referrals for children whose social and emotional functioning is lacking. School-based counseling has begun to be offered by Sacramento State interns supervised by MHT. Also, teachers continue to be given support on implementation of the Operations Guide mental health criteria.

**Nutrition Services Update:**

With the beginning of the school year, the first time preschoolers are learning the many skills involved in family style meal service. Conversations, passing the bowls and platters of food and the reminders "not to touch the food with your hands" are a few of the benefits of meal time!

The two-day Best Practice Training, sponsored by the Child Care Food Program Roundtable, provided useful information and materials for future staff trainings. Particularly informative was the presentation regarding Elynn Satter's *Division of Responsibility in Feeding*. This approach to feeding children, while directed to parents, is also pertinent to preschool practices.

**Health Services Update:**

Health is screening one day a week in the centralized screening room. Health Assistants are also screening in the field to test children that did not pass first time. This is both for re-registration and new registration of children for preschool. Health has set up a schedule with Kate Varanelli to do dental screenings in the fall starting in October. The nurse attended the Smiles for Kids seminar at the American Dental Association to learn more about the dental work that will be conducted in February for children without insurance.

The nurse completed the State IZ report.

**Transition Services Update:**

With the first weeks of school coming to a close, the preschool students are demonstrating an increase in school readiness skills. Social interactions, self help skills, vocabulary development and cognition are emerging and developing. These early experiences are providing the foundation for language reasoning, problem solving, social skills and behavior and emotional health which are all critical for a successful transition into kindergarten. Teachers informally discuss with parents on a daily basis the progress the students are displaying in the classroom and how parents can best support their child's education. These early transition activities are laying the foundation for later kindergarten success.

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### **Family and Community Partnership:**

The Policy Committee had one last regular meeting in September with 2010-2011 representatives. It was a small turn out as several reps who have children that age-out of the program often do not return for this meeting. We also held our appreciation/recognition lunch this month for representatives from the previous year and again it was a small turn out. The lunch was held at Rey Azteca Taqueria. This was suggested as the restaurant of choice by a representative whose husband is the cook there. Those who did attend enjoyed a delicious lunch and received awards recognizing and thanking them for their efforts on behalf of the program and all the children and families within it.

### **Program Support/Staff Training Update:**

Teachers received information on the new Individualization Binder including the process for documenting evidence of anecdotal observations and individualized strategies that are created for all students three times a year. The first individualization period begins in September, followed by winter and spring individualization periods.

Teachers also discussed standardizing support for dual language learners in the preschool classrooms through the support of bilingual teaching assistants. One targeted strategy will be in pre-read Spanish or Russian during large group time. In addition, small group presentations in Spanish or Russian using Houghton-Mifflin language cards, or Second Step oral language cards will be reviewed during the three week theme. The collaboration of teachers and bilingual teaching assistants is required to ensure planning for home language support in the classroom.

### **Fiscal Update:**

September ended the last of the Head Start and Early Head Start ARRA Grants. Final reports will be due to SETA on October 30. At that time funds that were once designated as ARRA will be rolled into the Base HS/EHS Funding. At this time, only half of the funds will be carried over to Head Start and Early Head Start Base Grant. Only half of the supplemental funds have been appropriated by the Federal Government, so this is why only half will be budgeted.

Head Start and Early Head Start August Reports were submitted to SETA by September 10, and were within current spending trends.

The final fiscal monitoring report was received for fiscal year 2009-10. No findings were reported.

### **Early Head Start:**

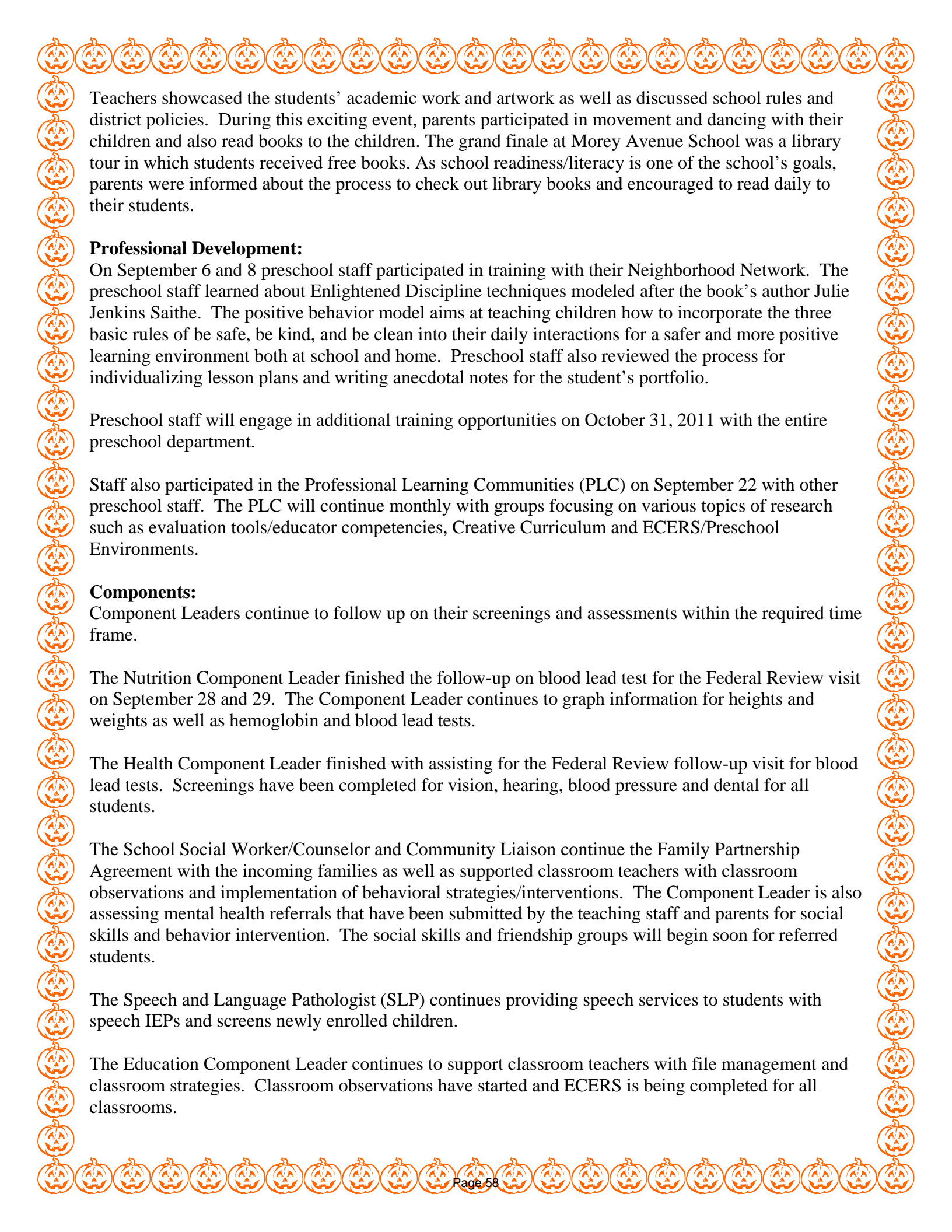
As of September 22, the new toddler center at Dom Way is licensed and open! Sixteen children and staff from Sierra Arden and Marshall are now attending in 2 new classrooms at this former elementary school. This is a collaboration site with the state CCTR program and Early Head Start. Many parents have commented that this location is much more convenient for them. With three preschool classes already on-site, this will provide for a smooth transition to preschool when these toddlers turn three years old.

## **Twin Rivers Unified School District**

**Highlights:** challenges/successes, enrollment and attendance, on-going monitoring, DRDP-r, self assessment, PIR, program highlights and significant program changes, expansion updates, etc.

### **Events:**

All schools completed Back to School Nights in which parents toured the school site and classrooms.

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Teachers showcased the students' academic work and artwork as well as discussed school rules and district policies. During this exciting event, parents participated in movement and dancing with their children and also read books to the children. The grand finale at Morey Avenue School was a library tour in which students received free books. As school readiness/literacy is one of the school's goals, parents were informed about the process to check out library books and encouraged to read daily to their students.

**Professional Development:**

On September 6 and 8 preschool staff participated in training with their Neighborhood Network. The preschool staff learned about Enlightened Discipline techniques modeled after the book's author Julie Jenkins Saithe. The positive behavior model aims at teaching children how to incorporate the three basic rules of be safe, be kind, and be clean into their daily interactions for a safer and more positive learning environment both at school and home. Preschool staff also reviewed the process for individualizing lesson plans and writing anecdotal notes for the student's portfolio.

Preschool staff will engage in additional training opportunities on October 31, 2011 with the entire preschool department.

Staff also participated in the Professional Learning Communities (PLC) on September 22 with other preschool staff. The PLC will continue monthly with groups focusing on various topics of research such as evaluation tools/educator competencies, Creative Curriculum and ECERS/Preschool Environments.

**Components:**

Component Leaders continue to follow up on their screenings and assessments within the required time frame.

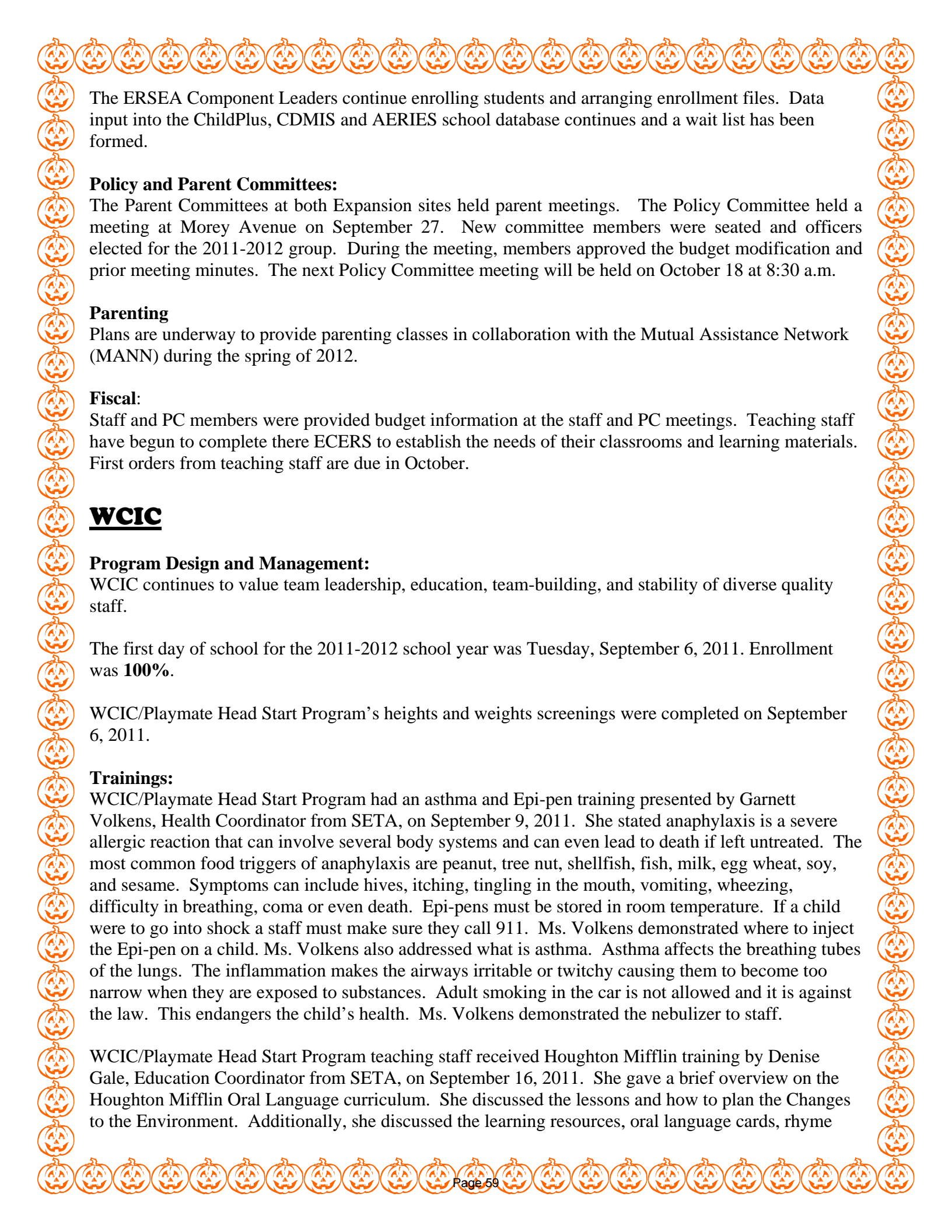
The Nutrition Component Leader finished the follow-up on blood lead test for the Federal Review visit on September 28 and 29. The Component Leader continues to graph information for heights and weights as well as hemoglobin and blood lead tests.

The Health Component Leader finished with assisting for the Federal Review follow-up visit for blood lead tests. Screenings have been completed for vision, hearing, blood pressure and dental for all students.

The School Social Worker/Counselor and Community Liaison continue the Family Partnership Agreement with the incoming families as well as supported classroom teachers with classroom observations and implementation of behavioral strategies/interventions. The Component Leader is also assessing mental health referrals that have been submitted by the teaching staff and parents for social skills and behavior intervention. The social skills and friendship groups will begin soon for referred students.

The Speech and Language Pathologist (SLP) continues providing speech services to students with speech IEPs and screens newly enrolled children.

The Education Component Leader continues to support classroom teachers with file management and classroom strategies. Classroom observations have started and ECERS is being completed for all classrooms.

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The ERSEA Component Leaders continue enrolling students and arranging enrollment files. Data input into the ChildPlus, CDMIS and AERIES school database continues and a wait list has been formed.

**Policy and Parent Committees:**

The Parent Committees at both Expansion sites held parent meetings. The Policy Committee held a meeting at Morey Avenue on September 27. New committee members were seated and officers elected for the 2011-2012 group. During the meeting, members approved the budget modification and prior meeting minutes. The next Policy Committee meeting will be held on October 18 at 8:30 a.m.

**Parenting**

Plans are underway to provide parenting classes in collaboration with the Mutual Assistance Network (MANN) during the spring of 2012.

**Fiscal:**

Staff and PC members were provided budget information at the staff and PC meetings. Teaching staff have begun to complete their ECERS to establish the needs of their classrooms and learning materials. First orders from teaching staff are due in October.

**WCIC**

**Program Design and Management:**

WCIC continues to value team leadership, education, team-building, and stability of diverse quality staff.

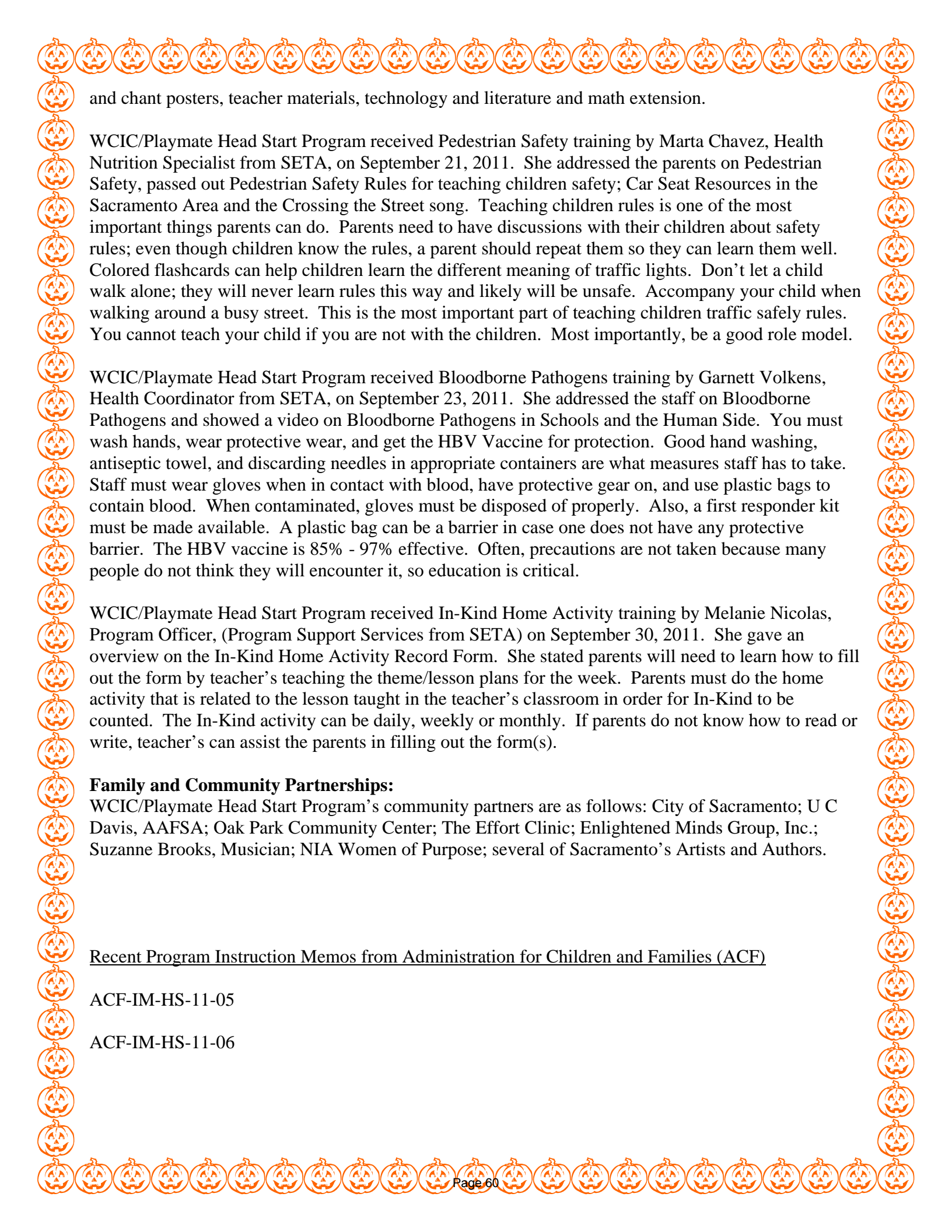
The first day of school for the 2011-2012 school year was Tuesday, September 6, 2011. Enrollment was **100%**.

WCIC/Playmate Head Start Program's heights and weights screenings were completed on September 6, 2011.

**Trainings:**

WCIC/Playmate Head Start Program had an asthma and Epi-pen training presented by Garnett Volkens, Health Coordinator from SETA, on September 9, 2011. She stated anaphylaxis is a severe allergic reaction that can involve several body systems and can even lead to death if left untreated. The most common food triggers of anaphylaxis are peanut, tree nut, shellfish, fish, milk, egg wheat, soy, and sesame. Symptoms can include hives, itching, tingling in the mouth, vomiting, wheezing, difficulty in breathing, coma or even death. Epi-pens must be stored in room temperature. If a child were to go into shock a staff must make sure they call 911. Ms. Volkens demonstrated where to inject the Epi-pen on a child. Ms. Volkens also addressed what is asthma. Asthma affects the breathing tubes of the lungs. The inflammation makes the airways irritable or twitchy causing them to become too narrow when they are exposed to substances. Adult smoking in the car is not allowed and it is against the law. This endangers the child's health. Ms. Volkens demonstrated the nebulizer to staff.

WCIC/Playmate Head Start Program teaching staff received Houghton Mifflin training by Denise Gale, Education Coordinator from SETA, on September 16, 2011. She gave a brief overview on the Houghton Mifflin Oral Language curriculum. She discussed the lessons and how to plan the Changes to the Environment. Additionally, she discussed the learning resources, oral language cards, rhyme

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and chant posters, teacher materials, technology and literature and math extension.

WCIC/Playmate Head Start Program received Pedestrian Safety training by Marta Chavez, Health Nutrition Specialist from SETA, on September 21, 2011. She addressed the parents on Pedestrian Safety, passed out Pedestrian Safety Rules for teaching children safety; Car Seat Resources in the Sacramento Area and the Crossing the Street song. Teaching children rules is one of the most important things parents can do. Parents need to have discussions with their children about safety rules; even though children know the rules, a parent should repeat them so they can learn them well. Colored flashcards can help children learn the different meaning of traffic lights. Don't let a child walk alone; they will never learn rules this way and likely will be unsafe. Accompany your child when walking around a busy street. This is the most important part of teaching children traffic safely rules. You cannot teach your child if you are not with the children. Most importantly, be a good role model.

WCIC/Playmate Head Start Program received Bloodborne Pathogens training by Garnett Volkens, Health Coordinator from SETA, on September 23, 2011. She addressed the staff on Bloodborne Pathogens and showed a video on Bloodborne Pathogens in Schools and the Human Side. You must wash hands, wear protective wear, and get the HBV Vaccine for protection. Good hand washing, antiseptic towel, and discarding needles in appropriate containers are what measures staff has to take. Staff must wear gloves when in contact with blood, have protective gear on, and use plastic bags to contain blood. When contaminated, gloves must be disposed of properly. Also, a first responder kit must be made available. A plastic bag can be a barrier in case one does not have any protective barrier. The HBV vaccine is 85% - 97% effective. Often, precautions are not taken because many people do not think they will encounter it, so education is critical.

WCIC/Playmate Head Start Program received In-Kind Home Activity training by Melanie Nicolas, Program Officer, (Program Support Services from SETA) on September 30, 2011. She gave an overview on the In-Kind Home Activity Record Form. She stated parents will need to learn how to fill out the form by teacher's teaching the theme/lesson plans for the week. Parents must do the home activity that is related to the lesson taught in the teacher's classroom in order for In-Kind to be counted. The In-Kind activity can be daily, weekly or monthly. If parents do not know how to read or write, teacher's can assist the parents in filling out the form(s).

**Family and Community Partnerships:**

WCIC/Playmate Head Start Program's community partners are as follows: City of Sacramento; U C Davis, AAFSA; Oak Park Community Center; The Effort Clinic; Enlightened Minds Group, Inc.; Suzanne Brooks, Musician; NIA Women of Purpose; several of Sacramento's Artists and Authors.

Recent Program Instruction Memos from Administration for Children and Families (ACF)

ACF-IM-HS-11-05

ACF-IM-HS-11-06

**Sacramento County Head Start/Early Head Start  
Delegate Monthly Enrollment Report  
September, 2011  
Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment</b>	<b>(b) % Actual to Funded</b>	<b>Attendance</b>	<b>(c) % Attend. to Funded</b>
Elk Grove USD	380	380	100	348	92
Elk Grove ARRA Expansion	40	40	100	38	95
Sacramento City USD	1,272	1,191	94	1,080	85
Sac City ARRA Expansion	20 (0)	0	0	0	0
Sacramento Employment and Training Agency	1,858 (2,778)	1,867	100	1,432	77
Sacramento Employment Training Agency AARA Expansion	18	20	111	12	67
San Juan USD	680	713	105	568	84
San Juan ARRA Expansion	20 (0)	0	0	0	0
Twin Rivers USD	179	179	100	137	93
Twin Rivers ARRA Expansion	32	33	103	30	94
WCIC/Playmate Head Start	100	100	100	85	85
WCIC ARRA Expansion	20	20	100	17	85

**Early Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment</b>	<b>(b) % Actual to Funded</b>	<b>Attendance</b>	<b>(c) % Attend. to Funded</b>
Sacramento City USD	115	115	100	67	58
Sac City ARRA Expansion	32	35	109	17	53
Sacramento Employment and Training Agency	213	214	100	173	81
Sacramento Employment Training Agency AARA Expansion	132	130	98	99	75
San Juan USD	129	133	103	94	73
San Juan ARRA Expansion	32	34	106	25	78

(a) Includes children who have dropped during the month and whose slot will be filled within the 30 days allowable period.

(b) If enrollment is less than 100%, agency must include corrective plan of action.

(c) Attendance on the last day of month

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start (As of 09/30/11)

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1305.6 (c) states that at least 10% of the total number of enrollment in each grantee and delegate agency must be made available to children with disabilities.

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP ( % AFE)</u>	
Twin Rivers USD (211)	11	(5%)	N/A	
Elk Grove USD (420)	35	(8%)	N/A	
Sacramento City USD (1292)(147)	52	(4%)	10	(7%)
San Juan USD (700) (161)	51	(7%)	10	(6%)
WCIC (120)	3	(2%)	N/A	
SETA (2796) (345) (1878 Tracks)	148	(8%)	32	(9%)
<b>County (4621)* (653)*</b>	<b>300</b>	<b>(6%)</b>	<b>52</b>	<b>(8%)</b>

\* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment



# SETA Head Start

## Food Service Operations Monthly Report

### \*September 2011

September 6th - The Cook / Drivers were reassigned to new delivery routes  
or Satellite Kitchens for next program year.

**Meetings and Trainings:**

Connie Otwell attended Program Support Services Meeting on 9/9/11

All Food Service Staff attended the Quarterly Food Service Meeting with  
Brenda Campos on 9/16/11. A Disaster Preparedness Training was also  
provided by Valerie Powell

**Total Number of Meals and Snacks Prepared for All Kitchens**

Lunch	PM Snack	Breakfast	Field Trips
44,028	26,690	30,528	0

**Total Amount of Meals and Snacks Prepared** **101,246**

**Purchases:**

Food	\$81,190.16
Non - Food	\$19,238.91

**Building Maintenance and Repair:** **\$784.65**

**Kitchen Small Wares and Equipment:** **\$468.22**

**Vehicle Maintenance and Repair :** **\$1,707.86**

**Vehicle Gas / Fuel:** **\$2,135.30**  
**Normal Delivery Days** **21**

2010-2011 Program Information Report (PIR) Summary Report-HS

	SOP	Twin	Elk	Sac City	San	WCIC	County
<b>Administration</b>							
Total Funded Enrollment	2796	211	420	1292	700	120	5539
Actual Enrollment	3859	238	475	1552	835	130	7089
# Enrolled < 45 days	402	9	20	111	44	3	589
# Total staff	413	32	64	218	126	17	870
# of classes	135	16	21	66	36	6	280
<b>Child Demographics</b>							
Age: 2 years old	3%	0%	0%	0%	0%	0%	2%
Age: 3 years old	40%	32%	9%	29%	35%	37%	34%
Age: 4 years old	48%	68%	91%	64%	65%	63%	57%
Age: 5 years old	9%	0%	0%	7%	0%	0%	7%
Hispanic	48%	29%	43%	50%	45%	31%	47%
Non -Hispanic	52%	71%	57%	50%	55%	69%	53%
Am. Indian/Alaska Native	1%	0%	3%	1%	0%	0%	1%
Asian	6%	19%	17%	17%	2%	21%	9%
Black or African America	26%	42%	19%	21%	12%	38%	24%
Native Hawaiian/Pac. Islander	2%	4%	2%	1%	1%	0%	1%
White	11%	8%	18%	29%	37%	2%	18%
Bi-racial/Multi-racial	8%	6%	2%	4%	8%	7%	6%
Other or Unspecified	46%	20%	39%	27%	40%	33%	40%
English	57%	69%	52%	53%	59%	51%	57%
Spanish	34%	16%	28%	30%	34%	27%	32%
Native Central/South Am.	0%	0%	0%	0%	0%	0%	0%
Middle Eastern/Indic	1%	0%	4%	0%	2%	0%	1%
East Asian	5%	13%	11%	14%	0%	20%	7%
Native No.American/Alaska	0%	0%	0%	0%	0%	0%	0%
Pacific Islander	0%	0%	0%	0%	1%	0%	0%
European/Slavic	1%	0%	0%	2%	3%	0%	1%
African	0%	0%	0%	0%	0%	0%	0%
Other or Unspecified	2%	1%	4%	1%	1%	2%	2%
# of Families	3694	204	475	1424	791	119	6707
# of One Parent Families	52%	49%	35%	51%	42%	62%	50%
# of Two Parent Families:	48%	51%	65%	49%	58%	38%	50%
..1 or both Employed	35%	31%	44%	38%	44%	23%	37%
..In School/Job Training	14%	3%	7%	7%	12%	12%	8%
..Unemployed/Retired/Disable	13%	21%	21%	11%	14%	15%	14%

2010-2011 Program Information Report (PIR) Summary Report-HS

	SOP	Twin	Elk	Sac City	San	WCIC	County
<b>Health</b>							
Med. Screenings Complete	101%	89%	104%	94%	103%	101%	100%
Needing Med. Treatment	11%	2%	11%	19%	1%	2%	11%
Rec'd Med. Treatment	86%	100%	100%	100%	100%	100%	93%
<b>Dental</b>							
Up to date on oral health care	105%	104%	93%	81%	83%	98%	96%
Needing Dental Treatment	16%	3%	44%	20%	18%	26%	19%
Dental Treatment Rec'd	89%	100%	78%	80%	98%	100%	87%
<b>Immunization</b>							
Complete/up to date for Age	102%	104%	103%	107%	105%	100%	103%
<b>Health insurance</b>							
Children with medical home	100%	100%	99%	77%	100%	103%	95%
Children with health insurance	99%	100%	99%	94%	100%	102%	98%
<b>Staff Qualifications</b>							
# of Teachers							
....Teachers with AA degree	48%	58%	5%	17%	0%	50%	29%
....Teachers with BA or higher	41%	42%	95%	71%	94%	50%	62%
<b>ERSEA</b>							
# over income	4%	8%	11%	8%	5%	0%	6%
# income below 100% poverty	31%	63%	51%	69%	57%	52%	45%
# children in foster care	3%	2%	2%	1%	2%	0%	2%
# families in homeless status	1%	0%	2%	0%	0%	0%	1%
# families receiving TANF	31%	22%	36%	21%	26%	48%	29%
<b>Disabilities</b>							
% Diagnosed	14%	10%	17%	13%	11%	11%	14%
% receiving special services	100%	100%	100%	100%	100%	100%	100%
<b>Family Partnership</b>							
% families receiving Family Services	81%	87%	60%	100%	91%	97%	85%
<b>Education Screenings/Assessments</b>							
# Completed Ed. Screenings	20%	76%	99%	62%	74%	56%	44%
<b>Mental Health</b>							
# of M.H.Consultations of kids	11%	24%	18%	6%	21%	1%	12%
# of Individual M.H. Assm'ts	380	43	80	60	46	1	610
# Referred outside for M.H.	379	31	18	39	31	1	498
<b>Volunteers</b>							
# of Volunteers	2313	226	645	1007	278	182	4651

2010-2011 Program Information Report (PIR) Summary -EHS

	SOP	Sac City	San Juan	County
<b>Administration</b>				
Total Funded Enrollment	345	147	161	653
Actual Enrollment	655	236	218	1109
Of enrollees, # Pregnant Women	18	40	8	66
# Enrolled < 45 days	35	21	13	69
# Total staff	129	33	39	201
# of classes	15	8	15	38
<b>Child Demographics</b>				
Age: under 1	18%	30%	17%	20%
Age: 1 years old	28%	32%	36%	31%
Age: 2 years old	38%	19%	42%	35%
Age: 3 years old	14%	2%	2%	9%
Hispanic	37%	53%	46%	42%
Non -Hispanic	63%	47%	54%	58%
Am. Indian/Alaska Native	1%	0%	0%	1%
Asian	5%	9%	2%	5%
Black or African America	30%	26%	15%	26%
Native Hawaiian/Pac. Islander	1%	1%	1%	1%
White	16%	2%	34%	16%
Bi-racial/Multi-racial	13%	17%	13%	14%
Other or Unspecified	34%	45%	34%	36%
English	72%	64%	71%	70%
Spanish	20%	27%	27%	23%
Native Central/South Am.	0%	0%	0%	0%
Middle Eastern/Indic	2%	0%	1%	1%
East Asian	4%	9%	0%	5%
Native No.American/Alaska	0%	0%	0%	0%
Pacific Islander	0%	0%	0%	0%
European/Slavic	0%	0%	0%	0%
African	0%	0%	0%	0%
Other or Unspecified	2%	1%	0%	1%
# of Families	574	210	199	983
# of One Parent Families	62%	63%	58%	61%
# of Two Parent Families:	38%	37%	42%	39%
..1 or Both Employed	26%	19%	33%	26%
..In School/Job Training	5%	20%	12%	9%
..Unemployed/Retired/Disabled	12%	19%	9%	13%

2010-2011 Program Information Report (PIR) Summary -EHS

	SOP	Sac City	San Juan	County
<b>Health</b>				
Med Screenings Complete	104%	82%	99%	99%
Needing Med. Treatment	9%	17%	12%	11%
Rec'd Med. Treatment	89%	100%	70%	87%
<b>Dental</b>				
Up to date oral health care	104%	82%	99%	99%
<b>Immunization</b>				
Complete/up to date for Age	85%	107%	105%	93%
<b>Health insurance</b>				
Children with medical home	100%	99%	100%	100%
Children with health insurance	99%	99%	99%	99%
<b>Staff Qualifications</b>				
# of Teachers				
..Teachers with AA degree	33%	71%	21%	36%
..Teachers with BA or higher degree	27%	14%	24%	23%
<b>ERSEA</b>				
% Over Income	2%	1%	4%	2%
# income below 100% poverty	51%	77%	61%	59%
# children in foster care	9%	3%	3%	6%
# families in homeless status	1%	0%	0%	1%
# families receiving TANF	37%	19%	25%	31%
<b>Disabilities</b>				
% Diagnosed	19%	10%	19%	17%
% receiving special services	100%	100%	100%	100%
<b>Family Partnership</b>				
% Families receiving Family Services	100%	95%	92%	97%
<b>Education Screenings/Assessments</b>				
# Completed Ed. Screenings	35%	78%	55%	47%
<b>Mental Health</b>				
# of M.H.Consultations of kids	7%	6%	14%	8%
# of Individual M.H. Assm'ts	40	5	20	65
# Referred outside for M.H.	38	0	20	58
<b>Volunteers</b>				
# of Volunteers	180	210	25	415

ITEM VI- OTHER REPORTS (continued)

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- E. 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.

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

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