

ITEM II-A - CONSENT

MINUTES OF THE APRIL 1, 2010 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the April 1, 2010 Governing Board meeting for your review.

RECOMMENDATION:

That your Board review, modify if necessary, and approve the attached minutes.

STAFF PRESENTER: Kathy Kossick

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

Minutes/Synopsis

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

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

Thursday, April 1, 2010  
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Kevin McCarty called the meeting to order at 10:07 a.m.

Members Present:

Kevin McCarty, Chair, SETA Governing Board; Councilmember, City of Sacramento  
Sophia Scherman, Public Representative  
Jimmie Yee, Member, Board of Supervisors

Members Absent:

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

**II. Consent Items**

The consent calendar was reviewed; no questions or comments.

- A. Minutes of the March 4, 2010 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Temporary Reclassification Extension

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

- A. Approve the March 4, 2010 minutes.
- B. Approve the claims for the period 2/24/10 through 3/25/10.
- C. Approve the temporary reclassification of Chi Cheng, Employment Services Supervisor, for an additional three months.

Voice Vote: Unanimous approval.

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

- 1. Approval to Release a Request for Proposals (RFP) for One-Stop Career Center Office Space in the Foothill Farms Area

Ms. Christine Welsch reported that since 1998, SETA has procured career center space in the Foothill Farms area. In 2000, a larger space was leased and this lease has expired. Staff is requesting approval to release a new RFP to acquire office space; the current career center leases 14,279 square feet. This office is also shared with the Department of Human Assistance.

Ms. Scherman inquired how many customers visit this career center and Ms. Purdy replied approximately 6,000 had been served through December, 2009. Ms. Noteboom stated that Hillsdale will serve about 9,000 customers this year.

Moved/Scherman, second/Yee, to approve the Release of the Request for Proposals for leased office and classroom space for the Sacramento Works Career Center in the Foothill Farms area of Sacramento.  
Voice Vote: Unanimous approval.

## **B. WORKFORCE INVESTMENT ACT**

1. Appointment of Required Partner Member to the Sacramento Workforce Investment Board

Kathy Kossick reviewed this item which would fill a required partner seat (Job Corps) on the WIB.

Moved/Yee, second/Scherman, to appoint Mr. Brian Broadway to the Sacramento Works, Inc. Board of Directors.  
Voice Vote: Unanimous approval.

2. Approval of Workforce Investment Act/American Recovery and Reinvestment Act (WIA/ARRA) Annual Plan Modification

Ms. Melissa Noteboom and Ms. Sandra Kinsey reviewed the two documents which are modifications for the WIA and ARRA plans. These documents look back at what has taken place over the past year. A public hearing was opened for 30 days with no comments submitted. The WIB approved these modifications. The caps for scholarships for customers were upped to \$5,000 with \$10,000 with the approval from a manager. The data indicated that the number of job losses has eased over the recent past.

A question was asked whether staff continue tracking people that do not continue looking for jobs. Ms. Noteboom replied that customers such as those that come into career centers are eventually 'soft exited.'

Moved/Scherman, second/Yee, to approve the modifications to the 2009-2010 Sacramento Local Workforce Investment Act and Local American Recovery and Reinvestment Act Strategic Five Year Plan.  
Voice Vote: Unanimous approval.

3. Approval to Modify Workforce Investment Act/American Recovery and Reinvestment Act Subgrant Agreements for Workplace Training

Ms. Purdy stated that this modification is for two providers of workplace training activities, North State BIA and Asian Resources. They were funded out of dislocated worker and adult program and TANF emergency contingency funds. This item requests adjusting these different funding sources to accommodate the actual mix of clients. In addition, the Asian Resources OJT program was recommended increased funding to match higher hourly wages and a longer training period.

Ms. Scherman inquired how youth are tracked. Ms. Purdy stated that the youth and adult programs have overlapping eligibility.

Moved/Yee, second/Scherman, to approve the staff recommendation to modify Workforce Investment Act/American Recovery and Reinvestment Act subgrant agreements for Workplace Training as outlined in the board agenda.

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

4. Approval to Augment Elk Grove Unified School District with WIA Dislocated Worker Funds for One Stop Services Subgrant Agreement

Ms. Scherman asked that this item be rescheduled when there is a full quorum. Ms. Kathy Hamilton, Elk Grove Unified School District, stated that extended hours begin tonight. There are currently two 32 hours per week employees and this item requests augmented funding to pay for 40 hours per week. If this item is postponed, Ms. Hamilton stated that she will look at the budget for the month of April to see how to pay staff.

Ms. Kossick stated that this is a timely issue because of the dislocations that are occurring in Elk Grove. Ms. Scherman stated that her issue is that \$10,000 isn't enough money; more funding needs to be provided to the career centers. Ms. Kossick stated that the board can act on this board item to approve the \$10,000 and come back for more money at a later date.

Moved/Scherman, second/Yee, to approve an augmentation of the WIA One Stop Services Subgrant Agreement with the Elk Grove Unified School District in the amount of \$10,000 in WIA Dislocated Worker funding, bringing the total funding for Elk Grove USD to \$717,479.

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

Ms. Purdy stated that staff is filling out a survey to submit a proposal for National Emergency Grant funds which target layoffs.

**C. HEAD START**

1. Approval of Out of State Travel to Attend the WIPFLI Annual Management Conference

Mr. Roy Kim stated that this item requests sending three staff to the WIPFLI conference in July in Las Vegas, Nevada. This conference is designed for Head Start and Early Head Start programs, and funds are available in the Training/Technical Assistance budget.

Moved/Scherman, second/Yee, to approve out of state travel to the WIPFLI Annual Management Conference in July, 2010, for an approximate cost of \$4,500.

Voice Vote: Unanimous approval.

**D. COMMUNITY SERVICES BLOCK GRANT:** No items.

**E. REFUGEE PROGRAMS:** No items.

**IV. Information Items**

- A. Fiscal Monitoring Reports: No questions or comments.
- B. Head Start Fiscal Report: No questions or comments.
- C. Head Start Policy Council Minutes: No questions or comments.
- D. Unemployment Rates for Sacramento County: No questions or comments.
- E. Dislocated Worker Update: No questions or comments.
- F. Media Highlights: Ms. Terri Carpenter will be working on a blitz on the summer youth job program.

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: No report.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No comments.

**VI. Adjournment:** The meeting was adjourned at 10:42 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 3/26/10 through 4/21/10, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 3/26/10 through 4/21/10.

STAFF PRESENTER: Kathy Kossick

ITEM III-A – 1 – ACTION

APPROVAL TO RELEASE A REQUEST FOR PROPOSALS (RFP) FOR  
WAREHOUSE/WORKSHOP/OFFICE SPACE

BACKGROUND:

The current warehouse lease expires on December 31, 2010. The Agency has been in the current facility at North 10th Street since 2001 and expanded to its current configuration of 14,300 square feet. The facility is a warehousing and distribution center for Head Start educational and classroom supplies for all SETA operated sites throughout Sacramento County. Facilities and maintenance staff repair and create many playground items and receive office items. It is used as the receiving center for playground equipment and is the office for the SETA Head Start Facilities and Maintenance staff.

The warehouse/workshop/office space utilized by the Agency provides for:

- the storage of educational materials and equipment for the Head Start program
- repair and workshop for equipment
- office space for 10 staff
- break room with small kitchen area
- secure parking area for Agency vehicles
- loading and unloading area for truck delivery
- file room for secure and confidential children and family files
- restroom facility

This RFP hopes to attract proposals to maintain a facilities and maintenance hub for the Head Start program. The primary locations desired are in proximity to the Agency's central office and provide easy access to delivery routes to the over 30 Early Learning Centers throughout Sacramento County. The preferred site location should be in the area generally bounded by Main Avenue and Del Paso Boulevard on the north; North B Street and C Street on the south; Interstate 5 on the west and Business 80 on the east.

A copy of the RFP will be sent under separate cover.

RECOMMENDATION:

Approve the release of a Request for Proposals (RFP) for warehouse/office space.

STAFF PRESENTER: Rod Nishi

ITEM III-A – 2 - ACTION

APPROVAL OF REVISIONS TO THE SACRAMENTO EMPLOYMENT AND  
TRAINING AGENCY 2009-2010 BUDGET

BACKGROUND:

SETA's final approved budget for Fiscal Year 2009-10 totaled \$91,836,928. Additional grants received after the final budget was approved necessitate the revision of the original budget to more accurately reflect the anticipated revenues and expenditures of the Agency for 2009-10.

The revised budget of \$103,464,530 includes revenues and anticipated expenses from the following additional sources:

- ✓ Head Start/Early Head Start - \$4,637,742
- ✓ Workforce Investment Act - \$3,813,257
- ✓ Department of Human Assistance/CalWorks - \$2,600,000
- ✓ California Department of Corrections, Youth - \$396,603
- ✓ Enterprise Zone Fees - \$180,000

The revised budget also reflects increases in the Fixed Assets category due to the receipt of Head Start Program Improvement funds and the projected reprogramming of funds to purchase modular classrooms.

A copy of the proposed budget revision will be sent under separate cover. The budget revision will be submitted to the County and the City of Sacramento after SETA Governing Board approval.

RECOMMENDATION:

Approve the revised budget for fiscal year 2009-2010.

STAFF PRESENTER: Roy Kim

ITEM III-A – 3 - ACTION

APPROVAL OF OUT OF STATE TRAVEL TO ATTEND THE INSTITUTE FOR  
SUSTAINABLE COMMUNITIES CLIMATE LEADERSHIP ACADEMY ON GREEN  
JOBS

BACKGROUND:

Yvette Rincon, Sustainability Program Manager for the City of Sacramento submitted an application to the Institute for Sustainable Communities to have a team participate in the Climate Leadership Academy: Green Jobs Module. The Sacramento team was accepted and will join those of 14 other U.S. cities taking part in the Climate Leadership Academy (CLA) on Green Jobs on May 24-26, 2010 in Washington, D.C.

The CLA will be a unique opportunity to exchange ideas with national experts and peers across the country, learn about promising strategies and get help solving the problems we face, as we work to stimulate green job creation and grow the green economy in Sacramento.

The Institute for Sustainable Communities will pay for airfare to Washington DC and lodging for two nights.

Terri Carpenter has been selected to represent SETA as the workforce development team member. The Sacramento team lead by Yvette Rincon, City of Sacramento, will also include: John Dangberg, Assistant City Manager, Diana Parker, Education Relations Coordinator for SMUD, and Kristine Mazzei, Valley Vision Managing Partner and Program Director for the Green Capital Alliance.

RECOMMENDATION:

Approve out of state travel to send Terri Carpenter to represent SETA at the Climate Leadership Academy on Green Jobs on May 24-26, 2010 in Washington, D.C. Airfare and lodging to be paid by the Institute for Sustainable Communities.

STAFF PRESENTER: Terri Carpenter

ITEM III-A – 4 - ACTION

APPROVAL OF STAFF RECOMMENDATION FOR THE ADULT VENDOR SERVICES  
(VS) LIST

BACKGROUND:

In June, 2009 the SETA Governing Board approved release of the *Revised* Vendor Services (VS) Request for Qualifications (RFQ). Vendor services are off-the-shelf, vendorized activities that provide additional options for adults and youth who face a myriad of challenges to academic success and/or gainful employment.

All vendors recommended for inclusion on SETA's VS Lists have demonstrated that the services proposed are justified and will integrate with One-Stop services, adult, and/or youth programs.

Staff is seeking approval of the attached recommendation.

RECOMMENDATION:

Approve the attached recommendation for the Adult VS List.

STAFF PRESENTER: Espie Lindsey

## **Adult Vendor Services (VS) List**

### **Staff Recommendation**

**APPALICANT: CPS Human Resources Services**

**Location: 241 Lathrop Way, Sacramento, CA 95815**

#### **Applicant's Background:**

CPS Human Resources Services is a public agency that provides human resources management and consulting services exclusively to the public sector. Approval of this recommendation would allow the applicant to offer courses under Job Readiness/Pre-employment Skills Training, Career Exploration, and In-Service Training activities. Courses would be available to SETA's public sector customers, and to SETA staff to build their skills in serving customers or increasing their job effectiveness.

Formed as a Joint Powers Authority in 1985, CPS has more than 100 full-time employees and approximately 200 skilled instructors and facilitators who provide professional services and technical assistance to clients across the country. CPS presently has in excess of 1,500 clients nationally, and trains approximately 20,000 public employees annually.

**Activity: JOB READINESS/PRE-EMPLOYMENT SKILLS TRAINING**

<b>Workshop Titles</b>	<b>Length</b>	<b>Min/Max Participants</b>	<b>Group or Individual Service</b>	<b>Hourly Rate</b>	<b>Cost Per Session</b>
<u>Job Search Jump Start</u>	4 Hours or 8 Hours	10 - 30	Group	\$312.50/hour	\$1,250/\$2,500
<u>Resume Writing</u>	4 Hours or 8 Hours	10 - 30	Group	\$312.50/hour	\$1,250/\$2,500
<u>Interviewing Skills</u>	4 Hours or 8 Hours	10 - 30	Group	\$312.50/hour	\$1,250/\$2,500

**Activity: CAREER EXPLORATION**

<b>Workshop Titles</b>	<b>Length</b>	<b>Min/Max Participants</b>	<b>Group or Individual Service</b>	<b>Hourly Rate</b>	<b>Cost Per Session</b>
Career Transition	20 hours (2 1/2 days)	15 - 20	Group	\$350.00/hour	\$7,000
Career Match	4 Hours or 8 Hours	10 - 30	Group	\$312.50/hour	\$1,250/\$2,500
Finding Jobs with the State of California	2 Hours	10 - 50	Group	\$312.50/hour	\$625
Changing Course	2 Hours	10 - 50	Group	\$312.50/hour	\$625
Managing Change and Transition	8 Hours	10 - 30	Group	\$312.50/hour	\$2,500
Job Search Networking Group	Four 1 hour Sessions	10 - 15	Group	\$170/hour	\$680

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**Activity: IN-SERVICE TRAINING**

<b>Workshop Title</b>	<b>Length</b>	<b>Min/Max Participants</b>	<b>Group or Individual Service</b>	<b>Hourly Rate</b>	<b>Cost Per Session</b>
Mtg. Challenges of Cultural Diversity	8 hours	10 - 30	Group	\$312.50/hour	\$2,500
Violence Prevention in the Workplace	2 hours	5 - 40	Group	\$450/hour	\$900
Conflict Resolution	8 hours	10 - 30	Group	\$312.50/hour	\$2,500
Change Management	8 hours	10 - 30	Group	\$312.50/hour	\$2,500
Building High Performance Teams	8 hours	10 - 30	Group	\$312.50/hour	\$2,500
Continuous Improvement	8 hours	10 - 30	Group	\$312.50/hour	\$2,500
Leading Effectively	8 hours	10 - 30	Group	\$312.50/hour	\$2,500
Basic Supervision Part I	40 hours	20 - 30	Group	\$425/hour	\$17,000
Basic Supervision Part II	40 hours	20 - 30	Group	\$425/hour	\$17,000
Fundamentals of Human Resources	12 hours	20 - 30	Group	\$542/hour	\$6,500
Job Analysis	8 hours	20 - 30	Group	\$712.50/hour	\$5,700
Classification and Compensation	16 hours	20 - 30	Group	\$450/hour	\$7,200
Examination Development and Administration	16 hours	20 - 30	Group	\$450/hour	\$7,200
Recruitment	8 hours	20 - 30	Group	\$712.50/hour	\$5,700
Employee Relations	8 hours	20 - 30	Group	\$712.50/hour	\$5,700
Administrative Writing	16 hours	20 - 30	Group	\$312.50/hour	\$5,000
E-communications Workshop	4 hours or 8 hours	10 - 30	Group	\$312.50/hour	\$2,500
Grammar	24 hours	20 - 30	Group	\$312.50/hour	\$7,500
Information Mapping: Developing Policies, Procedures & Documentation	24 hours	12 - 16	Group	\$587/hour	\$14,080
Plain Language Writing	4 Hours	10 - 30	Group	\$312.50/hour	\$1,250
Writing Letters and Memos	8 hours	10 - 30	Group	\$312.50/hour	\$2,500
Writing Principles for Professionals	8 hours	10 - 30	Group	\$312.50/hour	\$2,500
Writing Skills for Analysts	8 hours	10 - 30	Group	\$312.50/hour	\$2,500

TEM III – B – 1 - ACTION

APPROVAL TO ACCEPT WORKFORCE INVESTMENT ACT GOVERNOR'S 15%  
DISCRETIONARY FUNDS FOR THE NEW START PROGRAM AND AUGMENT  
SUBGRANTEES

BACKGROUND:

In June 2009 SETA was funded by the Employment Development Department (EDD) from WIA Governor's 15% funds. These funds were to be used to serve re-entry clients/parolees at designated Sacramento Works One Stop Career Centers. The California Department of Corrections and Rehabilitation determined the allotment calculating the numbers of parolees present in each Local Area. On April 8, 2010, the California Workforce Investment Board (CWIB) along with the California Department of Corrections and Rehabilitation (CDRC) and EDD provided SETA with \$165,174 to continue funding the New Start Program. Staff is recommending that these funds be allocated to the original three Sacramento Works One Stop Career Centers, and also add the Sacramento Works One Stop Career Center located at the Greater Sacramento Urban League. All four centers served the highest numbers of Re-entry customers this fiscal year:

<b>Sacramento Works Career Center</b>	<b>Staffing</b>
SWCC Career Center – South County	\$13,750
SWCC Career Center – Lemon Hill	\$13,750
SWCC Career Center – Broadway	\$13,750
*SWCC Career Center – GSUL	\$22,917
<b>TOTALS</b>	<b><u>\$64,167</u></b>

RECOMMENDATION:

- Accept \$165,174 in funding from the Employment Development Department to serve Re-Entry customers.
- Approve augmenting and extending the subgrant agreements of Asian Resources, Inc., Sacramento City Unified School District, and Elk Grove Unified School District and for \$13,750 for each to continue funding staff to provide services to New Start customers through September 30, 2010.
- Approve augmentations to the subgrant agreement of the Greater Sacramento Urban League (GSUL) for \$22,917 to operate from May 1, 2010 to September 30, 2010 a New Start Program.
- Approve the addition of \$67,907 for supportive services and scholarships for New Start customers served by this grant.

STAFF PRESENTER: William Walker

ITEM III-B – 2 - ACTION

APPROVAL TO ACCEPT TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) EMERGENCY CONTINGENCY FUNDS (ECF) FROM THE DEPARTMENT OF HUMAN ASSISTANCE FOR YOUTH EMPLOYMENT SERVICES AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE AMENDMENTS TO THE EXISTING AGREEMENT WITH THE DEPARTMENT OF HUMAN ASSISTANCE

BACKGROUND:

The Sacramento County Department of Human Assistance (DHA) receives federal stimulus Temporary Assistance for Needy Families (TANF) Emergency Contingency Funds (ECF) to provide subsidized employment services. The goal is to use the funds to provide food, shelter, and other essentials of living for CalWORKs families and families at 200 percent of the Federal Poverty Level (FPL). DHA currently contracts with SETA to provide subsidized employment services for eligible adults with TANF ECF. Recently, the California Department of Social Services, along with other states, has determined that these funds could also support subsidized employment to youth of these eligible families.

In early May, DHA will be requesting the Sacramento County Board of Supervisors approve a recommendation to subcontract with SETA to provide youth employment services with TANF ECF. Due to the timing of this board's schedule and the need to expedite the commencement of this DHA funding, staff is seeking a preliminary approval to receive the funds contingent on the County Board of Supervisors' approval.

DHA is proposing to amend SETA's existing contract with up to an additional \$698,507 from the Temporary Assistance for Needy Families (TANF) Emergency Contingency Funds (ECF) to provide employment services to serve dependent youth in a CalWORKs household. SETA proposes to utilize these funds for summer wages for youth and will seek to extend these funds into the next program year leveraging the Workforce Investment Act (WIA) and Recovery Act funds. This potentially could increase the number to be served by an additional 300 youth in the summer program. Based on a review of existing youth providers' capacity and current program performance, SETA staff is recommending augmenting the youth provider's allocation to increase the number of youth served and/or increase the total number of youth hours worked. As this funding can only support wages, support services and limited programmatic costs, SETA will leverage existing WIA and Recovery Act funds to support staffing costs.

Earlier this year, this board approved staff negotiating with year-round Recovery Act providers to extend program services and subsidized wages into the summer. Based

STAFF PRESENTER: Kathy Kossick

ITEM III-B – 2 – ACTION (continued)

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on a review of existing year-round WIA and Recovery Act program performance, staff is recommending allocating TANF ECF funds to the following providers to provide employment services to TANF ECF youth:

- Current WIA year-round youth provider – Asian Resources to summer employment services to an additional 50 youth;
- Current 2010 Summer providers to serve an additional 50 youth:
  - Sacramento Chinese Community Services Center – 80 youth (60 WIA + 20 TANF)
  - LaFamilia Counseling Center - 70 youth (60 WIA + 10 TANF)
  - North State Building Industry Association – 30 youth (20 WIA + 10 TANF)
  - Elk Grove Unified School District – 60 youth (50 WIA + 10 TANF)
- Current year-round Recovery Act providers to serve an additional 40 youth:
  - Lao Family Community Development – 40 youth (20 WIA + 20 TANF),
  - Crossroads Diversified Services – 50 youth (30 WIA + 20 TANF)
  - California Human Development Corporation – 40 youth (25 WIA + 15 TANF)
  - Mutual Assistance Network – 30 youth (20 WIA + 10 existing TANF participants)
- Provide wage subsidies for SETA's in-house programs focusing on high-risk youth – 50 additional TANF youth.
- Increase youth work hours from 25 to up to 30 per week.

RECOMMENDATION:

1. Approve the acceptance of up to \$698,507 in TANF ECF funding from the Department of Human Assistance to serve dependent teens;
2. Authorize the Executive Director to execute any amendments;
3. Approve the augmentation of youth providers.

STAFF PRESENTER: Christine Welsch

ITEM III-B – 3 – ACTION

APPROVAL TO PROCURE LICENSE FOR GEOGRAPHIC SOLUTIONS' VIRTUAL ONESTOP SYSTEM AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT AND ANY RELATED AMENDMENTS

BACKGROUND:

In 1999, SETA implemented the SMARTware Customer Tracking and Case Management System (“SMARTware”). Originally developed by the Shasta County Private Industry Council, SETA purchased SMARTware in 2003 and began licensing its use to those Workforce Investment Boards that were using SMARTware at that time (Napa, Golden Sierra, Yolo, Riverside and East Bay Works). Mendocino was subsequently added as a licensed user in 2007. The purchase of SMARTware required that SETA also contract with a Systems Administrator who had developed the original system and who also supported the other SMARTware users with the provision of high level technical support and development. In 2007, this contractual relationship ceased and SETA I.T. staff became responsible to all of the licensed users for support of their SMARTware systems. At this same time, it became apparent that the Platform under which SMARTware was built was outdated and could no longer be supported by SETA. SETA hired a Contract Developer to complete the conversion to a new platform. The Developer continues to develop new functionality required by changes that have been implemented due to SETA’s participation as a Learning Lab for integrated service delivery. In 2008, Riverside County conducted a procurement for a new Tracking system that would better support its One Stop System and its Boards selected Geographic Solutions’ Virtual One Stop System (VOS). Riverside has completed its conversion to the VOS and is no longer a SETA SMARTware Licensee. In 2009 SETA began hosting all remaining SMARTware licensed users at its Del Paso facility.

The current SMARTware program and operational environment has a number of shortcomings:

1. SMARTware does not have a functioning financial module or employer services module.
2. SMARTware does not have job spidering or job matching capability. Job spidering is a term used to describe a daily on-line search of the internet for new job listings, which then adds them to the jobs database for matching and labor market evaluation.
3. SETA’s physical Information Technology environment does not contain any disaster recovery services other than off-site storage of data.
4. Significant staff time is required to support our current user base in hosting, technical and functional support.

STAFF PRESENTERS: Edward Proctor and Robin Purdy

5. SETA's core business is workforce development, not software applications development and significant investment has been and continues to be needed for software applications development in order for SMARTware to meet the needs of the users.

In 2009-10, SETA staff spent approximately \$272,000 in enhancing and supporting SMARTware and its user community. SETA currently receives \$90,000 per year in offsetting license and hosting fees from other SMARTware users. An estimated \$325,000 will be required over a two-year period to enhance SMARTware with needed functionality and disaster recovery capability.

Given Riverside County's success in transitioning to the new VOS system, in mid-2009 SETA staff began looking at options to either upgrade the SMARTware system or replace it with a system offering the missing functionality and disaster recovery capability. Additional requirements of a replacement system include: being hosted and supported (technically and functionally) by the vendor; interfacing with the State of California's State Job Training Automation (JTA) System; and providing enhancements at no additional cost for a "short application" data input form, real time display of customer JTA information, and real time retrieval of Selective Service information. Additional factors affecting a "purchase versus build" decision included elimination of the development lag time and the enhanced functionality of providing customers and employers with direct access to the system while tracking their activities.

As part of its investigation, staff became aware that, on June 30, 2009, the County of Santa Barbara Department of Social Services released an RFP for a customer tracking system. Two vendors submitted proposals: iTrain and Geographic Solutions. Santa Barbara has given SETA permission to piggy-back on its procurement, which concluded that "The County of Santa Barbara selected Geographic Solutions, Inc. based on scoring the highest on the scorecard utilized in the selection process."

In conjunction with all existing SMARTware users, SETA evaluated four computer systems being used and available in California: SMARTware, iTrain, LA Works and VOS. Of the four, only VOS offers all the required functionality and it is also the least expensive of the group. All SMARTware users have agreed to piggy-back on Santa Barbara's procurement and to convert to VOS by entering into separate agreements with the vendor, Geographic Solutions.

STAFF PRESENTERS: Edward Proctor and Robin Purdy

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Geographic Solutions has proposed a price for the entire user group of \$438,100 per year for the first two years with a maximum 3% annual increase thereafter. This price includes the required enhancements, data conversion, installation, hosting, technical support and maintenance. Each Local Workforce Investment Area will pay a share of the negotiated price based upon their percentage of total group population. In SETA's case, this would amount to \$109,834 per year. Upon Board approval, SETA will commence a conversion and implementation plan targeting late 2010 or early 2011 for implementation of VOS at SETA's twelve One Stop Career Centers.

RECOMMENDATION:

Approve the purchase of a license subscription for use of the VOS system with Geographic Solutions at an annual cost of \$109,834 fixed for the first two years. Subsequent annual license fee increases will be capped at 3% per year tied to the CPI. Subject to review and approval of legal counsel, authorize the Executive Director to execute the necessary agreement to allow for implementation of VOS at SETA's twelve One Stop Career Centers. In addition, authorize the Executive Director to approve up to \$10,000 additional expense for training of 25 staff by Geographic Solutions in Sacramento.

STAFF PRESENTERS: Edward Proctor and Robin Purdy

ITEM III-C - 1 – ACTION

APPROVAL OF FISCAL YEAR 2010-2011  
HEAD START/EARLY HEAD START BUDGET

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Head Start/Early Head Start Budget for Fiscal Year 2010-2011 in the amount of \$41,757,750 for Head Start and \$5,086,623 for Early Head Start. The budget includes a 1.84% Cost of Living Adjustment, both for the full year of funding as well as a pro-rated amount for the month of July 2010. Budget details are as follows:

Head Start Basic	\$40,588,342
Head Start Training and Technical Assistance	\$ 384,611
Head Start COLA Pro-rated (July 2010)	\$ 60,146
Head Start COLA Full Year	\$ 724,651
Early Head Start Basic	\$ 4,870,678
Early Head Start Training and Technical Assistance	\$ 121,767
Head Start COLA Pro-rated (July 2010)	\$ 7,218
Head Start COLA Full Year	\$ 86,960

The Budget/Planning Committee met several times with Ms. Denise Lee, Deputy Director, Head Start Children and Family Services; Mr. Roy Kim, Fiscal Chief; Mr. Roger Bartlett, Fiscal Manager; Head Start Managers, Ms. Brenda Campos, Ms. Lisa Carr and Ms. Karen Gonzales; Governance/Social Services/Parent Involvement (SS/PI Coordinator), Ms. Marie Desha and the PC/PAC Chairs, to provide input on the budget.

The budget will be sent under separate cover.

The Head Start Policy Council will review this item at their April 27, 2010 meeting. Ms. Denise Lee, Deputy Director, will be available to answer questions.

RECOMMENDATION:

Approve the Fiscal Year 2010-2011 Head Start/Early Head Start Budget.

STAFF PRESENTER: Denise Lee

ITEM III-C - 2 – ACTION

APPROVAL OF FISCAL YEAR 2010-2011  
HEAD START/EARLY HEAD START GRANT APPLICATION

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Fiscal Year 2010-2011 Head Start/Early Head Start Grant Application.

The Head Start Policy Council will review this item at their April 27, 2010 meeting. Ms. Denise Lee, Deputy Director, will be available to answer questions.

The grant application will be sent under separate cover.

RECOMMENDATION:

Approve the Fiscal Year 2010-2011 Head Start/Early Head Start Grant Application.

STAFF PRESENTER: Denise Lee

ITEM III-C - 3 – ACTION

APPROVAL OF FISCAL YEAR 2010-2011 HEAD START/EARLY HEAD START TRAINING/TECHNICAL ASSISTANCE GRANT APPLICATION TO BE IN ALIGNMENT WITH ESTABLISHED THREE-YEAR GOALS

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Fiscal Year 2010-2011 Head Start/Early Head Start Training/Technical Assistance Grant Application in the amount of \$384,611 for Head Start, and \$121,757 for Early Head Start. The Budget/Planning Committee met several times with Ms. Denise Lee, Deputy Director, Head Start Children and Family Services; Mr. Roy Kim, Fiscal Chief; Mr. Roger Bartlett, Fiscal Manager; Head Start Managers, Ms. Brenda Campos, Ms. Lisa Carr and Ms. Karen Gonzales; Governance/Social Services/Parent Involvement (SS/PI Coordinator), Ms. Marie Desha and the PC/PAC Chairs, to provide input on the budget.

The Head Start Policy Council will review this item at their April 27, 2010 meeting. Ms. Denise Lee, Deputy Director, will be available to answer questions.

This document will be sent under separate cover.

RECOMMENDATION:

Approve the Fiscal Year 2010-2011 Head Start/Early Head Start Training/Technical Grant Application as aligned with established three-year goals.

STAFF PRESENTER: Denise Lee

ITEM III-C - 4 - ACTION

APPROVAL OF COUNTY-WIDE HEAD START AND  
EARLY HEAD START CENTER LOCATIONS

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve Head Start and Early Head Start center locations for Fiscal Year 2010-2011.

This listing of SETA-Operated Program center locations is attached for your review.

The Head Start Policy Council will review this item at their April 27, 2010 meeting. Ms. Denise Lee, Deputy Director, will be available to answer questions.

RECOMMENDATION:

Approve Fiscal Year 2010-2011 Head Start and Early Head Start Center Locations

STAFF PRESENTER: Denise Lee

**EXHIBIT E - IDENTIFICATION OF HEAD START CENTERS**

Grantee: Sacramento Employment and Training Agency

Length of Operating Year (must agree with Exhibit A Calendar):

First Day of Class: 08/01/2010 Last Day of Class: 07/31/2011

<b>Classroom/Center Name</b>	<b>Location Street Address, City, State, Zip</b>	<b>Days of Operation/ Operating Hours</b>	<b>No. of Classes</b>	<b>Name &amp; Address of Kitchen (School) Site Providing Food Service</b>
Auberry Park	8120 Power Inn Road Sacramento, CA 95828	Monday-Friday 8:00 am – 4:30 pm	2	WCIC 3930 – 8 <sup>th</sup> Avenue Sacramento, CA 95817
Bannon Creek	2775 Millcreek Drive Sacramento, CA 95833	Monday-Friday 7:00 am – 6:00 pm	3	Central Kitchen 6043 Watt Avenue North Highlands, CA 95660
Bright Beginnings	10487 White Rock Road Rancho Cordova, CA 95670	Monday-Friday 8:00 am – 4:30 pm	4	Mather 10546 Peter A. McCuen Blvd., Mather, CA 95655
Broadway	263 Seavey Circle Sacramento, CA 95818	Monday-Friday 7:00 am – 5:30 pm	2	Central Kitchen 6043 Watt Avenue North Highlands, CA 95660
Center of Praise	10455 Investment Circle Rancho Cordova, CA 95670	Monday-Friday 7:00 am – 5:00 pm	3	Mather 10546 Peter A. McCuen Blvd. Mather, CA 95655
Country Woods	5700 Mack Road Sacramento, CA 95823	Monday-Friday 8:00 am – 4:30 pm	4	Crossroad Gardens 7322 Florinwood Drive Sacramento, CA 95823
Crossroad Gardens	7322 Florinwood Drive Sacramento, CA 95823	Monday-Friday 7:00 am – 6:00 pm	4	Crossroad Gardens 7322 Florinwood Drive Sacramento, CA 95823
Freedom Park	6015 Watt Avenue #5 North Highlands, CA 95660	Monday-Friday 7:00 am – 6:00 pm	6	Central Kitchen 6043 Watt Avenue Sacramento, CA 95660

Fruitridge	5746 40 <sup>th</sup> Street Sacramento, CA 95824	Monday-Friday 8:00 am – 4:30 pm	3	WCIC 3930 – 8 <sup>th</sup> Avenue Sacramento, CA 95817
Galt	615 2 <sup>nd</sup> Street Galt, CA 95632	Monday-Friday 8:00 am – 4:30 pm	6	Galt 615 2 <sup>nd</sup> Street Galt, CA 95632
Grant Skills Center	577 Las Palmas Avenue Sacramento, CA 95815	Monday-Friday 8:00 am – 4:30 pm	5	Central Kitchen 6043 Watt Avenue North Highlands, CA 95660
Grizzly Hollow	804 Elk Hills Galt, CA 95632	Monday-Friday 7:30 am – 5:00 pm	3	Galt 615 2 <sup>nd</sup> Street Galt, CA 95632
Hillsdale	5665 Hillsdale Avenue #4 Sacramento, CA 95842	Monday-Friday 7:30 am – 5:30 pm	6	Central Kitchen 6043 Watt Avenue North Highlands, CA 95660
Hopkins Park	2317 Matson Drive Sacramento, CA 95822	Monday-Friday 8:00 am – 4:30 pm	3	Crossroad Gardens 7322 Florinwood Drive Sacramento, CA 95823
Illa Collin	3530 41 <sup>st</sup> Avenue Sacramento, CA 95824	Monday-Friday 8:00 am – 3:30 pm	1	WCIC 3930 – 8 <sup>th</sup> Avenue Sacramento, CA 95817
Job Corp	3100 Meadowview Road Sacramento, CA 95832	Monday-Friday 7:00 am – 4:30 pm	3	WCIC 3930 – 8 <sup>th</sup> Avenue Sacramento, CA 95817
Kennedy Estates	6501 Elder Creek Road Sacramento, CA 95824	Monday-Friday 8:00 am – 4:30 pm	2	Crossroad Gardens 7322 Florinwood Drive Sacramento, CA 95823
La Riviera	9000 La Riviera Drive Sacramento, CA 95826	Monday-Friday 8:00 am – 4:00 pm	4	Mather 10546 Peter A. McCuen Blvd. Mather, CA 9595655

La Verne Stewart	5545 Sky Parkway Sacramento, CA 95823	Monday-Friday 8:00 am – 4:30 pm	2	Crossroad Gardens 7322 Florinwood Drive Sacramento, CA 95823
Mather	10546 Peter A. McCuen Blvd. Mather, CA 95655	Monday-Friday 7:30 am – 5:30 pm	5	Mather 10546 Peter A. McCuen Blvd. Mather, CA 95655
Nedra Court	60 Nedra Court Sacramento, CA 95824	Monday-Friday 8:00 am – 4:30 pm`	3	Crossroad Gardens 7322 Florinwood Drive Sacramento, CA 95823
New Helvetia I	2640 A/B Muir Way Sacramento, CA 95818	Monday-Friday 7:30 am – 5:30 pm	1	Central Kitchen 6043 Watt Avenue North Highlands, CA 95660
New Helvetia II	816 Revere Street Sacramento, CA 95818	Monday-Friday 8:00 am – 4:30 pm	2	Central Kitchen 6043 Watt Avenue North Highlands, CA 95660
Norma Johnson	3265 Norwood Avenue Sacramento, CA 95838	Monday-Friday 7:30 am – 5:30 pm	3	Central Kitchen 6043 Watt Avenue North Highlands, CA 95660
Northview	2401 Northview Drive Sacramento, CA 95833	Monday-Friday 7:00 am – 5:30 pm	5	Central Kitchen 6043 Watt Avenue North Highlands, CA 95660
Parker	4516 Parker Avenue Sacramento, CA 95820	Monday-Friday 8:30 am – 2:30 pm	1	WCIC 3930 – 8 <sup>th</sup> Avenue Sacramento, CA 95817
Phoenix Park	4400 Shining Star Drive Sacramento, CA 95823	Monday-Friday 7:00 am – 6:00 pm	3	WCIC 3930 – 8 <sup>th</sup> Avenue Sacramento, CA 95817
Sharon Neese	925 Del Paso Blvd. #300 Sacramento, CA 95815	Monday-Friday 7:00 am – 5:30 pm	4	Central Kitchen 6043 Watt Avenue North Highlands, CA 95660

Solid Foundation	7501 Franklin Blvd. Sacramento, CA 95823	Monday-Friday 8:00 am – 4:30 pm	3	Crossroad Gardens 7322 Florinwood Drive Sacramento, CA 95823
Strizek Park	3829 Stephens Drive North Highlands, CA 95660	Monday-Friday 8:00 am – 4:30 pm	2	Central Kitchen 6043 Watt Avenue North Highlands, CA 95660
Vineland	6450 20 <sup>th</sup> Street Rio Linda, CA 95673	Monday-Friday 8:00 am – 4:30 pm	2	Central Kitchen 6043 Watt Avenue North Highlands, CA 95660
Walnut Grove	14273 River Road Walnut Grove, CA 95690	Monday-Friday 8:30 am – 12:30 pm	2	Galt 615 2 <sup>nd</sup> Street Galt, CA 95632

Sites: 32      Classes: 102

ITEM III- C - 5 - ACTION

APPROVAL OF FISCAL YEAR 2010-2011 SETA OPERATED PROGRAM TRACKS

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve Fiscal Year 2010-2011 SETA Operated program tracks.

The Head Start Policy Council will review this item at their April 27, 2010 meeting. Ms. Denise Lee, Deputy Director, will be available to answer questions.

RECOMMENDATION:

Approve Fiscal Year 2010-2011 SETA Operated Program Tracks.

STAFF PRESENTER: Denise Lee

ITEM III- C - 6 - ACTION

APPROVAL OF FISCAL 2010-2011 SACRAMENTO COUNTY PROGRAM  
OPTIONS/GRANTEE AND DELEGATE AGENCIES

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve Fiscal Year 2010-2011 Sacramento County Program Options/Grantee and Delegate Agencies.

The Head Start Policy Council will review this item at their April 27, 2010 meeting. Ms. Denise Lee, Deputy Director, will be available to answer questions.

RECOMMENDATION:

Approve Fiscal Year 2010-2011 Sacramento County Program Options/Grantee and Delegate Agencies.

STAFF PRESENTER: Denise Lee

## ITEM III – C - 7 - ACTION

### APPROVAL TO SUBMIT A REPROGRAMMING REQUEST/BUDGET MODIFICATION FOR HEAD START PROGRAM IMPROVEMENT FUNDS

#### BACKGROUND:

In September 2009, SETA received a Program Improvement award from the Office of Head Start. The award included several program improvement projects within the county. One of the projects was to replace flooring at five Head Start centers with a projected cost of \$199,122. However, actual costs were \$67,321, resulting in \$131,801 of under-spent funds.

SETA is seeking approval to reprogram the under-spent funds to other priority program improvement (health and safety) projects within the county.

SETA's original Program Improvement grant submission was funded through Priority #38 as outlined in the original grant submission (with exception of a few priorities in between). SETA seeks approval to continue through the original list of projects that were not funded through Program Improvement and/or have not been covered with other Basic Head Start/Early Head Start funds to date. Specific proposed projects are outlined on the attached Narrative.

In addition to the remaining Program Improvement projects, SETA has two additional proposed projects that were not included in the original PI application. These two projects have transpired over the past few months and take health/safety priority over the remaining non-priority projects requested in the original PI grant submission. The two new projects include replacement of Pour-in-Place rubber surface and replacement of an HVAC unit. Details are outlined on the attached Narrative.

This approval will result in category adjustments to the line item budget for the Program Improvement award.

The Head Start Policy Council will review this item at their April 27, 2010 meeting. Ms. Denise Lee, Deputy Director, will be available to answer questions.

#### RECOMMENDATION:

Approve the submission of a reprogramming request/budget modification for Head Start Program Improvement funds in the amount of \$131,801.

STAFF PRESENTER: Denise Lee



## Program Improvement Funds Reprogramming Request Fiscal Year 2009-2010

### Narrative

SETA's original Program Improvement grant submission included 46 health and safety projects for the grantee and its five delegate agencies. In order to ensure funds were allocated based on the most significant needs within the county; SETA prioritized each project request which the grantee deemed most critical for health and safety.

Of the 46 projects, 32 were fully funded.

Unexpected under-spent funds from one of SETA's delegate agencies in the amount of \$131,801 are being requested for the following projects. Projects contained within the list are a continuation of the original request but were not funded during the first round.

#### **Priority: 21**

Delegate/Grantee:	Sacramento City USD Site: Pacific
Funding Level Requested:	<b>\$1,000</b>
Purpose of Funding Request:	Install Door with Window
Health or safety issue:	YES

To increase security and safety of our children and staff, a door with a window is needed in the event of a lock down. The window will allow for increased visibility for staff in the event of an emergency. Our current budget increases have not allowed for the covering of this cost.

#### **Priority: 26**

Delegate/Grantee:	Sacramento City USD Site: J Bonnheim
Funding Level Requested:	<b>\$4,000</b>
Purpose of Funding Request:	Fencing Slats
Health or safety issue:	YES

Solid fencing slats are needed to deter access to neighboring dogs which has, in the past, been an issue. Prevention of access to dogs is necessary to ensure the physical safety of the children, as well as the prevention of possible disease. Present funding has not allowed for deferred maintenance projects.

**Priority: 27**

Delegate/Grantee: Sacramento City USD Site: Mark Twain  
Funding Level Requested: **\$1,000**  
Purpose of Funding Request: Remove Parallel Bars  
Health or safety issue: YES

Parallel bars need to be removed from the preschool play area because they are not age appropriate. Improperly spaced bars will continue to create a falling hazard to children who use them if funding is not obtained. Deferred maintenance projects have been postponed due to flat funding.

**Priority: 40**

Delegate/Grantee: Sacramento City USD Site: Father K B Kenny  
Funding Level Requested: **\$500**  
Purpose of Funding Request: New sink/locking cabinet  
Health or safety issue: YES

A new sink will more adequately maintain sanitary conditions in the classroom. Having a locking cabinet will allow staff to keep harmful chemicals locked and out of reach of the children. Locking away dangerous chemicals will help to prevent accidental exposure and ingestion. Flat funding in the basic grant has prohibited deferred maintenance projects.

**Priority: 41**

Delegate/Grantee: Sacramento City USD Sites: M Anderson,  
Susan B Anthony,  
Earl Warren  
Funding Level Requested: **\$3,600**  
M Anderson - \$1,200  
Susan B Anthony - \$1,200  
Earl Warren - \$1,200  
Purpose of Funding Request: ADA Compliance Outdoor Picnic Tables  
Health or safety issue: YES

Picnic tables that are in compliance with the ADA will help to reduce risk of injury to children with disabilities while participating in outside play. This includes purchase and installation of 3 tables. Flat funding in the basic grant has prohibited deferred maintenance projects. Consequences if funding is denied may increase the risk of injury to children with disabilities.

**Priority: 42**

Delegate/Grantee: San Juan USD Site: Mariposa  
Funding Level Requested: **\$25,000**  
Purpose of Funding Request: Remove Heater  
Health or safety issue: YES

During the annual self review process, it was determined that the previous heating unit was not properly disposed of at the time of replacement. It is taking up valuable classroom and playground space. The old electrical wiring of the unit poses health and safety hazards to our families and staff if left alone. Flat funding in the basic grant has prohibited deferred maintenance projects.

**Priority: 44**

Delegate/Grantee: Grantee Sites: La Riviera (2),  
Grant (1), Mather (1),  
Fruitridge (1),  
Walnut Grove (1)  
Funding Level Requested: **\$27,380**  
Purpose of Funding Request: Outdoor Playhouse Replacements (6)  
Health or safety issue: YES

Currently six (6) Early Learning Centers have wooden playhouses in their outdoor play areas. Unfortunately, they are more than ten (10) years old and are in need of replacement. The playhouses are one of the most popular areas of play for all children at the centers. SETA’s maintenance staff has made numerous repairs replacing boards, nuts, bolts, sanding and painting. In addition, four (4) of the six (6) have been treated for or currently have termites. The playhouses SETA is requesting to purchase are made of 85% recycled plastic and are ADA accessible. Flat funding in the basic grant has prohibited deferred maintenance projects.

**Priority: 45**

Delegate/Grantee: Grantee Sites: All  
Funding Level Requested: **\$10,364**  
Purpose of Funding Request: Safety Curriculum Kits  
Health or safety issue: YES

SETA Head Start has created “Paws for Safety”, a child and staff safety curriculum, in response to a recent increased number of safety concern findings by Community Care Licensing at our centers. “Paws for Safety” is a standardized, monthly classroom curriculum designed to enhance the overall safety of the children in our care. Special equipment as well as general safety supplies are necessary to ensure the success of this program. Items such as: “Play it Safe”

hand-held traffic signs, “Kid Alert” safety signs, cones, self-standing traffic signs, safety shape walking ropes, adult safety vests and adult stop signs are needed to effectively implement this program. Flat funding in the basic grant has prohibited purchase of supplies for the safety curriculum. Consequences if funding is declined will be teaching staff not having a consistent curriculum for child safety.

**Priority: 46**

Delegate/Grantee: Sacramento City USD Site: Maple  
Funding Level Requested: **\$1,000**  
Purpose of Funding Request: Remove trees from playground  
Health or safety issue: YES

Tree roots are exposed causing a tripping hazard to both children and staff. The roots are also pushing up concrete creating even more hazard. Removing the trees will reduce the risk of injury while on the playground. Flat funding in the basic grant has prohibited deferred maintenance projects. If funding is declined, children risk injury due to tree root exposure.

**Priority 47 - Resurfacing of Blacktop**

Delegate/Grantee: San Juan USD Site: Pasadena  
Funding Level Requested: **\$25,000**  
Purpose of Funding Request: Resurface blacktop area in playground  
Health or safety issue: YES

Currently, the blacktop area where the children play is uneven and unsafe. The proposed work would level the area and prevent tripping hazards for children, parents and staff. During the annual self review process, it was determined that the blacktop surface was deteriorating and creating a tripping hazard. The requested funding would provide for new surfacing materials and labor. Due to the flat funding of our Head Start and Early Head Start grants over the past few years, the base grant has not been able to provide any extra funds for deferred maintenance. The consequence of non-funding would be the blacktop would continue to deteriorate, creating increased risk of tripping.

**Revised Priority Projects**

Projects not funded by Program Improvement and/or eliminated from the original priority list have been funded through other means and/or are no longer a priority for the grantee or the delegate agency.

Two additional projects which are being requested include:

## **Priority 48 - Replacement of HVAC System**

Delegate/Grantee:	Grantee	Site: Northview
Funding Level Requested:	<b>\$19,500</b>	
Purpose of Funding Request:	Replace HVAC unit	
Health or safety issue:	YES	

Northview is one of SETA's only owned and operated Early Learning Centers. Recently staff was complaining about constant headaches and dizziness. Staff felt there were more significant headaches when the HVAC system was running and circulating heat or air throughout the building. SETA contacted its insurance company, The Hartford Insurance Group, and scheduled an air quality test which was performed on February 24, 2010 by an Executive Loss Control Consultant. The purpose of the survey was to evaluate the levels inside the office for carbon dioxide, carbon monoxide, relative humidity and temperature. Additionally, sampling was also done for formaldehyde. The measured carbon dioxide levels, although well below the OSHA permissible exposure level, are considered above the recommended levels by the American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE). The HVAC unit is several years old and is best replaced than repaired. If the improvements are delayed and/or not completed, staff and children's health may be impacted.

## **Priority 49 - Resurfacing of Unsafe Rubber Surface**

Delegate/Grantee:	Grantee	Site: Sharon Neese
Funding Level Requested:	<b>\$13,457</b>	
Purpose of Funding Request:	Resurface Pour-in-Place Rubber	
Health or safety issue:	YES	

Currently, the rubber Pour-in-Place surface at the Sharon Neese Early Learning Center is lifting and separating, causing uneven surfaces and tripping hazards for staff and children. The Sharon Neese ELC is located in the administrative building at Del Paso. Uneven surfaces are caused by inclement weather and normal wear and tear which have buckled the playground rubber surface. The requested funds would pay for replacement Pour-in-Place rubber surface, materials and labor. Due to the flat funding of our Head Start and Early Head Start grants over the past few years, the base grant has not been able to provide any extra funds for deferred maintenance. The consequence of non-funding would be continuous deterioration and increased risk of tripping for children and adults.

Total reprogramming request equals \$131,801.

ITEM III C - 8- ACTION

APPROVAL TO SUBMIT A BUDGET MODIFICATION REQUEST FOR HEAD START  
BASIC FUNDS

BACKGROUND:

In September 2009, SETA received a program improvement award from the Office of Head Start. The award included the removal, installation, and 25% of the purchase price for two modular classrooms to replace existing modular buildings at the Bannon Creek and Bright Beginnings Head Start sites. The unfunded 75% of the purchase price, \$404,572, was to be financed over a term of years and repaid with Head Start Basic funds.

Numerous attempts have been made to obtain financing for the modular classrooms, however, due to the federal interest in the modular classrooms, financing companies are required to subordinate their interest to the federal interest. To date, staff has been unable to find a financing company that is willing to subordinate its interest.

In addition, the current year's budget contains no funds for vehicle replacement. However, at least two vehicles are no longer operable and need to be replaced.

Sufficient funds are available in the current year's Head Start Basic Program to cover the additional costs. Current fiscal projections reflect that SETA's Head Start Basic Program will be under spent, primarily in the Occupancy category of the budget, resulting from reduced rent, janitorial and building maintenance costs. Therefore, staff is recommending reprogramming the funds for the modular classrooms and vehicle replacement.

The budget modification request will be sent under separate cover.

Ms. Denise Lee, Deputy Director, will be available to answer questions.

RECOMMENDATION:

Approve the submission of a budget modification request for Head Start Basic funds in the amount of \$460,000.

STAFF PRESENTER: Denise Lee

ITEM III- C - 9 - ACTION

APPROVAL OF SETA HEAD START/EARLY HEAD START SELF ASSESSMENT  
RESULTS FOR 2009-2010

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the SETA Head Start/Early Head Start Self Assessment results for 2009-2010. The results will be sent under separate cover.

Ms. Denise Lee, Deputy Director, will be available to answer questions.

RECOMMENDATION:

Approve the Head Start/Early Head Start Self Assessment results for 2009-2010.

STAFF PRESENTER: Denise Lee

ITEM III-C – 10 - ACTION

APPROVAL OF OUT-OF-STATE TRAVEL TO ATTEND THE OFFICE OF  
HEAD START CHILD OUTCOMES FRAMEWORK MEETING

BACKGROUND:

Director Sanchez Fuentes of the Office of Head Start has sent a special invitation for Deputy Director, Denise Lee to attend a meeting in Washington DC on May 5, 2010 to review the revised Head Start Outcomes Framework for preschool children.

Over the last several months, the Administration for Children and Families (ACF) has worked to revise the Framework based on the most recent child development research. Head Start Child Outcomes Framework will play an important role in many of the improvements to the Head Start program over the several years.

The Office of Head Start will cover airfare, hotel and other travel expenses related to this meeting.

In order to ensure that SETA's Head Start Program continues to perform at an exemplary level, it is important that SETA seize this opportunity to share ideas and thoughts about the upcoming instrument.

RECOMMENDATION:

Approve out-of-state travel for Ms. Denise Lee to the OHS Invitational Meeting regarding Child Outcomes Framework in May 2010 at limited to no cost to SETA.

STAFF PRESENTER: Denise Lee

ITEM IV-A - INFORMATION  
FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information are copies of the latest fiscal monitoring reports.

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

MEMORANDUM

**TO: Mr. Bill Walters**

**DATE: March 30, 2010**

**FROM: Greg P. Tayros, SETA Fiscal Monitor**

**RE: On-Site Fiscal Monitoring of Crossroads Diversified Services, Inc.**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Youth	Univ. Svcs-Cit. Heights	\$ 58,000	7/1/08-06/30/09	7/1/08-6/30/09
WIA-Youth	Univ. Svcs-Rancho C.	63,000	7/1/08-06/30/09	7/1/08-6/30/09
WIA	One Stop-Adults	269,954	7/1/08-06/30/09	7/1/08-6/30/09
WIA	Work Incentives Planning Assistance (WIPA)	91,738	4/1/08-05/31/09	4/1/08-5/31/09
Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final <u>X</u>				
Date of review: 1/25-27/10				

AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
	YES	NO	YES	NO
1 Accounting Systems/Records	X			
2 Internal Control	X			
3 Bank Reconciliation	X			
4 Disbursement Control	X			
5 Staff Payroll/Files	X			
6 Fringe Benefits	X			
7 Participant Payroll		N/A		
8 OJT Contracts/Files/Payment		N/A		
9 Indirect Cost Allocation		N/A		
10 Adherence to Budget	X			
11 In-Kind Contribution		N/A		
12 Equipment Records		N/A		

Memorandum

Fiscal Monitoring Findings

Page 2

**Program Operator: Crossroads Diversified Services , Inc.**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from July 1, 2008 to June 30, 2009 for WIA and from April 1, 2008 to May 31, 2009 for the Work Incentives Planning and Assistance (WIPA) program have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) There is no corrective action required.

cc: Kathy Kossick  
Governing Board

MEMORANDUM

**TO:** Ms. Linda Deavens **DATE:** March 24, 2010  
**FROM:** D'et Patterson, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Paratransit, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS	\$34,000	1/1/09-12/31/09	1/1/09-12/31/09

**Monitoring Purpose:** Initial      Follow-up    \_\_\_    Special    \_\_\_    Final    X  
**Date of review:** 3/9/2010

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation's	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	N/A			
8	OJT Contracts/Files/Payment	N/A			
9	Indirect Cost Allocation	N/A			
10	Adherence to Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

**Program Operator: Paratransit, Inc.**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from January 1, 2009 to December 31, 2009 have been traced to the delegate agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

- 1) There are no findings for corrective action in this fiscal monitoring visit.

cc: Kathy Kossick  
Governing Board



**Program Operator:** Visions Unlimited, Inc.

**Findings and General Observations:**

- 1) The total costs as reported to SETA from January 1, 2009 to December 31, 2009 for the CSBG program have been traced to the subgrantee's records.  
The records were verified and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) There are no corrective actions required.

cc: Kathy Kossick  
Governing Board

MEMORANDUM

**TO:** Ms. Edenausegboye Davis      **DATE:** March 31, 2010

**FROM:** Greg P. Tayros, SETA Fiscal Monitor

**RE:** On-Site Fiscal Monitoring of WCIC

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA	\$ 647,227	8/01/08-7/31/09	8/01/08-7/31/09
Head Start	T & TA	7,500	8/01/08-7/31/09	8/01/08-7/31/09

**Monitoring Purpose:** Initial \_\_\_\_ Follow-Up \_\_\_\_ Final X

**Date of review:** 2/10-11/2010

	<u>AREAS EXAMINED</u>	<u>SATISFACTORY</u>		<u>COMMENTS/ RECOMMENDATIONS</u>	
		<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Program Improvement	X			
8	OJT Contracts/Files/Payment	N/A			
9	Indirect Cost Allocation	N/A			
10	Adherence to Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records	N/A			

**Program Operator:** WCIC

**Findings and General Observations:**

- 1) The total costs as reported to SETA from August 1, 2008 to July 31, 2009 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) There are no corrective actions required.

cc: Kathy Kossick  
Governing Board  
Policy Council

MEMORANDUM

**TO:** Ms. Beth Hassett **DATE:** March 24, 2010  
**FROM:** D'et Patterson, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of WEAVE, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Rescue & Restore	Victims of Human Trafficking	\$50,000	5/28/09-4/29/10	5/28/09-1/31/10

**Monitoring Purpose:** Initial  Follow-up  Special  Final   
**Date of review:** 3/2/2010

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation's	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	N/A			
8	OJT Contracts/Files/Payment	N/A			
9	Indirect Cost Allocation	N/A			
10	Adherence to Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

**Program Operator: WEAVE, Inc.**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from May 28, 2009 to January 31, 2010 have been traced to the delegate agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

- 1) There are no findings for corrective action in this fiscal monitoring visit.

cc: Kathy Kossick  
Governing Board

ITEM IV-B – INFORMATION  
HEAD START FISCAL REPORT

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to review the fiscal reports. These reports are being sent under separate cover.

Staff will be available to answer questions.

STAFF PRESENTER: Roger Bartlett

ITEM IV-C – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT  
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of March was 13.1%.

Attached is a copy of a press release from the Employment Development Department breaking down the job losses and job creations for the regional area.

Staff will be available to answer questions.

STAFF PRESENTER: Robin Purdy

**SACRAMENTO-ARDEN-ARCADE-ROSEVILLE METROPOLITAN STATISTICAL AREA  
(MSA)  
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)  
Construction leads regional month over job growth**

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 13.1 percent in March 2010, up from a revised 12.9 percent in February 2010, and above the year-ago estimate of 10.7 percent. This compares with an unadjusted unemployment rate of 13.0 percent for California and 10.2 percent for the nation during the same period. The unemployment rate was 13.6 percent in El Dorado County, 12.1 percent in Placer County, 13.1 percent in Sacramento County, and 14.7 percent in Yolo County.

**Between February 2010 and March 2010**, the total number of jobs located in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 3,400 to reach 820,800.

- Construction added 1,100 jobs, slightly more than its average 1,000-job increase from February to March over the prior 20 years. Specialty trade contractors (up 900 jobs) made up most of the increase.
- Total farm advanced 700 jobs, higher than the prior 20-year average addition of 500 jobs between February and March.
- Government picked up 500 jobs, reporting gains in federal government (up 200 jobs), local government (up 200 jobs), and state government (up 100 jobs).
- Trade, transportation, and utilities reflected a seasonal gain of 300 jobs, comprised of retail jobs (up 400 jobs) offset slightly by losses in transportation, warehousing, and utilities (down 100 jobs).
- Information posted the only month-over job loss, falling by 300 jobs, mostly in telecommunications (down 200 jobs).

**Between March 2009 and March 2010**, the total number of jobs in the region fell by 28,500 or 3.36 percent.

- Construction lost 8,300 jobs, with declines in specialty trade contractors (down 5,400 jobs) and construction of buildings (down 2,400 jobs).
- Professional and business services declined by 5,400 jobs, primarily due to losses in professional, scientific, and technical services (down 3,000 jobs) and administrative and support and waste management and remediation services (down 2,100 jobs).
- Financial activities contracted by 4,000 jobs, mainly in finance and insurance (down 3,100 jobs). Real estate and rental and leasing registered a decline of 900 jobs.

- Leisure and hospitality shrank by 3,000 jobs, with losses divided between accommodation and food services (down 1,600 jobs) and arts, entertainment, and recreation (down 1,400 jobs).

ITEM IV-D – INFORMATION  
DISLOCATED WORKER UPDATE

BACKGROUND:

Attached is a copy of the most current dislocated worker update. Staff will be available to answer questions.

STAFF PRESENTER: William Walker

## ITEM V - REPORTS TO THE BOARD

- A. CHAIR'S REPORT: The Chair of the SETA Governing Board, on a regular basis, receives numerous items of information concerning employment and training legislation, current programs, agency activities, and miscellaneous articles about human service programs throughout the nation, and attends meetings pertinent to SETA business.

The important information from the material received and meetings attended will be shared with the entire Board and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Board to provide input on items that may require future action.

- B. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director 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 SETA Governing Board Packet.

The Executive Director's Report also allows the opportunity for the SETA Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.

- C. DEPUTY DIRECTORS: This item is set aside to allow the Deputy Directors to report to the Board any items relative to the program operations.

- D. COUNSEL REPORT: The SETA Legal Counsel is the firm of Gregory D. Thatch, Attorney at Law. This item provides the opportunity for Agency Counsel to provide the SETA Governing Board with an oral or written report on legal activities

- E. MEMBERS OF THE BOARD: This item provides the opportunity for SETA Governing Board members to raise any items for consideration not covered under the formal agenda. It also provides the opportunity for Board members to request or to ask that certain items be placed on the next Governing Board agenda.

- F. PUBLIC PARTICIPATION: Participation of the general public at SETA Governing Board meetings is encouraged. The SETA Governing Board has decided to incorporate participants of the audience as part of its agenda for all meetings. Members of the audience are asked to address their requests to the Chairperson, if they wish to speak.