



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

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Councilmember
City of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Councilmember
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**SPECIAL MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, April 29, 2010

TIME: 10:00 a.m.

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

While the SETA Governing Board welcomes and encourages participation in the Governing Board meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under jurisdiction of the SETA Governing Board 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 Governing Board limits testimony on matters not on the agenda to five minutes per person and not more than fifteen 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.

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VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, APRIL 22, 2010

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

Workshop Titles	Length	Min/Max Participants	Group or Individual Service	Hourly Rate	Cost Per Session
<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

Workshop Titles	Length	Min/Max Participants	Group or Individual Service	Hourly Rate	Cost Per Session
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

Activity: IN-SERVICE TRAINING

Workshop Title	Length	Min/Max Participants	Group or Individual Service	Hourly Rate	Cost Per Session
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:

Sacramento Works Career Center	Staffing
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
TOTALS	<u>\$64,167</u>

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

SUMMER YOUTH FUNDING PY 2010-2011 TANF ECF

Provider	Funding Recommendations				TOTAL
	TANF wages (30 hrs/wk)	Additional Program costs	WIA Youth	TANF Youth	
Sacramento Chinese Community Service Center	\$ 43,200	\$ 19,551	60	20	80
LaFamilia Counseling Center	\$ 21,600	\$ 12,071	60	10	70
North State BIA	\$ 21,600	\$ 12,000	20	10	30
San Juan Unified School District	\$ 10,800	\$ 5,535	60	5	65
Elk Grove Unified School District	\$ 21,600	\$ 10,245	50	10	60
Crossroads Diversified**	\$ 75,600	\$ 21,827	15	35	50
Lao Family Community Development **	\$ 43,200	\$ 11,540	20	20	40
Mutual Assistance Network **	\$ 21,600	\$ 17,850	20	10	30
CA Human Development Corporation **	\$ 43,200	\$ 12,240	20	20	40
Asian Resources (TANF only)	\$ 108,000	\$ 50,000		50	50
Sacramento Works for Youth	\$ 32,400	\$ 12,000	35	15	50
Subtotal **	\$ 442,800	\$ 184,859	725	205	930
Community College Foundation @ estimate 16% of wages	\$ 70,848				0
Total	\$ 513,648	\$ 184,859	725	205	930

** Estimate between 1/3 to 1/2 of current enrolled WIA youth are TANF

* FICA is calculated into Commtty College amount

Total WIA	\$ 2,277,431
Estimated Total TANF	\$ 698,507

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

ITEM III-B – 3 – ACTION (continued)

Page 3

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

**SETA OPERATED
HEAD START
PROGRAM**
Funded enrollment:
2778 (2784)

Administrative Office:
925 Del Paso Blvd.,
Suite 200
Sacramento, CA 95815
(916) 263-3804

Auberry Park
8120 Power Inn
Sacramento, CA 95828
681-5535 (60)

Bannon Creek
2775 Millcreek Drive
Sacramento, CA 95833
263-5336 (80)

Bright Beginnings
10487 White Rock
Road, P52
Rancho Cordova, CA
95670
255-4720 (160)

Broadway
263 Seavey Circle
Sacramento, CA 95818
263-0961 (60)

Center of Praise
10455 Investment Circle
Rancho Cordova, CA
95670 255-1666/
255-1665 (100)

Country Woods Apts.
5700 Mack Rd.
Sacramento, CA 95823
262-3232 (120)

Crossroad Gardens
7322 Florinwood Dr.
Sacramento, CA 95823
262-0910 (80)

Freedom Park
6015 Watt Ave., S #5
North Highlands, CA
95660
274-6196 (180)

Fruitridge
5746 40th Street
Sacramento, CA 95824
262-2696 (80)

Galt
615 2nd Street
Galt, CA 95632
(209) 745-6458 (180)

Grant Skill Center
577 Las Palmas
Sacramento, CA 95815
263-3807 (160)

Grizzly Hollow
805 Elk Hills Drive
Galt, CA 95632
209-744-7728 (60)

Hillsdale
5665 Hillsdale Ave.,
Bldg. 4
Sacramento, CA 95842
263-1031 (200)

Hopkins Park
2317 Matson Drive
Sacramento, CA 95822
262-0934 (120)

Illa Collin Center
3530 41st Avenue
Sacramento, CA 95824
263-1389 (20)

Job Corps
3100 Meadowview
Sacramento, CA 95832
427-4010 (20)

Kennedy Estates
6501 Elder Creek
Sacramento, CA 95824
227-3003 (60)

La Riviera
9000 La Riviera Drive
Sacramento, CA 95826
255-4556 (60)

LaVerne Stewart
5545 Sky Parkway
Sacramento, CA 95823
262-0929 (60)

Mather
Mather Air Force Base
10546 Peter A. McCuen
Rd.
Mather, CA 95655
231-0632 (120)

Nedra Court
#60 Nedra Court
Sacramento, CA 95822
262-0947 (80)

New Helvetia II
816 Revere Street
Sacramento, CA 95818
322-1951 (40)

**Norma Johnson
Early Learning Center**
3265 Norwood Avenue
Sacramento, CA 95838
263-3425 (60)

Northview
2401 Northview
Sacramento, CA 95833
263-3985 (120)

Parker Avenue
4516 Parker Avenue
Sacramento, CA 95820
227-0695 (12)

Phoenix Park
4400 Shining Star Dr.
Sacramento, CA 95823
262-2385 (60)

**Sharon Neese Early
Learning Center**
925 Del Paso Blvd.,
Suite 300
Sacramento, CA 95815
263-5470 (70)

**Solid Foundation
(Prince of Peace
Church)**
7505 Franklin Blvd.
Sacramento, CA 95823
262-3167(80)

Strizek Park
3829 Stephen Drive
North Highlands, CA
95660
263-5333 (60)

Vineland
6450 20th Street
Rio Linda, CA 95673
263-0266 (60)

Walnut Grove
14273 River Road
Walnut Grove, CA
95690 776-1408 (60)

***Whispering Pines**
7610 Amherst St.
Sacramento, CA 95823
262-3143 (20)

**Home Based Program
(102)**

***ARRA funded
expansion site**

**TWIN RIVERS USD
ECD CENTER
HEAD START
Funded Enrollment:
179**

Morey Avenue
155 Morey Avenue
Sacramento, CA 95838
(916) 643-8680 (179)

**ELK GROVE UNIFIED
SCHOOL DISTRICT
HEAD START
Funded Enrollment:
380**

Administrative Office:
9510 Elk Grove-Florin
Rd., Room 214
Elk Grove, CA 95624
(916) 686-7595

**Charles Mack
Elementary**
4701 Brookfield Dr.
Sacramento, CA 95823
422-5524 (20)

**David Reese
Elementary**
7600 Lindale Drive
Sacramento, CA 95828
429-7780 (80)

**Florence Markofer
Elementary**
9759 Tralee Way
Elk Grove, CA 95624
686-5042 (40)

Florin Elementary
7300 Kara Drive
Sacramento, CA 95828
383-6620 (20)

Herman Leimbach
8101 Grandstaff Drive
Sacramento, CA 95823
689-2120 (20)

HEAD START/EARLY HEAD START SITE LOCATIONS – SETA OPERATED AND DELEGATE AGENCIES '10-'11

John Reith
8401 Valley Lark Drive
Sacramento CA 95823
399-0110 (40)

Maeola Beitzel
8140 Caymus Drive
Sacramento CA 95829
688-7579 (20)

Prairie Elementary
5251 Valley Hi Drive
Sacramento, CA 95823
424-7665 (80)

**Samuel Kennedy
Elementary**
7037 Briggs Drive
Sacramento, CA 95828
387-8902 (40)

**William Daylor
Continuation High
School**
6131 Orange Ave.
Sacramento, CA 95823
427-5428 (20)

**SACRAMENTO CITY
UNIFIED SCHOOL
DISTRICT HEAD
START
Funded Enrollment:
1,272**

Administrative Office:
Serna Center
5735 47th Ave.
Sacramento, CA 95824
(916) 643-7800

**Abraham Lincoln
Children's Center**
3324 Glenmoor Drive
Sacramento, CA 95827
228-5867 (15)

A.M. Winn Elementary
3351 Explorer Drive
Sacramento, CA 95827
228-5883 (20)

**Bear Flag
Children's Center**
6620 Gloria Drive
Sacramento, CA 95831
433-2747 (15)

**Bowling Green
Elementary**
6807 Franklin Blvd.
Sacramento, CA 95823
433-5598 (20)

**Bret Harte
Children's Center**
2761 9th Avenue
Sacramento, CA 95818
277-6932 (28)

Capital City (Ext Day)
7222 24th Street
Sacramento, CA 95823
264-3950 (40)

C.B. Wire Elementary
5100 El Paraiso Avenue
Sacramento, CA 95824
433-5585 (20)

**Charles A. Jones
Skills Children's
Center**
5451 Lemon Hill Ave.
Sacramento, CA 95824
433-2655 (28)

**Collis P. Huntington
Elementary**
5917 26th Street
Sacramento, CA 95822
433-5437 (20)

**Collis P. Huntington
Children's Center**
5917 26th St.
Sacramento, CA 95822
433-5438 (28)

**Earl Warren
Elementary**
5420 Lowell Street
Sacramento, CA 95820
382-6038 (40)

**Edward Kemble
Elementary**
7495 29th Street
Sacramento, CA 95822
433-5028 (40)

**Edward Kemble
Children's Center**
7495 29th Street
Sacramento, CA 95822
433-2813 (15)

**Elder Creek
Elementary**
7800 Lemon Hill
Avenue
Sacramento, CA 95824
382-6004 (20)

**Elder Creek
Children's Center**
7800 Lemon Hill Ave.
Sacramento, CA 95824
382-5979 (42)

**Ethel I. Baker
Elementary**
5717 Laurine Way
Sacramento, CA 95824
433-5448 (40)

**Ethel Phillips
Elementary**
2930 21st Avenue
Sacramento, CA 95820
277-6780 (40)

Fr. Keith B. Kenny
3525 Martin Luther King
Jr. Blvd.
Sacramento, CA 95817
277-6500 (20)

Freeport Elementary
2118 Meadowview Rd.
Sacramento, CA 95832
433-5037 (20)

**Freeport
Children's Center**
2118 Meadowview Rd
Sacramento, CA 95832
433-2777 (15)

**Fremont
(Wrap Around)**
2420 N Street
Sacramento, CA 95816
277-6615 (20)

Fruitridge Elementary
4625 44th Street
Sacramento, CA 95820
277-6288 (40)

**Golden Empire
Elementary (Ext Day)**
9045 Canberra Drive
Sacramento, CA 95826
228-5848 (20)

**Harkness Elementary
(Wrap Around)**
2147 54th Avenue
Sacramento, CA 95822
433-5045 (20)

**Hiram Johnson Family
Education Center**
3535 65th Street
Sacramento, CA 95820
277-6767 (20)

**Hiram Johnson
Children's Center**
3535 65th Street
Sacramento, CA 95820
(15)

**Isador Cohen
Elementary**
9025 Salmon Falls
Drive
Sacramento, CA 95826
228-5863 (20)

**James Marshall
Elementary**
9525 Goethe Road
Sacramento, CA 95827
228-5856 (20)

**Jedediah Smith
Elementary
(Wrap Around)**
401 McClatchy Way
Sacramento, CA 95818
264-4181 (20)

**John Bidwell
Elementary**
1730 65th Avenue
Sacramento, CA 95822
433-5451 (20)

**John Bidwell
Children's Center**
1730 65th Avenue
Sacramento, CA 95822
(15)

**John Cabrillo
Elementary**
1141 Seamas Avenue
Sacramento, CA 95822
264-3765 (20)

John Sloat
7525 Candelwood Way
Sacramento, CA 95822
433-5054 (20)

HEAD START/EARLY HEAD START SITE LOCATIONS – SETA OPERATED AND DELEGATE AGENCIES '10-'11

Joseph Bonnheim Elementary
7300 Marin Ave.
Sacramento, CA 95820
277-6517 (20)

Maple Elementary
3200 37th Avenue
Sacramento, CA 95824
433-7389 (20)

Marian Anderson Elementary
2850 49th Street
Sacramento, CA 95817
277-7139 (20)

Marian Anderson Children's Center
2850 49th Street
Sacramento, CA 95817
277-7139 (42)

Mark Hopkins Elementary
2221 Matson Dr.
Sacramento, CA 95822
433-7317 (20)

Mark Twain Elementary
4914 58th Street
Sacramento, CA 95820
277-6458 (20)

Nicolas Elementary
6601 Steiner Drive
Sacramento, CA 95823
433-5079 (20)

Oak Ridge Elementary
4501 Martin L King Jr. Blvd.
Sacramento, CA 95820
277-6684 (20)

Pacific Elementary
6201 41st Street
Sacramento, CA 95824
433-5324 (20)

Parkway Elementary
4720 Forest Parkway
Sacramento, CA 95823
433-2843 (20)

Parkway Children's Center
4720 Forest Parkway
Sacramento, CA 95823
433-2842 (15)

Peter Burnett Elementary
6032 36th Avenue
Sacramento, CA 95824
277-6522 (40)

Susan B. Anthony Elementary (Ext Day)
7864 Detroit Blvd.
Sacramento, CA 95832
433-5356 (40)

Washington Elementary (Wrap Around)
520 18th Street
Sacramento, CA 95814
264-4163 (20)

Washington Children's Center
530 18th Street
Sacramento, CA 95814
264-4364 (28)

William Land Elementary
2120 12th Street
Sacramento, CA 95818
264-4169 (20)

Woodbine Children's Center
2500 52nd Ave.
Sacramento, CA 95822
433-5318 (16)

Home-Based Program (72)

SAN JUAN UNIFIED SCHOOL DISTRICT HEAD START 680

Administrative Office:
5309 Kenneth Avenue
Carmichael, CA 95608
(916) 971-7375

Citrus Heights
7085 Auburn Blvd.
Citrus Heights, CA 95621
728-3175 (20)

Coleman Elementary
6545 Beach Avenue
Orangevale, CA 95662
986-2207 (79)

Cottage Elementary
2221 Morse Avenue
Sacramento, CA 95825
575-1981 (20)

Coyle Elementary
6330 Coyle Avenue
Carmichael, CA 95608
867-2015 (20)

Dyer Kelly
2236 Edison Avenue
Sacramento, CA 95821
566-2151 (20)

Edison Elementary
1500 Dom Way
Sacramento, CA 95864
575-2346 (20)

Encina
1400 Bell Street
Sacramento, CA 95825
971-5812 (20)

Garfield
3700 Garfield Avenue
Carmichael, CA 95608
575-2432 (20)

Grand Oaks
7901 Roswood Dr.
Citrus Heights, CA 95621
728-3199 (20)

Howe Elementary
2404 Howe Avenue
Sacramento, CA 95825
566-2181 (108)

Kingswood Elementary
5700 Primrose Drive
Fair Oaks, CA 95628
867-2122 (20)

Lichen Elementary
8319 Lichen Drive
Citrus Heights, CA 95621
728-3230 (20)

Mariposa Elementary
9740 Mariposa Blvd.
Citrus Heights, CA 95610
728-3203 (20)

Marvin Marshall
5309 Kenneth Avenue
Carmichael, CA 95608
971-7380 (98)

Pasadena Elementary
4330 Pasadena Avenue
Sacramento, CA 95821
575-2374 (20)

Ralph Richardson
4848 Cottage Way
Carmichael, CA 979-8092 (20)

Skycrest Elementary
5641 Mariposa Ave.
Citrus Heights, CA 95610
867-2103 (20)

Sunrise Elementary
7322 Sunrise Blvd.
Citrus Heights, CA 95610
728-3191 (67)

Home Based (48)

WOMEN'S CIVIC IMPROVEMENT CLUB/ PLAYMATE HEAD START Funded Enrollment: 100

Administrative Office:
W.C.I.C.
3555 3rd Avenue
Sacramento, CA 95817
(916) 457-8661

Playmate
3930 8th Avenue
Sacramento, CA 95817
(916) 451-8870 (100)

**SETA OPERATED
EARLY HEAD START
Funded enrollment:**

213

**SETA Early Head Start
Administrative Office:**

925 Del Paso Blvd.,
Suite 200
Sacramento, CA 95815
263-3804

Crossroad Gardens

7322 Florinwood Dr.
Sacramento, CA 95823
262-0910 (8)

Grizzly Hollow

805 Elk Hills Drive
Galt, CA 95632 (8)

Job Corps

3100 Meadowview
Sacramento, CA 95832
427-4010 (16)

La Riviera

9000 La Riviera Drive
Sacramento, CA 95826
255-4556 (16)

Mather Air Force Base

10546 Peter A. McCuen
Rd.
Mather, CA 95655
231-0632 (8)

New Helvetia

2640 A/B Muir Way
Sacramento, CA 95818
322-7068 (16)

**Norma Johnson
Early Learning Center**

3265 Norwood Avenue
Sacramento, CA 95838
263-3425 (8)

Northview

2401 Northview
Sacramento, CA 95833
263-3985 (8)

Phoenix Park

4400 Shining Star Dr.
Sacramento, CA 95823 (8)
262-2385

Sharon Neese

Early Learning Center
925 Del Paso Blvd., S. 300
Sacramento, CA 95815
263-5470 (8)

Home Base (102)

**SACRAMENTO CITY
USD EARLY HEAD
START**

Funded Enrollment:
115

**Sacramento City USD
Administrative Office**

Hiram Johnson Family
Education Center
3535 65th Street
Sacramento, CA 95820
(916) 277-6767

American Legion

3801 Broadway
Sacramento, CA 95817
277-6608 (16)

**Hiram Johnson Family
Education Center**

3535 65th Street
Sacramento, CA 95820
277-6767 (30)

**Community/Home Base
Capital City**

7222 24th Street
Sacramento, CA 95823
264-3950 (74) (8)

**SAN JUAN USD
EARLY HEAD START
Funded Enrollment:**

129

**San Juan Unified School
District Early Head Start
Administrative Office**

5309 Kenneth Avenue
Carmichael, CA 95608
(916) 971-7375

Home Base Center

10700 Fair Oaks Blvd.
Fair Oaks, CA 95628
971-5873 (48)

**Encina/Sierra Nueva:Cal-
SAFE Infant/Toddler
Center**

1400 Bell Street
Sacramento, CA 95825
921-9714 (41)

Marvin Marshall

5309 Kenneth Avenue
Carmichael, CA 95608
971-7380 (16)

**San Juan Infant/Toddler
Center**

7551 Greenback Lane
Citrus Heights, CA 95610
725-6125 (16)

**Sierra Arden
Infant/Toddler Center**

890 Morse Ave.
Sacramento, CA 95864
575-2464 (8)

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

Classroom/Center Name	Location Street Address, City, State, Zip	Days of Operation/ Operating Hours	No. of Classes	Name & Address of Kitchen (School) Site Providing Food Service
Auberry Park	8120 Power Inn Road Sacramento, CA 95828	Monday-Friday 8:00 am – 4:30 pm	2	WCIC 3930 – 8 th 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 th Street Sacramento, CA 95824	Monday-Friday 8:00 am – 4:30 pm	3	WCIC 3930 – 8 th Avenue Sacramento, CA 95817
Galt	615 2 nd Street Galt, CA 95632	Monday-Friday 8:00 am – 4:30 pm	6	Galt 615 2 nd 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 nd 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 st Avenue Sacramento, CA 95824	Monday-Friday 8:00 am – 3:30 pm	1	WCIC 3930 – 8 th Avenue Sacramento, CA 95817
Job Corp	3100 Meadowview Road Sacramento, CA 95832	Monday-Friday 7:00 am – 4:30 pm	3	WCIC 3930 – 8 th 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 th 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 th 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 th 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 nd 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

TRACKS DESCRIPTION

The SETA Operated Head Start Program offers services using a Track system which allows for year-round services to children and families for FY 2010-2011. The Track system has been very successful in meeting the needs of families and staff by:

- (1) offering year-round employment to all Head Start staff;
- (2) allowing services for families to be continuous and uninterrupted from one year to the next;
- (3) providing children and families the continuity of the same teaching staff for two years: and
- (4) decreasing the need to hire additional teaching staff due to breaks in full employment

Each Track will meet all Performance Standards, including days and months of center operations, record keeping/reporting, ages of children eligible and fiscal compliance.

Annual Number of Required Days 1306.32(b)(3)

Each Track meets all Performance Standards, including days and months of center operations. Tracks reflect a minimum of 160 days for their program year. Children attend 5 days per week for 35 weeks, with the exception of Track IV which is a traditional 34-week Track. Specifically, Tracks are divided as follows:

Track sessions for 2010-2011 will be offered as follows:

Track Service Dates No. of Days of Operation	Total Funded Enrollment	Enrollment: Part Day	Enrollment: Full Day	Enrollment: Home Base
Track I November 8, 2010 – July 29, 2011 166 days	920	570	320	30
Track II August 1, 2011 – April 20, 2012 165 days	920	570	320	30
Track III April 11, 2011 - December 16, 2011 167 days	920	690	200	30
Track V August 2, 2010 – July 31, 2011 234 days	24	--	12 (Extended Day)	12
TOTALS	2,784	1,830	852	102

Early Head Start is a year-round program however does not operate under the SETA Track System.

** A detailed description, "Program Tracks and Options" is found under the Appendix – Tables A and B*
Record Keeping/Reporting 1304.51(g) and Enrollment and Re-enrollment 1305.7(a)

Each Track equals one program year of service. All performance standards, mandates, screenings, home visits/parent conferences are provided in each Track (as would be in a traditional program).

In Child Plus, SETA's data tracking system, when the Track period ends (a program year ends), the child's information is rolled over to the second program year and a new Track. New screenings, home visits/parent conferences, etc. are repeated.

To ensure full enrollment is maintained, a PIR is run at the end of each Track. The PIR is verified against the Monthly Attendance and Enrollment reports.

Example of a child enrolled on a Track (in accordance with Table A under Appendix)

A child, called Johnny, enrolls in Track I (Blue Track I) on September 24, 2008. Johnny is three years old on or before the December 2nd cut off date, making him age eligible to enroll in Head Start. Upon enrollment, Johnny will receive all mandated screenings with 45 days of his first day of enrollment. Updated screenings will be provided upon expiration of individual screenings. Johnny will also receive two home visits and two parent conferences within Track I and all other mandated performance standards.

On June 16, 2009, Track I will roll over to Track II. Johnny's electronic record will be closed out for Track I and enrolled with a new enrolment date for Track II. Track I records will be maintained and a Track I PIR will be run and verified.

Johnny's new enrollment date for Track II (Blue Track II) will be June 16, 2009. Johnny will receive mandated screenings in his new Track II (except for those screenings not yet expired). Johnny will receive new screening for those not yet expired on or before their individual expiration date. Johnny will also receive two home visits and two parent conferences within Track II. He will also receive all other mandated performance standards required per program year.

Each Track equates to one program year of service. In the example given, Johnny will be enrolled for two years, Year 1 will be Track I and Year 2 will be Track II. Once Johnny is age eligible, he will promote to kindergarten. Individual kindergarten dates are determined based on public school system. Should Johnny transition after March of 2010, he will be enrolled for a few months in Track III before going on to kindergarten.

Age of Children 1305.4(a)

Age eligibility is determined by the public school cut-off date and aligns with SETA's funding periods.

Fiscal Compliance

The attached *Tracks by Fiscal Year Funding* reflects and verifies that each Track is only counted once per fiscal year. In the *End of the Month Enrollment Report*, the 920 enrollments in Tracks I, II and III serves more than SETA's funded enrollment due to the fact that SETA is able to maximize facility use, ensuring full enrollment at any time.

Meeting the Needs of Parents and Staff

Parents and staff have expressed complete satisfaction with the Track System primarily because of the continuity of services. The vast majority of children receive year-round continuous services until they transition into kindergarten.

SETA PROGRAM YEAR OPTIONS/TRACKS:

FY 2010 - 2011

August 2010 - August 2011

Program Year November 2010 - July 2011 TRACK I			Program Year August 2011 - April 2012 TRACK II			Program Year April 2011 - December 2011 TRACK III			Program Year August 2010 - July 2011 TRACK V			Year Round Early Head Start			
Auberry	PD	20	Auberry	PD	20	Auberry	PD	20	Parker	ED	12	Crossroads	FD/CS	8	
Bannon	FD/S	20	Bannon	FD/S	20	Bannon	PD	40				Grizzly Hollow	FD/CS	8	
Bright Beginnings	PD	80	Bright Beginnings	PD	80							Job Corp	FD/CS	16	
Broadway	FD/CS	20	Broadway	FD/CS	20	Broadway	FD/CS	20	Home Base	HB	12	La Riviera	FD/CS	16	
Center of Praise	PD	20	Center of Praise	PD	20	Center of Praise	PD	20				Mather	FD/CS	8	
	FDS	20		FDS	20							New Helvetia I	FD/CS	16	
Crossroads	FD/CS	20	Crossroads	FD/CS	20	Crossroads	FD/CS	20				Norma Johnson	FD/CS	8	
	PD/TP	10		PD/TP	10							Northview	FD/CS	8	
Country Woods	PD	40	Country Woods	PD	40	Country Woods	PD	40				Phoenix	FD/CS	8	
Freedom Park	PD	20	Freedom Park	PD	20	Freedom Park	PD	60				Sharon Neese	FD/CS	8	
	FD/S	40		FD/S	40										
Fruitridge	FD/S	20	Fruitridge	FD/S	20	Fruitridge	PD	40				Subtotal EHS		104	
Galt	PD	60	Galt	PD	60	Galt	PD	60				Home Base		109	
Grant	PD	40	Grant	PD	40	Grant	PD	40				TOTAL	24	TOTAL EHS	213
	FD/S	20		FD/S	20										
Grizzly Hollow	PD	20	Grizzly Hollow	PD	20	Grizzly Hollow	PD	20				KEY			
Hillsdale	PD	40	Hillsdale	PD	40	Hillsdale	PD	40	PD - Part day, 5 days per week						
	FD/S	40		FD/S	40				FD - Full day, 5 days per week						
Hopkins	PD	40	Hopkins	PD	40	Hopkins	PD	40	S - Wrap Around, State Preschool						
									CS - Comprehensive Services (HS & State)						
						Illa Collin	FD/S	20							
						Job Corp	FD/S	20							
Kennedy	PD	20	Kennedy	PD	20	Kennedy	PD	20							
La Riviera	FD/CS	20	La Riviera	FD/CS	20	La Riviera	FD/CS	20							
La Verne	PD	20	La Verne	PD	20	La Verne	PD	20							
Mather	PD	20	Mather	PD	20	Mather	PD	20				SUMMARY			
	FD/S	20		FD/S	20		FD/S	20							
Nedra Court	PD	20	Nedra Court	PD	20	Nedra Court	PD	40	Center Based/Full Day @ 840			EHS Center Base @ 104			
						New Helvetia II	PD	40	Center Based/Part Day @ 1830			EHS Home Base @ 109			
Norma Johnson	FD/CS	20	Norma Johnson	FD/CS	20	Norma Johnson	FD/CS	20	Extended Day @ 12						
Northview	PD	20	Northview	PD	20	Northview	PD	20	Home Base @ 102						
	FD/S	20		FD/S	20		FD/S	20							
Phoenix Park	FD/CS	20	Phoenix Park	FD/CS	20	Phoenix Park	FD/CS	20							
Sharon Neese	FD/CS	20	Sharon Neese	FD/CS	20	Sharon Neese	FD/CS	20							
							PD/TP	10							
Solid Foundation	PD	20	Solid Foundation	PD	20	Solid Foundation	PD	40							
Strizek Park	PD	20	Strizek Park	PD	20	Strizek Park	PD	20							
Vineland	PD	20	Vineland	PD	20	Vineland	PD	20							
Walnut Grove	PD	20	Walnut Grove	PD	20	Walnut Grove	PD	20							
Subtotal		890	Subtotal		890	Subtotal		890							
Home Base		30	Home Base		30	Home Base		30							
TOTAL		920	TOTAL		920	TOTAL		920							
Full Day Totals		320	Full Day Totals		320	Full Day Totals		200	GRAND TOTAL SOP HEAD START		2778 (2784)	+6			
Part Day Totals		570	Part Day Totals		570	Part Day Totals		690	GRAND TOTAL SOP EHS		213				

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

**SACRAMENTO COUNTY PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES
FY 2010-2011**

	Program Options:	OPTION 1 (CB) 5 days/ week 10-11 hrs/day 32-50 weeks	OPTION 2 (CB) 5 days/week 6.5-9hrs/day 32-38 weeks	OPTION 3 (CB) 5 days/week 6-8 hrs/day 46-47 weeks	OPTION 4 (CB) 5 days/week 3.5-5.5 hrs/day 32-38 weeks	OPTION 5 (CB) 4 days/week 3.5-4 hrs/day 34-44 weeks	OPTION 6 (CB) 4 days/week 6 hrs/day 33 weeks	OPTION 7 (HB) Home Base 32-38 weeks
AGENCY	Total Funded Enrollments							
SETA	2,778	480	360	12	1794 (1800)*	30		102
Twin Rivers	179		48			131		
Elk Grove	380					380		
Sacramento City	1,272	319				687	194	72
San Juan	680		132		500			48
WCIC (Playmate)	100			20	80			
TOTALS	5,389	799	540	32	2380	1228	194	222
Comments								

* SETA intends to serve more children than we are funded to serve to insure full enrollment and obtain our MRA from the State Department of Education.

Please refer to individual Program Approach forms for specific detail of the above options.

EARLY HEAD START

SACRAMENTO COUNTY PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES FY 2010-2011

	Program Options:	OPTION 1 (CB) 5 days/ week 10 hrs/day 47 weeks	OPTION 2 (CB) 5 days/week 8.5 hrs/day 48 weeks	OPTION 3 (CO) 5 days/week 8–8.5 hrs/day 46-48 weeks	OPTION 4 (HB) Home Base 32-38 weeks
AGENCY	Total Funded Enrollments				
SETA	213	104			109
Sacramento City	115			53	62
San Juan	129		40	41	48
TOTALS	457	104	40	94	219
Comments					

Please refer to individual Program Approach forms for specific detail of the above options.

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

**APPLICATION FOR
FEDERAL ASSISTANCE**

Version 7/03

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		<input type="checkbox"/> Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	2. DATE SUBMITTED	Applicant Identifier
			3. DATE RECEIVED BY STATE	State Application Identifier
			4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION				
Legal Name: Sacramento Employment and Training Agency		Organizational Unit: Department: Children and Family Services		
Organizational DUNS: 159649706		Division: Head Start Grantee and Delegate Agencies		
Address: Street: 925 Del Paso Blvd., Suite 200		Name and telephone number of person to be contacted on matters involving this application (give area code) Prefix: Ms. First Name: Denise		
City: Sacramento		Middle Name		
County: Sacramento		Last Name Lee		
State: CA	Zip Code 95815	Suffix:		
Country: USA		Email: Denise@headstart.seta.net		
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 9 4 - 6 0 0 0 5 2 9		Phone Number (give area code) (916)263-3916	Fax Number (give area code) (916)263-3779	
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input checked="" type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) Modification Request		7. TYPE OF APPLICANT: (See back of form for Application Types) N (Other): City/County Joint Powers Agency Other (specify)		
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): 9 3 - 6 0 0		9. NAME OF FEDERAL AGENCY: Administration for Children and Families/DHHS		
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Sacramento County		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Head Start - Program Improvement		
13. PROPOSED PROJECT Start Date: 08/01/2009		14. CONGRESSIONAL DISTRICTS OF: a. Applicant 3,4,5,11		
Ending Date: 07/31/2010		b. Project 3,4,5,11		
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?		
a. Federal	\$ 1,730,722.00	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:		
b. Applicant	\$.00	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372		
c. State	\$.00	<input checked="" type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW		
d. Local	\$.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?		
e. Other	\$.00	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No		
f. Program Income	\$.00			
g. TOTAL	\$ 1,730,722.00			
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.				
a. Authorized Representative				
Prefix Mr.	First Name Kevin	Middle Name		
Last Name McCarty	Suffix			
b. Title Board Chair	c. Telephone Number (give area code) (916)263-3800			
d. Signature of Authorized Representative	e. Date Signed 04/29/2010			

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Standard Form 424 (Rev.9-2003)
Prescribed by OMB Circular A-102

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Prog. Improvement	93.600	\$	\$	\$ 1,730,722.00	\$	\$ 1,730,722.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 1,730,722.00	\$ 0.00	\$ 1,730,722.00
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)	
	(1) Prog. Improvement	(2)	(3)	(4)		
a. Personnel	\$ 0.00	\$	\$	\$	\$ 0.00	
b. Fringe Benefits	0.00				0.00	
c. Travel	0.00				0.00	
d. Equipment	396,603.00				396,603.00	
e. Supplies	0.00				0.00	
f. Contractual	1,208,218.00				1,208,218.00	
g. Construction	3,500.00				3,500.00	
h. Other	122,401.00				122,401.00	
i. Total Direct Charges (sum of 6a-6h)	1,730,722.00	0.00	0.00	0.00	1,730,722.00	
j. Indirect Charges					0.00	
k. TOTALS (sum of 6i and 6j)	\$ 1,730,722.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,730,722.00	
7. Program Income		\$	\$	\$	\$ 0.00	

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Standard Form 424A (Rev. 7-97)
Prescribed by OMB Circular A-102

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	\$	\$	\$	\$ 0.00	
9.				0.00	
10.				0.00	
11.				0.00	
12. TOTAL (sum of lines 8-11)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 1,730,722.00	\$ 432,681.00	\$ 432,680.00	\$ 432,681.00	\$ 432,680.00
14. Non-Federal	0.00				
15. TOTAL (sum of lines 13 and 14)	\$ 1,730,722.00	\$ 432,681.00	\$ 432,680.00	\$ 432,681.00	\$ 432,680.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:		22. Indirect Charges: None			
23. Remarks:					

SETA Head Start - PI			
Budget Period: 12 months			
	Project Cost	Leveraged Cost	Total Project Cost
A. Salaries - Personnel			0
B. Benefits @ 52%			
C. Travel			
D. Equipment			
P1: Bannon Creek: Modular	191,618		191,618
P16: Bright Beginnings: Modular	185,485		185,485
P48: Northview: Replace HVAC Unit	19,500		19,500
E. Supplies			
F. Contractual			
P2: Twin Rivers USD - Morey: Playground	15,000		15,000
P3: WCIC Playmate - Playground	97,000		97,000
P4: Sacramento City USD - Washington: AC	150,000		150,000
P5: Sacramento City USD - El Baker: Bathroom Flooring	4,642		4,642
P7: San Juan USD - Cottage: Resurface Playground	35,000		35,000
P8: Elk Grove USD - William Daylor: Exit Door	35,000		35,000
P10: WCIC Playmate - Commercial Fencing	21,000		21,000
P11: Sacramento City USD - Hiram Johnson: Playground Repair	2,000		2,000
P12: Sacramento City USD - Window Blinds	6,000		6,000
P13: San Juan USD - Coleman: Playground	65,000		65,000
P14: San Juan USD - Bathroom Remodel	114,000		114,000
P15: Elk Grove USD - Flooring	67,321		67,321
P17: WCIC Playmate - Security Cameras	14,500		14,500
P18: San Juan USD - Ralph Richardson: Playground	40,000		40,000
P20: WCIC Playmate - Storage Shed	5,500		5,500
P21: Sacramento City USD - Pacific: Door w/ Window	1,000		1,000
P22: Sacramento City USD - Fremont: Fencing	4,000		4,000
P25: WCIC Playmate - Flooring	7,000		7,000
P26: Sacramento City USD - J Bonnheim: Fencing Slats	4,000		4,000
P27: Sacramento City USD - Mark Twain: Remove Parallel Bars	1,000		1,000
P28: San Juan USD - Shade Structure	285,000		285,000
P29: San Juan USD - Sunrise: Bathroom Update	15,000		15,000
P31: WCIC Playmate - Freezer/Refrigerator	655		655
P32: Sacramento City USD - Playground/Seating Shade Structure	37,500		37,500
P33: San Juan USD - San Juan: Fencing	50,000		50,000
P34: San Juan USD - Howe: New Bathroom	55,000		55,000
P35: Elk Grove USD - Reese/Mack/Florin: Refrigerators	3,000		3,000
P37: Sacramento City USD - Install Stall Doors	2,000		2,000
P38: San Juan USD - Mariposa: 2nd Door	16,000		16,000
P40: Sacramento City USD - Father KB Kenny: New Sink/Locking Cabinet	500		500
P41: Sacramento City USD - M Anderson: ADA Compliant Picnic Tables	3,600		3,600
P42: San Juan USD - Mariposa: Remove Heater	25,000		25,000
P46: Sacramento City USD - Maple: Remove Playground Trees	1,000		1,000
P47: San Juan USD - Pasadena: Blacktop Resurfacing	25,000		25,000
G. Construction			
P30: Bright Beginnings: Drywell Drainage System	3,500		3,500
H. Other			
P9: Child Safety County System	60,000		60,000
P24: Center of Praise: Privacy Fence	8,000		8,000
P36: Crossroad Gardens Dishwasher	3,200		3,200
P44: Recycled Plastic Playhouses	27,380		27,380
P45: Staff/Child Safety Curriculum	10,364		10,364
P49: Sharon Neese: Pour-in-Place Rubber Resurfacing	13,457		13,457
G. TOTAL PROGRAM COST	1,730,722	0	1,730,722



**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:	\$1,000
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:	\$4,000
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:	\$19,500	
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:	\$13,457	
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</u> <u>PERIOD</u>	<u>PERIOD</u> <u>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

Date of review: 1/25-27/10

	<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	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
Date of review: 3/9/2010

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
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

MEMORANDUM

TO: Ms. Roleda Bates **DATE:** March 25, 2010

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Visions Unlimited, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u>	<u>PERIOD</u>
			<u>PERIOD</u>	<u>COVERED</u>
CSBG-Seniors	Family Self-Suff.	\$ 55,000	1/01/09-12/31/09	1/01/09-12/31/09

Monitoring Purpose: Initial ____ Final X
Date of review: 3/18/10

	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			

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

	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	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

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
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).

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 March 2010 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment		Census Ratios	
			Number	Rate	Emp	Unemp
Sacramento County	690,000	599,600	90,400	13.1%	1.000000	1.000000
Arden Arcade CDP	57,400	49,900	7,500	13.0%	0.083249	0.082638
Carmichael CDP	29,500	26,500	3,000	10.2%	0.044196	0.033389
Citrus Heights city	50,800	46,100	4,700	9.3%	0.076838	0.052031
Elk Grove CDP	35,600	31,800	3,800	10.7%	0.052995	0.042014
Fair Oaks CDP	17,200	16,000	1,200	7.1%	0.026690	0.013634
Florin CDP	13,100	10,400	2,600	20.2%	0.017414	0.029215
Folsom city	27,100	25,500	1,600	6.0%	0.042525	0.018086
Foothill Farms CDP	9,900	8,200	1,800	17.7%	0.013648	0.019477
Galt city	11,200	8,900	2,300	20.9%	0.014787	0.025876
Gold River CDP	4,800	4,700	100	2.6%	0.007807	0.001391
Isleton city	400	400	100	17.1%	0.000606	0.000835
La Riviera CDP	7,000	6,500	600	7.9%	0.010764	0.006121
Laguna CDP	20,600	19,100	1,500	7.2%	0.031834	0.016416
Laguna West Lakeside CDP	5,300	4,800	500	9.4%	0.008082	0.005565
North Highlands CDP	23,200	18,600	4,700	20.0%	0.030952	0.051475
Orangevale CDP	16,000	14,500	1,400	9.0%	0.024229	0.015860
Parkway South Sacramento CD	16,600	12,800	3,700	22.5%	0.021400	0.041180
Rancho Cordova City	31,500	26,800	4,700	15.0%	0.044619	0.052031
Rancho Murieta CDP	2,300	2,200	100	4.4%	0.003619	0.001113
Rio Linda CDP	6,000	4,700	1,200	20.3%	0.007917	0.013356
Rosemont CDP	14,100	12,500	1,600	11.1%	0.020867	0.017251
Sacramento city	219,900	186,300	33,600	15.3%	0.310678	0.371731
Vineyard CDP	5,900	5,500	400	6.8%	0.009185	0.004452
Walnut Grove CDP	500	300	200	30.7%	0.000569	0.001669
Wilton CDP	2,800	2,500	300	9.0%	0.004225	0.002782

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2000 Census.

Notes:

- 1) Data may not add due to rounding. All unemployment rates shown are calculated on unrounded data.
- 2) These data are not seasonally adjusted.

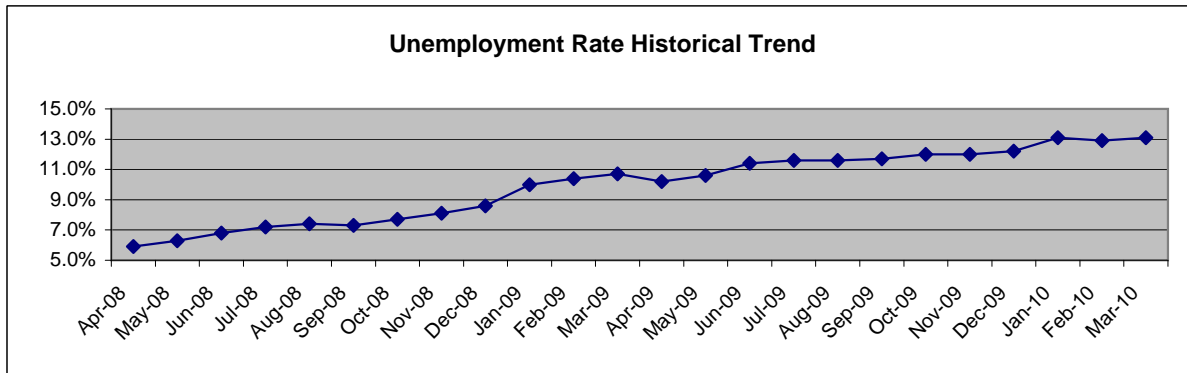
Methodology:

Monthly city and CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the employment and unemployment shares (ratios) of

IMMEDIATE RELEASE

SACRAMENTO-ARDEN ARCADE-ROSEVILLE METROPOLITAN STATISTICAL AREA (MSA)
 (El Dorado, Placer, Sacramento, and Yolo Counties)

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.



Industry	Feb-2010	Mar-2010	Change		Mar-2009	Mar-2010	Change
	Revised	Prelim				Prelim	
Total, All Industries	817,400	820,800	3,400		849,300	820,800	(28,500)
Total Farm	7,100	7,800	700		6,900	7,800	900
Total Nonfarm	810,300	813,000	2,700		842,400	813,000	(29,400)
Mining and Logging	400	400	0		400	400	0
Construction	34,500	35,600	1,100		43,900	35,600	(8,300)
Manufacturing	33,000	33,100	100		34,800	33,100	(1,700)
Trade, Transportation & Utilities	131,400	131,700	300		134,000	131,700	(2,300)
Information	17,900	17,600	(300)		18,600	17,600	(1,000)
Financial Activities	51,100	51,100	0		55,100	51,100	(4,000)
Professional & Business Services	96,500	96,800	300		102,200	96,800	(5,400)
Educational & Health Services	99,500	99,700	200		99,900	99,700	(200)
Leisure & Hospitality	79,100	79,500	400		82,500	79,500	(3,000)
Other Services	27,300	27,400	100		28,800	27,400	(1,400)
Government	239,600	240,100	500		242,200	240,100	(2,100)

Notes: Data not adjusted for seasonality. Data may not add due to rounding
 Labor force data are revised month to month
 Additional data are available on line at www.labormarketinfo.edd.ca.gov
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Data Not Seasonally Adjusted

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios	
					Emp	Unemp

each city and CDP at the time of the 2000 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

City and CDP unrounded employment and unemployment are summed to get the labor force. The unemployment rate is calculated by dividing unemployment by the labor force. Then the labor force, employment, and unemployment are rounded.

This method assumes that the rates of change in employment and unemployment, since 2000, are exactly the same in each city and CDP as at the county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

REPORT 400 C
Monthly Labor Force Data for Counties
March 2010 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,317,000	15,935,900	2,381,000	13.0%
ALAMEDA	13	759,700	669,500	90,200	11.9%
ALPINE	13	560	490	70	11.9%
AMADOR	26	18,160	15,570	2,600	14.3%
BUTTE	30	105,400	89,500	15,900	15.1%
CALAVERAS	35	20,240	16,780	3,460	17.1%
COLUSA	57	12,300	9,100	3,200	26.0%
CONTRA COSTA	15	526,800	463,500	63,200	12.0%
DEL NORTE	25	11,750	10,110	1,650	14.0%
EL DORADO	24	92,800	80,200	12,600	13.6%
FRESNO	46	443,600	360,600	83,000	18.7%
GLENN	42	13,030	10,670	2,360	18.1%
HUMBOLDT	20	61,400	53,700	7,700	12.5%
IMPERIAL	58	74,800	54,600	20,200	27.0%
INYO	7	9,980	8,940	1,050	10.5%
KERN	43	364,300	297,500	66,800	18.3%
KINGS	45	63,100	51,400	11,700	18.6%
LAKE	50	25,500	20,520	4,980	19.5%
LASSEN	35	13,570	11,240	2,320	17.1%
LOS ANGELES	18	4,889,700	4,289,000	600,700	12.3%
MADERA	37	67,700	55,800	11,900	17.5%
MARIN	2	131,000	119,500	11,500	8.8%
MARIPOSA	27	9,420	8,050	1,360	14.5%
MENDOCINO	21	43,580	37,950	5,630	12.9%
MERCED	54	108,800	84,800	24,100	22.1%
MODOC	38	3,960	3,260	700	17.7%
MONO	1	10,080	9,260	820	8.1%
MONTEREY	34	215,100	178,900	36,200	16.8%
NAPA	9	75,500	67,400	8,100	10.7%
NEVADA	18	51,450	45,090	6,350	12.3%
ORANGE	4	1,607,900	1,446,100	161,800	10.1%
PLACER	17	179,200	157,400	21,800	12.1%
PLUMAS	56	9,620	7,410	2,210	23.0%
RIVERSIDE	30	918,900	779,800	139,100	15.1%
SACRAMENTO	23	690,000	599,600	90,400	13.1%
SAN BENITO	53	27,200	21,200	5,900	21.8%
SAN BERNARDINO	29	870,800	741,900	128,900	14.8%
SAN DIEGO	10	1,567,700	1,395,400	172,300	11.0%
SAN FRANCISCO	6	457,700	410,700	47,000	10.3%
SAN JOAQUIN	44	307,000	250,500	56,400	18.4%
SAN LUIS OBISPO	8	138,200	123,500	14,700	10.6%
SAN MATEO	3	372,400	336,000	36,400	9.8%
SANTA BARBARA	4	223,300	200,600	22,700	10.1%
SANTA CLARA	15	879,200	773,400	105,800	12.0%
SANTA CRUZ	32	149,900	127,000	22,900	15.3%
SHASTA	38	85,800	70,600	15,200	17.7%
SIERRA	41	1,720	1,420	310	17.8%
SISKIYOU	48	20,300	16,360	3,940	19.4%
SOLANO	22	215,000	187,100	27,900	13.0%
SONOMA	12	256,500	227,400	29,100	11.3%
STANISLAUS	47	239,800	193,700	46,100	19.2%
SUTTER	55	43,700	33,800	9,800	22.5%
TEHAMA	38	26,220	21,580	4,650	17.7%
TRINITY	52	5,160	4,040	1,120	21.7%
TULARE	48	208,000	167,700	40,300	19.4%
TUOLUMNE	33	26,450	22,330	4,110	15.6%
VENTURA	11	435,700	386,700	49,000	11.2%
YOLO	28	101,500	86,600	14,900	14.7%
YUBA	51	28,800	22,900	5,900	20.5%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2009 benchmark and Census 2000 population controls at the state level.

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

Dislocated Worker Information PY 2009/2010

The following is an update of information as of April 16, 2010 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Unofficial	7/20/2009	COUNTY OF SACRAMENTO SACRAMENTO, CA	9/23/2009	417	Ongoing
Official	8/4/2009	USAA 2201 Harvard St. Sacramento, CA 95815	10/5/2009	261	Pending
Unofficial	8/10/2009	Health Net, Inc. 12033 Foundation Place Rancho Cordova, CA 95670	10/1/2009	25	9/09 Services Ongoing
Official	8/12/2009	Calpine Corporation 1180 Iron Point Rd Folsom, CA 95630	11/4/2009	88	10/1/2009
Official	8/12/2009	Crossmark 4541 Florin Rd Sacramento, CA 95823	10/31/2009	15	Pending
Unofficial	8/14/2009	SMUD 6210 Street Sacramento, CA 95817	4/1/2010	120	On-Going
Unofficial	8/17/2009	Kaiser Permanente Sacramento, CA	10/15/2009	50	11/12/2009
Unofficial	10/6/2009	Safe Credit Union 12519 Folsom Blvd Rancho Cordova 95652	10/28/2009	20	10/28/2009
Unofficial	10/15/2009	Twin Rivers USD 5115 Dudley Blvd McClellan, CA 95660	1/10/2010	150	Pending
Official	11/4/2009	Centepate 400 Ballpark West Sacramento, CA 95691	1/14/2010	342	Coordinating Services West Sacramento
Official	11/19/2010	Worley Parsons 2330 E. Bidwell Folsom. CA 95630	12/30/2010	1	Pending
Official	12/18/2010	ATT Sacramento, CA	12/30/2010	333	12/30/2010
Official	12/22/2009	CDG Management, LLC 1215 Del Paso Blvd. Sacramento, CA 95815	12/31/2010	101	Pending
Official	1/10/2010	Sam's Club 3571 North Freeway Blvd Sacramento, CA 95834	1/22/2010	151	1/21/2010
Official	1/14/2010	Matheson 9780 Dino Drive Elk Grove, CA 95624	2/1/2010	74	1/25/2010
Official	1/22/2010	CVS Caremark 1625 West National Sacramento, CA 95834	3/26/2010	92	3/26/2010
Official	2/1/2010	JC Penney 4801 Urbani McClellan, CA 95834	3/20/2010	55	Pending

Dislocated Worker Information PY 2009/2010

The following is an update of information as of April 16, 2010 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Official	2/1/2010	Bank of America 10850 White Rock Road Rancho Cordova, CA 95670	2/9/2010	60	2/9/2010
Official	2/28/2010	Twin Rivers USD 5115 Dudley Blvd McClellan, CA 95660	3/9/2010	250	4/12/2010
Official	3/1/2010	Elk Grove USD 9510 Elk Grove-Florin Road Elk Grove, CA 95670	3/15/2010	1,125	4/19/2010 Ongoing
Official	3/1/2010	Comcast 1242 National Drive Sacramento, CA 95834	3/3/2010	57	5/1/2010
Official	3/5/2010	Regional Transit 1400 29th St Sacramento, CA 95815	3/15/2010	60	April 2010 Ongoing
Unofficial	3/3/2010	Hard Rock Cafe 545 Downtown Plaza Sacramento, CA 95815	3/3/2010	45	3/27/2010
Official	3/3/2010	Sacramento Unified SD 5735 47th Ave Sacramento, CA	3/8/2010	560	5/13/2010
Unofficial	3/9/2010	AAA 8687 Weyand Ave Sacramento, CA	3/3/2010	100	5/13/2010 Ongoing
Official	3/16/2010	Wells Fargo 2860 Gateway Oaks Dr Sacramento, CA	3/18/2010	415	4/20-27/2010
Unofficial	3/28/2010	Washoe Tribe 3831 North Freeway Blvd Sacramento, CA	4/11/2010	34	5/22/2010
			Total # of Affected Workers	5,001	

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.