



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

KEVIN MCCARTY
Councilmember
City of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

JIMMIE YEE
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County of Sacramento

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, September 2, 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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"Preparing People for Success: in School, in Work, in Life"

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D. Counsel
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VI. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Government Code Section 54956.8

The Governing Board may discuss negotiations concerning the following properties and person(s):

Site #1

Address: 5249 Elkhorn Boulevard, Sacramento

Negotiating Party: Barbara Werbke, Owner

Under Negotiation: Price, Term of Payment, Terms of Agreement for lease

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, AUGUST 25, 2010

ITEM II-A - CONSENT

MINUTES OF THE AUGUST 12, 2010 SPECIAL BOARD MEETING

BACKGROUND:

Attached are the minutes of the August 12, 2010 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

**SPECIAL 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, August 12, 2010
10:00 a.m.

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

Members Present:

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

Member Absent:

Don Nottoli, Vice Chair, SETA Governing Board; Member, Board of Supervisors

II. Consent Items

- A. Minutes of the July 1, 2010 Regular Board Meeting
- B. Approval of Claims and Warrants

The consent items were reviewed; no questions or comments.

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

- A. Approve the July 1, 2010 minutes.
 - B. Approve claims and warrants for the period 6/25/10 through 8/4/10.
- Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval to Extend the Deadline for the Request for Proposals for Head Start Warehouse/Workshop Office Space

Mr. Rod Nishi stated that the RFP was released on Monday, May 3. Three proposals were received and one of the proposals was withdrawn; a fourth was received after the deadline. Subsequent to the deadline, the Agency was notified that the current landlord wanted to submit a proposal. This item requests the extension of the deadline to accept the current landlord's proposal; the new

deadline will be August 27. This is a closed session item; staff is prepared to make a recommendation but the extension is being brought before the board for consideration.

Ms. Scherman asked if this extension was only to accommodate our landlord. Mr. Nishi stated that other proposers will also be allowed to submit proposals. There was discussion as to where the responsibility of notifying the landlord. Mr. Nishi replied that staff directly mailed the RFP announcement to the top 50 commercial brokers and posted a public notice in the Sacramento Bee. The current landlord is requesting consideration to extend the deadline.

Mr. Yee asked whether there would be legal recourse from the two proposers that submitted on time. Mr. Thatch replied that this board has a history of extending deadlines for a variety of reasons. This board retains the right in the RFP to do specific things, one of which is to extend the deadline. The issue is that the current landlord was not aware of the RFP and they feel they can be competitive. It is entirely within this board's discretion.

Speaker before the Board: Mr. Johan Otto, North 10th Partners. Mr. Otto stated that they did talk with the tenant but were totally caught off guard that there was an RFP released. They cannot understand why they did not receive notification and are requesting an extension of the RFP deadline.

Mr. McCarty stated that everyone should learn from this situation and in the future, send notification to the actual landlord that an RFP is available.

Moved/Pannell, second/Scherman, to approve extending the deadline of the RFP to August 27, 2010. If the Board approves the extension, staff will come back to the Board at its September meeting to discuss recommendations for negotiating with the best proposers. Extending the deadline may give the Agency an opportunity to receive more proposals at competitive rates.
Voice Vote: Unanimous approval.

2. Approval of Revisions to the Procurement Policies and Procedures

Mr. Roy Kim reviewed the specific changes to the Procurement Policies and Procedures which brings SETA into compliance with EDD's requirements. Allowable small purchases are changed from \$100,000 to \$50,000. Prior to small purchases utilizing WIA funds, staff would obtain more than one price quote.

Mr. Yee wants to make sure the staff is not confused by the changes. Mr. Kim replied that SETA's purchasing staff already follows EDD's procurement policies.

Moved/Scherman, second/Yee, to approve SETA's Procurement Policies and Procedures, as revised.

Voice Vote: Unanimous approval.

3. Approval of Amendment to Fiscal Year 2009-2010 One-Stop Share of Cost Agreement and Approval of New Fiscal Year 2010-2011 One-Stop Share Cost Agreement with the County Department of Human Assistance and Authorize the Executive Director to Sign the Amendment and the New 2010-11 Agreement and any Amendments to the New Agreement

Ms. Robin Purdy stated that the Workforce Investment Act requires that our partners in the One Stop system pay their fair share. Since 2003, SETA and the Department of Human Assistance agreed to share costs. On June 15 the County Board of Supervisors increased the contract of services to CalWorks by \$1 million. This would provide \$188,000 for self-sufficiency services to the South County Services, and to allocate SETA staff to provide job search services to customers.

Mr. Thatch requested that the board's action include approval to augment South County Services by \$188,000.

Moved/Scherman, second/Yee, to approve the amendment to the current agreement for \$1,100,000 with the County Department of Human Assistance to continue One-Stop Services to CalWorks customers and approve a new agreement for Fiscal Year 2010-11 in the form approved by the Board of Supervisors for further continuation of these One-Stop Services in the amount of \$3,700,000 and authorize the Executive Director to sign the amendment, the new agreement and any required amendments or other documents pertaining to the amendment or the new agreement. In addition, the board approves subcontracting with South County Services in the amount of \$188,000.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

4. Approval to Ratify the Submission of a Health Professions Opportunity Grant Application to the Administration for Children and Families

Ms. Cindy Sherwood-Green reviewed this item. Staff submitted a \$5 million proposal to cover eight counties and 10,000 square miles of service area. SETA will be the lead agency and fiscal agent.

Moved/Scherman, second/Yee, to ratify the submission of the HealthWorks Health Professions Opportunity grant application to the Department of Health and Human Services, Administration for Children and Families in the amount of \$5 million.

Voice Vote: Unanimous approval.

5. Approval of Staff Recommendations for the Adult and Youth Vendor Services (VS) List

Ms. Marianne Sphar stated that the applications were reviewed by an evaluation team. The new vendors will provide services to adult and youth customers.

Moved/Pannell, second/Scherman, to approve The Effort, Inc., and Sacramento Asian American Minority, Inc. (SAAMI) to the Adult and Youth VS Lists
Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

B. WORKFORCE INVESTMENT ACT

1. Appointment of Labor Sector Representative to the Workforce Investment Board

Ms. Kossick stated that this appointment will fill a vacancy due to one of the members moving to the Bay Area.

Moved/Yee, second/Pannell, to appoint Daniel Koen to the vacant labor seat on the Sacramento Works, Inc. board of directors.
Voice Vote: Unanimous approval.

2. Approval to Accept Additional Funds for the California Clean Energy Workforce Training Program

Ms. Purdy stated that this item requests approval to accept funds for the California Clean Energy program. These funds are coming from the California Workforce Investment Board on behalf of six local regions. Staff is working with the state to negotiate a budget. The budget will be brought to the board in September along with recommendations of where to put the money.

Moved/Scherman, second/Yee, to accept \$900,000 in additional funding to expand and continue the Clean Energy Workforce Training Program for an additional year.
Voice Vote: Unanimous approval.

C. HEAD START: No items.

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Update on Publicity/Media Outreach: Ms. Terri Carpenter stated that all of the media was positive.

B. Update on New and Pending Grants: Ms. Purdy reviewed the short summary of the discretionary grants; the grants are focusing on sector initiatives in clean energy and health care. There are a couple of grants focusing on disabled

customers and at-risk youth. Mr. Walker reported that 14 veteran families are being enrolled with more to come. Mr. Yee commended staff for the excellent job of seeking and securing funds for the various programs.

- C. Fiscal Monitoring Reports: No comments.
- D. Head Start Fiscal Report: No comments.
- E. Head Start Policy Council Minutes: No comments.
- F. Employer Recruitment Activity Report: No comments.
- G. Dislocated Worker Update: Mr. Yee asked about the number of people hired Campbell Soup? Mr. Walker stated that the testing process for Campbell Soup is quite lengthy. They utilize the WorkKeys assessment system. Campbell's Soup is still in the assessment process. Mr. Yee inquired whether Mr. Walker had met with the new HR manager at Campbell's Soup; Mr. Yee was able to meet the new person and feels the new HR manager will be excellent. Ms. Pannell inquired about a new store going in the old Circuit City building. Mr. Walker stated that Henry's Market, which offers organic food, is in the process of moving in.
- H. Unemployment Rate Update: No comments.
- I. Workforce Investment Act Incentive Awards for Exemplary Performance for Program Year 2007-08 AND Program Year 2008-09: Ms. Purdy stated that this report shows the excellent work that is being provided at the career centers. These funds will be used to do capacity building and staff training.
- J. Update on the Governor's Gang Reduction Intervention and Prevention Initiative (CalGRIP) program services and Safe Community Partnership: Ms. Christine Welsch reported that this report updates the board on the services provided; SETA received two grants for Safe Community Partnership. SETA will be taking the lead. The grants will be focusing on the City of Sacramento macro corridor and then will serve other areas. Sacramento is the second highest gang activity area in the State of California, second only after Oakland.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick thanked the board for adjusting their schedules and wished Ms. Scherman a happy birthday.
- C. Deputy Directors: Ms. Denise Lee distributed the June monthly report. The California Department of Education contracts have not been signed due to the state budget issues. The Office of Head Start stated that there are to be no inter-fund loans, so staff is looking for additional funding that is not restricted in order

to keep the doors opened. The Children and Family Services department was notified by the landlord of Center of Praise, which serves 60 children, that they are requesting the center area back for their own needs. SETA is the largest tenant there, with a month-to-month lease. The landlord is asking SETA to vacate by October 1. This has forced staff to consider other areas to serve the children, since the focus is on full enrollment. Bright Beginnings will be closed to have the new modular installed. Staff is working to prevent a potential lack of enrollment. The Management team is looking at where to replace the Center of Praise center. Staff has contacted Community Care Licensing to see if there are any centers locally that SETA could take over. In addition, staff is working with three property agents and Child Action to see if there are any centers that could work out. None of the areas toured have been found to be appropriate. There was discussion of moving children to other centers. Ms. Lee stated that there are 11 families affected by the closure of Center of Praise that will go to other centers; many of the children will graduate to kindergarten.

D. Counsel: No report.

E. Members of the Board: Ms. Sherman announced that a "Fill the Bus" event will be held August 28 at Henry's Market in Elk Grove. Food donated will go to the food bank in Elk Grove. Ms. Pannell reported that a business improvement district raised \$2.5 million to be used on Mack Road to put up cameras at three intersections.

F. Public: No comments.

VI. CLOSED SESSION ITEMS

Mr. Thatch stated that under the second closed session item, sites 1 and 2 will not be heard; the Board will take action on sites 3 and 4. There will be a report out of closed session.

The board adjourned into closed session at: 10:57 a.m.

The board went back in open session at 11:14 a.m.; the Clerk called the roll to establish a quorum.

Mr. Thatch stated that there were two items to report out of closed session. The board in a unanimous vote, approved a five year lease, with an option to renew with Site #3, at \$1.15 /sq. foot to \$1.29

Additionally, the Board authorized staff and legal counsel to commence negotiation with site #4.

➔ CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

➔ **CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS.**

Pursuant to Government Code Section 54956.8

The Governing Board may discuss negotiations concerning the following properties and person(s):

Site #1

Address: 261 Richards Boulevard, Sacramento, CA 95814

Negotiating Parties: Michael S. Gellar Revocable Trust (Michael S. Gellar)

Under Negotiation: Price, Term of Payment, Terms of Agreement for lease

Site #2

Address: 301 N. 10th Street, Sacramento, CA 95815

Negotiating Parties: Tower Development (Timothy W. Lee)

Under Negotiation: Price, Term of Payment, Terms of Agreement for lease

Site #3

Address: 5655 Hillsdale Blvd, Suite 8 and 9

Negotiating Parties: The Olivewood Group (Frank and Vincent Maestri)

Under Negotiation: Price, Term of Payment, Terms of Agreement for lease

Site #4:

Address: 5249 Elkhorn Boulevard, Sacramento

Negotiating Party: Barbara Werbke, Owner

Under Negotiation: Price, Term of Payment, Terms of Agreement for lease

VII. Adjournment: The meeting was adjourned at 11:15 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 8/5/10 through 8/26/10, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 8/5/10 through 8/26/10.

STAFF PRESENTER: Kathy Kossick

ITEM II-C - CONSENT

APPROVAL OF TEMPORARY RECLASSIFICATION EXTENSION

BACKGROUND:

On May 3, 2010, Julie Davis-Jaffe, Employment Services Supervisor in the Workforce Development Department was temporary reclassified to the position of Program Officer. Pursuant to Article 1.1b(2) of the agreement between the Sacramento Employment and Training Agency and United SETA Employees, American Federation of State, County and Municipal Employees, Local #146, staff is requesting an extension to October 30, 2010.

Ms. Davis-Jaffe has been assigned to coordinate and develop SETA Summer Youth Employment Program and oversee the summer youth employment program grantees, recruitment, job-readiness, worksite development, payroll, outcomes and close-out, supervise the year-round youth program and Green Job Corps Initiative, provide technical assistance, provider training and provider reporting for the youth programs, and, supervise the DHA Job Club/Job Search program. In addition, Ms. Davis-Jaffe is overseeing the Clean Energy Workforce Training programs in North Sacramento City and County.

The Executive Director has the authority to temporarily reclassify staff up to three (3) months; however, Board approval is necessary to extend these assignments.

RECOMMENDATION:

Approve the temporary reclassification of Julie Davis-Jaffe to Program Officer through October 30, 2010.

STAFF PRESENTER: Robin Purdy

ITEM II-D - CONSENT

APPROVAL OF TEMPORARY RECLASSIFICATION EXTENSION

BACKGROUND:

On June 21, 2010, Patricia Perez, Workforce Development Professional 3 in the Workforce Development Department was temporary reclassified to the position of Employment Services Supervisor. Pursuant to Article 1.1b(2) of the agreement between the Sacramento Employment and Training Agency and United SETA Employees, American Federation of State, County and Municipal Employees, Local #146, staff is requesting an extension to November 5, 2010.

Ms. Perez has been assigned to supervise the Sacramento Works One Stop Career Center – Franklin. She supervise and trains staff and partners, coordinates relationships with collaborating agencies, oversees the core, intensive, and training activities available through the career center, ensures quality customer service, coordinates with employers and training providers, and ensures that the career center meets performance measures and outcomes..

The Executive Director has the authority to temporarily reclassify staff up to three (3) months; however, Board approval is necessary to extend these assignments.

RECOMMENDATION:

Approve the temporary reclassification of Patricia Perez to Employment Services Supervisor through November 5, 2010.

STAFF PRESENTER: Robin Purdy

ITEM II-E - CONSENT

APPROVAL TO ADJUST ZONES IN THE BROADBAND/PERFORMANCE
MANAGEMENT POLICY

BACKGROUND:

On October 1, 1998, the SETA Governing Board approved a “Broadbanding Pay and Performance Management” program. The action taken by the Board was to approve the program as well as the adoption of the “Broadbanding Pay and Management Manual: Guidelines, Policies, and Procedures” in order to fully implement its structure and program. The index referenced as a means of adjusting the zones was the American Compensation Association Salary Survey of Compensation Trends. This index has changed and has not been available for a number of years.

The Executive Director is recommending a modification to the management zones by utilizing the Consumers Price Index – Urban Consumers (CPI-U).

Each exempt management position was placed in one of two salary bands. The following table depicts the effect upon the maximum and minimum amounts that identifies each of the two zones. The range movement utilizes the Consumer Price Index for Urban Consumers (CPI-U).

2008	2009
3.8%	-.4%

The use of CPI-U will move Zone 1 to \$58,992 - \$127,871 and Zone 2 to \$45,207 - \$90,414.

RECOMMENDATION:

Staff is recommending use of the Consumer Price Index – Urban and that the Board approves a modification to the salary ranges of Zone 1 to \$58,992 - \$127,871 and Zone 2 to \$45,207 - \$90,414.

STAFF PRESENTER: Rod Nishi

ITEM III-A – 1 - ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: FINAL READING AND APPROVAL
OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY BUDGET FOR
FISCAL YEAR 2010-2011**

BACKGROUND:

In June 2010 the Board took action to open a public hearing on the 2010-2011 proposed agency budget. At that time, the public hearing was scheduled to close September 2, 2010.

The final budget for the fiscal year 2010-2011 will be sent under separate cover. Staff will be available to answer questions. The final approved budget will also be submitted to the County and City for approval.

RECOMMENDATION:

Hear testimony, close the public hearing and approve the SETA budget for 2010-2011.

STAFF PRESENTER: Roy Kim

ITEM III-A- 2 - ACTION

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

BACKGROUND:

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

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

If your Board approves the revised Conflict of Interest Code, it will then be forwarded to the Sacramento County Board of Supervisors for ratification pursuant to its responsibility as the Code Reviewing Body under the Political Reform Act. The revised Conflict of Interest Code will become effective thirty (30) days after its ratification by the Sacramento County Board of Supervisors. The proposed revised Conflict of Interest Code is attached.

RECOMMENDATION:

Approve the revised Conflict of Interest Code and direct Legal Counsel to forward it to the Sacramento County Board of Supervisors for ratification.

STAFF PRESENTER: Legal Counsel

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

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

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

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

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

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

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

APPENDIX

Sacramento Employment and Training Agency Conflict of Interest Code Designated Employees

The following persons are designated employees of SETA:

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

* Includes both Supervisory and non-supervisory staff

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

All persons holding positions listed above shall disclose:

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

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

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

ITEM III-A - 3 – ACTION

REQUEST TO EXTEND OR CANCEL THE DIGITAL TELECOMMUNICATIONS CORPORATION CONTRACT FOR VOICE OVER INTERNET PROTOCOL (VoIP)

BACKGROUND:

In September, 2007, SETA released a Request for Proposals (RFP) to replace the existing telephone system (Centrex) with a Voice over Internet Protocol (VoIP) System. Key components of this RFP included:

- VoIP telephone service eliminating the Centrex service and reducing annual telephony costs
- Streaming Video capability to distribute educational training to the Head Start classrooms
- Teleconferencing capability

In addition to the annual cost savings, the majority of the Head Start project expense was expected to be reimbursed by the E-Rate program provided by the Schools and Library Division (SLD) of the Universal Services Fund.

Six responses to the RFP were received and in January, 2008, the Governing Board approved staff's recommendation to award Digital Telecommunications Corporation (DTC) a contract in the amount of \$998,145 pending E-Rate approval and funding.

On April 14, 2009, SETA received the Funding Commitment Decision Letter from the Universal Services Administrative Company– SLD and was granted an automatic extension for the installation of equipment and the delivery of services through September 30, 2010.

Since 15 ½ months had passed since DTC presented the equipment and price list, SETA asked DTC to update the contract with current pricing. An updated equipment list was created and the necessary equipment substitution documents prepared requiring SLD approval. The revised project price was \$872,627, which included \$484,079 subject to E-Rate reimbursement and offered SETA an estimated savings of over \$125,000 from the original Board approved amount. In June, 2010, a contract amendment was prepared with the new project price and the contract completion date was extended to September 30, 2010.

Upon further review by SETA's Fiscal Department it was noted that the cost allocation model used to distribute project costs between Head Start and Workforce was not an accurate model. The original model used an 80% Head Start, 20% Workforce split

STAFF PRESENTER: Edward Proctor

ITEM III-A – 3 – ACTION (continued)
Page 2

based upon number of employees. The correct cost allocation model, based upon the number of telephone handsets, is 59% Head Start and 41% Workforce. The net effect of this change is a reduction of the SLD reimbursable amount from \$484,079 to \$324,767.

This change has the effect of costing the contractor more due to less reimbursement. SETA has informed DTC of the potential effect and will be working with the company to determine if this project is still feasible. A final update will be provided at the Board meeting.

RECOMMENDATION:

Based upon the results of additional analysis from the contractor, staff is requesting that the Board take action to either cancel the contract with Digital Telecommunications Corporation or extend the contract for an additional year to September 30, 2011.

STAFF PRESENTER: Edward Proctor

ITEM III-B - 1 – ACTION

APPOINTMENT OF EDUCATION SECTOR MEMBER TO THE SACRAMENTO
WORKS, INC. BOARD OF DIRECTORS

BACKGROUND:

Patrick Godwin, Superintendent of Folsom Cordova Unified School District, recently submitted his resignation of an Education Sector seat on the Sacramento Works, Inc. board due to his retirement. Dr. Bernadette Halbrook, Professor of Counseling and Associate Director of Civic Affairs, CSUS, has submitted an application for this vacant seat. A copy of the application has been sent under separate cover and has been reviewed by Legal Counsel.

Staff will be available to answer questions.

RECOMMENDATION:

Review the staff report, review the application, and appoint Dr. Bernadette Halbrook to the Education Sector vacancy on the Workforce Investment Board operating as Sacramento Works, Inc.

STAFF PRESENTER: Kathy Kossick

ITEM III-B – 2 – ACTION

APPROVAL TO AUGMENT SUBGRANT AGREEMENTS FOR THE CALIFORNIA CLEAN ENERGY WORKFORCE TRAINING PROGRAM

BACKGROUND:

On August 12, 2010, the SETA Governing Board accepted an award of \$900,000 from the Employment Development Department (EDD), to expand the California Clean Energy Workforce Training Program (CEWTP). The goal of the initiative is to promote the use of industry sector strategies as the framework for addressing the need for skilled workers in the industries related to energy efficiency, renewable energy, and alternative and renewable transportation technologies. The State awarded \$900,000 to SETA/Sacramento Works to expand and continue the Clean Energy Workforce Training Programs in the region.

The grant will train 215 customers in the following training programs:

- **Cosumnes River College (CRC)** will train one cohort of 25 students in Home Energy Auditing and Weatherization and one cohort of 25 students for HERS Rater and BPI certification through this training initiative. These courses will prepare students for employment as Weatherization Technicians and Home Energy Auditors in the residential Green Building industry. The cost for 50 students is \$2,519 per student for a total of \$125,950.
- **American River College (ARC)** will train one cohort of 25 students in Solar Technology (installer), Solar System Design, Estimation, and Sales. This program will prepare students for employment as Solar Installers, Solar Technicians and Solar Sales. The cost for 25 students is \$4,545 per student for a total of \$113,625.
- **Sacramento Area Electrical Training Center (NECA-IBEW Local 340) Pre-Apprenticeship Construction Training (PACT)** is a quick, intensive pre-apprenticeship program and will be offered in the evenings providing the opportunity for those currently employed to start exploring careers in construction along with the qualifications and skills needed for the construction trades. The PACT program will focus on emerging work in clean energy such as Photovoltaic, Solar Energy, Geo-Thermal Energy, Wind Power and Sustainability. A total of 15 students will be trained through this program at a cost of \$1,875 per student for a total of \$28,125.

ITEM III-B - 2 - ACTION (continued)

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An additional component of this sector initiative will be a partnership with the Sacramento Municipal Utility District's (SMUD) Energy and Technology Center (E&TC) which promotes energy efficiency, renewable energy, and safe energy usage, products and processes. The Energy and Technology Center will offer training classes and certifications that will lead to a Certified Green Building Professional (CGBP) training certificate and Building Performance Institute (BPI) certifications. Courses will be paid for through this grant. SETA will also partner with CalCERTS and CBPCA to provide upgrade training to allow current HERS raters to attain the new HERS II level certification. This will provide particularly important to programs developed under the SEP for Comprehensive Residential Retrofit work. CalCERTS and CBPCA adhere to the California Energy Commission's process for certifying HERS raters who perform third-party inspections for verification of:

- Duct Sealing
- Thermostatic Expansion Valves
- Refrigerant Charge
- Airflow Measurement
- Building Envelope Sealing Measure

Given the scope of the required construction and energy efficiency training, support materials such as boots, tools, work clothing, dues and fees will be provided to those students who are enrolled in these sector initiative training programs. Additionally, transportation, housing, or childcare assistance may be provided. Staff is recommending allocation of \$221,450 in grant funds for Scholarships to assist 110 students receive certification scholarships and/or support services.

Staff is also recommending two additional contracts for job creation/business development efforts in the clean energy sector. They are:

- **Sacramento Area Regional Technology Alliance (SARTA)**. Staff is recommending \$48,280 to augment SARTA's subgrant agreement to provide early-stage and emerging-growth clean tech companies in our region with mentoring and services support to guide their program development; a directory of clean tech companies; regular CEO-level meetings among the companies, for confidential peer-to-peer support and guidance. SARTA will coordinate the Clean Tech Showcase, provide complimentary attendance to the 2010 Clean Tech Showcase to customers of the Sacramento One-Stop Career Centers, encourage One-Stop clients to post their resumes on the SARTA / RealMatch jobs board, and make information about

ITEM III-B – 2 – ACTION (continued)

Page 3

the jobs board available at One-Stop Career Centers. SARTA will also provide business development support for energy efficiency / renewable energy companies, actively targeting emerging companies for successful recruitment into the VentureStart mentoring program, which focuses on access to capital.

- **Valley Vision and the Green Capital Alliance.** To support the small and medium sized solar manufacturing companies in the region in accessing capital and gain approval of innovative manufacturing processes and materials, staff is recommending augmenting Valley Vision for \$19,095 to research existing standards for PV modules and how they were adopted, research studies that have already been conducted to support adoption of standards, conduct an analysis of what might still be needed, and develop recommendations on a process and resources needed to adopt performance and life standards for solar PV modules. Valley Vision will also research innovative programs and investment policies that could increase access to capital for green businesses with key leaders from financial institutions, venture capital firms, and insurance companies.

Staff is further recommending that 10% be allocated to administration of the grant (\$90,000) and the remainder \$253,475 support Clean Energy Workforce Development Coaches to provide recruitment, assessment, career counseling, and job placement services.

RECOMMENDATION:

Approve an augmentation of the following Clean Energy Workforce Training subgrant agreements:

Cosumnes River College	\$125,950
American River College	\$113,625
Sacramento Area Electrical Training Center	\$28,125
Sacramento Area Regional Technology Alliance (SARTA)	\$48,280
Valley Vision	\$19,095
Total subcontracts	<u>\$335,075</u>

Approve allocating \$221,450 to Scholarships and Supportive Services through the Sacramento Works One Stop Career Center System.

STAFF PRESENTER: Robin Purdy

ITEM III- B – 3 - ACTION

APPROVAL OF FUNDING AUGMENTATION FOR WORKFORCE INVESTMENT ACT
(WIA) ON-THE-JOB TRAINING PROVIDERS WITH CALWORKS AND WIA
NATIONAL EMERGENCY GRANT (NEG) FUNDS, EXTENSION OF
SUBGRANTS THROUGH JUNE 30, 2011, AND APPROVAL TO IMPLEMENT
ON-THE-JOB TRAINING WAIVER

BACKGROUND:

In April, 2009 the SETA Governing Board approved releasing a Request for Proposals (RFP) for employment and training and job creation activities targeting adults and dislocated workers through the American Recovery and Reinvestment Act of 2009. One of the activities funded by the Board is on-the-job training (OJT) which provides job seekers with work experience and skills training needed to successfully obtain and retain employment. OJT is “hire first” program that provides a 50% to 100% reimbursement of the wages paid by an employer to an employee for up to six months of training. The percentage of the wage reimbursement and the length of training are based on the occupation, the elements of training, the experience and work readiness of the trainee, and the difficulty of the job.

The Board funded seven contractors to develop OJT training contracts and match the candidate’s skill and employment interests with an appropriate job opening. The OJT contractors are:

Asian Resources, Inc.
Bach Viet Association, Inc.
Folsom Cordova Community Partnership
La Familia Counseling Center
Lao Family Community Development, Inc.
North State Building Industry Association
Sacramento Chinese Community Service Center

In February, 2010, the Board approved augmenting successful OJT providers with additional TANF ECF and WIA Adult funds, increased the wage reimbursement rate up to 100%, and extended all contracts through September 30, 2010.

In June, 2010, SETA was part of a statewide application funded by the U.S. Department of Labor to provide on-the-job training targeting long-term unemployed dislocated workers. SETA received \$725,000 to develop 103 on-the-job-training contracts. In September 2010, SETA will receive \$1,200,000 from the Sacramento County Department of Human Assistance to provide 171 CalWorks recipients with on-the-job-training opportunities.

STAFF PRESENTER: Robin Purdy

ITEM III-B – 3 – ACTION (continued)

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Staff has reviewed the performance of the on-the-job-training providers and, based upon demonstrated performance, is recommending extension of the on-the-job-training contracts through June 30, 2011 and an augmentation to serve additional customers. Staff is also recommending implementation of a Waiver of Section 101(31)(B) of the Workforce Investment Act which was approved by U.S. DOL which permits up to 90 Percent Reimbursement for On-the-Job-Training contracts. The purpose of this waiver is to increase flexibility for the use of WIA formula funds by permitting up to 90 percent reimbursement of the extraordinary costs of on-the-job training. Reimbursement will be provided on a sliding scale based on employer size:

- up to 90% for employers with 50 or fewer employees;
- up to 75% for employers with 51 to 250 employees;
- for employers with 251 or more employees, reimbursement would remain at the 50% statutory level.

The waiver will allow SETA providers to encourage and expand the hiring of unemployed adult and dislocated workers who lack some of the skills needed to meet an employer's needs.

The staff recommendations for augmentation are attached.

RECOMMENDATION:

1. Approve extension of WIA OJT providers through June 30, 2011.
2. Augment OJT providers with WIA/ARRA Dislocated Worker funds and CalWORKS funds contingent upon execution of SETA's contract with Sacramento County Department of Human Assistance.
3. Approve implementation of the Waiver of Section 101(31)(B) of the Workforce Investment Act which was approved by U.S. DOL which permits up to 90 Percent Reimbursement for On-the-Job-Training contracts.

STAFF PRESENTER: Robin Purdy

Sacramento Employment and Training Agency
Workforce Investment Act and CalWORKs
WORKPLACE LEARNING/JOB CREATION Funding Extension Recommendations
FY2010-2011

Service Provider	Current Funding, FY 2009-2010	Funding Recommendations, FY2010-2011					
		NEG	CW	Total	Number to Serve		
					NEG	CW	Total
Asian Resources, Inc.	\$296,405	\$52,588	\$186,448	\$239,036	11	39	50
Folsom Cordova Community Partnership	288,047	96,016	87,287	183,303	11	10	21
Bach Viet Association	372,274	68,250	235,774	304,024	11	38	49
La Familia Counseling Center	465,404	164,681	171,841	336,523	23	24	47
Lao Family Community Development	249,098	71,171	120,990	192,161	10	17	27
North State Building Industry Foundation	259,380	198,858	0	198,858	23	0	23
Sacramento Chinese Community Service Center	252,778	0	193,796	193,796	0	23	23
	\$2,183,386	\$651,564	\$996,137	\$1,647,701	89	151	240

ITEM III-B – 4 – ACTION

APPROVAL TO RATIFY THE SUBMISSION OF THE DISABILITY EMPLOYMENT
INITIATIVE PROPOSAL TO THE CALIFORNIA EMPLOYMENT DEVELOPMENT
DEPARTMENT

BACKGROUND:

The Employment and Training Administration (ETA), in coordination with the Department of Labor (DOL) Office of Disability Employment Policy (ODEP), announced the availability of approximately \$22 million for cooperative agreements to state Workforce Investment Act (WIA) administering entities, to develop and implement a plan for improving effective and meaningful participation of persons with disabilities in the workforce. Disability Employment Initiative (DEI) grants will be awarded for a three year period of performance.

This funding is being used to implement the DEI, under which the Department intends to make 6 to 10 grant awards that are designed to:

1. improve educational, training, and employment opportunities and outcomes of individuals with disabilities who are un/underemployed and/or receiving Social Security disability benefits; and
2. help these individuals with disabilities find a path into the middle class through exemplary and model service delivery by the public workforce system.

The Disability Program Navigator (DPN) and other grant initiatives resulted in significant improvements in the workforce delivery system. DOL is now looking to refine and verify these delivery strategies for further replication across workforce systems with the Disability Employment Initiative.

The State of California, Employment Development Department is submitting a proposal on behalf of the State of California. SETA has submitted an application to EDD requesting \$450,000 over a three-year period to provide services to disabled adult residing in Sacramento County. The proposal submitted to EDD is sent under separate cover for your review.

RECOMMENDATION:

Ratify the submission of the WIA Disability Employment Initiative proposal to the Employment Development Department

STAFF PRESENTERS: Sandra Kinsey

ITEM III-B – 5 - ACTION

APPROVE THE SUBMISSION OF AN APPLICATION TO THE PG & E FOUNDATION AND ACCEPT VIA GOVERNOR'S 15% VEAP FUNDING FOR THE PG&E POWERPATHWAYS PROGRAM AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENTS, MODIFICATIONS AND ANY OTHER REQUIRED DOCUMENTS

BACKGROUND:

The Sacramento Employment and Training Agency (SETA), American River College and Pacific Gas & Electric (PG&E) Company have been working together for the past two years in an effort to recruit, assess, interview, select and train job seekers for employment with PG&E.

In June, 2010, the Fresno County Workforce Investment Board, on behalf of a collaborative which includes Fresno City College, SETA, American River College and PG&E, submitted a proposal to EDD for the Veterans Employment Assistance Program (VEAP) to create a training and employment pathway for 50 veterans with a focus on recently separated vets, which will lead to jobs at Pacific Gas and Electric and other utilities. The target job is Electric Power-Line Installer and Repairers, or utility line workers. A 280-hour college-credited course will be offered at Fresno City College and American River College and successful graduates will receive a PG&E Power Pathways Utility Line Worker Certificate. PG&E will hire qualified program graduates for open positions and will develop a network of employers who will also hire these graduates.

SETA will provide the staff and facilities required to provide orientation, assessment, pre-screening, and interviewing to select 25 students to enroll in the PG&E PowerPathways program and provide case management, supportive services, follow-up and retention for students while they participate in the American River College classes with the goal of 100% completion. Funding for the staffing of this effort is contingent upon SETA's receipt of funds from two separate sources. SETA will apply for \$25,000 in funding from the PG&E Foundation. If SETA's is successful in this effort and receives PG&E Foundation funding as requested, SETA will then contract with the Fresno County Workforce Investment Board for \$50,000 of WIA Governor's 15% Veterans Employment Assistance Program funds and use the funds from both sources to staff the program.

STAFF PRESENTER: Robin Purdy

ITEM III-B – 5 – ACTION (continued)

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RECOMMENDATION:

Approve the submission of an application for \$25,000 in funding from the PG&E Foundation for the PowerPathways program.

Accept \$50,000 in funding from WIA Governor's 15% VEAP funds from the Fresno County Workforce Investment Board, contingent upon success in obtaining funding from the PG&E Foundation.

Authorize the SETA Executive Director to accept the PG&E Foundation funding, if awarded, and to execute the agreements, modifications and any other documents required by the funding sources.

STAFF PRESENTER: Robin Purdy

ITEM III-D-1 ACTION

APPROVAL TO SUBMIT COMMUNITY SERVICES BLOCK GRANT (CSBG)
DISCRETIONARY GRANT APPLICATION

BACKGROUND:

The State Department of Community Services and Development (CSD) sets aside 5% of the total annual CSBG allocation for discretionary use for special projects, training, technical assistance, and special support. It accepts unsolicited applications for discretionary funding throughout the program year. Funding awards are at the discretion of the Director of CSD.

Approval is requested to submit an application to CSD for \$75,000 in CSBG discretionary funding to provide asset development and financial literacy classes to 80 individuals and families eligible for the Earned Income Tax Credit (EITC), including low-income families, TANF recipients, and Head Start parents. SETA will expand its existing EITC program, which provides free tax preparation to over 1,000 low-income families annually, by adding an education component that would assist families develop budgeting and financial planning skills and the ability to make sound financial decisions with their EITC tax refunds. The project workshops will be conducted through the One-Stop Career Centers and will be implemented in collaboration with the IRS.

RECOMMENDATION:

Approve the submission of a CSBG Discretionary grant application to the State Department of Community Services and Development.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM III-D -2- ACTION

APPROVAL TO DEOBLIGATE \$50,000 IN COMMUNITY SERVICES BLOCK GRANT (CSBG) RECOVERY ACT FUNDING FROM THE VOLUNTEERS OF AMERICA AND AUGMENT THE SALVATION ARMY WITH \$50,000 IN CSBG RECOVERY ACT FUNDING FOR THE HOMELESSNESS PREVENTION AND RAPID REHOUSING PROGRAM (HPRP)

BACKGROUND:

The American Recovery and Reinvestment Act of 2009 includes one-time funding for the HPRP that is intended to prevent homelessness and rapidly transition families and individuals that are homeless into housing stability. Locally, HPRP funding has been integrated with other Recovery Act funding, including Temporary Assistance to Needy Families-Emergency Contingency Fund (TANF-ECF), Community Development Block Grant, the Community Services Block Grant, and foundation funding. Over \$8 million has been allocated to HPRP services in Sacramento County, which is coordinated by the Sacramento Housing and Redevelopment Agency (SHRA).

In May, 2009, the SETA Governing Board approved the allocation of \$1 million in CSBG Recovery Act funding to support the HPRP. SETA subcontracts with three primary HPRP service providers, the Salvation Army, Volunteers of America and Lutheran Social Services. Each was awarded \$333,333 to provide an array of services to homeless and imminently homeless families for the program period of October 1, 2009 through September 30, 2010.

Volunteers of America and the Salvation Army have submitted requests to modify their CSBG Recovery Act HPRP subcontracts to enable them to adjust their HPRP funding to more appropriately fit the eligibility of the customers they serve. Volunteers of America serves more CalWORKs recipients and can utilize additional TANF-ECF funds. The Salvation Army serves more CSBG-eligible clients and can utilize additional CSBG funding.

Approval is requested to deobligate \$50,000 from the Volunteers of America CSBG Recovery Act subcontract and augment the Salvation Army CSBG Recovery Act subcontract in the amount of \$50,000.

RECOMMENDATION:

Approve the deobligation of \$50,000 from the Volunteers of America CSBG Recovery Act HPRP subcontract. Approve the augmentation of \$50,000 to the Salvation Army CSBG Recovery Act HPRP subcontract.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM III-E – 1 – ACTION

APPROVAL OF STAFF FUNDING EXTENSION RECOMMENDATIONS FOR REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS), TARGETED ASSISTANCE (TA) AND DISCRETIONARY PROGRAMS, PY 2010-2011

BACKGROUND:

SETA's Refugee Programs provide direct services intended to result in the economic self-sufficiency and reduced public assistance dependency of refugees and asylees through employment. Due to the refugee resettlement program and large numbers of secondary migrants, Sacramento County has become the home of an estimated 80,000 Russian-speaking refugees, 30,000 Hmong, over 40,000 other Southeast Asian refugees, and has recently become home for refugees resettling from the Middle East.

Over the last five years, Sacramento County has welcomed over 8,000 refugees from around the globe: 70% from the Former Soviet Union, 30% from Southeast Asia, 15% from the Middle East, and a very small percentage from Africa.

For Program Year (PY) 2010-2011, the preliminary State allocation for the Targeted Assistance (TA) program is \$376,045, a decrease of \$486,816. Although SETA has not received the preliminary State allocation for its Refugee Employment Social Services (RESS) program, SETA is anticipating level funding in its State allocation for PY 2010-11 of \$769,772. The preliminary allocation for the Older Refugee Discretionary Grant (ORDG) is \$30,966, a slight decrease from last year. Collectively, preliminary allocations for PY 2010-11 total \$1,176,783, a decrease of \$488,232.

The decrease in the total preliminary allocation is not a reflection of SETA's performance. The decrease is primarily attributable to the revision of the Office of Refugee Resettlement's (ORR) formula for allocation of the TA funds. TA funds have historically been allocated using the most recent five-year refugee arrival data. For PY 2010-11, ORR has chosen to base allocations on the arrival data for the most recent two-year period. ORR stated that the purpose of the change was essential in responding to the service needs of the "newly arriving" populations who are entering the Country.

Services provided with the TA, RESS, and ORDG funds in PY 2010-11 are:

- Vocational English-as-a-Second Language combined with Employment Services (VESL/ES) for cash clients;
- Social Adjustment and Cultural Orientation (SA & CO).
- Direct Employment Services (ES) for non-cash refugees;

STAFF PRESENTER: Michelle O'Camb

ITEM III-E – 1 – ACTION (continued)

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Compared to PY 2009-2010, total program funds available for allocation are \$1,100,265, representing a net decrease of \$798,173. This allocation includes \$100,000 in PY 2009-10 carryover funds which are unspent funds that will be used to support costs in PY 2010-11. A contributing factor to the net decrease is the elimination of Temporary Assistance to Needy Families (TANF) Emergency Contingency Funds (ECF), accounting for over \$232,000 of the decrease.

The following chart represents the allocations by activity:

Activity	Available Funds PY 2009-2010				Available Funds PY 2010-2011*		
	RESS/ Disc.	TA	TANF ECF	TOTAL	RESS/ Disc.	TA	TOTAL
VESL/ES	\$293,474	\$312,664		\$606,138	\$529,150	\$76,988	\$606,138
VESL/VT	100,000			100,000	0		0
SA & CO	289,320			289,320	151,477		151,477
VESL/OJT		249,368	\$232,212	481,580		0	0
ES		421,400		421,400		342,650	342,650
Total	\$682,794	\$983,432	\$232,212	\$1,898,438	\$680,627	\$419,638	\$1,100,265

*If final allocations are less than preliminary allocations, this funding recommendation will be modified accordingly.

PY 09-10 program performance through July 31, 2010, compared to end of year goals, was used as the basis for funding extension recommendations. Through July 31, 2010, programs have enrolled a total of 1,100 customers versus planned enrollment of 764 customers (144%), with 419 (38%) entering employment, and 208 (50%) retaining employment after 90 days. The decrease in entering employment is primarily attributable to the current economic downturn. An additional 884 customers have been served in the SA & CO component.

With the exception of VESL/ES, all activities for PY 2010-11 are either recommended for reduction or elimination. Staff is not recommending significant reductions in funding in the VESL/ES activity because it is an activity which targets the most recent refugee arrivals to the County, supporting the priorities established under the RESS and TA regulations.

Staff is not recommending the extension of the VESL/On-the-Job Training (OJT) and VESL/Vocational Training (VT) activities. These activities are funded by other programs and are available through the Sacramento Works Career Centers (SWCCs), also serving longer-term refugees.

STAFF PRESENTER: Michelle O’Camb

ITEM III-E – 1 – ACTION (continued)
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Staff is recommending a decrease in funding to the SA&CO activity of approximately 50%, including a recommendation not to extend funding to Opening Doors, Inc. (ODI). ODI's PY 2009-10 allocation is approximately \$15,000. A reduction of 50% or more would leave very little funding to operate its SA&CO program. Moreover, ODI is contractually obligated to provide SA&CO services to newly arriving refugees resettled through its Reception and Placement program funded through the U.S. Department of State.

RECOMMENDATION:

Approve funding extensions for the Refugee Employment Social Services, Targeted Assistance, and Older Refugee Discretionary (ORD) programs, PY 2010-2011, as indicated in the attached charts.

STAFF PRESENTER: Michelle O'Camb

**Sacramento Employment and Training Agency
Refugee Program, PY 2010 - 2011
Summary of Staff Funding Recommendations**

SERVICE AGENCY	VESL/ES	VESL/VT	VESL/OJT	ES	SA&CO*	Recommendation PY 10-11**
Asian Resources	\$111,600		\$0	\$74,800		\$186,400
Bach Viet	142,500		0	75,168		217,668
Twin Rivers USD	135,000	\$0	0	72,682		207,682
Hmong Women					\$46,990	46,990
Opening Doors					0	0
SAAC					47,437	47,437
Sac. City USD	99,048			60,000		159,048
Slavic Comm.					57,050	57,050
SOAR	117,990			60,000		177,990
TOTALS	\$606,138	\$0	\$0	\$342,650	\$151,477	\$1,100,265
*Includes the Older Refugee Distretionary Grant (ORDG)						
**Subject to final award of preliminary allocations.						

Sacramento Employment and Training Agency
REFUGEE PROGRAM
Staff Funding Extension Recommendations, PY 2010 - 2011
Component: VESL/ES

PERFORMANCE RANKING	AGENCY NAME	CURRENT FUNDING PY 09-10	STAFF FUNDING RECOMMENDATION PY10-11			
			Amount*	# TO BE SERVED		
1	Bach Viet	\$111,600	\$142,500	59		
1	Twin Rivers USD	135,000	135,000	61		
2	Sacramento Occ. Adv. Res.	99,048	117,990	64		
2	Asian Resources	142,500	111,600	46		
3	Sacramento City USD	117,990	99,048	45		
TOTALS		\$606,138	\$606,138	275		
*Subject to final award of preliminary allocations.						

Sacramento Employment and Training Agency
REFUGEE PROGRAM
Staff Funding Extension Recommendations, PY 2010 - 2011
Component: VESL/VT

PERFORMANCE RANKING	AGENCY NAME	CURRENT FUNDING PY09-10	STAFF FUNDING RECOMMENDATION PY10-11			
			AMOUNT*		# TO BE SERVED	
1	Twin Rivers USD	\$100,000	\$0		0	
TOTALS		\$100,000	\$0		0	
*Subject to final award of preliminary allocations.						

Sacramento Employment and Training Agency
REFUGEE PROGRAM
Staff Funding Extension Recommendations, PY 2010 - 2011
Component: VESL/OJT

PERFORMANCE RANKING	AGENCY NAME	CURRENT FUNDING PY09-10	STAFF FUNDING RECOMMENDATION PY10-11			
			TA*	TANF ECF*	Total*	# TO BE SERVED
1	Bach Viet	\$178,800	\$0	\$0	\$0	0
2	Asian Resources	119,740	0	0	0	0
3	Twin Rivers USD	183,040	0	0	0	0
TOTALS		\$481,580	\$0	\$0	\$0	0
*Subject to final award of preliminary allocations.						

Sacramento Employment and Training Agency
REFUGEE PROGRAM
Staff Funding Extension Recommendations, PY 2010 - 2011
Component: ES Stand Alone

PERFORMANCE RANKING	AGENCY NAME	CURRENT FUNDING PY09-10	STAFF FUNDING RECOMMENDATION PY10-11	
			AMOUNT*	# TO BE SERVED
1	Asian Resources	\$85,000	\$74,800	57
1	Bach Viet	86,400	75,168	56
1	Twin Rivers USD	90,000	72,682	61
2	Sacramento City USD	80,000	60,000	50
2	Sacramento Occ. Adv. Res.	80,000	60,000	63
TOTALS		\$421,400	\$342,650	287
*Subject to final award of preliminary allocations.				

Sacramento Employment and Training Agency
REFUGEE PROGRAM
 Staff Funding Extension Recommendations, PY 2010 - 2011
Component: SA and CO

REVISED

PERFORMANCE RANKING	AGENCY NAME	CURRENT FUNDING PY09-10	STAFF FUNDING RECOMMENDATION PY10-11				
			RESS*	Discretionary*	Total	# TO BE SERVED	
						RESS	Discretionary
1	Slavic Assistance Center	\$90,367	\$43,889	\$13,161	\$57,050	219	44
2	Southeast Asian Assist. Ctr.	92,241	40,857	6,580	47,437	210	22
2	Hmong Women's Heritage	91,309	40,410	6,580	46,990	133	22
3	Opening Doors	15,403	0	0	0	0	0
TOTALS		\$289,320	\$125,156	\$26,321	\$151,477	562	88
*Subject to final award of preliminary allocations.							
SA & CO Staff Funding Recommendations for PY 10-11 reflect a decrease in allocation per agency of approximately 50%.							

ITEM IV-A - INFORMATION

COMMUNITY SERVICES AND DEVELOPMENT MONITORING REPORT

BACKGROUND:

Attached under separate cover are two monitoring reports from the State Department of Community Services and Development for monitoring conducted in June, 2010, which covers the Community Services Block Grant (CSBG) and the CSBG American Recovery and Reinvestment Act funds. There are no findings or recommendations for corrective action in these reports.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM IV-B - INFORMATION
FISCAL MONITORING REPORT

BACKGROUND:

Attached for your information is a copy of the latest fiscal monitoring report.

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

MEMORANDUM

TO: Mr. Jason Buckingham

DATE: August 11, 2010

FROM: Tammi L. Kerch, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Golden Sierra JTA

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA 15%	CTT	\$100,000	7/1/08-12/31/09	7/1/08-12/31/09

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
Date of review: Jan 22, Mar 2, & July 11, 2010

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

Program Operator: Golden Sierra JTA

Findings and General Observations:

The total costs as reported to SETA for WIA 15% CTT have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

We recommend that Golden Sierra Job Training Agency implement the recommendations included in the Independent Auditor's Report performed by Macias, Gini, & O'Connell LLP, dated March 15, 2010 which state:

It is recommended that GS JTA prepare written instructions to be included as part of their accounting policies and procedures manual that indicates basic concepts of proper cutoffs and the individuals responsible for accruing payable at the accounting period end.

It is recommended that GS JTA establish internal controls over its reporting responsibilities and provide to the appropriate personnel responsible for performing the control activities.

cc: Kathy Kossick
Governing Board

ITEM IV-C – 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- D - INFORMATION

HEAD START POLICY COUNCIL MINUTES

BACKGROUND:

Attached are the most recent minutes from the Head Start Policy Council.

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, June 22, 2010
1:00 p.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Jennifer Ryon called the meeting to order at 1:13 p.m. Ms. Patrice Hill read the Thought of the Day. Ms. Tamara Knox called the roll; a quorum was established.

Members Present:

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

Members Absent:

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

II. Consent Item

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

The minutes were reviewed; no questions or corrections.
Moved/Vincent, second/Barbosa, to approve the May 25, 2010 minutes.
Show of hands vote: Aye: 10, Nay: 0, Abstentions: 3 (Ryon, Yaipen-Faulter, and Vandermolen)

III. Action Items

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

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

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

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

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

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

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

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

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

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

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

Mr. Roger Bartlett stated that this item requests the reallocation of funds in the current budget. There were cost savings in a number of different areas. This item will move approximately \$820,000 from under spent budget line items to the personnel and supplies line items. There are savings in the area of fringe benefits, reduced expenses in occupancy, and reduced expenses in nutrition. Staff is requesting to move \$720,000 to personnel and \$100,000 to supplies. In reply to a question as to what was reduced in nutrition, Ms. Brenda Campos stated that staff have been monitoring expenses. It was decided to cut out catering for meetings and certain events. In addition, the Agency has more reimbursed meals. Nothing changed for the children; all children are still being provided meals. There is no change in the total amount of the grant.

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

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

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

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

D. Approval of Labor Agreement

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

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

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

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

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

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

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

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

F. Election of Policy Council Secretary

Ms. Ryon reviewed the board item. There was discussion about which board members would be eligible to serve as Secretary since more than one agency cannot be represented on the Executive Committee. The members include: Coventry St. Mary, Michela Barbosa, and Electa Broussard. Ms. Electa Broussard and Ms. Barbosa both declined to serve as Secretary. Ms. St. Mary agreed to serve as secretary.

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

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

IV. Information Items

A. Standing Information Items

- Introduction of Newly Seated Members: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Bartlett reviewed the summary of the activity for the delegate agencies and SETA Head Start by grant.
- Program Content Area/Mental Health Report: Ms. Melanie Nicolas reviewed highlights of the school year. Three major things have been accomplished this past year: 1) Though the state-wide initiative modular of early childhood theories and practices, staff is working to promote social and emotional development of children. Staff going through train the trainer. 2) Through a partnership with program education staff, mental health staff are working to understand CLASS, which is assessment of positive interactions between children and teachers. 3) Through family partnerships and parent involvement, mental health staff have provided a variety of programs promoting strengthening relationships between spouses. Training has been offered in ways of promoting strong relationships in the family. Ms. Ryon asked about the Healthy Marriage training. The past year or so there were opportunities to receive this training. Mr. Robert Silva stated that staff have conducted two trainings so far: Flourishing Families and the Magic of Love. The funding for these programs is 'iffy' but staff is willing to do more workshops. Board members can call staff if they are interested in this training.
- Program Content Area/Special Education Report: Call Ms. Beverly Sanford if there are questions (263-3056).
- PC/PAC Calendar of Events: Ms. Ryon reviewed the calendar of events.
- Parent/Family Support Unit Events and Activities: No additional reports.

- Sacramento County Head Start/Early Head Start Program Enrollment Report: Call Ms. Elsie Bowers if there are questions (263-3920)
- Community Resources – PC Representatives: Ms. Jeanine Vandermolen stated that there will be a free art walk on Saturday, July 10. She will be showing her art at 18th & “L” Streets. 6:00 p.m. – 9:00 p.m. Target has community partnerships working with art museums promoting Family Art Days. The California History Museum will have Family Day that will not include tours but will offer family friendly projects. Target is sponsoring free museum days in San Francisco.

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

V. Committee Reports

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

VI. Other Reports

- A. SETA Executive Director’s Report: Ms. Kathy Kossick stated that with significant county cut-backs, staff is in the process of seeking additional opportunities for grants. In the last 2 ½ weeks, the Agency has applied for six new grants for our community. There are two national emergency grants dealing with significant unemployment; one specifically for public sector employees. There are 4,500

anticipated public sector layoffs. SETA will apply for a special grant available through the Department of Labor. SETA staff is actively working toward getting more money.

III. Action Items (continued)

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

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

B. Head Start Deputy Director's Report: Ms. Lee reported that program changes requested to have funds moved to deferred maintenance issues. Also had pro-rated COLA was approved. Staff is still waiting on the annual refunding award letter which is expected by August. On July 9, the Budget/Planning Committee will review a list of last-minute list of projects to obligate funds by July 31. It is important for parent feedback and a committee quorum. The SOP has experienced some foreseen closures and unforeseen closures. As part of budget restrictions, the Florin Meadows center was to close, but was reopened with ARRA funds for one more year. The center is slated to close on 7/22. Staff is working at the Bannon Creek center. Staff will probably be keeping Florin Meadows open one month longer in order to serve the children displaced by Bannon Creek. We were in a partnership with River Oaks. River Oaks is funded through the county medical and their budget has been reduced significantly. River Oaks will no longer be offering a therapeutic pre-school program for children with challenging behaviors. River Oaks is no longer able to staff the two rooms and provide services. Staff is meeting to decide where best the children can be served.

C. Chair's Report: No report.

D. Head Start Managers' Reports: Ms. Campos stated that a monitoring meeting will be held on July 22 at 9:00 a.m. Board members will receive notification of this meeting. Facilities staff are working to provide services/ maintenance for the centers.

E. Community Agency Reports

- Child Health and Disability Prevention Program (vacant)
- Maternal, Child and Adolescent Health Advisory Board: No report.
- Community Action Board: No report.

F. Open Discussion and Comments: No comments.

G. Public Participation: None.

VII. Adjournment: Meeting adjourned at 3:07 p.m.

ITEM IV-E– 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 2010/2011

The following is an update of information as of August 19, 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	5/26/2010	HAVI Logistics 826 National Drive Sacramento, CA 95834	7/28/2010	103	Pending
Official	6/4/2010	Child Action Sacramento, CA	7/28/2010	85	8/9/2010
Official	6/28/2010	McDonough Holland & Allen PC's 500 Capitol Mall Sacramento, CA	8/31/2010	106	Pending
Unofficial	7/1/2010	U.S. Census Sacramento, CA	8/31/2010	50	8/3/2010
Official	7/1/2010	EdFund 10370 Peter A McCuen Blvd Mather, CA 95655	8/27/2010	18	Pending
Official	7/1/2010	Zip Realty Emeryville, CA	8/31/2010	39	Pending
Official	8/13/2010	O1 Communications, Inc. 1515 K street, Ste. 100 Sacramento, CA	9/30/2010	52	Pending
			Total # of Affected Workers	453	

ITEM IV-F - INFORMATION

UPDATE ON THE ROLES AND RESPONSIBILITIES OF THE GOVERNING BOARD AND ITS OVERSIGHT OF THE HEAD START/EARLY HEAD START PROGRAM

BACKGROUND:

The ***Head Start Program Performance Standards*** clearly state the roles, functions, and responsibilities of governing bodies and policy groups in relation to the Head Start and Early Head Start programs. They clearly define how the governing body and policy group partner with program staff to ensure that high-quality services are provided to children and their families.

Guest Presenter, Mr. Jerry Gomez, will present updates regarding the roles and responsibilities of the Governing Board as it relates to the oversight of the Head Start/Early Head Start Program.

Mr. Jerry Gomez is a management consultant with over 30 years Federal and private experience in administering and developing Head Start programs. As the former associate director for Head Start in ACF Region 9, Jerry has in-depth knowledge in Head Start's numerous rules, regulations and interpretations and now assists numerous agencies to achieve sustainable program compliance. He has conducted over 120 Federal reviews, dozens of individual self-assessments, and provided extensive management training at conferences and workshops for directors, managers, and governing bodies as well as individualized training and technical assistance for dozens of Head Start programs.

Mr. Gomez combines his consulting expertise with challenging but realistic expectations, a commitment to Head Start's core principles, and a generous dose of humor and support.

STAFF PRESENTER: Denise Lee

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.