



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
Board of Supervisors
County of Sacramento

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Executive Director

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, February 4, 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 LEGAL COUNSEL - ANTICIPATED LITIGATION:
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9:
One potential case

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, JANUARY 28, 2010

REVISED AGENDA DISTRIBUTION DATE: FRIDAY, JANUARY 29, 2010

ITEM II-A - CONSENT

MINUTES OF THE JANUARY 7, 2010 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the January 7, 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

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

Thursday, January 7, 2010
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Kevin McCarty called the meeting to order at 10:04 a.m.

Members Present:

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

Member Absent:

Sophia Scherman, Public Representative

II. Consent Items

The consent calendar was reviewed; no questions or comments.

- A. Minutes of the December 3, 2009, Regular Board Meeting
- B. Approval of Claims and Warrants

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

- A. Approve the December 3, 2009 minutes.
- B. Approve the claims for the period 11/24/09 – 12/21/09.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA: No items.

B. WORKFORCE INVESTMENT ACT

- 1. Approval to Endorse the Sacramento Municipal Utility District (SMUD) California Residential Building Retrofit Program Proposal and Ratify Execution of a Memorandum of Understanding and Non-Disclosure Agreement

Ms. Christine Welsch reviewed the Memorandum of Understanding with SMUD, which is part of an application process with California Energy Alliance. It has been reviewed and approved by legal counsel. SETA will be leveraging funds

with clean green jobs funds. In addition, marketing and training support will be leveraged.

Mr. Yee asked if there is an income level required for this program. Ms. Welsch stated that some of the services will be specifically for low income residents but most will be for owner occupied homes; she doesn't know about the income level. SETA's part is leveraging the resources for training to put people to work.

Moved/Yee, second/Pannell, to endorse the Sacramento Municipal Utility District (SMUD) proposal to the California Energy Commission on behalf of the Sacramento Regional Energy Alliance (SREA) to implement the Home Performance Program, and ratify execution by the Executive Director of the Memorandum of Understanding and Non-Disclosure Agreement and authorize the Executive Director to execute such resolutions and other documents as necessary to implement the Memorandum of Understanding.

Voice Vote: Unanimous approval.

C. HEAD START

1. Approval of Out of State Travel to attend the Early Head Start National Orientation Conference

Ms. Kossick offered to answer questions.

Moved/Pannell, second/Yee, to approve out-of-state travel to the Early Head Start National Orientation Conference in Spring, 2010 for an approximate cost of \$8,000.

Voice Vote: Unanimous approval.

2. Approval of Tuberculosis Policy

Ms. Brenda Campos reported that Head Start is required to align with County policies regarding changing the tuberculosis requirements for three-year olds. The policy was modified to state that three-year olds must have a TB questionnaire filled out. This policy was approved by both the Parent Advisory Committee and the Head Start Policy Council.

Moved/Pannell, second/McCarty, to approve the SETA Head Start/Early Head Start Tuberculosis Policy.

Voice Vote: Unanimous approval.

3. Approval to Contract for a Pre-School Oral Language/Literacy Curriculum

Ms. Denise Lee stated that this item is requesting approval to contract with Houghton Mifflin for \$99,465. A number of people came together to review and select an oral language curriculum to enhance the Head Start curriculum. The

curriculum by Houghton Mifflin is the curriculum children were the most responsive to. Staff are recommending approval to enter into a purchase contract with Houghton Mifflin.

Mr. Yee inquired where there was such a wide range between the initial quotes and the final quote. Ms. Lee explained that SETA is able to share resources between classrooms which allowed for fewer units being purchased. Mr. Yee thanked staff for negotiating the costs so low. Ms. Jennifer Denzel was introduced and thanked for her work on this project.

Moved/Yee, second/Pannell, to approve a contract with Houghton Mifflin to purchase and implement *Where Bright Futures Begin!* oral language/literacy curriculum in the amount of \$99,547.

Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 0 (Mr. Nottoli not yet present.)

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of Resolution to Accept Community Services Block Grant (CSBG) American Recovery and Reinvestment Act (ARRA) Funds and Authorize the SETA Executive Director to Sign all Grant Documents

Ms. Cindy Sherwood-Green reviewed this item which expands the earned income tax credit program. This is to expand the outreach and increase the number of tax returns to be prepared and increase the refunds received.

SETA is part of the local community working on this program. Board members will be e-mailed sites where tax preparers will be available.

Moved/Pannell, second/Yee, to approve a resolution accepting CSBG funding.

Voice Vote: Unanimous approval.

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. California's Forgotten Middle-Skill Jobs

Ms. Christine Welsch reviewed this item. This report talks about what middle skill jobs are and what the potential training for these jobs. This is the bulk of the work done at SETA for people to attain the jobs and training for middle skill jobs.

Mr. Nottoli arrived at 10:18 a.m.

Mr. Nottoli stated that this report is very important and is something that needs to be shared with colleagues, i.e., school boards. Ms. Kossick stated that the entire WIB and education partners received copies of this report. Mr. Nottoli asked that this report be sent to the city and of all cities within the county making decisions on budget priorities. Ms. Pannell stated that SETA needs to support some of the training facilities that provide training for middle skills jobs.

- D. Unemployment Statistics: This data is from November, 2009.
- E. Dislocated Worker Update: Mr. Walker corrected the date of layoffs at Worley Parsons to 2/3/2010. AT&T will be closing three of their call centers, which will dislocate 249 employees. AT&T has not yet issued a WARN notice; staff have worked with the union. Capitol Development Group, a telemarketing company, laid off 101 employees; most of the staff have been re-hired by a new company. Kaiser is in labor negotiations and has not yet laid anyone off. Twin Rivers will be laying off 120 employees due to the merger of school districts.

Mr. Walker introduced Kristina Smith and Sandra Williams who provided dislocated worker orientations during the time SETA was closed.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick introduced the newly elected Policy Council Chair Jennifer Ryon and the newly elected Parent Advisory Committee Chair Jeanine Vandermolen. Ms. Carpenter gave Board members a folder that has the employer and business services brochure. Also included is a DVD that was produced that highlights employers that have been helped by Sacramento Works, Inc.
- C. Deputy Directors: No reports.
- D. Counsel: No report.
- E. Members of the Board: No reports.
- F. Public: No comments.

VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION:

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9:
One potential case

The board adjourned into closed session at 10:30 a.m.

VII. Adjournment: Meeting adjourned at 10:45 a.m. with no report out of closed session.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 12/22/09 through 1/28/10, and all expenses appear to be appropriate.

STAFF PRESENTER: Kathy Kossick

ITEM III-A – 1 - ACTION

APPROVAL OF AMENDMENT TO CONTRACT FOR RETENTION OF ECONOMIC DEVELOPMENT SERVICES AND AUTHORIZE THE BOARD CHAIR TO SIGN THE AMENDMENT

BACKGROUND

The Sacramento Employment and Training Agency (SETA) has committed the services of SETA employee Jim Pardun to the County's Department of Economic Development and Intergovernmental Affairs (County) on a full-time basis since entering an agreement on October 30, 2001. Mr. Pardun works on a variety of economic development projects and functions as a specialist on workforce and training issues with new or expanding businesses. Since 2001, the County has reimbursed SETA all compensation costs which SETA incurs in the employment of Mr. Pardun.

This item proposes the current contract with the County be amended to allow for the cost of Mr. Pardun's salary and benefits to be shared by the County and SETA. The amendment is retroactive to July 1, 2009, when Mr. Pardun began providing services to SETA that are eligible for reimbursement with federal Workforce Investment Act funds. Under the amendment, the initial allocation of services will be fifty percent to the County and fifty percent to SETA, with the County reimbursing SETA a corresponding share of Mr. Pardun's compensation costs. The proposed amendment also authorizes modifications to the allocation of time and commitment of services and compensation with mutual written agreement of the County and SETA. Any such agreement must be memorialized by a Memorandum of Agreement that has been approved as to form by County Counsel on behalf of the County and SETA Counsel on behalf of SETA.

The proposed amendment also authorizes modifications to the allocation of time and commitment of services and compensation with mutual written agreement of the Director of the Department of Economic Development and Intergovernmental Affairs and the Executive Director of SETA. SETA estimates that the annual compensation costs for Mr. Pardun in the year beginning July 1, 2009, will be \$180,789. Under the amended contract, SETA's costs will be fifty percent of these costs, approximately \$90,395. This amount is consistent with the amount budgeted by the Agency to pay for Mr. Pardun's services in Fiscal Year 2009-10.

This item will be presented to the Board of Supervisors on February 2, 2010.

RECOMMENDATION:

Approve the First Amendment to Contract for Retention of Economic Development Services between the Sacramento Employment and Training Agency and County of Sacramento, and authorize the Board Chair to execute this amendment.

STAFF PRESENTER: Kathy Kossick

**FIRST AMENDMENT TO CONTRACT FOR
RETENTION OF ECONOMIC DEVELOPMENT SERVICES**

THIS FIRST AMENDMENT TO AGREEMENT is made and entered into as of this 4th day of February, 2010, by and between the COUNTY OF SACRAMENTO, a political subdivision of the State of California, hereinafter called and referred to as "County," and the SACRAMENTO EMPLOYMENT AND TRAINING AGENCY, a joint powers agency of the City of Sacramento and the County of Sacramento created pursuant to the joint powers agency laws of the State of California, hereinafter called and referred to as "SETA." County and SETA shall be referred to as "Party" or "Parties."

RECITALS

WHEREAS, County and SETA have previously entered into an Agreement on October 30, 2001, for retention of economic development services wherein SETA has committed the services of SETA employee Jim Pardun ("Pardun") on a full-time basis exclusively to County's Department of Economic Development and Intergovernmental Affairs ("Department of Economic Development") and County reimburses SETA for one hundred percent (100%) of Pardun's salary, benefits and other compensation costs (the "Agreement");

WHEREAS, County and SETA desire to amend the Agreement to allow for the commitment of Pardun's services to County on a part-time, nonexclusive basis, provided that County reimburses SETA for Pardun's services based on a corresponding pro-rata share of Pardun's compensation; and

WHEREAS, County and SETA desire to adjust, from time to time, the percentage of Pardun's time committed to County services and the corresponding pro-rata amount of compensation that County reimburses SETA for Pardun's services to County; and

WHEREAS, County and SETA desire to authorize the County Director of Economic Development (Director) and the Executive Director of SETA (Executive Director) to make Reimbursement Adjustments from time to time during the term of this Agreement.

NOW, THEREFORE, the Agreement is amended as follows:

1. Replace Section 2 with the following:

During the term of this Agreement, SETA shall allocate Pardun's services on a part-time, non-exclusive basis to County's Department of Economic Development as its economic development specialist in charge of job training and other economic development services. While performing services as County's economic development

specialist, Pardun shall administer a variety of economic development projects and undertake such other duties as may be assigned by the County Director of the Department of Economic Development. All direction which Pardun receives in performing services of an economic development specialist shall be initiated exclusively by County, and not by SETA. All direction which Pardun receives in performing other services for SETA shall be initiated exclusively by SETA, and not by County.

2. Replace Section 4 with the following:

County and SETA agree as follows with regard to the payment of compensation:

- a. County shall reimburse SETA for County's pro-rata share of salary, fringe benefits and other compensation costs (Compensation Costs), as identified in Exhibit A, which SETA incurs in the employment of Pardun during the term of this Agreement, including but not limited to: (i) employer costs associated with the provisions of fringe benefits provided to similarly classified SETA personnel; and (ii) pro-rata premium costs associated with any insurance or self-insurance by which SETA provides workers' compensation and unemployment benefits and any workers' compensation or unemployment benefits actually paid to or on behalf of Pardun to the extent such benefits are not covered by insurance or self-insurance to which SETA has contributed. County shall advance SETA one-fourth of the annual estimated expenditures (the quarterly amount set forth in Exhibit A). At the end of each quarter, SETA will submit an invoice to County for actual expenditures that County shall promptly reimburse to SETA. County shall adjust the advanced amount outstanding from time to time to reflect the most recent quarter's expenses. The full advance will not be recovered nor be used to offset expenditures until the final quarter of the Agreement, where it will offset any amounts due to SETA as declared in the final invoice. Any amount advanced in excess of the final invoice will be returned to County by SETA. Any shortfall between the advanced amount and the actual expenditures shown on the final invoice shall be promptly reimbursed to SETA by County.
- b. The reimbursement of Compensation Costs by the County to SETA shall be made on a pro-rata, percentage basis as agreed by the Parties. Commencing on July 1, 2009, SETA shall commit fifty percent (50%) of Pardun's services to County and County shall reimburse SETA fifty percent (50%) of Pardun's Compensation Costs. The remaining fifty percent (50%) of Pardun's time shall be committed to SETA services as determined by SETA. SETA will pay the remaining fifty percent (50%) of Pardun's Compensation Costs.
- c. In addition, the Director of Economic Development (Director) and the Executive Director of SETA (Executive Director) are authorized, upon mutual written agreement of the Director and Executive Director, to modify the allocation of time and commitment of services and compensation

required for Pardun's services to County. Any such agreement shall be memorialized by a Memorandum of Agreement that has been approved as to form by County Counsel on behalf of the County and SETA Legal Counsel on behalf of SETA, shall be executed by the Director and Executive Director, and shall identify the percentage of Pardun's time that will be committed to County services and the percentage of compensation costs that County shall reimburse to SETA.

Except as otherwise expressly modified or amended herein, all of the terms, conditions and covenants contained in the Agreement shall remain in full force and effect. To the extent of any conflict between the Agreement and this Amendment, this Amendment shall prevail.

IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to Agreement to be duly executed as of the day and year first written above.

**COUNTY OF SACRAMENTO, a political
Subdivision of the State of California**

By _____
**Chair of the Board of Supervisors of
Sacramento County, California**

ATTEST: _____
Clerk of the
Board of Supervisors

**SACRAMENTO EMPLOYMENT AND
TRAINING AGENCY**

By _____
Chair of the Governing Board
Sacramento Employment and Training Agency

ATTEST: _____
Clerk of the
Governing Board

Approved as to Form:

Sacramento County Counsel

SETA Legal Counsel

ITEM III-A – 2 - 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: Esperanza Lindsey

**Adult Vendor Services (VS) List
Staff Recommendation**

APPLICANT: Crossroads Diversified Services, Inc.

Location: 9300 Tech Center Drive, Suite 160, Sacramento, CA 95826

Applicant's Background:

Crossroads is a current vendor on the Adult Vendor Services List. Approval of this recommendation will add Basic Computer/Technology Literacy to the list of activities offered by this vendor.

Crossroads Diversified Services, Inc. is a private, non-profit agency founded in 1978. Crossroads provides individualized employment services to adults and youth with psychiatric disabilities and other barriers to employment. Since 1986, Crossroads has served more than 6,500 adults and youth and assisted over 3,500 individuals secure employment.

Crossroads is governed by a twelve member volunteer Board of Directors and administered by a Chief Executive Officer. The Executive Director and two Program Managers are responsible for the overall management of employment services. Direct services are provided by a team of 27 staff and 4 administrative support staff.

Activity	Individual Rate	Group/Workshop Rate
Basic Computer/ Technology Literacy	\$90 per session per individual 3 session maximum or \$270	\$150 per session per group 3 session maximum or \$450 (2 client minimum to 15 client maximum)

Note: All sessions are scheduled for 90 minutes.

ITEM III-A – 3 - ACTION

APPROVAL TO ACCEPT FUNDS FROM THE CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT VETERANS EMPLOYMENT-RELATED ASSISTANCE PROGRAM (VEAP) AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT AND ANY MODIFICATIONS TO THE AGREEMENT

BACKGROUND:

In September 2008, the California Employment Development Department (EDD) announced the availability of up to \$12 million in Workforce Investment Act (WIA) funds for the Veterans Employment-Related Assistance Program (VEAP). Staff, in partnership with the Sacramento Veterans Resource Center (SVRC), developed a proposal to provide services to veterans, specifically those recently released. The funding focused on transitioning veterans to high-wage, high-growth occupations within California using the skill sets they obtained in the military.

At that time, according to statistics provided by EDD's Transitional Assistance Program and the California Department of Veteran Affairs, approximately 29,800 veterans were separating from the U.S. Armed Forces and choosing to reside in California. Included in this estimate are members of the Active Duty, National Guard and Reservists.

The Sacramento Employment and Training Agency (SETA) proposed to be the fiscal agent for the proposal and contract the training funds to the Sacramento Veterans Resource Center (SVRC) to provide the case management, training and job development/placement activities. SVRC utilizes a network of veteran resources, which includes EDD and the Sacramento Works One Stop Career Center system, to serve veterans. The target population was to be 170 veterans serving in recent campaigns that include the current Iraq War and Desert Storm.

In December of 2009, the California Employment Development Department awarded SETA \$750,000 in American Recovery and Reinvestment Act funds to ensure that former members of the military will receive job training and employment services as part of the continuing veteran's jobs initiative.

RECOMMENDATION:

Take action to accept \$750,000 from the California Employment Development Department's Veteran Employment-Related Assistance Program (VEAP) to serve veterans. Authorize SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

STAFF PRESENTER: William Walker

ITEM III-A - 4 – ACTION

APPROVAL OF USE OF FUND BALANCE

BACKGROUND:

The SETA Governing Board directs and approves use of the Agency's fund balance. The Agency Executive Director is anticipating Agency participation in the annual Cap to Cap trip sponsored by the Metropolitan Chamber of Commerce. Legal Counsel has determined that since this trip is essentially held to lobby the legislators on various issues, grant funds cannot be utilized. The Executive Director is requesting Use of fund balance for up to \$6,800 for participation of the Workforce Deputy Director and the Executive Director. As teams and topics are finalized for this event, the Executive Director will determine if two participants are necessary. Estimated costs for this trip are \$6,800.

RECOMMENDATION:

Approve the use of approximately \$6,800 in agency fund balance to cover travel and attendance costs for the Executive Director and Workforce Deputy Director to participate in the 2010 Cap to Cap trip in April.

STAFF PRESENTER: Kathy Kossick

ITEM III-B – 1 – ACTION

APPOINTMENT OF REQUIRED PARTNER MEMBER TO THE SACRAMENTO
WORKS, INC. BOARD

BACKGROUND:

The Sacramento Works, Inc. Board is a 41-member board comprised of representatives from the private sector, education, economic development, labor, and required partners. The required partners represent public employment service, rehabilitation agency, and public assistance agencies. The required partner seat representing senior employment has become vacant and staff has received an application for this seat.

Ms. Tanja Poley is the new Program Manager for the Senior Employment Program for Area 4 Agency on Aging. This seat has been vacant since November, 2008 when Ms. Gloria Parker resigned.

Ms. Poley's application is being sent under separate cover. Legal counsel has reviewed Ms. Poley's application.

Staff will be available to answer questions.

RECOMMENDATION:

Appoint Ms. Tanja Poley to the vacant required partner seat representing senior employment on the Sacramento Works, Inc. Board of Directors.

STAFF PRESENTER: Kathy Kossick

ITEM III-B – 2 – ACTION

APPROVAL OF FUNDING MODIFICATIONS FOR AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) PROVIDERS

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.

Funded activities included:

- Classroom Training, Occupational Skills
- Workplace Training/Job Creation
- Business Development and Innovations

The funds were distributed in two phases, one beginning July 1, 2009 and one beginning October 1, 2009. In January, 2010, the Sacramento Works Planning and Oversight Committee reviewed the performance of the ARRA funded providers and received input from staff and training providers on their progress towards meeting their enrollment goals. The committee directed staff to contact providers who were under-enrolled at the end of the second quarter, identify pending enrollments, identify providers that are not meeting their contracted enrollment goals, and recommend to the SETA Governing Board that these contracts be reduced. The Committee further directed staff to identify providers that have exceeded their goals and recommend an augmentation to the SETA Governing Board. Staff has contacted all providers and verified pending enrollments. A summary of the performance of the Recovery Act Phase 1 and 2 programs is attached.

Staff is recommending that the Governing Board deobligate \$143,167 from three providers who have experienced late start-up or who have determined that they are unable to operate the proposed program. These programs are

1. TechSkills of Sacramento: \$80,760
2. Tree of Hope Funding: \$32,500
3. Mutual Assistance Network: \$29,907

In October, 2009 the Sacramento County Department of Human Assistance allocated \$2,000,000 in TANF ECF funds to augment the Workplace Training activity by subsidizing wages for job seekers who are on Temporary Assistance for Needy Families (TANF) or parents in needy families with an annual income of less than 200% of the Federal Poverty Income Guidelines. A portion of these funds (\$1,102,893) was used to partially fund the Phase 1 and 2 Workplace Learning providers and on-the-job-training slots in the Refugee Services program.

STAFF PRESENTER: Robin Purdy

ITEM III-B – 2 – ACTION (continued)

Page 2

Staff is recommending that the Board augment successful Workplace Learning providers with TANF ECF funds and WIA Adult funds, increase the wage reimbursement rate up to 100% for all providers funded with TANF ECF funds for on-the-job training, and extend all contracts containing TANF ECF wage subsidies through September 30, 2010. Staff is also recommending deobligating \$269,256 in TANF ECF funds allocated to Volunteers of America and augmenting this program with \$269,256 in WIA Adult/ Dislocated Worker funds to ensure that the program is successful in serving it's target group, single homeless adults residing at Mather Community Campus.

In January, 2010, SETA was awarded \$1,042,240 in Recovery Act Dislocated Worker (ARRA 25 Percent) funds by the California Employment Development Department. These funds can be used for Rapid Response and Re-training. Because the California Workforce Investment Board policy encourages Local Areas to use the funding for increasing the number of dislocated workers trained, staff is recommending that \$425,000 be used this year to augment the Scholarship Fund for the Sacramento Works One Stop Career Centers that have exhausted their dislocated worker scholarship accounts, \$175,000 be used to provide rapid response and re-employment services, and \$200,000 be used next fiscal year to provide scholarships. The remaining funds will be used to provide administrative and program support services and information technology infrastructure improvements. In addition, staff is recommending deobligation of \$18,000 of unused Scholarship funds from SWCC Mather Career Center (which has become an affiliate or satellite center to the SWCC-Rancho Cordova) and obligate the funds to the SWCC Rancho Cordova.

Charts indicating performance statistics through December, 2009 and the staff recommendations for deobligation and augmentation are attached.

RECOMMENDATION:

1. Deobligate \$143,167 in WIA and Recovery Act funds from programs experiencing late start-up or under-enrollment after the second quarter of operations.
2. Augment successful Workplace Training (OJT and Work Experience) providers with WIA Dislocated Worker and TANF ECF Subsidized employment funds and extend the time frame for subsidized employment through September, 2010.
3. Deobligate \$269,256 in TANF ECF funding from Volunteers of America and obligate \$269,256 in WIA Adult/Dislocated Worker funds to Volunteers of America.
4. Augment Sacramento Works One-Stop Career Centers with \$425,000 in WIA Dislocated Worker funds to increase the number of scholarships for dislocated workers.
5. Transfer \$18,000 in unused WIA Adult/Dislocated Worker scholarship funds from SWCC- Mather to SWCC-Rancho Cordova.

STAFF PRESENTER: Robin Purdy

Sacramento Employment and Training Agency
 Recovery Act/Workforce Investment Act (WIA), Title I, Adult/Dislocated Worker Program
 Occupational Skills Training Programs

Agency Name	Critical Occupation Clusters	Projected Annual Number To Serve	Total Funding (2009-2010)	Actual Number Served 12/31/09	Number Scheduled to Begin Training in 2010	Reported Expenditures	% of Enrollments as of 12/31/09	Comments
Phase I								
Center for Employment Training	Maint/Repair, Construction, Clean Energy Tech	64	\$323,770	20	18	\$53,193	59%	18 students attending classes but paperwork is pending
MTI College	Healthcare-Sup Svcs, Admin-Sup Svcs, Installation, Maint/ Repair	44	\$351,615	36	0	\$342,898	82%	
Univ. Enterprises/Sac State College of Continuing Educ.	Clean Energy Technology	50	\$210,950	31	2	\$135,008	66%	
Los Rios Community College District	Healthcare-SSvcs, Admin-SSvcs, Installation, Maint/ Repair, Clean Energy Tech	196	\$852,181	126	36	\$700,831	83%	
No. Calif. Teamsters Training & Education Trust Fund	Transportation, Construction, Production	17	\$146,094	4	13	\$137,504	100%	
Tech Skills of Sacramento	Admin-Sup Svcs, Healthcare-Sup Svcs, Information Tech	45	\$255,783	41	0	\$255,783	91%	
Sac City USD Skills and Business Educ. Center	All Critical Occupation Clusters	100	\$357,100	91	0	\$185,692	91%	
Galt Joint Union High School District	Healthcare-Support Services, Maintenance/ Repair	40	\$175,263	19	18	\$2,500	93%	19 attending 18 waiting approval of EMT internship contract
Greater Sacramento Urban League	Administrative-Sup Svcs, Healthcare-Sup Svcs	78	\$300,958	42	0	\$73,302	54%	
Phase I Totals		634	\$2,973,714	410	87	\$1,886,711	78%	
Phase II								
Center for Employment Training	Medical Assistant and Medical Administrative Assistant	40	\$264,620	11	9	\$63,902	50%	
Los Rios Community College District	Welding, Helpdesk/Computer Support, Bookkeeping Junior level, Digital Literacy	50	\$239,083	48	1	\$234,318	98%	
The Stride Center/GSUL++	A+ PC Technician	30	\$107,594	19	11	\$107,594	100%	19 students are attending class but need to complete paperwork
Phase II Totals		120	\$611,297	78	21	\$405,814	83%	
Total		754	\$ 3,585,011	488	108	\$2,292,525	79%	

* - Mark Sanders, Galt, South County, Ran** - Mather, Rancho Cordova, Citrus Heights

Sacramento Employment and Training Agency
 Recovery Act/Workforce Investment Act (WIA), Title I, Adult/Dislocated Worker Program
 Workplace Training/Job Creation Funded Programs

Agency Name	Critical Occupation Clusters	Annual Plan for Number Served	Total Funding 2009-2010	Enrollments through December 31, 2009	Pending Enrollments	% of Annual Plan	WIA Recommended Action	TANF ECF Recommended Action	Total	Additional training slots
La Familia Counseling Center, Inc. (OJT)	Hospitality, Healthcare-Sup Svcs, Admin-Sup Svcs, Installation, Maint/Repair	40	\$238,327	25	8	83%	11,241	195,207	206,448	25
Asian Resources, Inc. (OJT)	Hospitality, Healthcare-Sup Svcs, Admin-Sup Svcs, Installation, Maint/Repair	25	\$97,500	22	1	92%	9,623	145,607	155,229	25
Sac Chinese Comm. Service Center, Inc. (OJT)	Transpo, Tour/Hospitality, Admin-SSvcs, Healthcare-SSvcs, Install., Maint/Rep.	25	\$149,682	12	0	48%	Increase wage subsidies only. Continue evaluation and report back in March	106,978	106,978	
Lao Family Community Development (OJT)	Healthcare-SSvcs, Admin-Svcs, Tourism/Hospitality, Construction	25	\$149,750	7	3	40%		94,740	94,740	
Beutler Corporation (OJT)	Clean Energy Technology, Construction	20	\$197,586	3	1	20%		145,191.00	145,191	
Asian Resources, Inc. (WEX)	Clean Energy Technology, Weatherization	25	\$141,800	24	0	96%	6,670	79,640	86,310	20
Bach Viet Association, Inc. (OJT)	Tran/Prod, Install/Maint-Rep, Heath-SSvcs, Tour/Hospitality, Admin-SSvcs	25	\$133,125	28	2	120%	15,547	221,174	236,722	35
Phase I Totals		185	\$1,107,770	121	15	74%	43,080	988,537	1,031,617	105
Volunteers of America of Greater Sacramento (WEX)	Food Service Careers	56	\$300,000	20	0	36%	269,256	(269,256)	no change in total	
Folsom Cordova Community Partnership (OJT)	All critical occupations	30	\$179,070	4	6	33%	Increase wage subsidies only. Continue evaluation and report back in March	92,572	92,572	
North State Building Industry Association (NSBIA) (OJT)	Construction Careers	30	\$148,560	2	9	37%		101,406	101,406	
Crossroads Diversified Services (WEX)	All critical occupations	30	\$142,080	15	0	50%		-	-	
Tech Skills of Sacramento (OJT)	Instructional Assistants	30	\$80,760	Employer no longer qualifies for OJT	0		(64,608)	(16,152)	(80,760)	
Assoc. Gen. Contractors of CA Construction Educ. Foundation (AGC) (WEX)	Construction Careers	30	\$169,500	30	0		AGC Returned funds. SETA Operates program in partnership with JAR and Laborer's		-	
		0								
Phase II Totals		206	\$1,019,970	41	15	27%	204,648	(91,430)	113,218	-
Total		391	\$ 2,127,740	162	30	49%	\$ 247,728	\$ 897,107	1,144,836	105

Sacramento Employment and Training Agency
 Recovery Act/Workforce Investment Act (WIA), Title I, Adult/Dislocated Worker Program
 Business Development and Retention Funded Programs

Agency Name	Critical Occupation Clusters	2009-2010 : Goals	Funding for 2009-2010	Progress December 2009	Reported Expenditures	Recommended Action
Phase 1						
Beutler Corporation	Clean Energy Technology, Installation	Develop training materials and curriculum for Consoltrades and Flash Cool business initiatives	\$35,000	On-track with contracted goals. Consoltrades Curriculum completed and approved.	\$ 19,250	
Bestco, a Division of Beutler Corporation	Clean Energy Technology, Installation	Train 40 workers to manufacture and install Flash Cool evaporative cooling products	\$314,496	Start-up planned in March, 2010. 100% wages Training curriculum in development. SETA staff is working Beutler Management to recruit and develop OJT contracts.	\$ -	
Sacramento Area Regional Technical Alliance (SARTA)	Clean Energy Tech, Technology, Healthcare-Sup Svcs, Admin-SSvcs	Create 12 companies and 122 jobs, serve 10 companies in Venture Lab, provide FreshStart workforce development transition services to 250 job seekers, insitute workforce development track at CleanStart and provide 15 Leadership Training sessions	\$250,000	On-track with contract goals.SARTA has relocated to Power Inn Road where they are now functioning as a Venture Lab and technology incubator. Three companies are currently on-site: Solera Power Corporation, Stratovan, and California Sunlight. Two additional companies are in negotiations. In October SARTA coordinated CleanStart with a workforce development track for over 600 people.	\$ 118,818	
Tree of Hope Funding, Inc.	Small Business Development	Micro Enterprising for 10 Businesses and 30 Jobs	\$65,000	Start-up delayed until 1-4-10 due to contract issues. Pro-rate budget for 6 month program		(\$2,500)
Sacramento Regional Conservation Corps	Clean Energy Technology, Construction	Develop Re-Use store - will be a warehouse & retail facility for building materials that has been deconstructed from residential remodeling & demolition projects. Training in deconstruc- tion field, creating self-sustaining store, reducing burden of debris on landfills, and creating full-time employment positions.	\$200,000	First cohort of workers enrolled (6 are enrolled paperwork pending on 2)		
Phase I Totals		-	<u>\$864,496</u>		<u>\$138,068</u>	<u>(\$32,500)</u>
Phase II						
Opening Doors, Inc.	Tourism/Restaurant Management	Kitchen incubator proram provides training that will allow graduates to open their own business; 43 jobs created	\$170,000	On-track with contract goals. First cohort of 14 participants will be graduating from phase 1 to enter into phase 2 of the program by the end of this month. Second cohort of 17 participants to begin in February.	\$ 21,291	
Sac Asian Pacific Chamber of Commerce	Green Business Development	Website development with green jobs focus for employers that results in 25 employed.	\$25,000	On track with contract goals.		
Mutual Assistance Network of Del Paso Heights	Restaurant/Food Service	Development of the "Firehouse Café and Produce Market"; residents can purchase fresh fruits and vegetables from local growers, coffee and lunch items; resulting 29 employed.	\$113,505	Start-up delayed until March 2010 due to delay in SHRA's processes. Pro-rate budget for staff and overhead. Continue wage subsidy allocation		(29,907)
Phase II Totals		-	<u>\$308,505</u>		<u>\$21,291</u>	<u>-\$29,907</u>
Total		-	<u>\$ 1,173,001</u>		<u>\$ 159,359</u>	<u>\$ (62,407)</u>

Sacramento Employment and Training Agency
Workforce Investment Act (WIA) Title I, Adult/Dislocated Worker
ONE-STOP SERVICES
Staff Funding Recommendation
FY 2009 - 2010

Sacramento Works One Stop Career Center	WIA One Stop Services Subgrants FY2009-2010					
	One-Stop Services	Talent Development Scholarships	New Start	Recommended Augmentation	Total Funding	Number to be Served
Subcontracted Sacramento Works One Stop Career Centers						
Broadway - Asian Resources, Inc.	\$374,040	\$220,000	\$76,667	\$50,000	\$720,707	3,773
Citrus Heights - Crossroads	302,954	210,000		25,000	\$537,954	2,297
La Familia Counseling Center	258,000	130,000			\$388,000	3,017
Lemon Hill - Sacramento City USD	470,812	150,000	76,667	50,000	\$747,479	3,773
Sacramento County - Mather	240,000	18,000		-18,000	\$240,000	2,303
Sacramento Urban League	258,000	120,000			\$378,000	2,447
South County - Elk Grove USD	330,812	250,000	76,667	50,000	\$707,479	3,773
Total Subcontracted	\$2,234,618	\$1,098,000	\$230,001	\$157,000	\$3,719,619	21,383
Funding Year 2009-2010						
Sacramento Works One Stop Career Center	One-Stop Services	Talent Development Scholarships	New Start	Recommended Augmentation	Total Funding	Number to be Served
SETA hosted Sacramento Works One Stop Career Centers						
Sacramento Works CC - Franklin	\$435,812	\$145,000		\$50,000	\$630,812	4,035
Sacramento Works CC - Galt	168,000	75,000		25,000	\$268,000	1,556
Sacramento Works CC- Hillsdale	300,812	190,000		50,000	\$540,812	4,035
Sacramento Works CC - Mark Sanders	498,812	170,000		75,000	\$743,812	4,618
Sacramento Works CC - Rancho Cordova	248,000	220,000		68,000	\$536,000	2,297
Total SETA hosted	\$1,651,436	\$800,000		\$268,000	\$2,719,436	16,541
Total Funding	\$3,886,054	\$1,898,000		\$425,000	\$6,439,055	\$37,924

ITEM III-B – 3 - ACTION

CONCURRENCE WITH THE SACRAMENTO WORKS, INC. OF FUNDING
EXTENSION RECOMMENDATIONS FOR THE AMERICAN RECOVERY AND
REINVESTMENT ACT OF 2009 (RECOVERY ACT) / WORKFORCE INVESTMENT
ACT (WIA) YOUTH EMPLOYMENT SERVICES FOR PROGRAM YEAR 2010-2011

BACKGROUND:

The American Recovery and Reinvestment Act of 2009 (Recovery Act) included an allocation to provide youth employment services via the Workforce Investment Act. Allowable activities include work readiness, summer employment and year-round youth development services.

SUMMER EMPLOYMENT SERVICES:

In Summer 2009, SETA and community partners implemented a very successful Sacramento Works for Youth Summer Employment program. The planning and implementation of a new large-scale summer program was very fast-paced and required a very dedicated and proactive partnership between SETA and community partners. It should also be noted that the state and federal government were issuing programmatic guidelines in the midst of program implementation. Twenty summer youth providers provided work readiness and employment activities to over 950 youth in 2009. SETA staff coordinated the eligibility and enrollment process and provided ongoing training and technical assistance to twenty summer youth providers. SETA coordinated the payroll process in concert with the Community College Foundation. SETA staff also provided direct case management services for internal SETA programs and Youth Council initiatives. The 2009 summer program was evaluated during the summer 2009 by both internal SETA staff and the State of California, with ongoing program performance conducted by SETA staff.

To develop the 2010 funding extension recommendations, the summer programs were evaluated based on the following factors:

- Capacity to provide work readiness and summer employment services;
- Understanding and adhering to the Sacramento Works Youth Council's program design and performance requirements;
- Understanding and adherence to the Recovery Act requirements;
- Staffing infrastructure – appropriate and adequate staff to participant ratio;
- Provider responsiveness to SETA and program requirements;
- Appropriate and timely delivery of services including worksite development, job matching, case management, payroll process
- Program staff participation in program delivery
- Current program performance review or performance of similar program services
- Appropriate program administrative costs.

STAFF PRESENTER: Christine Welsch

ITEM III-B – 3 – ACTION (continued)

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On January 27, 2010, the Sacramento Works, Inc. concurred with the Sacramento Works Youth Council's recommendation to subcontract \$1,858,711 in Recovery Act/WIA Youth funds for services for the period May 1, 2010 to September 30, 2010. This funding is contingent on availability of funds and calculated on an average of 25 hours per week

Payroll services will be coordinated by SETA and the Community College Foundation. . SETA's service contract with the Community College Foundation will continue to be used to coordinate payroll for the summer program. The fee for processing payroll, which includes the worker's compensation premiums, is approximately 16% of the actual wages. Based on successful outcomes and availability of funds, recommendations to augment providers for year round services will be made in the late summer/early fall 2010. The recommendation for summer youth funding is:

1. Provide 735 youth summer employment services through subcontracts for services and wages;
2. Authorizes staff to increase average hours per week based on available funds.

YEAR-ROUND RECOVERY ACT SERVICES

In the fall of 2009, four summer providers were selected to provide 120 youth year-round youth development services with Recovery Act funding:

California Human Development Corporation
Crossroads Diversified Services
Lao Family Community Development
Mutual Assistance Network

The funding included the provision of youth development services, case management and work experience wages. Of the four providers, only Lao Family is close to full enrollment as of January 2010. The Youth Council and Sacramento Works, Inc. recommended negotiating with these providers to augment the year-round Recovery Act provider contracts with sufficient funds to provide year-round youth development services and subsidized summer employment to youth enrolled in the WIA Year-round program. This augmentation could include additional funding for youth wages, staffing and overhead for an additional three months to continue services through the summer.

STAFF PRESENTER: Christine Welsch

YOUTH COUNCIL INITIATIVES

In addition to providing the traditional summer youth employment opportunities, the Sacramento Works Youth Council has identified the following strategies to improve and enhance youth service delivery which include:

- Engage employers to increase youth development and cultural diversity competencies.
- Attract and prepare youth for jobs in critical occupations and career pathways.
- Transparency and accountability – Under the Recovery Act local areas must track and document the implementation and success of the stimulus funds.

Youth Empowerment Studio (YES) Enterprise (also known as Sacramento Works Youth programs – Telling Our Story): The Center for Multicultural Cooperation (CMC) created the Youth Empowerment Studio (YES) Enterprises program to train youth to become Youth Media Consultants. The youth consultants are trained to produce videos, provide technology trainings, and create social media that assist public sector organizations in becoming more efficient and effective at accomplishing their missions and communicating their message. SETA will identify up to ten youth to participate in this activity. CMC will provide video documentation of Sacramento summer youth activities, post production, duplication, public outreach, youth training and supervision. Participant wages and case management will be provided to six to ten eligible youth. The wages (approximately \$18,000) will be paid out of the year-round youth program. Recommendation: Allocate \$25,000 to the Center for Multicultural Cooperation (CMC) for YES.

Career Pathways Pilot Program: In the summer 2009 SETA, in partnership with SCUSD and Sacramento City College implemented a very successful Human Services pilot program. High school juniors and seniors participated in a six week summer community college “camp” for a human services/teaching careers pathways program. Since last summer, twelve of the youth continued working in the human services field and will participate in another summer community college class.

Recommendation: Continue the partnership with SCUSD and Los Rios Community College District and expand the career pathway concept to incorporate other careers and add another school district – San Juan Unified School District. Allocate up to \$60,000 for program and curriculum development, classroom instruction and program supervision. Recovery Act/WIA funds will provide case management, support services and student stipends for the summer employment.

STAFF PRESENTER: Christine Welsch

RECOMMENDATION:

Review and concur with the Sacramento Works, Inc. approved funding recommendation of \$1,858,711 for the Recovery Act / WIA Youth Services 2010-11 to:

1. Provide 735 youth summer employment services through subcontracts
2. Authorize staff to increase average hours per week based on available funds.

Negotiate with the Recovery Act year-round providers to augment their contracts with sufficient funds to provide year-round youth development services and subsidized summer employment to youth enrolled in the WIA Year-round program.

Continue service contract with the Community College Foundation to coordinate payroll for the summer program.

Allocate \$25,000 to the Center for Multicultural Cooperation (CMC) for YES to serve up to 10 youth.

Allocate up to \$60,000 for program and curriculum development, classroom instruction and program supervision for Career Pathways programs to serve up to 25 youth.

The funding stipulations and a chart outlining the summer youth employment services funding recommendations are attached.

STAFF PRESENTER: Christine Welsch

ARRA Summer Youth Funding Stipulations 2010

Services

- Recruitment - Youth ages 16-21 must meet the WIA Youth eligibility requirements
- Recruitment is encouraged to focus on youth most in need
 - Out-of-school youth and those most at risk of dropping out
 - Youth in and aging out of foster care
 - Youth offenders and those at risk of court involvement
 - Homeless and runaway youth
 - Migrant youth
 - Indian and Native American youth
 - Youth with disabilities
 - Veterans
 - Children of incarcerated parents
- Required services - Work Readiness and Work Experience/Community Service Projects
- Additionally, academic enrichment is encouraged, especially for those youth without high school diplomas
- Green Jobs – providers will identify at least 20% of the worksites or one community service project with a Clean Energy/Green Jobs focus
- Pay rate for all youth will be \$8.00 per hour
- Adherence to state and federal child labor and other appropriate laws;
- Work sites may be public sector, private-sector, and non-profit
- Activities may not be at the following locations: casinos, zoos, aquariums, golf courses or pools (This includes but is not limited to employment activities, field trips, academic enrichment, etc.)
- Work Experience and Community Service Projects cannot have an unfavorable impact on current employees – i.e. no supplanting.

Staffing

- Due to the complexity of the ARRA Summer Youth program requirements, it is expected that funded staff are dedicated to the ARRA youth program (not providing other program case management and services).
- Providers must submit rosters of ARRA funded staff to SETA. Funds for unfilled positions (more than 30 days) are subject to deobligation and/or redirection.

RECOVERY ACT YOUTH FUNDING PY 2010-2011

Provider	Funding Recommendations					# Served Year 1	WEX or Commy Service Project	Neighborhood or SWCC
	Youth Wages @25hrs X 9 wks	Program mgmnt Costs +Support Services	Total	Cost per participant	Yr 2# Youth			
Sacramento Chinese Community Service Center	\$ 108,000	\$ 58,653	\$ 166,653	\$2,778	60	60	WEX	Franklin/ Hillsdale
Soil Born Farms	\$ 27,000	27,000	\$ 54,000	\$3,600	15	15	CS	Rancho & County
LaFamilia Counseling Center	\$ 108,000	66,425	\$ 174,425	\$2,907	60	62	WEX	LaFamilia
North State BIA	\$ 36,000	40,159	\$ 76,159	\$3,808	20	22	WEX	North Sac
City of Sacramento	\$ 108,000	34,324	\$ 142,324	\$2,372	60	59	WEX/CS	City
San Juan Unified School District	\$ 108,000	66,425	\$ 174,425	\$2,907	60	60	WEX/CS	Citrus Heights & Arden Arcade
SCUSD - Career Tech Prep	\$ 90,000	16,372	\$ 106,372	\$2,127	50	98	WEX	Sac City USD
Sacramento County Office of Education	\$ 54,000	46,169	\$ 100,169	\$3,339	30	32	CS	Arden Arcade & County
CA Indian Manpower	\$ 54,000	48,950	\$ 102,950	\$3,432	30	31	WEX	County
Elk Grove Unified School District	\$ 90,000	41,226	\$ 131,226	\$2,625	50	49	CS	Elk Grove USD
Galt JUHSD	\$ 54,000	30,049	\$ 84,049	\$2,802	30	29	WEX/CS	Galt & Delta
Folsom Cordova Community Partnership	\$ 90,000	52,200	\$ 142,200	\$2,844	50	83	WEX/CS	Rancho/Folsom Cordova USD
Twin Rivers USD	\$ 72,000	58,090	\$ 130,090	\$3,252	40	53	WEX	Twin Rivers USD
Roberts Family Development	\$ 36,000	35,000	\$ 71,000	\$3,550	20	20	WEX/CS	North, Central & South Sac
Greater Sacramento Urban League	\$ 72,000	35,324	\$ 107,324	\$2,683	40	72	WEX	Del Paso Hgts & Natomas
Crossroads Diversified		21,615	\$ 21,615	\$721	30	59	WEX	Rancho & Citrus Heights
Lao Family Community Development	Negotiate with providers to continue services from year round contract into summer activities.	25,970	\$ 25,970	\$866	30	50	WEX/CS	South Sac/North Sac
Mutual Assistance Network		21,615	\$ 21,615	\$721	30	21	WEX/CS	Del Paso Hgts
CA Human Development Corporation		26,145	\$ 26,145	\$872	30	40	WEX/CS	County, Galt & Delta
Subtotal		\$ 1,107,000	\$ 751,711	\$ 1,858,711	\$2,529	735	745	
Community College Foundation @ estimate 16% of wages	\$ 177,120		\$ 177,120					

RECOVERY ACT YOUTH FUNDING PY 2010-2011

Youth Council Initiatives		85,000	\$ 85,000		35	65		
Total	\$ 1,284,120	\$ 836,711	\$ 2,120,831	\$2,754	770			

ITEM III-C – 1 - ACTION

RATIFICATION OF THE SUBMISSION OF A GRANT APPLICATION TO THE CALIFORNIA DEPARTMENT OF EDUCATION FOR AN INFANT-TODDLER RESOURCE GRANT

BACKGROUND:

The California Department of Education (CDE) released an announcement of available funding for quality improvement activities of infant-toddler child care and development programs. A total of \$789,855 has been appropriated for Infant-Toddler Resource Grants from the Child Care and Development Block Grant and the American Recovery and Reinvestment Act (ARRA). Funding is being made available to qualified CDE contractors.

SETA has been an Early Head Start (EHS) grantee since the first wave of available funding, currently serving 457 infants and toddlers in Sacramento County. SETA has recently been awarded EHS expansion funds to serve an additional 196 infants and toddlers. SETA has consistently provided comprehensive, high quality services to meet the needs of low-income children and families in the county throughout its tenure as a Head Start/Early Head Start grantee. Board approval is requested to ratify submission of an application to CDE in the amount of \$24,000 to support existing full day CDE/EHS collaboration classrooms by providing additional class materials, as well as necessary staff training and resources. This funding would enable SETA to close the gap on the unmet needs existing in the Infant-Toddler Program. These funds would make it possible to implement an oral language curriculum for toddlers.

The grant application was submitted to CDE by the due date of January 15, 2010,

RECOMMENDATION:

Ratify the submission of a grant application to CDE in the amount of \$24,000 to provide enhanced services in the Infant-Toddler Program.

STAFF PRESENTER: Robyn Caruso

ITEM III-C – 2 – ACTION

APPROVAL TO PROCURE COMPUTERS FOR THE HEAD START ELECTRONIC
STUDENT SIGN-IN PROJECT

BACKGROUND:

As part of the 2009-2010 Program Improvement Grant Application, SETA Head Start requested and was awarded \$60,000 to create an electronic student sign-in/sign-out system. At present, this process is paper based, one sheet per classroom per day. This data must be manually tabulated and transferred to various forms, copied, stored, and forwarded for federal and state funding. In addition the exact time of drop off or pick up may be missing or inaccurate, resulting in possible disallowed costs.

The new system will use touch screen computers to select the child's name and an electronic pad to capture the signature. The date and time will be automatically recorded. All required reports and forms will be electronically created and stored. The system will also be capable of displaying student counts for accurate head count and supervision and can be expanded to capture meal counts and substitute teacher "clock-in and clock-out".

Over the past few months the necessary computer programs have been developed and tested.

The SETA Information Technology Staff has been researching and testing suitable computer equipment for this project. SETA received three written quotations from three vendors. One proposal for 77 ASUS computers and SigLite signature pads from Zytech Solutions in the amount of \$58,495 is being recommended. The computers on the quotation from Central Computer of \$49,906 are no longer available. The demonstration computer from the second proposer, Allied Network Solutions totaling \$46,825 did not work properly. Other computers are available but at a significantly higher cost. Staff tested the computer in the Zytech Solutions proposal and it meets or exceeds all of SETA's requirements.

RECOMMENDATION:

Approve the purchase of 77 ASUS touch screen computers and signature pads from Zytech Solutions in the amount of \$58,495.

STAFF PRESENTER: Ed Proctor, IT Chief

ITEM III-C – 3 - ACTION

APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN SACRAMENTO COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES NURSE FAMILY PARTNERSHIP PROGRAM AND SETA

BACKGROUND

The Nurse-Family Partnership Program is an evidence based, nurse home visiting program that improves the health, well-being and self-sufficiency of low-income, first-time parents and their children. The Memorandum of Understanding between the Nurse-Family Partnership and SETA will allow for joint development procedures to refer clients, transition clients, and the participation of the socialization activities with Early Head Start Home Base socializations. The Nurse-Family Partnership Program's Public Health Nurses will also administer tuberculin skin tests serum as needed at socializations to parents as required in order to participate in home visits.

RECOMMENDATION

Approve the Memorandum of Understanding (attached under separate cover) with the Nurse-Family Partnership Program and authorize the Executive Director to sign the document.

STAFF PRESENTER: Brenda Campos

ITEM III-D – 1 – ACTION

APPROVAL OF RESOLUTION TO ACCEPT PROGRAM YEAR 2010
COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDS AND AUTHORIZE
THE SETA EXECUTIVE DIRECTOR TO SIGN ALL GRANT DOCUMENTS

BACKGROUND:

SETA has been issued a new CSBG contract for the 2010 program year by the State Department of Community Services and Development (CSD). The contract term is from January 1, 2010 through December 31, 2010. CSD has not received an official notice of the final federal Community Services Block Grant (CSBG) award for 2010, but has been authorized to allocate to SETA an initial amount of \$135,339. Once the final federal grant award has been received, CSD will amend the contract.

CSD requires a resolution from the SETA Governing Board prior to executing a contract for the 2010 CSBG funding.

RECOMMENDATION:

Review and approve the attached resolution.

STAFF PRESENTER: Cindy Sherwood-Green

RESOLUTION

WHEREAS, the Sacramento Employment and Training Agency is the designated Community Action Agency for Sacramento County;

WHEREAS, the Sacramento Employment and Training Agency has received a grant award for Program Year 2010 Community Services Block Grant funds;

WHEREAS, The State Department of Community Services and Development requires a resolution from the Governing Board in order to execute a contract for Program Year 2010 Community Services Block Grant funds.

BE IT RESOLVED THAT, the Governing Board of the Sacramento Employment and Training Agency hereby adopts this resolution accepting Program Years 2010 Community Services Block Grant funds;

BE IT FURTHER RESOLVED THAT, the Executive Director of the Sacramento Employment and Training Agency shall sign Contract No. 10F-4035 and other necessary grant documents, including contract amendments, and that this resolution should be forwarded to the State Department of Community Services and Development.

Ayes:

Noes:

Absent:

Attest:

Clerk of the Boards

Chair of the Governing Board

Date: February 4, 2010

ITEM III-E - 1 - ACTION

APPROVAL TO SUBMIT A CONTINUATION APPLICATION TO THE OFFICE OF
REFUGEE RESETTLEMENT UNDER THE RESCUE & RESTORE VICTIMS OF
HUMAN TRAFFICKING PROGRAM

BACKGROUND:

On April 30, 2009, SETA was awarded a cooperative agreement from the Office of Refugee Resettlement, Administration for Children and Families, U.S. Department of Health and Human Services in the amount of \$238,000 per year for a two year project period. Partners on the program include WEAVE, Opening Doors, Inc., and My Sister's House. The Office of Refugee Resettlement has invited SETA to submit an application for continuation of the Rescue & Restore Regional Program Grant. The application is due on February 16, 2010.

Under the agreement, SETA and its program partners were tasked with the following responsibilities:

- Develop and coordinate a system of emergency response services for victims of human trafficking,
- Increase awareness of human trafficking and identification and outreach to victims, and
- Strengthen and develop Sacramento's Rescue & Restore Coalition.

In the first nine months of the program, SETA and program partners have identified and provided services to 11 victims of human trafficking and their family members so they can safely rebuild their lives. Services provided include emergency shelter, transportation, counseling, and access to law enforcement, legal assistance, vocational training, housing and health care.

RECOMMENDATION:

Approve the submission of a continuation application to the Office of Refugee Resettlement requesting \$238,000 for second year funding and authorize SETA's Executive Director to sign the application and other documents required by the funding source.

STAFF PRESENTER: Mary Jennings

ITEM IV-A – INFORMATION

MICROSOFT'S ELEVATE AMERICAN PROGRAM

BACKGROUND:

Governor Schwarzenegger is scheduled to announce a partnership with Microsoft Corporation called Elevate America. Elevate America is a national program in which the Microsoft Corporation will provide 1 million training vouchers to states for no-cost access to Microsoft E-Learning (self-paced online training) courses and selected Microsoft Certification exams. The Microsoft Corporation is entering into a voucher donation agreement with the California Employment Development Department (EDD), Workforce Services Division (WSD) to provide the citizens of California with 166,500 training vouchers. The EDD will make the 6,031 vouchers available to SETA for residents of Sacramento County. All vouchers must be allocated to customers and activated by the customer with 90-days of program initiation.

There are three types of vouchers available to customers:

1. Elevate America General E-Learning vouchers which will train users within either Windows and Office 2003 or Windows Vista and Office 2007. The customer has 12 months from the date of activation to complete the training. If, as part of this program, a Microsoft certification is desired at no fee, the training and certification must be completed within 90-days of the program initiation.
2. IT Professional learning vouchers which are intended for customers who are IT Professionals and are interested in acquiring skills above and beyond what is offered through the General E-Learning Voucher. These vouchers give the recipient access to an extended library of learning designed specifically for the IT Professional.
3. Microsoft Certification Exam(s) vouchers which are designated to enable a user to pursue a no cost exam in one topic area (i.e., Excel, Word, Outlook, etc.). One voucher will enable a user to pursue one exam in either Office 2003 or Office 2007. Microsoft Certification Exam vouchers must be used within 90-days of statewide program initiation, proposed January 2010.

Vouchers will be distributed through the Sacramento Works One Stop Career Centers. Once customers receive the voucher and log-in directions, they can access the Microsoft on-line training from any computer with Internet access. SETA/Sacramento Works is collaborating with education and training providers to ensure that computers are available to job seekers who receive vouchers.

STAFF PRESENTER: Robin Purdy

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
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. Rich Mallory **DATE:** January 8, 2010
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of AGC Construction Educ. Foundation

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CALTRANS	Youth Construction Awareness Event	\$ 150,000	11/24/08-10/20/09	11/24/08-10/20/09

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
Date of review: Various dates

	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 Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: AGC Construction Education Foundation

Findings and General Observations:

- 1) The total costs as reported to SETA from November 24, 2008 to October 20, 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) None.

cc: Kathy Kossick
Governing Board

Program Operator: Elk Grove Unified School District-Adult Education

Findings and General Observations:

1. The total costs as reported to SETA from July 1, 2008 to June 30, 2009 for the WIA programs and from May 1, 2009 to September 30, 2009 for the Summer Youth program have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There was an over-payment of \$ 410.88 in the WIA Out-of-School Youth program due to an error in the computation of the wages of an hourly employee for the pay period ended June 20, 2009.

Recommendations for Corrective Action:

- 1) Reimburse SETA the amount of \$ 410.88 from non-SETA funds.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mrs. Koua Franz **DATE:** January 11, 2010
FROM: D’et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Hmong Women’s Heritage Association

PROGRAM	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	SA & CO	\$91,508	10/1/08–9/30/09	10/1/08-9/30/09
TA –RESS	SA&CO	\$7,258	10/1/08–9/30/09	10/1/08-9/30/09

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: 10/26/09

	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: Hmong Women's Heritage Association

Findings and General Observations:

- 1) The total costs as reported to SETA from October 1, 2008 to September 30, 2009 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

Program Operator: North State BIA

Findings and General Observations:

- 1) The total costs as reported to SETA from May 1, 2009 to September 30, 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. Tamara Sanchez **DATE:** January 12, 2010

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of S C O E

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
WIA Title I	In-School Youth	\$ 134,600	7/01/08-06/30/09	7/01/08-6/30/09
WIA/ARRA	Summer Youth	77,172	5/01/09-09/30/09	5/01/09-9/30/09
Early H. S.	Basic		15,000	8/01/08-07/31/09
8/01/08-7/31/09				

Monitoring Purpose: Initial _____ Final X

Date of review: Various dates

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation		N/A		
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	X			
10	Adherence to Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: Sacramento County Office of Education

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2008 to June 30, 2009 for the In-School Youth program, from May 1, 2009 to September 30, 2009 for the Summer Youth program, and from August 1, 2008 to July 31, 2009 for Early Head Start 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) None.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Mr. Shawn Harrison DATE: January 28, 2010

FROM: D'et Patterson, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Soil Born Farms

PROGRAM	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA/ARRA	SYE	\$51,500	5/4/09 – 9/30/09	5/4/09 – 9/30/09

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: 12/15-16/09

	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		X	
7	Participant Payroll	X			
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: Soil Born Farms

Findings and General Observations:

- 1) The total costs as reported to SETA from May 4, 2009 to September 30, 2009 have been traced to the delegate agency records. The records were verified and appear to be in order.
- 2) The fringe benefits expense was reported to SETA at a flat rate of 19.7% of salaries and does not reflect the actual expense of 12.1%. The fringe benefit expense was reported as \$3,791.20. Actual fringe benefit expense is \$2,267.91 resulting in a net overstatement of \$1,523.29.

Recommendations for Corrective Action:

- 1) Reimburse SETA the amount of \$1,523.29.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. David Blicker DATE: January 13, 2010

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Opening Doors, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	SA/CO	\$ 16,742	10/1/08-9/30/09	10/1/08-9/30/09
RESS-Set Aside	SA/CO	7,258	10/1/08-9/30/09	10/1/08-9/30/09
ORR	Victims of Human Trafficking	60,000	05/7/09-4/29/10	5/7/09-10/31/09

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 12/7-8/09

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

Program Operator: Opening Doors, Inc.

Findings and General Observations:

1. The total costs as reported to SETA from October 1, 2008 to September 30, 2009 for RESS and from May 7, 2009 to October 31, 2009 for the ORR/ Victims of Human Trafficking 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) None

cc: Kathy Kossick
Governing Board

ITEM IV-D - INFORMATION
UPDATE ON VITA PROGRAM SITES

BACKGROUND:

Below is a list of locations where free tax preparation is available.

SETA SITES

North: Del Paso, 925 Del Paso Blvd. Sacramento, CA 95815
Evening appointments contact 916-263-1677

Rancho Cordova, 10381 Old Placerville Road, Suite 150 Sacramento, CA 95827
Saturday 8:00-1:00 by appointment only contact 916-255-3255

Northeast Area, Hillsdale Career Center, 5655 Hillsdale Blvd., Sacramento, CA 95842
Saturday 8:00-1:00 by appointment only contact 916-263-3834

South Area, Franklin Career Center, 70000 Franklin Blvd., Sacramento, CA 95823
Saturday 8:00-1:00 by appointment only contact 916-262-3200

Kennedy Estates Apartments, 6501 Elder Creek Road, Sacramento, CA
Saturdays contact 916-383-8302

George Sims Community Center, 6207 Logan Street, Sacramento, CA
Saturdays contact 916-383-8302

PARTNER SITES

Asian Resources, 5709 Stockton Blvd. Sacramento, CA 95824
Contact 9164541892

DHA Bureau
Contact 916-875-0984

5747 Watt Avenue Sacramento, CA 95660

2700 Fulton Avenue Sacramento, CA 95825

2450 Florin Road Sacramento, CA 95822

OTHER SITES

Approximately 50 other sites offer free tax preparation services in Sacramento County.
Contact 2-1-1.

STAFF PRESENTER: Allen Brock

ITEM IV-E – INFORMATION

UNEMPLOYMENT RATES FOR SACRAMENTO COUNTY

BACKGROUND:

In December, 2009, the unemployment rate for Sacramento County was 12.2%. Attached is a listing of the unemployment rates by City and Census Designated Places provided to SETA by the California Employment Development Department.

STAFF PRESENTER: Robin Purdy

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 December 2009 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	676,500	593,700	82,900	12.2%	1.000000	1.000000
Arden Arcade CDP	56,000	49,400	6,700	11.9%	0.083158	0.080285
Carmichael CDP	28,800	26,200	2,600	9.0%	0.044186	0.031493
Citrus Heights city	49,900	45,600	4,300	8.6%	0.076838	0.052031
Elk Grove CDP	34,900	31,500	3,500	10.0%	0.052995	0.042014
Fair Oaks CDP	17,000	15,800	1,200	6.8%	0.026612	0.013988
Florin CDP	12,700	10,400	2,300	18.2%	0.017437	0.027771
Folsom city	26,700	25,200	1,500	5.6%	0.042525	0.018086
Foothill Farms CDP	9,600	8,100	1,500	15.6%	0.013603	0.017967
Galt city	10,700	8,800	2,000	18.4%	0.014758	0.023844
Gold River CDP	4,700	4,600	100	2.1%	0.007790	0.001181
Isleton city	400	400	100	13.0%	0.000597	0.000642
La Riviera CDP	6,800	6,400	500	6.7%	0.010732	0.005544
Laguna CDP	20,100	18,800	1,300	6.4%	0.031743	0.015451
Laguna West Lakeside CDP	5,200	4,800	400	8.3%	0.008067	0.005210
North Highlands CDP	22,400	18,300	4,000	17.9%	0.030900	0.048382
Orangevale CDP	15,700	14,400	1,400	8.8%	0.024187	0.016709
Parkway South Sacramento CD	16,000	12,700	3,300	20.4%	0.021411	0.039219
Rancho Cordova City	30,800	26,500	4,300	14.0%	0.044619	0.052031
Rancho Murieta CDP	2,200	2,100	100	3.8%	0.003612	0.001027
Rio Linda CDP	5,700	4,700	1,000	17.8%	0.007917	0.012294
Rosemont CDP	13,700	12,400	1,300	9.7%	0.020836	0.016042
Sacramento city	215,200	184,400	30,800	14.3%	0.310678	0.371731
Vineyard CDP	5,800	5,400	300	5.7%	0.009153	0.003978
Walnut Grove CDP	500	300	100	26.5%	0.000566	0.001463
Wilton CDP	2,700	2,500	200	7.5%	0.004226	0.002464

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

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.

ITEM IV-F – 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 January 20, 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	Services Ongoing
Official	8/4/2009	USAA 2201 Harvard St. Sacramento, CA 95815	10/5/2009	261	Services Ongoing
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	Coordinating Services 10/09
Official	8/12/2009	Crossmark 4541 Florin Rd Sacramento, CA 95823	10/31/2009	15	Declined Services
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	Pending
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	Centerplate 400 Ballpark West Sacramento, CA 95691	1/14/2010	342	Coordinating Services With West Sacramento
Official	11/19/2009	Worely Parsons 2330 E. Bidwell Folsom, CA 95630	2/3/2010	1	Pending
Unofficial	12/18/2009	ATT Sacramento, CA	12/30/2009	249	12/30/09 Services Ongoing
Official	12/22/2009	CDG Management, LLC 1215 Del Paso Blvd. Sacramento, CA 95815	12/31/2009	101	Pending
Official	1/10/2010	Sam's Club 3571 North Freeway Blvd Sacramento, CA 95834	1/22/2010	151	Pending
Official	1/14/2010	Matheson 9780 Dino Drive Elk Grove, CA 95624	2/1/2010	74	Pending
			Total # of Affected Workers	2064	

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.

● *Monthly Head Start Report*

January 2010

Program Operations Report

Program Support Services

- Program Officer Melanie Nicolas presented information on SETA Program Support Services and the Sacramento County Monitoring Review process to the EHS Expansion community partners during their training on December 10, 2010.
- Manager Brenda Campos and Program Officer Melanie Nicolas provided technical support to Twin Rivers USD Head Start Policy Committee Meeting on December 15, 2009 held at the Morey Avenue campus.
- Quality Assurance Unit Specialists are completing SOP reviews for December 2009. A monthly report is submitted to SOP Managers and Program Officers and a debrief meeting is held every second Thursday of the month. Delegate monitoring will begin in February 2010. Content Coordinators and Quality Assurance Specialists have finalized the details of the review. Announcement letters and calendars will be submitted to Twin Rivers Head Start and San Juan USD Head Start by January 8, 2010.

Education Services Update

- On December 4th, Kim Lister and Beverly Sanford train the Twin Rivers Head Start Expansion staff on Education and Disabilities paperwork and other requirements. The Woodridge and Kohler staff attended the training along with Sara Haycox and Phebe Thornton.
-
- The Education Coordinator, Kim Lister, continues to learn the new SETA monitoring tool in preparation of our annual monitoring of Delegate agencies beginning in February 2010. Kim also met with Education Coordinators from Twin Rivers USD and San Juan USD to go over Program Design and Management questions from the SETA monitoring tool.
- Kim Lister coordinated the registration of three County-wide representatives from Sac City, San Juan, Elk Grove and SETA to attend the train-the-trainer CLASS sessions in San Jose, CA. The trainers will provide training for reliable assessors on a county-wide level.
- DRDP-R2: Donald Schmidt and Kim Lister continues meeting via teleconference with Wested in collaboration on the revised DRDP-R2. SETA staff developed an alignment with the new Infant/Toddler DRDP-R2 and Early Head Start requirements which was shared with the Head Start/State Collaboration Office, Mike Zito.

Disabilities Services Update

- Disabilities Coordinator provided training to Preschool staff from Woodridge Head Start and Kohler Head Start (Twin Rivers U.S.D. Head Start) on the Lap D Developmental Screener. The Education Coordinator, Phebe Thomas from Morey Avenue School and the Twin Rivers Director of ECE, Sara Haycox was also in attendance.
- A site visit was made by the Disabilities Coordinator to Marvin Marshall School in the San Juan School District. The SETA Head Start Disabilities Coordinator along with the San Juan Head Start Disabilities Specialist reviewed the Disabilities section of the 2009 Monitoring Tool. This section was used to assist staff during their Self Assessment site visits.

Mental Health Services Update

- A site visit and monitoring system review meeting was held at Elk Grove Head Start on December 14, 2009 with Diane Shirey and Florence Oneto to discuss Mental Health services and Family Partnership Agreement.

Health Services Update (medical, dental nutrition)

- During the month of December, the Health Coordinator worked with information provided by Janet Talsky, representing WIC, and Dr. Sean Cooke, representing Kaiser, to establish a "Normal Range for Hemoglobin and Hematocrits", in screening Head Start children for anemia.
- A TB Skin Test clinic was held December 16, (with reading on December 18) at Hillsdale Head Start. Teresita Saechao, Health and Nutrition Specialist was available to translate for Spanish-speaking participants. This event was free and greatly benefited, not only Head Start Parents, but staff as well.
- Our former Galt Head Start student, Eduardo Toscano, recently passed away from Cancer. His brother Nicholas continues to attend Galt Head Start. Their family was given a price quote for a headstone of \$3,000 which was going to be difficult for their family to afford. The Health Coordinator, after doing research in the area discovered that a Granite Marker the same size, engraved, and with his picture in porcelain added, could be purchased from a Sacramento Monument company for \$700 which will allow the family to purchase the headstone.
- Program Officer Melanie Nicolas and Health/Nutrition Specialist Teresita Saechao presented on Staff Wellness and I Am Moving, I Am Learning at the San Joaquin County/Stockton Head Start in Stockton, CA on December 23, 2009.
- The monthly IMIL Meeting was held on December 15, 2010 to discuss training plan for remainder of the year 2009-2010. Committee members shared updates on the IMIL site visit rallies held at IMIL sites in November 2009.
- Health/Nutrition Specialist Teresita Saechao provided training and technical assistance to Sac. City Head Start in their HEAL grant that enhances their health and nutrition curriculum for children and parents.

Family and Community Partnerships

- A site visit and monitoring system review meeting was held at Elk Grove Head Start on December 14, 2009 with Diane Shirey and Florence Oneto to discuss Mental Health services and Family Partnership Agreement.
- Judy Weber and Francisco Navarro conducted 2 site visits and reviewed children's files at Sac City Head Start in November. They also presented at a staff training on Family Partnership building and goal-setting with parents.

Food Service Report

Child and Adult Care Food Program (CACFP) Report (SETA Operated Program)

December 2009

Total Number of Meals and Snacks Prepared at Kitchens			
Lunch	PM Snack	Breakfast	Field Trips
33,776	20,300	24,056	320

Delegate Agencies

Elk Grove Unified School District

Education Services Update

- Our Head Start classes are fully enrolled with 420 students and a waiting list of 58. This waiting list allows us to fill openings as they occur. Our average attendance for the month of December was 87.5%.
- During the first week of this month, our internal monitoring team visited sites to check files and lesson plans for compliance. Parents filled out surveys at the December classroom parent meetings, and parent representatives at each school site completed the Health and Safety Checklists. The Parent Policy Committee members were interviewed during a special meeting of the committee, and were very enthusiastic in their support of our program.
- Dr. Steven Ladd, EGUSD superintendent, spoke to the staff about the importance of their work and about the district's budget implications at our December inservice. The inservice also included multi-cultural sharing.

Disabilities and Mental Health Services Update

- We have 57 students with active Individual Education Plans in our Pre-K program. The IEP students are distributed throughout classes in naturally occurring proportions. This number also includes the students from the Sacramento County Office of Education's programs at Prairie Elementary and Florence Markofer Elementary, and the Inclusion classes at Florin Elementary and David Reese Elementary.

Health Services Update

- During file compliance monitoring, families needing assistance obtaining dental follow-up treatment were identified. The paraeducators are being given this information at their next inservice, and will work with their families to meet our dental requirements.

Family and Community Partnerships Update

- This month Smile Keepers began providing dental screenings and fluoride varnish to all our Head Start classes. This service will benefit our families and assist us in meeting our dental health requirements.
- First 5 Sacramento provided 2010 Activity Calendars to each of our families. The calendars contain resource information, helpful hints, school readiness information, and home activities in the areas of health, language, and social and emotional skills.
- Head Start parents attended workshops on Sid the Science Kid and Music Works Wonders, held through our partnership with KVIE public television station.
- The *Elk Grove USD Preschool News*, a quarterly newsletter funded through First Five, was distributed to our families. This edition contained information about dental health, kindergarten transition and registration, language development, and classroom volunteering.

Fiscal Update

- The December budget report is attached.

Recruitment

The following recruitment activities took place this month:

- Debbie Layton, Program Educator, reviewed the Centralized Eligibility List and collected six names of 3 ½ and 4 year old children for placement on our preschool waiting list. Students eligible for the 2010-2011 will be scheduled for registration in January 2010.
- Fifty flyers each were given to Southgate Public Library, Valley Hi Public Library, Southgate Parks and Recreation, Valley Hi Birth and Beyond, and the Cosumnes Community Services District for distribution to the public.
- Head Start Parent Representatives and Alternates were given recruitment flyers at their December 8 meeting.

Sacramento City Unified School District

Program Operations Report

Education and Child Development

- In honor of the holidays, we took a light-hearted approach to staff development on December 11th. Dixie Schneider from Managed Health Network presented "Humor for the

Health of It". She stressed that humor is important for mental and physical well-being and described ways to cultivate humor at home and at work. For the second half of the meeting, we brought in several vendors to provide our very busy teaching staff an opportunity to do some holiday shopping!

- Resource Teachers provided Open Court training for three new teachers hired with ARRA funds, who will relieve Children's Center teachers for up to four hours a week, allowing them time to make home visits, complete paperwork and write lesson plans.
- In the classroom, children received the first of three books provided by the Reading Is Fundamental (RIF) grant. RIF's giveaways are major events in our classrooms; various activities include guest readers, dramatizations of favorite stories, Read-a-thons and more.

Mental Health Services Update

- Followed up on mental health referrals from teaching staff and Family Partnership Agreements.
- Presented Child Discipline and Stress Management Strategies at classroom parent workshops.
- Attended SETA's Mental Health Content Meeting.

Family and Community Partnerships Update

- Family and Community Partnership meeting with SCUSD staff
- Male Involvement meeting held at Freeport school. Bob Sylva also participated in this meeting.

Health Services Update

- Visited 40 classrooms with the varnish program, to apply fluoride, provide dental resources and dental follow up
- Visited 30 classrooms for sensory rescreens and health consultations on children
- Reviewed 7 classroom's files for health/dental/nutrition compliance as part of the program's self assessment. 5 classrooms were reviewed for health environments. The health team met and analyzed the results and initiated a summary of findings and a corrective plan.
- Completed an epi-pen training for the Resource Teachers
- Attended the District's seminar on the Impact of Violence on the Developing Brain.

San Juan Unified School District

Education Services Update

- We will be introducing a new version of our weekly lesson plan form. This includes guidance for Literacy activities five times weekly during “center time”, Math activities two times weekly during “center time”, Second Step activities two times weekly and finally Emergent/Child Directed activities daily. We have piloted this lesson plan since August and are taking feedback on the form at this time. We will implement this form for all classes early this year.

Disabilities Services Update

- During the month of December, the self-review committee met and reviewed the results from the self-review conducted by Lead Teachers and classroom Teachers. The committee then set-up an action plan to correct the findings. Findings were minor, including: 1) more materials reflecting inclusion actively used and displayed in the classroom and 2) written emergency evacuation plans for students with IEP’s. The committee will meet again in January.

Mental Health Services Update

- The Mental Health Therapist (MHT) is currently supervising four Counseling Interns providing on-site counseling to children and support for parents. The MHT is also conducting interactive trainings program wide for parents on Limit Setting and Stress Management.

Nutrition Services Update

- After a meeting with Soil Born Farms, it has been confirmed that a farm stand is scheduled for May and June, at Marvin Marshall. This collaboration will also provide the opportunity for families to purchase produce boxes through Community Supported Agriculture (CSA).

Health Services Update

- The Health team is working with Kate Varanelli from Smile Keepers to provide dental screenings for all the preschool programs (HS/SPS/FDSPS). We have completed all the dental screening and provided fluoride treatments for children with parental consent. Health staff will be connecting with any children needing urgent dental work that have no insurance and referring them to Smiles for Kids. The team has also been continuing the centralized screening one day per week, and visiting sites to rescreen any children that were not ready or did not pass during enrollment. In addition a second round of fluoride varnish treatments will be administered to the children in January.

Family and Community Partnerships Update

- The Policy Committee has been busy reviewing the By-laws. A program Service Area Review meeting date has been established and the budget committee will begin its work with a first meeting planned for mid-January. The continuation of enthusiastic and involved parents makes all of these events a pleasure.

Transition Services Update

- The Lead Teachers working with transition content have attended their first meeting with the newly formed SJUSD Transition Committee. The goal of the Committee is to bridge the transition gaps between preschool and kindergarten, elementary and middle school and

middle school to high school. The committee is made up of various staff members represented from all school levels. Regarding K transitions, main points include: Elements of Effective Transitions/ Involving Children in the Process/Involving Families in the Process.

Program Support/Staff Training Update

- This month at the all-staff meeting, there was a presentation from Patricia Nunley on cultural competence, which was well received by the group. In addition, Teachers received a third Friday training from our own support staff on blending literacy and dramatic play in the classroom. They had an opportunity to 'learn and do' and came away with both new strategies and new materials for their classrooms.

Fiscal Update

- Head Start and Early Head Start fiscal and supplemental reports were submitted to SETA on December 10. Current spending trends indicate that we are in-line with our spending for the remainder of the 2009-2010 fiscal year. We will begin budget meetings with parents in January 2010, with an anticipated Head Start and Early Head Start budget submission to SETA the beginning of March.

Early Head Start

- During the month of December EHS has been working on Self Assessment and feverishly working on expansion. We will be opening a new EHS site at Fair Oaks Annex and serving more children at the San Juan and Sierra Nueva sites with our expansion grant. Outdoor program improvements at Sierra Nueva are also being finalized. Our Home Base program is working on setting up a new Family School Day room in collaboration with Adult Education.

Twin Rivers Unified School District

Education Services Update

- Teachers continued organizing their teacher files to ensure all of the required and critical information is available in each file.
- Parent Orientations have been completed for all Head Start parents.
- Education Coordinator continues to review the Internal Monitoring Tool with the teachers.
- Order for the supplemental math, science and social studies materials submitted and still awaiting delivery.
- Parent training held by Education Coordinator on the importance of play. Well attended by parents who received valuable educational information.
- ECERS assessment completed for all preschool classrooms. Action plans also developed. ELLCO completed for five classrooms and Ed Coordinator will continue getting the other assessments completed.
- Component meeting held with all team members.

- Expansion site teachers have received training on Head Start Performance Standards and received copies of the manual.

Disabilities Services Update

- Speech services continue for our students identified with any speech concerns.
- SST meetings continue being held for several preschool students who may need additional learning supports in the classroom.

Health Services Update

- The Health Assistant will follow-up on any students needing additional treatment or information related to any of the screenings.
- The Health Assistant continues to review files for any follow-up information needed pertaining to health, immunizations or screenings.
- Rescreenings are scheduled for January 2010 for any students who missed the original dates.

Family and Community Partnerships Update

- Winterfest event held for all Morey Avenue Students. Students performed for their parents and participated in arts and crafts activities. The day was fun-filled and lots of parents attended.
- Parent surveys continue to be distributed to all parents by Parent Involvement Coordinator and Education Coordinator. Parent Involvement Coordinator and Education Coordinator will begin tallying the results.
- Social Worker continues the Friendship groups with children who need to develop better social skills and/or anger management techniques. Groups held weekly and students should benefit greatly from the newly acquired skills.
- Social Worker and Parent Involvement Coordinator continue working on Family Partnership Agreements with families in individual meetings. Families needing resources have been identified and resources are being collected to assist with goal achievement.

Fiscal Update

- Monthly reports received from Budget Services. Interim Principal continues to monitor fiscal spending to ensure appropriate spending.

Recruitment

- All Head Start enrollment slots are full. A waiting list for Extended Day and AM/PM sessions has been formed for prospective students when slots become available.
- Expansion sites are fully enrolled with four students on the waiting list.

WCIC/Playmate

Education Services Update

- WCIC/Playmate's #1 and #2 Enrollment for December 2009 was as follows: 100 total enrollments of children at #1 and 20 total enrollments of children at #2 Expansion class. Therefore, total funded enrollment = 120 children ages 3-5. We continue to accept eligible waiting list applicants for the 2009-2010 school year.
- Disaster kits are checked frequently so all items are well stocked.

Disabilities Services Update

- WCIC/Playmate Monthly December 2009 Special Education Report resulted with three children with IEP's. WCIC/Playmate Head Start program continues to work with Sacramento City Unified School District to have a Speech and Language Therapist at WCIC/Playmate Head Start Programs. Speech services are provided weekly by Karen Oakley, Speech and Language Specialist, Sacramento City Unified School District.
- Denise McAdams, Resource Specialist, Sacramento City Unified School District continues to provide Special Resource Therapy weekly for our IEP children.

Mental Health Services Update

- WCIC/Playmate Mental Health Services continue by Francisco Navarro, Mental Health Social Worker from SETA. No Mental Health referrals were made for December 2009.

Health Update

- Family Services Workers continue to encourage the parents to get the children's annual physical and dental exams and any dental follow up treatments to meet our Head Start Performance Standards.
- WCIC/Playmate staff did not schedule trainings during the month of December 2009 due to holiday schedule.

Family and Community Partnerships Update

- Kelsey Ito, a student from Christian Brothers High School last day was December 18, 2009 due to her high school schedule and activities. Kelsey was selected to participate in a special community activity in New Orleans to support the Katrina victims. The children enjoyed having Kelsey in the classrooms.
- WCIC is in the planning stage of its 74th Annual Founders' Day Celebration on Saturday, August 7, 2010 at WCIC. The evening will consist of networking, open house, history, entertainment, food and raffles. The main attractions scheduled are Dr. David Covin as Guest Speaker, Clarissa Wildy, Founding Mother's daughter at the age of 96 and more to be announced.

Program Support/Staff Training Update

- The following staff members completed the Fall 2009 semester Early Childhood Education classes at Sacramento City College, Consumes River College, American River College, Brandman University, and National University: Dao Xiong, Teacher; Cher Her, Teacher; Gwendolyn Jackson, Teacher; Clarisa Bryd Jones, Teacher; Myesha Douglas, Teacher Assistant; and Jasmine Clark, Cook Assistant.

Fiscal Update

- Ms. Davis continues working with Marcy Tierce, Administrative Analyst with the City of Sacramento in regards to WCIC/Playmate childcare facility lease.
- WCIC/Playmate Head Start Board of Directors and Parent/Policy Committee Members are provided monthly Fiscal Reports as Agenda Attachments.
- Ms. Davis, Executive Director/Head Start and Mr. Anderson, Bookkeeper days and weeks were well spent during December 2009 and continue in regards to submitting and now reporting requirements for the following WCIC/Playmate Child Development Center, Head Start Programs Budgets: COLA, ARRA COLA, Quality, Expansion, Program Improvement and additional T/TA.

Program Management Update

- Ms. Davis Executive Director/Head Start continues working with United Way, Oak Park Redevelopment Advisory Committee, Oak Park Business Association, Community Pride Project/Community Against Sexual Harm (CASH), and Oak Park Concert Board of Directors, Chair.

Sacramento County Head Start/Early Head Start Program Enrollment Report December 2009

HEAD START

Agency	Funded Enrollment	Last Day of Month Enrollment	%	ARRA Funded Enrollment	ARRA End of Month Enrollment	%
Elk Grove	380	380	100	40	40	100
Sacramento City	1,272	1,294	102	20	24	120
San Juan	680	671	99	20	22	102
SETA	1,860 (2,778)	1,899	102	18	20	111
Twin Rivers	179	179	100	32	32	100
WCIC/Playmate	100	100	100	20	20	100
County Totals	4,471 (5,389)	4,523	101	150	158	105

EARLY HEAD START

Agency	Funded Enrollment	Last Day of Month Enrollment	%	ARRA Funded Enrollment	ARRA End of Month Enrollment	%
Sacramento City	115	115	100	32		
San Juan	129	154	119	32		
SETA	213	217	101	132		
County Totals	457	486	106	196		