



Sacramento  
Employment and  
Training  
Agency

**GOVERNING BOARD**

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

**BONNIE PANNELL**  
Councilmember  
City of Sacramento

**JAY SCHENIRER**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

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

**KATHY KOSSICK**  
Executive Director

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Website: <http://www.seta.net>

**SPECIAL MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, April 28, 2011

**TIME:** **8:30 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](http://www.seta.net).

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***“Preparing People for Success: in School, in Work, in Life”***

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<b>B.</b>	<b>WORKFORCE INVESTMENT ACT:</b> No items.	
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2.	Approval of Fiscal Year 2011-2012 Head Start/Early Head Start Grant Application	23
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<b>E.</b>	<b>REFUGEE PROGRAMS</b>	
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2. Approval to Release a Request for Proposals (RRP) for the Refugee Employment Social Services (RESS) and Targeted Assistance (TA) Funded Programs, Program Year (PY) 2011-12 (Michelle O’Camb) 81-82

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  - Legal Services of Northern California
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  - Mutual Assistance Network of Del Paso Heights
  - River City Food Bank
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  - Voluntary Legal Services of Northern California
- B. Head Start Reports (Denise Lee) 100-118
- ✓ Fiscal Report (Roger Bartlett)
  - ✓ Policy Council Minutes
  - ✓ Program Report
- C. Dislocated Worker Update (William Walker) 119-120
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- A. Chair
- B. Executive Director
- C. Deputy Directors
- D. Counsel
- E. Members of the Board
- F. Public

**VI. Adjournment**

**DISTRIBUTION DATE: THURSDAY, APRIL 21, 2011**

3.	Approval to Receive Funds from the Sacramento Municipal Utility District (SMUD) for a SMUD/Sacramento Works for Youth Summer Internship Program (Christine Welsch)	19
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**VI. Adjournment**

**DISTRIBUTION DATE: THURSDAY, APRIL 21, 2011**

ITEM II-A - CONSENT

MINUTES OF THE APRIL 7, 2011 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the April 7, 2011 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

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

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

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

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

Members Present:

Don Nottoli, Chair, SETA Governing Board; Member, Board of Supervisors  
(arrived at 10:16 a.m.)

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

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

1. Approval to Release a Request for Proposals for Sacramento Safe Community Partnership Street Outreach Services

SETA is partnering with the City of Sacramento Police Department and Area Congregations Together (ACT) to develop and implement the City of Sacramento's Safe Community Partnership strategy using the Operation Ceasefire model. This is a community-based approach to reduce gang violence. A copy of the revised RFP was distributed; staff is requesting approval to release an RFP.

Mr. Yee stated that the program needs to start now.

Moved/Pannell, second/Yee, to approve the release of a Request for Proposals for Sacramento Safe Community Partnership Street Outreach services.

Voice Vote: Unanimous approval.

2. Approval to Extend the Payroll Services Contract with the California Community College Foundation

Ms. Welsch reported that in 2009, the Governing Board approved a sole source contract with CCCF for the summer youth program payroll. CCCF can provide the payroll services as well as the workers compensation insurance for the participants. This is used for SETA's internal programs and some of the providers utilize them. The contract is expiring and staff is requesting a one year contract extension and to retain the option to extend the contract for another year. The payroll rate is 9.2% - 9.5% on top of the hourly rate. This is based on the workers compensation and FICA rate.

Mr. Nottoli arrived at 10:16 a.m.

Moved/Pannell, second/Yee, to approve the contract extension with the California Community College Foundation's Payroll Services contract for one year, retaining the further option to extend for an additional year, if desired.  
Roll Call Vote: 4-0-0

### 3. Approval of Revised Job Classifications

Mr. Rod Nishi stated that this item was carried over from the February meeting where the board raised questions on physical demands and qualifications. Mr. Nish reviewed a matrix with four areas of change on the job specifications. For every job specification in the organization, there are four distinct physical requirements. The physical requirements are broken into essential and non-essential physical attributes.

Mr. Yee inquired whether there were there any upgrades in salaries? Ms. Nish replied that for the action requested now, the modifications are only to the job specifications and that there are no economic impacts. Some of the actions taken in March may have had financial impacts.

The board inquired if there were employees saying they cannot do certain things? Mr. Nishi stated that the management would use this if an employee is in a classification that cannot perform a certain duty due to physical limitations. Management would determine whether it is an essential requirement of the job. Management would meet with the staff to determine whether the employee can be accommodated.

Moved/Yee, second/Pannell, to approve the revisions to the classifications identified in the documents distributed.  
Voice Vote: Unanimous approval.

### 4. Approval to Reallocate Six Accounting Technician Incumbents to Accountant I

Mr. Nishi stated that this item recommends the reallocation of existing Accounting Technicians to Accountant 1. During part of the job classification study, it was recognized that over time the Accounting Technician job has evolved. There is no



economic impact on this; the incumbents are in the classification of Accounting Technician. One person will stay as an Accounting Technician in Head Start

Moved/Pannell, second/Scherman, to approve the reallocation of six (6) incumbents of the Accounting Technician classification to Accountant I.  
Voice Vote: Unanimous approval.

5. Approval of Re-Titling of Department Secretary Classification

Mr. Nishi stated that this item modifies the current classification title which no longer accurately describes the work of the incumbent. There were no questions or comments.

Moved/Scherman, second/Pannell, to approve the re-titling of the Department Secretary classification to Executive Assistant.  
Voice Vote: Unanimous approval.

6. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Associate Teacher/Infant Toddler Classification and Adoption of the Related Salary Range

Mr. Nishi stated that this item requests approval for a new job classification for a new position. Currently the, care of infant/toddlers are provided by Associate Teachers. Based on clarification from the Office of Head Start, that "...the Office of Head Start has determined that the Child Development Associate Teacher Permit as an acceptable alternative to the CDA when it includes a minimum of *six units in infant toddler course work* as part of the core units." Once approved, the Agency will be doing an internal recruitment so those currently performing in the role can compete for the positions, as well as other Associate Teachers. Mr. Nish provided a correction on step E, which is \$15.44, or 2.5% higher than the current Associate Teacher position. The financial impact is \$25,766 for 26 slots. This will be effective at the beginning of the Head Start budget year which begins August 1.

Mr. Nottoli opened a public hearing; there was no public testimony.

Moved/Scherman, second/Pannell, close the public hearing, and approve the establishment of the new classification of Associate Teacher/Infant Toddler and the related salary range, with the notation for the modification of the salary range.  
Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

7. Approval of Revised Early Head Start Educator Classification

Mr. Nishi stated that the Agency is submitting this item to comply with the Public Law 110-134 "Improving Head Start for School Readiness Act of 2007." This requires all Early Head Start teachers to have a Child Development Associate (CDA) credential, which California does not issue. Staff requested clarification

from Head Start in a letter dated July 26, 2010 and received information that, "...the Office of Head Start has determined that the Child Development Associate Teacher Permit as an acceptable alternative to the CDA when it includes a minimum of *six units in infant toddler course work* as part of the core units."

Mr. Nish stated that of the 24 existing incumbents, 19 will meet the new requisite education requirements. Letters have been issued to the incumbents in recognition of their educational shortfall and the Agency has gone to lengths to offer classes so the incumbents can stay in their position. There is no financial impact with this revision. The Policy Council reviewed and approved this item.

Moved/Pannell, second/Scherman, to approve the revised classification of Early Head Start Educator.

Voice Vote: Unanimous approval.

Ms. Scherman commended Management for working with AFSCME on this issue; she did not receive very many calls on the changes.

Mr. Nishi stated that staff is still working on other revisions of additional classifications and will be meeting with the union and individuals. At the June meeting, there will be another set of recommendations.

8. Approval of Revised Site Supervisor and Head Start Teacher Classifications and Salary Schedules

Mr. Nishi stated that this board item provides an incentive for current Site Supervisors and Teachers to earn a Bachelor's degree. By September 2013, at least 50% of Head Start teachers nationally must have a Bachelor's. In order to provide an incentive, the Agency met with the union and arrived with an incentive option. Currently, the SETA-operated program has 35% teachers with a Bachelor's degree. Many of the delegates have a much higher rate of teachers with Bachelor's degrees.

Current Site Supervisors and Teachers with degrees will receive the incentive. The annualized impact including fringe benefits will be under \$50,000. This will be effective August 1

Moved/Scherman, second/Yee, to approve the revised job classifications of Site Supervisor and Head Start Teacher, including salary schedules with a pay differential for meeting education requirements.

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

Off agenda item.

Mr. Nottoli asked the board to consider an off-agenda item which came to the attention of the board after the posting of the agenda. This item requests approval to utilize reserve funds in the event of a federal government shutdown.

A motion to hear the item needs to be approved.

Moved/Pannell, second/Scherman, to hear the off-agenda item.

Voice vote: Unanimous approval.

9. Approval to Utilize Reserve Funds in the Event of a Federal Government Shutdown

Ms. Kossick stated that under federal regulations, SETA is allowed to draw down up to three days of operating cash. Staff is not positive that the federal offices where we can draw down cash will be open since the budget has not yet been approved. These funds would be a safety net for cash flow.

The funds would carry staff through a two week period; if Congress does not act, an emergency meeting will be called to determine what to do. There is \$1.7 million available. As of Friday, the Agency can pull down three days of cash. Options are to take all of the reserve available, determine other options, and hopefully not shut down operations. Once the federal offices are opened, the draw down can be replenished.

Ms. Scherman inquired whether SETA would be affected if the government shuts down and Ms. Kossick stated that it would, but only in respect of drawing down cash.

Moved/Yee, second/Scherman, to approve the use of Agency reserve funds of approximately \$1 million to continue funding existing operations in the event that cash cannot be obtained through the regular federal cash draw-down process.  
Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

**B. WORKFORCE INVESTMENT ACT**

1. Approval of Funding Augmentation for Workforce Investment Act (WIA) Adult and Dislocated Worker On-the-job Training Providers

Ms. Robin Purdy stated that staff asking approval to augment current OJT providers by \$105,000. Staff has reviewed the training providers' current performance and whether they can work with additional OJT slots. The additional services will be done by June 30, 2011. Recommended augmentation includes:

Asian Resources, Inc.  
Bach Viet Assn.: \$24,818  
Folsom/Cordova: \$26,186  
La Familia Counseling Center: \$4,392

Lao Family Community Development, Inc.: \$23,724  
North State Building Industry: \$25,938  
Sacramento Chinese Community Service Center: \$0

Moved/Yee, second/Scherman, to augment OJT providers with WIA Adult and Dislocated Worker funds as outlined by staff.

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

2. Approval to Support, Participate in, and Submit Regional Proposals to the U.S. Department of Labor

Ms. Purdy stated that SETA has pending applications submitted to the Department of Labor. Ms. Purdy reviewed the proposals being submitted. SETA will be acting as lead agency and fiscal agent for one of the proposals.

Moved/Yee, second/Scherman, to:

- 1) Approve support and collaboration for the Green Jobs Innovation Fund and the Career Pathways Innovation Fund proposals, and
- 2) Approve SETA to submit a proposal and act as fiscal agent for the Enhanced Transitional Jobs Program.

Voice Vote: Unanimous approval.

3. Approve Acceptance of Funds from the City of Sacramento for the Governor's Gang Reduction Intervention and Prevention Initiative (CalGRIP) Program Services and Sacramento Safe Community Partnership and Authorize the SETA Executive Director to Execute any Subgrant Agreements, Modifications and any other Documents Required by the Funding Source

Ms. Christine Welsch reported that SETA and the City of Sacramento have submitted an application for funding; the City has asked SETA to be the fiscal agent and SETA's contracted services amounts are estimated to be \$490,000. Board members requested a full overview of the Safe Community Program.

Ms. Welsch stated that the young people involved in this program are gang members. When seeking participants, 115 young men were called in and 76 attended a 'call in.' Currently, there are 20 participating in the Work Experience program, and over half have engaged in services which is unusual for this population. This program also provides funding for the payroll for a probation officer. This program became operational in November. The Boston program began 15 years ago. Funds are available for life coaching and mentoring.

Moved/Pannell, second/Yee, to:

- Approve acceptance of funds from the City of Sacramento for the Governor's Gang Reduction Intervention and Prevention Initiative (CalGRIP) program services and Sacramento Safe Community Partnership and;
- authorize the SETA Executive Director to execute any subgrant agreements, modifications and any other documents required by the funding source.

Voice Vote: Unanimous approval.

4. Approval to Augment Soil Born Farms with WIA 15% Green Jobs Corps Funds for Continuation of Program Services of the Green Jobs Corps Program and Extend the Contract through June 30, 2011

Ms. Welsch stated that this is a continuation of the Green Jobs Corps funding targeting young people aged 14-24. The youth are to be engaged in employment/training and community services around green jobs.

Moved/Pannell, second/Scherman, to augment Soil Born Farms with \$7,600 in WIA 15% Green Jobs Corps funds to continue providing services in the Green Jobs Corps program and extend the contract through June 30, 2011.

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

5. Approval to Submit a Proposal for Veterans' Employment-Related Assistance Funds (VEAP) and Authorize the Executive Director to Execute the Subgrant Agreement and any Modifications or any Other Documents Required by the Funding Source

Ms. Michelle O'Camb reviewed this item. A total of \$6 million of WIA funds is available with a maximum of \$500,000 per grantee allowed. This application will provide funds for two case managers and job developers. Mr. Walker reviewed where the training will take place. They are mostly transitional jobs to assist the veterans to become employed. Ms. Scherman inquired of the number of veterans assisted in the last six months; Mr. Walker replied that there have been 95 veterans assisted and the goal is 125.

Moved/Scherman, second/Pannell, to approve the submission of a proposal for the Veterans' Employment-Related Assistance Program and authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

Voice Vote: Unanimous approval.

**C. HEAD START (both items reviewed together)**

1. Approval of Program Self-Assessment for 2010-2011

Ms. Denise Lee reviewed the results of a two-week program self-evaluation to ensure quality services continue to be provided to children and families of the Head Start/Early Head Start program.

2. Approval of Community Assessment for 2011-2014

Ms. Denise Lee stated that the Agency is required to look at the community and assess the services available to children. Board members were provided a binder

with the full Community Assessment. Ms. Lee presented key highlights of community areas that affect the Agency's ability to provide quality services to Head Start children and families. These findings were used to develop and prioritize county-wide three-year goals and objectives. These goals include:

- Goal 1: Increase prevention and intervention strategies that promote health and wellness for Head Start/Early Head Start staff, children, and families.
- Goal 2: Increase school readiness, develop the roles of parents, students, and staff in implementing effective strategies for classroom organization, instructional support and emotional support that lead to a high-quality learning experience, both at home and at school.
- Goal 3: Use existing and additional services and systems to increase the awareness of, and participation in, activities and services which contribute to family, child, and staff mental wellness.

The Community Assessment will be posted on the SETA web site for public review. Ms. Scherman would like to have a meeting where Head Start is the focal point of the agenda, same for our career centers.

Moved/Scherman, second/Pannell, to approve the following:

- 1) Approve the Program Self-Assessment for 2010-2011; and
- 2) Approve the Community Assessment for 2011-2014.

Voice Vote: Unanimous approval.

#### **D. COMMUNITY SERVICES BLOCK GRANT**

- 1. Approval to Ratify the Submission of an Application to the State Department of Community Services and Development (CSD) for Community Services Block Grant (CSBG) Discretionary Targeted Initiatives Funding

Ms. Cindy Sherwood-Green reviewed this item requesting approval to ratify the submission of a grant application. The application was submitted April 1 requesting \$100,000 to develop a project which will provide 85 participants and their families with case management and the skills, resources, and experiences necessary to avoid or overcome obesity and obesity-related health conditions.

The grant will provide services for Head Start youth and their families in the Galt community. In addition, former foster youth and probationary youth will be served.

Moved/Pannell, second/Yee, to ratify the submission of the Healthy Futures grant application to the State Department of Community Services and Development in the amount of \$100,000.

Voice Vote: Unanimous approval.

2. Approval of Resolution to Apply for Program Year 2011 Community Services Block Grant (CSBG) Discretionary Targeted Initiative Funding and Authorize the SETA Executive Director to Complete and Execute any Documents Necessary for Completion of the Application

Ms. Sherwood-Green stated that this item is the resolution to submit the application just discussed and authorizes the Executive Director to complete and execute necessary documents.

Moved/Pannell, second/Yee, to approve a resolution to apply for program year 2011 Community Services Block Grant (CSBG) discretionary targeted initiative funding and authorize the SETA Executive Director to complete and execute any documents necessary for completion of the application  
Voice Vote: Unanimous approval.

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

**II. Consent Items**

- A. Minutes of the March 3, 2011 Regular Board Meeting
- B. Approval of Claims and Warrants

The consent calendar was reviewed; no questions or comments.

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

- A. Approve the minutes of the March 3, 2011 meeting.
  - B. Approve the claims and warrants for the period 2/25/11 through 3/30/11.
- Voice Vote: Unanimous approval, with one abstention (Pannell)

**IV. Information Items**

- A. Office of Refugee Resettlement Monitoring Review: No questions.
- B. Head Start Reports: No additional report.
- C. Dislocated Worker Update: No additional report.
- D. Employer Activity Report: No additional report.
- E. Unemployment Update/Press Release from the Employment Development Department: No questions or comments.

**V. Reports to the Board**

- A. Chair: No report.

- B. Executive Director: Ms. Kossick introduced Coventry St. Mary, Chair of the Policy Council, and Mary Brown, Chair of the Parent Advisory Committee. Federal auditors are in the process of reviewing some records and will be continuing for a week or so; Ms. Kossick will report back at the next meeting.
- C. Deputy Directors: Ms. Denise Lee stated that the California Department of Education's budget has been cut by 15%; it will either come with a reduction in hours or staffing. Staff has not yet heard about Head Start cuts. The program information results were received and the generic feedback is that SETA is doing extremely well. Board members were thanked for agreeing to meet on April 28. A new Head Start center will be opening next week at Elkhorn and Highway 80.
- D. Counsel: Mr. Larsen stated that there are procedures under the Brown Act regarding teleconferencing. If this is something the board is interested in for future consideration, legal counsel can do research.
- E. Members of the Board: No comments.
- F. Public: Ms. Juanita Sendejas Lopez invited the board members to visit the one stops. There are lots of things going on at the career centers and people are getting jobs. Reneé John, Folsom Cordova Community Partnership, provided a number of success stories of last year's summer youth program. The summer youth program definitely has an effect on youth.

VI. **Adjournment**: Meeting adjourned at 12:18 p.m.



ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 3/31/11 through 4/20/11, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 3/31/11 through 4/20/11.

STAFF PRESENTER: Kathy Kossick

ITEM III-A – 1 - ACTION

APPROVAL OF STAFF RECOMMENDATIONS FOR THE ADULT AND YOUTH  
VENDOR SERVICES (VS) LISTS

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 recommendations.

RECOMMENDATION:

Approve the attached recommendations for the Adult and Youth VS Lists.

STAFF PRESENTER: Marianne Sphar

## **Adult and Youth Vendor Services (VS) Lists**

### **Staff Recommendation**

**APPLICANT:** Victory Outreach South Sacramento

**Location:** 5565 Power Inn Road, Suite 122, Sacramento, CA 95824

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

The programs of Victory Outreach of South Sacramento serve the communities of South Sacramento and surrounding areas. They work cooperatively with others of mutual purpose in serving low-income families through an array of social and economic outreach programs. Victory Outreach is dedicated to reaching and developing the personal lives of at-risk youth/adults who are gang "affected" and/or identified as gang involved.

Victory Outreach will provide life skills to adults and youth who need assistance coping with life issues or need information on resources available to them. Their Adult Mentoring program will connect youth to caring competent adults who will then have regular interaction with them. The Adult Mentors are trained and understand their roles and responsibilities, and that their mentoring is based on a relationship with the youth in order to be effective in providing support and guidance. Victory Outreach can provide these services in English and Spanish.

<b>Activity</b>	<b>Individual Rate</b>
<b>Life Skills/ Success Skills (Adult)</b>	\$12 per hour per client 1 hour per session 72 session maximum per client or \$864
<b>Adult Mentoring (Youth)</b>	\$12 per hour per client 1 hour per session 72 session maximum per client or \$864

## Adult Vendor Services (VS) List

### Staff Recommendation

**APPLICANT:** Women Escaping A Violent Environment (WEAVE)

**Location:** 1900 K Street, Sacramento, CA 95811

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

WEAVE, a private nonprofit organization, is the primary provider of crisis intervention services for survivors of domestic violence and sexual assault in Sacramento County. They were established in 1978 as a small grassroots organization and have continued to grow to a large, nationally recognized agency with 80 paid staff members and many active volunteers. They are the only Sacramento County agency providing 14 core domestic violence services mandated by the State of California.

WEAVE will provide comprehensive Counseling Services at their downtown location based on individual needs for various issues including domestic violence and sexual assault. Issues addressed may include trauma, stress, anxiety, depression, grief, parenting, and/or communication. Although services are provided in English and Spanish, WEAVE has access to interpreters/translators of over 17 other languages as needed.

<b>Activity</b>	<b>Individual Rate</b>	<b>Group Rate</b>
<b>Counseling</b>	\$80 per session (12 sessions max or \$960)	\$30 per session per client (15 sessions max per client or \$450)

ITEM III-A – 2 - ACTION

APPROVAL OF VOTE ON THE ASSESSMENT BALLOT REGARDING THE ESTABLISHMENT OF THE NATOMAS BASIN LOCAL ASSESSMENT DISTRICT

BACKGROUND:

The Sacramento Area Flood Control Agency is requesting that affected property owners participate in a balloting process to decide whether to create a Natomas Basin Local Assessment District which will raise additional funding to continue construction of the Natomas Levee Improvement Project. SETA owns the Early Learning Center facility located at 2401 Northview Drive, Sacramento, CA 95833. The annual assessment would be \$252.36.

The Assessment Ballot Question is:

Shall the Board of Directors of the Sacramento Area Flood Control Agency establish a proposed Natomas Basin Local Assessment District, levy an assessment not to exceed the amount set forth in the Engineer's Report for forty (40) years, issue bonds in an amount not to exceed \$40,650,000, and proceed with the financing for the proposed Project Additions described in the Engineer's Report?

Attached is a Notice of Public Hearing with more information on the proposed assessment district and how to access the Engineer's Report.

RECOMMENDATION:

Take action to vote on the assessment ballot question regarding the establishment of the Natomas Basin Local Assessment District.

STAFF PRESENTER: Kathy Kossick

# NOTICE OF PUBLIC HEARING

## PROPOSED FLOOD PROTECTION ASSESSMENT SACRAMENTO AREA FLOOD CONTROL AGENCY NATOMAS BASIN LOCAL ASSESSMENT DISTRICT

APRIL 28, 2011 6:00 P.M.

### SACRAMENTO COUNTY BOARD OF SUPERVISORS CHAMBERS 700 H STREET, ROOM 1450 • SACRAMENTO, CALIFORNIA

At the above date, time and place, the Board of Directors of the Sacramento Area Flood Control Agency (SAFCA) will hold a public hearing to consider formation of a special benefit assessment district (Natomas Basin Local Assessment District, "NBLAD") encompassing approximately 32,400 parcels in the Natomas Basin that are subject to the risk of flooding from the lower American and Sacramento Rivers and their tributaries. The purpose of the NBLAD is to authorize annual assessments on the secured property tax bills of the parcels within the NBLAD to provide the local share of the cost of additions (the "Project Additions") to the flood control project described in the Final Engineer's Report for the Agency's Consolidated Capital Assessment District ("CCAD") approved in 2007. The purpose of the CCAD was to fund the local share of the cost of constructing and maintaining flood control projects that had the goal, based on then current information and engineering, of: (1) providing protection from a 100-year flood event within 3-5 years; and (2) providing protection from a 200-year flood event within a decade. Since the approval of the CCAD, which included the Natomas Basin but also substantial additional territory, the Project Additions have been demonstrated to be necessary for the protection of the Natomas Basin only.

Approximately one-half of the proposed Project Additions are attributable to design changes in the levee improvements along the Sacramento River east levee. These changes are required to address new levee vegetation and encroachment standards adopted by the U. S. Army Corps of Engineers (the "Corps") after formation of the CCAD. The other half of the Project Additions are attributable to design changes in the levee improvements needed along the east side of the Basin. These changes are needed to address newly calculated water surface elevations and new geotechnical data gathered along the footprint of the east side levees. In both cases, the design changes involve a substantial expansion of the Project footprint and significant increases in land acquisition, relocation and mitigation costs and associated increases in planning, engineering and construction management costs.

A more detailed description of the Project Additions is contained in Section 2 of the Engineer's Report prepared for SAFCA for the public hearing (the "Engineer's Report"), which the public is invited to review. The Engineer's Report may be reviewed at the SAFCA Office, 1007 7th Street, 7th Floor, Sacramento, or online at [www.safca.org](http://www.safca.org). The estimated cost of the Project Additions is \$366 million. The local share, to be assessed in the NBLAD, is approximately \$40.65 million. The balance is to be funded by the Federal Government and the State of California. See Section 3 of the Engineer's Report.

The financing plan of the NBLAD (Section 4 of the Engineer's Report) includes using funds currently available to SAFCA – including proceeds of CCAD bonds that, because of changed Federal standards, cannot immediately be used for their intended purposes – to begin implementing the Project Additions immediately. Thus NBLAD bonds would not be sold immediately and the NBLAD assessments would not be levied immediately. When the CCAD projects are ready to proceed, the NBLAD bonds would be sold and the CCAD contributions to the Project Additions would be repaid by the NBLAD bonds. The annual levying of the NBLAD assessment would then commence. The NBLAD bonds would be repaid from annual collections of the NBLAD assessments. The plan also includes the payment of some of the project costs, and the system operation and maintenance costs, on a pay-as-you-go basis from annual assessment collections. It is estimated that the NBLAD annual assessments would commence in the 2013-2014 tax year in the approximate amount of \$2.7 million. Once they begin, the annual assessments would continue for 40 years.

The annual assessment amount would be apportioned among the parcels in the NBLAD based on the proportionate benefits each would receive from the Project Additions.

The methodology for apportioning the annual assessments is explained fully in Section 5 of the Engineer's Report. It is similar to the methodology used for the CCAD, the most significant changes being new flood depth-damage relationships for residential and non-residential properties. Briefly, the methodology assumes that the proposed Project Additions will spare the properties within the NBLAD from damage due to flooding, and that the amount of special benefit thus conferred is proportional to the flood damage that would otherwise be inflicted by a hypothetical flood upon the structures, the contents of structures, and the land of each parcel. The method estimates the dollar amount of the damage the flood would inflict based on parcel area, land use (residential, commercial, industrial, public, or agricultural), size of structure (square footage), and the depth of flooding which the parcel would suffer (which has a significant impact on damage to structure and contents). Note that the estimated damage figures are far larger than the proposed assessments. The absolute accuracy of the estimated damage figures is not significant; what is significant is their relative value, because it is these proportions that govern the amount of the assessment assigned to each parcel. The methodology distributes the cost of the projects benefiting each of the parcels in proportion to their estimated relative flood damage.

The amount of the proposed annual assessment chargeable to each parcel is stated on the enclosed Assessment Ballot. The assessment rates will not increase during the 40-year life of the district. Only through subdividing parcels, changing land use, building new structures, or enlarging existing structures, would assessments increase on those parcels in future years, as required by the assessment methodology.

**Using this methodology, an annual assessment has been calculated for each parcel. This Notice is accompanied by an assessment ballot that relates to a particular parcel within the NBLAD. The ballot identifies the parcel to which it relates, and also sets forth the annual assessment for the parcel.**

**You are invited to appear and to testify at the public hearing. You are also asked to execute, sign, and seal the accompanying ballot in the enclosed envelope and return the envelope at or prior to the public hearing. If you return the ballot by mail (the envelope is postage-paid), please mail it in time to assure that it arrives no later than April 28, 2011. Alternatively, you may deliver your sealed ballot to the SAFCA offices at 1007 7th Street, 7th Floor, Sacramento not later than 5:00 p.m. on April 28, 2011. If you prefer to deliver your sealed ballot at the hearing, you may do so. Ballots may be submitted, changed or withdrawn prior to the close of the public hearing. Upon the conclusion of the public hearing, the ballots received will be tabulated in accordance with Article 13D of the California Constitution. In order to be counted, a ballot must have a mark in the box next to "Yes, I support..." or "No, I oppose..." and must be properly signed in the space provided.**

**The NBLAD is being formed under the authority of the Sacramento Area Flood Control Agency Act, which provides for annual assessments. As provided by Proposition 218, each ballot will be weighted in proportion to its annual assessment as shown on the ballot.**

**The assessment will not be imposed if the ballots submitted in opposition to the assessment exceed the ballots submitted in favor of the assessment, with ballots weighted according to the proportional financial obligation of the affected property.**

ITEM III-A – 3 - ACTION

APPROVAL TO RECEIVE FUNDS FROM THE SACRAMENTO MUNICIPAL UTILITY DISTRICT (SMUD) FOR A SMUD/SACRAMENTO WORKS FOR YOUTH SUMMER INTERNSHIP PROGRAM

BACKGROUND:

The Sacramento Municipal Utility District (SMUD) has operated a summer internship program for many years. SMUD is interested in increasing the pool of youth applicants and adding a career pathway component and asked SETA to coordinate the summer internship program. High school youth, both juniors and seniors, will be recruited from throughout Sacramento County with a focus on those youth enrolled in high school career pathway programs relevant to the utility industry. SETA will be responsible for the recruitment, screening, and assessment of the youth. Approximately 25 selected youth each year will be interviewed by SMUD and be required to attend a one-week pre-employment workshop prior to placement at SMUD. SETA will also be responsible for the coordination of the workshops, youth case management and the payroll services. SMUD has authorized a total of \$210,000 for a summer program in 2011 and 2012 which includes the youth wages and other payroll expenditures and SETA's operational expenses.

In April 2008, SETA received approval from City and County of Sacramento to receive funds from employers and the general public to support enhanced employment opportunities for adult and youth job seekers.

SETA's Legal Counsel has reviewed and approved the agreement between SETA and SMUD.

RECOMMENDATION:

Approve the receipt of \$210,000 from SMUD for a SMUD/Sacramento Works for Youth Summer Internship program for 2011 and 2012.

STAFF PRESENTER: Christine Welsch



ITEM III-A - 4 - ACTION

APPROVAL TO SUBMIT A PROPOSAL TO THE U.S. DEPARTMENT OF JUSTICE,  
OFFICE OF JUSTICE PROGRAMS, BUREAU OF JUSTICE ASSISTANCE AND  
OFFICE FOR VICTIMS OF CRIME FOR THE "ENHANCED COLLABORATIVE MODEL  
TO COMBAT HUMAN TRAFFICKING" GRANT AND AUTHORIZE THE EXECUTIVE  
DIRECTOR TO EXECUTE THE COOPERATIVE AGREEMENT AND ANY  
MODIFICATIONS OR OTHER DOCUMENTS REQUIRED BY THE FUNDING  
SOURCE

BACKGROUND:

The U.S. Department of Justice, Bureau of Justice Assistance (BJA) and Office for Victims of Crime (OVC) are seeking applicants for funding under a joint solicitation to support an enhanced anti-human trafficking law enforcement task force and victim service model designed to identify, rescue, and assist foreign and domestic, adult and minor, victims of human trafficking within the United States. Applicants from a law enforcement agency and lead victim services organization are encouraged to apply to this funding opportunity through separate but coordinated proposals. Awards will be made by OVC to support victim services and awards to support law enforcement will be made by BJA. The Regional Terrorism Threat Assessment Center (RTTAC) of the Sacramento Sheriff's Department will apply for BJA funding for law enforcement.

Under the solicitation, the victim services awardee will coordinate the provision of a comprehensive array of culturally and linguistically appropriate services to all trafficking victims identified within a geographic area and impacted by the law enforcement task force. Funds awarded through the OVC grant are intended to support the cost of direct services for victims. Services provided to victims will include intensive case management, shelter/housing, medical care, legal services, education and job training, and life skills training. Awardees will also conduct training and public awareness activities and program evaluation.

SETA is currently in partnership with Opening Doors, Inc., Women Escaping a Violent Environment (WEAVE), and My Sister's House under a cooperative agreement with the Office of Refugee Resettlement (ORR) to implement the Rescue and Restore Victims of Human Trafficking Program. This program provides an existing model of services for victims of trafficking, which would be enhanced and expanded if awarded funding under this opportunity.

Staff is seeking approval to once again collaborate with the existing partners of the Rescue and Restore Victims of Human Trafficking Program, as well as with other local

STAFF PRESENTER: Mary Jennings

ITEM III-A – 4 – ACTION (continued)  
Page 2

service organizations committed to combating human trafficking, and submit an application seeking up to \$500,000 in Enhanced Collaborative Model to Combat Human Trafficking grant funds to compliment the application to be submitted by the Sacramento Sheriff's Department—RTTAC.

RECOMMENDATION:

Approve the submission of an application to the U.S. Department of Justice—OVC requesting up to \$500,000 for a two year (24 month) project period, and authorize SETA's Executive Director to execute the cooperative agreement, modifications and any other documents required by the funding source.

STAFF PRESENTER: Mary Jennings

ITEM III-C - 1 – ACTION

APPROVAL OF FISCAL YEAR 2011-2012  
HEAD START/EARLY HEAD START BUDGET

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Head Start/Early Head Start Budget for Fiscal Year 2011-2012 in the amount of \$41,697,604 for Head Start and \$5,081,578 for Early Head Start. Budget details are as follows:

Head Start Basic	\$41,312,993
Head Start Training and Technical Assistance	\$ 384,611
Early Head Start Basic	\$ 4,957,637
Early Head Start Training and Technical Assistance	\$ 123,941

The Budget/Planning Committee met weekly during March and the first two weeks in April with Ms. Denise Lee, Deputy Director, Head Start Children and Family Services; Mr. Loretta Su, Acting Fiscal Chief; Mr. Roger Bartlett, Fiscal Manager; Head Start Managers Ms. Brenda Campos, Ms. Lisa Carr and Ms. Karen Gonzales; Governance/Social Services/Parent Involvement Coordinator, Ms. Marie Desha to provide input on the budget.

A copy of the 2011-2012 Head Start/Early Head Start Budget will be sent under separate cover.

The Head Start Policy Council will take action on this item at their April 26 meeting. Ms. Denise Lee, Deputy Director, will be available to answer questions.

RECOMMENDATION:

Approve the Fiscal Year 2011-2012 Head Start/Early Head Start Budget.

STAFF PRESENTER: Denise Lee

ITEM III-C - 2 – ACTION

APPROVAL OF FISCAL YEAR 2011-2012  
HEAD START/EARLY HEAD START GRANT APPLICATION

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Fiscal Year 2011-2012 Head Start/Early Head Start Grant Application.

A copy of the Fiscal Year 2011-2012 Head Start/Early Head Start Grant Application will be sent under separate cover.

The Head Start Policy Council will take action on this item at their April 26 meeting. Ms. Denise Lee, Deputy Director, will be available to answer questions.

RECOMMENDATION:

Approve the Fiscal Year 2011-2012 Head Start/Early Head Start Grant Application.

STAFF PRESENTER: Denise Lee

ITEM III-C - 3 – ACTION

APPROVAL OF FISCAL YEAR 2011-2012 HEAD START/EARLY HEAD START  
3-YEAR GOALS/OBJECTIVES

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Fiscal Year 2011-2012 Head Start/Early Head Start 3-Year Goals/Objectives.

In January 2011, a county-wide planning team comprised of directors, managers, content area experts and parents, met to discuss current Community Assessment data and prioritize needs for the Sacramento County Head Start/Early Head Start programs. Priorities led to three specific goals for Sacramento County which are:

Goal 1: MENTAL HEALTH – Using existing services and systems to increase the awareness of, and participation in, activities that contribute to family, child, and staff mental wellness.

Goal 2: SCHOOL READINESS — Increase school readiness by developing the role of parents, students, and staff in implementing effective strategies for classroom organization, instructional support and emotional support that lead to a high quality learning experience, both at home and school.

Goal 3: HEALTH—Increase prevention and intervention strategies that promote health and wellness for Head Start/Early Head Start staff, children, and families.

The grantee and each delegate agency developed program specific objectives to support each goal for the next three years. Objectives will be measured and analyzed on a regular basis and updated as needed on an annual basis.

The Head Start Policy Council will take action on this item at their April 26 meeting. Ms. Denise Lee, Deputy Director, will be available to answer questions.

RECOMMENDATION:

Approve the Fiscal Year 2011-2012 Head Start/Early Head Start 3-Year Goals/Objectives.

STAFF PRESENTER: Denise Lee

**Sacramento County Head Start  
Sacramento Employment and Training Agency  
THREE YEAR GOALS & OBJECTIVES  
2011 - 2014**

**GOAL 1 – MENTAL HEALTH**

<b>Goal 1, Year 1:</b> Using existing services and systems to increase the awareness of, and participation in, activities that contribute to family, child, and staff mental wellness.			
Objectives	Activities	Timeline	Person(s) Responsible
<p><b>Children:</b></p> <ul style="list-style-type: none"> <li>Children will participate in classrooms that have high levels of Positive Climate, Teacher Sensitivity, Regard for Student Perspective and Behavior Management.</li> <li>Children will participate in activities that focus on Social-Emotional development.</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>Agency will actively seek out additional Social-Emotional curriculum/ resources.</li> </ul> <p><b>Parents:</b></p> <ul style="list-style-type: none"> <li>Parents will develop an awareness of the importance of identifying emotions and expressing feelings and how they can facilitate this in their child/ren.</li> </ul>	<ul style="list-style-type: none"> <li>Staff will continue to receive ongoing training in the areas of Positive Climate, Teacher Sensitivity, Regard for Student Perspective and Behavior Management. Mentor/ Coaches will provide one on one assistance in the above mentioned areas</li> <li>Sing and Share curriculum will be used in each Head Start classroom. Activities promoting Social Emotional development will be incorporated into Home Visits.</li> <li>Committee will be created to research Social Emotional Curriculum/ resource option.</li> <li>Parents will be introduced to the Social Emotional Foundations for Early Learning, Modules 1 and 2 which include: <i>Making Connections and Making it Happen.</i></li> </ul>	<p>Program Year 2011-2012</p> <p>January 2012</p> <p>Fall 2011</p> <p>Parent workshops to be held bi-monthly</p>	<p>Teachers Program Officers Mentor Coaches</p> <p>Teachers Home Visitors</p> <p>Program Officers Education Coordinators</p> <p>Manager Family Support Unit SS/PI Staff</p>

**Goal 1, Year 2:** Using existing services and systems to increase the awareness of, and participation in, activities that contribute to family, child, and staff mental wellness.

Objectives	Activities	Timeline	Person(s) Responsible
<p><b>Children:</b></p> <ul style="list-style-type: none"> <li>Children will participate in classrooms that have high levels of Positive Climate, Teacher Sensitivity, Regard for Student Perspective and Behavior Management.</li> <li>Children will participate in activities that focus on Social-Emotional development.</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>Agency will pilot any new Social Emotional Curriculum found the prior year.</li> </ul> <p><b>Parents:</b></p> <ul style="list-style-type: none"> <li>Building on the strategies in Year 1, parents will gain awareness of, and increased knowledge of the importance of supporting social emotional skills in their child/ren.</li> </ul>	<ul style="list-style-type: none"> <li>Staff will continue to receive ongoing training in the areas of Positive Climate, Teacher Sensitivity, Regard for Student Perspective and Behavior Management.</li> <li>Sing and Share curriculum will be used in each Head Start classroom. Activities promoting Social Emotional development will be incorporated into Home Visits.</li> <li>Teachers will be trained on any new curriculum.</li> <li>Parents will review learning modules 1 and 2 and build upon those by being introduced to Modules 3 and 4 which include: <i>Why children do what they do, and Teach Me What to do.</i></li> </ul>	<p>Program Year 2012-2013</p> <p>November 2012</p> <p>Fall 2012</p> <p>Parent workshops to be held bi-monthly.</p>	<p>Teachers Program Officers Mentor Coaches</p> <p>Teachers Home Visitors</p> <p>Program Officers Education Coordinators</p> <p>Manager Family Support Unit SS/PI Staff</p>

**Goal 1, Year 3:** Using existing services and systems to increase the awareness of, and participation in, activities that contribute to family, child, and staff mental wellness.

Objectives	Activities	Timeline	Person(s) Responsible
<p><b>Children:</b></p> <ul style="list-style-type: none"> <li>Children will participate in classrooms that have high levels of Positive Climate, Teacher Sensitivity, Regard for Student Perspective and Behavior Management</li> </ul>	<ul style="list-style-type: none"> <li>Staff will continue to receive ongoing training in the areas of Positive Climate, Teacher Sensitivity, Regard for Student Perspective and Behavior Management.</li> </ul>	<p>Program Year 2013-2014</p>	<p>Teachers Program Officers Mentor Coaches</p>

<ul style="list-style-type: none"> <li>• Children will participate in activities that focus on Social-Emotional development.</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>• Agency will implement any new Social Emotional Curriculum found the prior year.</li> </ul> <p><b>Parents:</b></p> <ul style="list-style-type: none"> <li>• Parents will develop strategies that can be used to promote positive adult and child behavior in home and in community settings and learn to identify the meaning of behavior by examining what happens before and after the problem behavior.</li> </ul>	<ul style="list-style-type: none"> <li>• Sing and Share curriculum will be used in each Head Start classroom. Activities promoting Social Emotional development will be incorporated into Home Visits.</li> <li>• Teachers will be trained on any new curriculum.</li> <li>• Parents will review all of the preceding modules and conclude <i>with Facing the Challenge Parts 1 and 2.</i></li> </ul>	<p>November 2014</p> <p>Fall 2013</p> <p>Parent workshops to be held bi-monthly</p>	<p>Teachers Home Visitors</p> <p>Program Officers Education Coordinators</p> <p>Manager Family Support Unit SS/PI Staff</p>
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**Sacramento County Head Start  
Sacramento Employment and Training Agency  
THREE YEAR GOALS & OBJECTIVES  
2011 - 2014**

**GOAL 2 – SCHOOL READINESS**

**Goal 2, Year 1:** Increase school readiness by developing the role of parents, students, and staff in implementing effective strategies for classroom organization, instructional support, and emotional support that lead to a high quality learning experience, both at home and school.

Objectives	Activities	Timeline	Person(s) Responsible
<p><b>Children:</b></p> <ul style="list-style-type: none"> <li>Children in the Head Start Program will experience an increase in positive, significant and sustained developmental outcomes in the 11 domains of the Head Start Child Development and Early Learning Framework.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers will provide children higher quality and effective instructional support through use of the CLASS instrument and support from Early Learning Mentor Coaches.</li> </ul>	<p>February 2011- February 2012</p>	<p>Teachers Home Visitors</p>
<p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>Teachers/ Home Visitors will be knowledgeable of the new Head Start Child Development and Early Learning Framework including the 3 additional domains of Logic and Reasoning, Social Studies Knowledge and Skills and English Language Development.</li> </ul>	<ul style="list-style-type: none"> <li>Provide training and support in the new Head Start Child Development and Early Learning Framework to promote positive outcomes.</li> </ul>	<p>August 2011</p>	<p>Program Officers Mentor Coaches Education Coordinators</p>
<ul style="list-style-type: none"> <li>Analyze the new Head Start Child Development and Early Learning Framework to the California Preschool Learning Foundations for alignment to ensure appropriate curriculum and assessment.</li> </ul>	<ul style="list-style-type: none"> <li>SETA will work in collaboration with California Dept. of Education, WESTed, BEAR (UC Berkeley), California Head Start Association and other Head Start grantees on a committee to align the Early Learning Framework to the California Preschool Learning Foundations</li> </ul>	<p>July 2012</p>	<p>Program Officers Education Coordinators</p>

<p><b>Parents:</b></p> <ul style="list-style-type: none"> <li>Committee will be formed to help address strategies in order to improve attendance in the Head Start/Early Head Start class room. Parents will gain increased knowledge about the importance of regular attendance and the link to future school success</li> </ul>	<ul style="list-style-type: none"> <li>Parent Orientation and parent meetings will focus on the importance of attendance and the relationship to school readiness.</li> </ul>	Fall 2011	Manager Family Support Unit FSWs Teaching Staff
<p><b>Goal 2, Year 2:</b> Increase school readiness by developing the role of parents, students, and staff in implementing effective strategies for classroom organization, instructional support, and emotional support that lead to a high quality learning experience, both at home and school.</p>			
Objectives	Activities	Timeline	Person(s) Responsible
<p><b>Children:</b></p> <ul style="list-style-type: none"> <li>Children s readiness for school will be promoted by the teacher s increased use of activities that incorporate the Head Start Child Development and Early Learning Framework to the California Preschool Learning Foundations.</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>The quality of Head Start teaching will improve in the area of enhanced curriculum implementation (with an emphasis on the importance of oral language, letter knowledge and phonological awareness concepts</li> <li>Ensure Kindergarten Readiness Checklist is aligned with both the Head Start Child Development and Early Learning Framework to the California Preschool Learning Foundations.</li> </ul> <p><b>Parents:</b></p> <ul style="list-style-type: none"> <li>Parents receive a monthly literacy activity geared toward increasing literacy competency in children, thereby promoting</li> </ul>	<ul style="list-style-type: none"> <li>Children will be engaged in high quality activities that promote school readiness. Materials and training will be provided as needed to implement and support Kindergarten readiness through purposeful teaching. The CLASS tool will be used as a guiding instrument</li> <li>Provide training to reinforce the implementation of Creative Curriculum and The Houghton Mifflin Language and literacy activities.</li> <li>Provide individualized teacher support through the use of Early Learning Mentor Coaches.</li> <li>Establish a committee of teachers, parents and Education Support staff to look at the Kindergarten Readiness Checklist and any improvements necessary.</li> <li>Parents will receive a monthly at home activity focusing on literacy development. Two parent workshops</li> </ul>	<p>July 2013</p> <p>November 2012</p> <p>January 2013</p> <p>Fall 2012</p>	<p>Teachers; Home Visitors</p> <p>Program Officers Mentor Coaches Education Coordinators</p> <p>Program Officers Educations Coordinators</p> <p>Manager Family Support Unit SS/PI Staff</p>

school readiness.	will be held for all SETA operated programs helping parents to attain greater knowledge of literacy activities and linking it to school readiness.		
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**Goal 2, Year 3:** Increase school readiness by developing the role of parents, students, and staff in implementing effective strategies for classroom organization, instructional support, and emotional support that lead to a high quality learning experience, both at home and school.

Objectives	Activities	Timeline	Person(s) Responsible
<p><b>Children:</b></p> <ul style="list-style-type: none"> <li>Children will increase their use of higher level thinking skills and creativity in the area of numeracy.</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>Teachers will be knowledgeable of <u>why and how</u> the child s individual developmental needs, curriculum, Head Start requirements and state standards can work together toward excellent early childhood education experiences.</li> <li>Teachers will increase the quality and /or quantity of their instructional activities which promote higher level thinking skills and creativity in the area of numeracy.</li> </ul> <p><b>Parents:</b></p> <ul style="list-style-type: none"> <li>Parents will receive monthly math activities geared toward increasing mathematical awareness, thereby promoting school readiness</li> </ul>	<ul style="list-style-type: none"> <li>Children will be engaged in quality instructional activities that require the use of higher level thinking skills and creativity in the area of numeracy. (As identified on the ECERS tool)</li> <li>Teachers will be trained on the alignment of the Early Learning Framework to the California Preschool Learning Foundations, including any supplementary tools to assess any gaps.</li> <li>Provide training and/or mentoring to increase teachers knowledge of and ability to implement classroom activities which promote higher level thinking skills and creativity in the area of numeracy</li> <li>Parents will receive monthly math activities geared toward increasing mathematical awareness, thereby promoting school readiness</li> </ul>	<p>January 2014</p> <p>November 2013</p> <p>January 2014</p> <p>Fall 2012</p>	<p>Teachers Home Visitors</p> <p>Program Officers Education Coordinators</p> <p>Program Officers Education Coordinators Teachers Home Visitors</p> <p>Manager Family Support Unit SS/PI Staff</p>

**Sacramento County Head Start  
Sacramento Employment and Training Agency  
THREE YEAR GOALS & OBJECTIVES  
2011 - 2014**

**GOAL 3 – HEALTH**

**Goal 3, Year 1:** Increase prevention and intervention strategies that promote health and wellness for Head Start/EHS staff, children and families.

Objectives	Activities	Timeline	Person(s) Responsible
<p><b>Children:</b></p> <ul style="list-style-type: none"> <li>▪ On a daily basis, children will participate in enhanced health education activities on the following topic areas: (1) nutrition, (2) physical activity, (3) personal safety and (4) oral health.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Onsite visits by popular children s characters will be used in teaching health and safety habits to children. Children will continue to participate in IMIL and gardening activities at the centers.</li> <li>▪ Enhanced curriculum training for teachers on: <i>Go Grow Glow</i> and school garden projects (Nutrition); <i>IMIL</i> (Physical Activity); <i>PAWS</i> (Personal Safety) and Oral Health will be scheduled at minimum of 2 times a year.</li> </ul>	Monthly	Health/Nutrition Specialists; Teachers
		Fall 2011 and Spring 2012	Teachers; Site Supervisors; Education Coordinators; Program Officers
<p><b>Parents:</b></p> <ul style="list-style-type: none"> <li>▪ Parents will participate in nutrition education and healthy cooking classes at least 3 times/year. Centers that have onsite parent physical activity clubs will be increased to a total of 6 participating centers on the 1<sup>st</sup> year.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Increased onsite visits with parents by Health/Nutrition staff to engage in one-on-one conversations, and to reinforce key health messages.</li> <li>▪ Nutrition education classes and technical assistance in creating onsite physical activity clubs will be offered at centers for parent and staff participation</li> </ul>	Monthly	Health/Nutrition Specialists; Family Services Workers; Program Officer
		TBD	Program Officer; Health/Nutrition Specialists; Family Services Workers

<p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>A worksite employee wellness program called <i>“Take Action, Head Start!</i> will be introduced to Head Start staff with the objective of providing a framework for encouraging active lifestyle and healthy eating at work sites. Minimum of four (4) worksite teams will be signed on as ongoing participants to <i>Take Action, Head Start!</i> setting their own fruit/vegetable consumption and physical activity goals.</li> </ul> <p><b>Community Partners:</b></p> <ul style="list-style-type: none"> <li>Community collaboration with existing partners will continue: UC Davis Dept. of Nutrition Science and The Healthy Kids research project; CSUS Dept. of Family and Consumer Sciences; Health Education Council (HEC) and In the Grow Program; Kids Care Dental Group and The Effort. SETA Head Start and SETA Workforce Development Departments will partner and explore other funded health initiatives that benefit SETA s target population.</li> <li>Additional Health Services Advisory Committee (HSAC) Partners that provide no or low-cost medical and dental services to children and families will be identified.</li> </ul>	<ul style="list-style-type: none"> <li>A staff committee will be created to implement <i>Take Action!</i> , a worksite wellness program through Network for a Healthy California which will be used to implement the employee wellness program. Technical assistance from Health Education Council (HEC) will be utilized.</li> <li>SETA employee <i>Take Action!</i> Team will participate in community fun run/walk events twice/year.</li> <li>SETA Head Start children, families, and staff will continue to participate in a variety of innovative health services and research projects offered by SETA agency partners.</li> <li>SETA Head Start will develop Memoranda of Understanding (MOU) with HSAC community partners that will provide no or low-cost services to children and families.</li> </ul>	<p>November 2011 (Kick-Off Event)</p> <p>TBD</p> <p>Ongoing</p> <p>Fall 2011</p>	<p>Program Officer; Health Nutrition Specialists; <i>Take Action, Head Start!</i> Committee</p> <p><i>Take Action, Head Start!</i> Committee</p> <p>Teachers; Health/Nutrition Specialists; Program Officers; Managers</p> <p>Coordinator; Program Officer; Manager</p>
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**Goal 3, Year 2:** Increase prevention and intervention strategies that promote health and wellness for Head Start/EHS staff, children and families.

Objectives	Activities	Timeline	Person(s) Responsible
<p><b>Children:</b></p> <ul style="list-style-type: none"> <li>On a daily basis, children will participate in enhanced health education activities on the following topic areas: (1) nutrition, (2) physical activity, (3) personal safety and (4) oral health.</li> </ul> <p><b>Parents:</b></p> <ul style="list-style-type: none"> <li>Parents will participate in nutrition education and healthy cooking classes at least 3 times/year. Centers that have onsite parent physical activity clubs will be increased to a total of <b>9</b> participating centers on the 2<sup>nd</sup> year.</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li><i>Take Action, Head Start!</i> Year 2 will build on Year 1 program strategies. Model worksite teams that showed success in Year 1 will have formal recognition and will be invited to become Peer Leaders or Team Captains. Four (<b>4</b>) new or continuing teams will be signed on as participants for Year 2, setting</li> </ul>	<ul style="list-style-type: none"> <li>Onsite visits by popular children s characters will be used in teaching health and safety habits to children. Children will continue to participate in IMIL and gardening activities at the centers.</li> <li>Enhanced curriculum training for teachers on: <i>Go Grow Glow</i> and school garden projects (Nutrition); <i>IMIL</i> (Physical Activity); <i>PAWS</i> (Personal Safety) and Oral Health will be scheduled at minimum of 2 times a year.</li> <li>Increased onsite visits with parents by Health/Nutrition staff to engage in one-on-one conversations, and to reinforce key health messages.</li> <li>Nutrition education classes and technical assistance in creating onsite physical activity clubs will be offered at centers for parent and staff participation.</li> <li>Mini-health and fitness fairs and/or workshops primarily for staff will be scheduled at the SETA Del Paso Blvd. office and will travel to various Head Start sites. Ongoing support and incentives will be provided to program participants.</li> </ul>	<p>Monthly</p> <p>Fall 2012 and Spring 2013</p> <p>Monthly</p> <p>TBD</p> <p>2x/year</p>	<p>Health/Nutrition Specialists; Teachers</p> <p>Teachers; Site Supervisors; Education Coordinators; Program Officers</p> <p>Health/Nutrition Specialists; Family Services Workers; Program Officer</p> <p>Program Officer; Health/Nutrition Specialists; Family Services Workers</p> <p>Program Officer; Health Nutrition Specialists; <i>Take Action, Head Start!</i> Committee</p>

<p>their own fruit/vegetable consumption and physical activity goals.</p> <p><b>Community Partners:</b></p> <ul style="list-style-type: none"> <li>▪ SETA Head Start will remain to be active partners with various community agencies listed on Year 1. New partnerships will be explored and developed.</li> <li>▪ Additional Health Services Advisory Committee (HSAC) Partners that provide no or low-cost medical and dental services to children and families will be identified</li> </ul>	<ul style="list-style-type: none"> <li>▪ SETA employee Take Action! Team will participate in community fun run/walk events 2x/year.</li> <li>▪ SETA Head Start children, families, and staff will continue to participate in a variety of innovative health services and research projects offered by SETA agency partners.</li> <li>▪ SETA Head Start will develop Memoranda of Understanding (MOU) with HSAC community partners that will provide no or low-cost services to children and families.</li> </ul>	<p>TBD</p> <p>Ongoing</p> <p>Fall 2012</p>	<p><i>Take Action, Head Start!</i> Committee</p> <p>Teachers; Health/Nutrition Specialists; Program Officers; Managers</p> <p>Coordinator; Program Officer; Manager</p>
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**Goal 3, Year 3:** Increase prevention and intervention strategies that promote health and wellness for Head Start/EHS staff, children and families.

Objectives	Activities	Timeline	Person(s) Responsible
<p><b>Children:</b></p> <ul style="list-style-type: none"> <li>▪ On a daily basis, children will participate in enhanced health education activities in the following topic areas: (1) nutrition, (2) physical activity, (3) personal safety and (4) oral health.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Onsite visits by popular children s characters will be used in teaching health and safety habits to children. Children will continue to participate in IMIL and gardening activities at the centers.</li> <li>▪ Enhanced curriculum training for teachers on: <i>Go Grow Glow</i> and school garden projects (Nutrition); <i>IMIL</i> (Physical Activity); <i>PAWS</i> (Personal Safety) and Oral Health will be scheduled at minimum of 2 times a year.</li> </ul>	<p>Monthly</p> <p>Fall 2013 and Spring 2014</p>	<p>Health/Nutrition Specialists; Teachers</p> <p>Teachers; Site Supervisors; Education Coordinators; Program Officers</p>

<p><b>Parents:</b></p> <ul style="list-style-type: none"> <li>Parents will participate in nutrition education and healthy cooking classes at least 3 times/year. Centers that have onsite parent physical activity clubs will be increased to a total <b>12</b> participating centers on the 3<sup>rd</sup> year.</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li><i>Take Action, Head Start!</i> Year 3 will build on Year 1 and Year 2 program strategies. Model worksite teams that show continuing success in Years 1 and 2 will have formal recognition and will be invited to become Peer Leaders or Team Captains. Four <b>(4)</b> new or continuing teams will be signed on as participants for Year 2, setting their own fruit/vegetable consumption and physical activity goals.</li> </ul> <p><b>Community Partners:</b></p> <ul style="list-style-type: none"> <li>SETA Head Start will remain to be active partners with various community agencies listed on Years 1 and 2. New partnerships will be explored and developed.</li> <li>Additional Health Services Advisory Committee (HSAC) Partners that provide no or low-cost medical and dental services to children and families will be identified.</li> </ul>	<ul style="list-style-type: none"> <li>Increased onsite visits with parents by Health/Nutrition staff to engage in one-on-one conversations, and to reinforce key health messages.</li> <li>Nutrition education classes and technical assistance in creating onsite physical activity clubs will be offered at centers for parent and staff participation.</li> <li>Mini-health and fitness fairs and/or workshops primarily for staff will be scheduled at the SETA Del Paso Blvd. office and will travel to various Head Start sites. Ongoing support and incentives will be provided to program participants.</li> <li>SETA employee <i>Take Action!</i> Team will participate in community fun run/walk events 2x/year.</li> <li>SETA Head Start children, families, and staff will continue to participate in a variety of innovative health services and research projects offered by SETA agency partners.</li> <li>SETA Head Start will develop Memoranda of Understanding (MOU) with HSAC community partners that will provide no or low-cost services to children and families.</li> </ul>	<p>Monthly</p> <p>TBD</p> <p>2x/year</p> <p>TBD</p> <p>Ongoing</p> <p>Fall 2013</p>	<p>Health/Nutrition Specialists; Family Services Workers; Program Officer</p> <p>Program Officer; Health/Nutrition Specialists; Family Services Workers</p> <p>Program Office; Health Nutrition Specialists; <i>Take Action, Head Start!</i> Committee</p> <p><i>Take Action, Head Start!</i> Committee</p> <p>Teachers; Health/Nutrition Specialists; Program Officers; Managers</p> <p>Coordinator; Program Officer; Manager</p>
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ITEM III-C - 4 – ACTION

APPROVAL OF FISCAL YEAR 2011-2012 HEAD START/EARLY HEAD START TRAINING/TECHNICAL ASSISTANCE GRANT APPLICATION AS ALIGNED WITH ESTABLISHED THREE-YEAR GOALS

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Fiscal Year 2011-2012 Head Start/Early Head Start Training/Technical Assistance Grant Application in the amount of \$384,611 for Head Start, and \$123,941 for Early Head Start. The Budget/Planning Committee met several times with Ms. Denise Lee, Deputy Director, Head Start Children and Family Services; Mr. Loretta Su, Acting Fiscal Chief; Mr. Roger Bartlett, Fiscal Manager; Head Start Managers Ms. Brenda Campos, Ms. Lisa Carr and Ms. Karen Gonzales; Governance/Social Services/Parent Involvement Coordinator, Ms. Marie Desha and the PC/PAC Chairs, to provide input on the budget.

The Head Start Policy Council will take action on this item at their April 26 meeting. Ms. Denise Lee, Deputy Director, will be available to answer questions.

RECOMMENDATION:

Approve the Fiscal Year 2011-2012 Head Start/Early Head Start Training/Technical Grant Application as aligned with established three-year goals.

STAFF PRESENTER: Denise Lee

## TRAINING AND TECHNICAL ASSISTANCE PLAN 2011-2012

### PHILOSOPHY

### PHILOSOPHY

SETA Head Start's program philosophy is based on the premise that all families share certain basic needs and that the Head Start population, in particular, can reap even greater benefits from a comprehensive service delivery system that ensures their needs are met. Our program mission is to improve the lives of low-income children by providing comprehensive child development services that are family focused, including education, health, nutrition, mental health and social services. SETA Head Start's goals are accomplished by involving parents in the complete operation and administration of the program and by supporting the growth of families and staff through the development of advocacy skills, enhanced self-esteem and empowerment. The overall goal is to develop a greater degree of independence among families and the decisions which impact their lives. Finally, SETA Head Start has established as its vision, "Touching Families, Making A Difference."

SETA continually strives to recruit, train and retain the highest quality staff. Ongoing training and technical assistance ensures that all staff are knowledgeable about the Head Start philosophy, goals and objectives, mission, values and Performance Standards of the Head Start and Early Head Start programs.

### PLANNING PROCESS

SETA employs an exacting strategic planning process to identify and accomplish the training and professional development needs of Head Start/Early Head Start staff, parents, and delegate agencies. This process results in a T/TA Plan which carefully incorporates needs identified through PIR, OHS Monitoring Protocol, Self Assessment, Community Assessment, on-going monitoring results, Desired Results and Child Outcomes, as well as analysis of embedded program and operational reporting systems such as ERSEA reports, ADA reports, etc., and established countywide goals. Ultimately, under the direction of SETA's strong parent organizations (PC/PAC), specific dollars are allocated to these prioritized needs (see attached budget) to ensure staff, parents and delegate agencies receive the necessary training and professional development to move SETA's organization forward.

Several T/TA planning sessions take place in late winter. Participants in the T/TA planning include the SETA Leadership team, Policy Council and Parent Advisory Committee members and delegate agency directors. Participants share information about their community assessment results, Program Self Assessment, most recent ERSEA and health and child outcomes reports/DRDP. Participants identify program strengths and service gaps. A number of areas are identified through these meetings as priorities for T/TA and countywide goal statements are formulated.

Sub-committees which include staff, parents and countywide content coordinators update written program area plans and modify or develop policies and procedures for key management systems.

The Training and Technical Assistance Plan was the direct result of an exhaustive and highly collaborative partnership between Head Start/Early Head Start grantee staff, parents, and delegate agencies.

# TRAINING AND TECHNICAL ASSISTANCE PLAN 2011-2012

## APPROACH TO TRAINING, TECHNICAL ASSISTANCE AND PROGRAM IMPROVEMENT

Adjustments to the Training and Technical Assistance Plan (T/TA) proposed for PY 2011-2012 reflect the combined needs identified and prioritized by:

- 1) parents on the Budget/Planning Committee
- 2) the SETA Leadership team
- 3) the resulting goals established in the 2010-2011 Self Assessment Program Improvement Plan
- 4) a through careful analysis of results from the PIR, Community Assessment, countywide goals, on-going monitoring, DRDP results and ERSEA reports.

A systematic approach was taken to ensure that SETAs 2010-2011 Self Assessment Program Improvement Plan (PIP) and associated budget would reflect current needs identified through

- a) on-going monitoring
- b) PIR results
- c) committee reviews of the existing T/TA Plan
- d) 3-Year Goals and Objectives

The T/TA Plan was adjusted to align with The Three Year Goals and Objectives and the Self Assessment Program Improvement Plan. Items which were modified on the current T/TA to support specific PIP goals are denoted with an asterisk \*.

## OUTCOMES AND TIMETABLES

Outcomes and timetable attainment of the Program Improvement Plan (PIP) will be tracked and measured on a bi-weekly basis. Leadership meetings are conducted weekly with specific agenda content. Moving forward, all Leadership meeting agendas will include a standing item, *PIP Status Report*. A significant portion of these meetings will be focused on the PIP outcome and timetable attainments. This process will allow for careful tracking of progress as it relates to timetables and outcomes attainment in the six defined goals within: Early Intervention and Prevention; Record Keeping and Reporting; Planning; Communication; Human Resources/Staff Development/Training and Health and Nutrition Services.

**TRAINING AND TECHNICAL ASSISTANCE PLAN  
2011-2012**

[NOTES: M=Mandated; CGO=Countywide Goals and Objectives; PIP=Program Improvement Plan; Q=Quality]							
Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost Budget Source		Notes
					HS	EHS	
<b>Improve Management Systems</b>							
<b>A. ERSEA-Strengthen paperwork system</b>							
Cluster Training	FSWS, Site Supervisors, EHS Educators, Home Visitors	ERSEA Coordinator	Annual staff training on enrollment and eligibility. Refresher training to occur so HS and EHS enrollment and eligibility guidelines are followed	August 2011	Minimal	Minimal	PIP
<b>B. Recordkeeping and Recording-strengthen recordkeeping and reporting system</b>							
Cluster Training	FSWS, Site Supervisors, EHS Educators, Home Visitors, HS Teachers, Program Officers, Family Placement Workers	ERSEA Coordinator and I/T department	Refresher course on the electronic sign in sheet called EZ-ID. Ensure that all staff are aware of how to use the functions, and implement the new substitute sign in system for sub teaching staff.	August 2010 and ongoing	Minimal	Minimal	
Cluster Training	FSWS, Site Supervisors, EHS Educators and Home Visitors	Program Support Manager	Train staff on the Lead Assessment test, and how to document in the Child Plus system	September 2011	Minimal	Minimal	M
FPA follow up training	EHS Home visitors, Preschool Home Base and FSWS	SS/PI Supervisors and EHS Education Coordinator	Staff will improve their knowledge and documentation skills in the areas of FPA. Staff will achieve an understanding of the FPA process and how to	October 2011	Minimal	Minimal	PIP

**TRAINING AND TECHNICAL ASSISTANCE PLAN  
2011-2012**

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Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost Budget Source		Notes
					HS	EHS	
			provide follow up				
Development of new monitoring system for the SETA Operated Programs	All Head Start Staff	Leadership Team	The Managers along with the Leadership team will devise a new way of monitoring the SETA Operated Programs.	August 2011	To be determined	Minimal	M
45 day Educational Screening Training	All Teaching Staff	Education Program Officers	Conduct follow up training on timelines associated with education screenings. This will ensure that 45 day mandates are met, and files are complete.	September/ October 2011	Minimal	Minimal	PIP
Develop tracking system for Outcomes and Portfolio Assessments	All Teaching staff	Education Program Officers	Develop a tracking system to ensure that all Portfolio assessments are turned in on time. Develop a training system to train on new tracking system	January 2012	Minimal	Minimal	PIP
Update/redesign Teacher Tool Kit	All Teaching Staff	Education Program Officers, Education Coordinator	Develop an updated Teacher tool Kit book for all teaching staff. Provide updated information and procedures for implementing all education policies	November 2011	Minimal	Minimal	PIP
Develop a Tool Kit for Family Service Workers	Family Service Workers	Family Support Program Officers, SS/PI Supervisors	Develop a tool kit for Family Service Workers so that all information needed to be successful in their job, is available.	February 2012	Minimal	Minimal	M
Up date Health/Nutrition Policy and Procedures	Health Nutrition Specialist,	Health/Nutrition Specialist,	Update and train staff on any changes to the	July 2011	Minimal	Minimal	M

**TRAINING AND TECHNICAL ASSISTANCE PLAN  
2011-2012**

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Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost Budget Source		Notes
					HS	EHS	
	FSWS, Teaching Staff, EHS Educators	Program Support Manager	Health/Nutrition Policies and Procedure Manuel. Ensure that all staff are complaint with new policies and procedures and best practices are being followed				
<b>C. Human Resources-Strengthen Human Resource System</b>							
Career Incentive Plan	All Staff	Community colleges, 4 year colleges/universities	Staff will receive up to \$1,500 per grant year to return back to school to continue their education and meet reauthorization requirements	July 2011 and on-going	\$18,966	\$3,466	M
New Employee Orientation	All new staff	Education Coordinators, Program Officers, Staff Training officer, other staff as needed	New staff will understand agency policies and procedures and Head Start/Early Head Start requirements	Ongoing as new staff are hired	Minimal	Minimal	M
Conferences (NHSA, CHSA, WIFLI, CAEYC, CDPI, Zero to Three) and other identified staff development opportunities	Staff, Parents	Conference Presenters	Ensure staff and parents are exposed to updated information on changes to HS/EHS; parents and staff will demonstrate increased knowledge and skill, maintain connections to regional, state and national HS/EHS agencies.	September 2011 and ongoing throughout year	\$15,200	\$3,300	M
On site Infant/Toddler classes for EHS Staff	Staff	Community College Instructors	Six Units of ECE will be offered onsite for employees who are interested in ensuring they meet the requirements	July 2011- Spetember 2011	M	\$20,000	M

**TRAINING AND TECHNICAL ASSISTANCE PLAN  
2011-2012**

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Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost Budget Source		Notes
					HS	EHS	
			for working with infants and toddlers				
<b>D. On-going Monitoring-Strengthen On-going monitoring system</b>							
Development of Improved ongoing monitoring system , including file check off sheet and a process by which follow up to documented	Content Coordinators, Program Officers, teaching staff, FSWS, Mental health and disabilities staff	Management team, content coordinators	Refinement of ongoing monitoring for all SETA Operated Programs. Updated training on Child Plus.net and how to read reports. Development of a system to ensure all findings are followed up on in a timely manner	August/Sept 2011	Minimal	Minimal	PIP
Update procedures for ensuring compliance with CCFP monitoring protocols , and annual training	Teaching staff	Manager, Program Support, Health/Nutrition Specialist	Staff will review current and any new procedures for CCFP on-going monitoring.. Staff will demonstrate an increased awareness how accurate recordkeeping and ongoing monitoring relates to continued funding of the CCFP program	October/ November 2011	Minimal	Minimal	PIP
<b>E. Program Support-Strengthen Delegate Support</b>							
Delegate Kick off	Delegate staff, Delegate Support team, Grantee managers and Deputy Director	Deputy Director, Manager, Program Support	Ensure compliance in all areas of performance standards. Continue to build supportive relationships	October 2011	\$3,000		M

**TRAINING AND TECHNICAL ASSISTANCE PLAN  
2011-2012**

<b>[NOTES: M-Mandated; CGO=Countywide Goals and Objectives; PIP=Program Improvement Plan; Q=Quality]</b>							
Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost Budget Source		Notes
					HS	EHS	
Content Coordinator Meetings	Content Coordinator from Delegate Agencies	SOP Content Coordinators	All Head Start staff will increase their knowledge of service delivery methods, develop county-wide systems to bring to their agencies	August 2011 ongoing monthly	Minimal	Minimal	M
Career Incentive for Delegates	All delegate staff	Community colleges, 4 year colleges and universities	Staff will receive up to \$1,500 per grant year to return back to school to continue their education and meet reauthorization requirements	August 20101 and ongoing	\$6,000		M
<b>F. Self Assessment-Strengthen Self Assessment System</b>							
Self Assessment Training	Parents and staff	Management staff	Train staff and parents of extensive self assessment process. Improve data analysis for accurate interpretation of data documents for planning purposes	January 2012	Minimal	Minimal	M
<b>G. Program Governance-Strengthen Program Governance</b>							
PAC/PC Training	PAC/PC Members	SS/PI Coordinator and SS/PI staff	Demonstrate increased knowledge of role and responsibilities of members, including Robert's Rules of Order, Brown Act, and parliamentary procedures	October 2011	Minimal	Minimal	M
Parent Leadership Training	PAC/PC members	SS/PI Coordinator and Keynote speaker	Deeper understanding of leadership role parents play in HS/EHS and deepen	January 2012	\$8,000	\$500	M



**TRAINING AND TECHNICAL ASSISTANCE PLAN  
2011-2012**

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Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost Budget Source		Notes
					HS	EHS	
			relationship with parents				
Governing Board Training	Governing Board Members, PAC/PC Chairs	Deputy Director, SS/PI Coordinator	Demonstrate deeper understanding of the roles and responsibilities the Governing Board has in relation to the HS/EHS programs, and how the PC fits into that relationship	January 2012	Minimal	Minimal	M
Ethics Training	PAC/PC members	Workforce Development staff	Members will be trained in the topic of ethics and responsibility. Members will be made aware of their ethical responsibilities in regards to sitting on PAC/PC.	February 2012	Minimal	Minimal	M
Local Conferences- parents	Parents	Local conferences	Parents will achieve greater awareness of the process of become an advocate, and how the state and local budgets affect child care funding	Spring 2011	\$2,000	\$1,000	PIP
CHSA Parent Conference	Parents	CHSA	Parents will have an opportunity to network with other HS/EHS parents and bring back information and training to other parents	TBA	\$6,000	\$1,200	
<b>H. Program Planning: Strengthen Planning Systems</b>							
Managers Planning Retreat	Leadership Team	Deputy Director, Managers	Leadership team will come together twice a year to plan for the upcoming program year, evaluate progress, and make adjustments to the plan.	August 2011 February 2012	Minimal	Minimal	M
<b>Improve Service Delivery</b>							

**TRAINING AND TECHNICAL ASSISTANCE PLAN  
2011-2012**

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Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost Budget Source		Notes
					HS	EHS	
<b>A. HEALTH &amp; SAFETY</b>							
Disaster Preparedness Professional Strand 1 (Program Support)	Staff and parents	Manager, Program Support, Manager, Family Support, identified expert speakers	Disaster protocols will be developed by staff for each early learning site, and for home use. Parents and staff will demonstrate increased awareness of the importance of planning for disasters and be able to articulate the plans for either their early learning site, or their home. Protocol will be based on the OHS IM posted on the ECLECK site	Roll out to happen by August 2011	\$5,000	\$1,000	M
CPR Training	Teaching Staff	Health/Nutrition Specialist	Teaching staff certified in Pediatric CPR and First Aide	Monthly	Minimal	Minimal	M
PAWS Training	Teaching Staff	Education Coordinators, Health/Nutrition Staff	Staff will increase their knowledge of ways of keeping children safe while at school.	September 2011	\$500	\$500	M
Pedestrian Training	Parents	FSWS, Health/Nutrition Specialist, teaching staff	Increased knowledge of health and safety issues and of pedestrian safety	September 2011 and ongoing	\$4,000	\$1,000	M
Professional Strand 2- Manager, Program Support-Customer Service	Program Support staff, cook/drivers	To be determined	All program support staff and cook/drivers will receive ongoing training to increase their knowledge of providing quality customer service to each other, and the clients they serve.	August 2011 and ongoing	\$3,000		M

**TRAINING AND TECHNICAL ASSISTANCE PLAN  
2011-2012**

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Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost Budget Source		Notes
					HS	EHS	
Dental Education	Staff, parents and children	Health/Nutrition Specialist	Using a variety of techniques, all participants will increase their knowledge and participation in dental hygiene in order to decrease the amount of dental disease in children	Fall 2011 and ongoing	M	M	CGO
Health Consultant	Parents, staff	Nurse	Parents and staff will gain knowledge about health concerns, and typical development in their child birth-3. Services and education will be offered to pregnant women to guide them in achieving a healthy pregnancy	Ongoing	Minimal	\$5,000	M
<b>B. NUTRITION</b>							
Nutrition education and Healthy Cooking classes	Parents	Health Nutrition Specialist	Parents will demonstrate increased knowledge on ways to prepare healthy meals and have opportunities to engage in one-on-one conversations with	September 2011 and ongoing at parent meetings and countywide training	\$4,000	\$1,000	CGO
Farm Stands	Parents and staff	Soil Born Farms and master Gardeners'	Parents will be trained on how to run a fruit/vegetable stand, and how to incorporate healthy fruits and vegetables into diet.	Ongoing until grant runs out	Minimal	Minimal	CGO

**TRAINING AND TECHNICAL ASSISTANCE PLAN  
2011-2012**

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Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost Budget Source		Notes
					HS	EHS	
Parent Aide training	Parents	SS/PI and Head Cook	Parents will gain knowledge and skills in the areas of employment and food service. Parents will work in the classrooms to prepare food, and to become on-call cook/drivers	July 2011 and ongoing monthly	\$20,000	\$1,000	Q
Parent Education Workshops	Parents	Health/Nutrition Staff, outside speakers	Parents will increase their knowledge regarding healthy eating, incorporating exercise into their daily routine, food safety, obesity prevention, and the advantages of breastfeeding	Ongoing at monthly parent meetings and annually at county-wide parent training	Minimal	Minimal	CGO
Health Advisory/CPAC	Community	Outside professionals	Health staff will come together to discuss and strategize best practices and to ensure consistency on health related topics throughout Sacramento County	Annually	\$1,500	\$500	M
Dietician Consultant	Parents, staff	R.D. Consultant	Parents and staff increase their knowledge about the proper feeding of infants and toddlers. RDA will counsel parents and work on referrals with parents and staff		\$3,000	\$3,000	M
<b><i>C. MENTAL HEALTH</i></b>							
Love and Logic Parenting Workshops	Parents	Manager, Parent Support	Parents will be offered a series of parenting classes dealing with the issues of addressing challenging	January 2012 and May 2012	Minimal	Minimal	Q

**TRAINING AND TECHNICAL ASSISTANCE PLAN  
2011-2012**

[NOTES: M=Mandated; CGO=Countywide Goals and Objectives; PIP=Program Improvement Plan; Q=Quality]							
Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					HS	EHS	
			behaviors as identified on the FPA.				
Parent Education Workshops	Parents	Mental Health Specialists, SS/PI staff,	Staff will learn the framework of developing an active lifestyle, and healthy eating at work. The goal is to increase healthy eating and increase physical activity	November 2011	Minimal	Minimal	CGO
Worksite Employee Wellness Program	All staff	Staff committee and Network for a Healthy California	Teachers in Therapeutic Preschool will increase knowledge in the areas of addressing challenging behavior, and supporting parents on appropriate child discipline methods	Monthly at child study meetings	\$3,000	\$1,000	CGO
Mental Health Workshops	EHS Staff	Infant/Child Mental Health providers	Staff will gain greater knowledge in the areas of infant mental health and post partum depression	Spring 2011	\$2,000	\$500	M
<b><i>D. DISABILITIES</i></b>							
Special Education Workshops (teachers)	Teachers	Disabilities Coordinator, Special Education Staff, SCOE Staff	Staff will gain knowledge on types of disabilities, identification of children with disabilities, accessing services and implementing general education adaptations	Spring 2011	\$2,000	\$500	M
Special Education Workshops (Parents)	Parents	Disabilities Coordinator, Special Education Staff,	Parents will increase their knowledge of ; typical child development, interpretations of child screenings, disability services available, and transition in and out of HS/EHS	Ongoing at parent meetings and socializations	\$1,000	\$500	M

**TRAINING AND TECHNICAL ASSISTANCE PLAN  
2011-2012**

[NOTES: M=Mandated; CGO=Countywide Goals and Objectives; PIP=Program Improvement Plan; Q=Quality]							
Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					HS	EHS	
<b><i>E. CHILD DEVELOPMENT</i></b>							
Teambuilding	Mentor Coach	Ronald Mah	Mentor Coaches will gain competency in building effective teams with identified teaching staff.	September 2011	\$2,000		M
CLASS Training - Professional Strand #1- (Program Operations)	All classroom teachers	Educational Program Officers	Staff will increase their competency in areas of the CLASS assessment by at least one point	Ongoing	\$4,000		M
Regional Site Supervisor Meetings	Site Supervisors	Education Program Officers	Site Supervisors will meet quarterly to discuss best practices in the ECE field, implementation of the new oral language curriculum, and the new classroom assessment tool	Quarterly	Minimal	Minimal	M
Customer Service Training-Professional Strand #2- (Program Operations)	All teaching staff	Education Program Officers, Identified outside training experts	All teaching staff will receive ongoing training to increase their knowledge of providing quality customer service to each other, and the clients they serve.	Bi-monthly beginning in September 2011	\$4,000	\$1,000	M
Houghten/Mifflin Literacy Training Professional Strand #3- (Program Operations)	All teaching staff	Education Program Officers, Mentor Coaches	Staff will gain competence and new knowledge on methods of literacy development in their classroom, based on the modules of Houghten/Mifflin and Creative Curriculum. Staff will receive individualized teacher support through the use of Mentor	Bimonthly beginning September 2011	\$6,000		M

**TRAINING AND TECHNICAL ASSISTANCE PLAN  
2011-2012**

<b>[NOTES: M=Mandated; CGO=Countywide Goals and Objectives; PIP=Program Improvement Plan; Q=Quality]</b>							
Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost Budget Source		Notes
					HS	EHS	
			Coaches.				
Mentor Coaching	Mentor Coaches	Betsy Haas	Mentor Coaches will receive the second part of the training and will continue to increase skill and knowledge in partnering with staff to create effective mentoring relationships	September 2011	\$2,000		Q
Head Start Child Development and Early Learning Framework	Teaching Staff	Education Program Officers, Education Coordinators, Mentor Coaches	Staff will gain increase knowledge and receive ongoing support in the new Head Start Child Development and Early Learning Framework to support positive outcomes	August 2011	M		CGO
<b><i>F. FAMILY SERVICES AND COMMUNITY PARTNERSHIPS</i></b>							
Parent Education Workshops	Parents-county-wide	SS/PI Staff, FSWS, outside presenters	Parents will be offered a variety of topics related to the County wide 3-year goals, including increased knowledge in the areas of mental wellness and school readiness,	September 2011, and then bi-monthly	\$5,000	\$1,200	CGO
Kindergarten Readiness (Transition)	Parents	Manager, Family Support, SS/PI staff, FSWS, Site Supervisors	Parents will increase their knowledge of what is involved in preparing children for kindergarten; routines, dispositions, home	Fall 2011 and Monthly	Basic		CGO

**TRAINING AND TECHNICAL ASSISTANCE PLAN  
2011-2012**

[NOTES: M=Mandated; CGO=Countywide Goals and Objectives; PIP=Program Improvement Plan; Q=Quality]							
Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					HS	EHS	
			work packets and attendance are among the topics to be addressed				
Male Involvement Services	Parents, staff	SS/PI Staff	Fathers will gain greater knowledge around health issues, child development, literacy development in children, and how to strengthen the parent/child bond. Staff will increase knowledge of how to increase male involvement at the site level, and to develop activities that are designed for men	September 2011 and monthly	\$4,759	\$806	Q
Family Literacy Involvement Project (FLIP)	Parents	SS/PI staff, teaching staff	Children's books will be given out monthly to each family enrolled in HS/EHS along with an activity to enhance the book. Families will gain knowledge of methods to foster oral language development in their child	Monthly	\$16,000	\$1,000	Q
Grandparent/Foster parent services	Grandparents, foster parents, parents	SS/PI staff, community representatives	Grandparents and foster parents will increase knowledge of services available to them, and obtain support. Workshops will be offered on topics identified by grandparents/foster parents through the support meeting held monthly	Monthly	\$8,000	\$1,500	M



**TRAINING AND TECHNICAL ASSISTANCE PLAN  
2011-2012**

[NOTES: M-Mandated; CGO=Countywide Goals and Objectives; PIP=Program Improvement Plan; Q=Quality]							
Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					HS	EHS	
Customer Service Training: Professional Strand #1	Family Service Workers and Family Placement Workers	Family Support Program Officers and Outside Agency	All FSWS and FPWS will receive ongoing training to increase their knowledge of providing quality customer service to each other, and the clients they serve.	September 2011	\$3,000	Minimal	M
Monthly FSW Meeting	Family Service Workers, Family Placement Workers	Family Support Program Officers	FSWS will meet monthly with a variety of guest speakers to ensure they are up to date on information and in providing quality services to families	Ongoing	M	M	M
Best Practices in the Social Service Field Professional Strand #2- (Family Support)	FSWS, EHS Educators, Home Visitors, SS/PI staff	Outside agencies to be determined	Staff will gain greater understanding and competency in their chosen field	January 2012 and as needed	\$3,000	Minimal	Q
Time Management- Professional Strand #3- (Family Support)	FSWS, EHS Educators, Home Visitors, SS/PI staff	Outside agencies to be determined	Staff will increase skills in managing their time, gain an understanding of how this can help them achieve a more effective work environment	Summer 2011 and two other times to be determined	\$4,000	Minimal	Q
Translation Services	Parents	Identified bilingual staff and consultants	Increase all parent's access to training and materials	Ongoing	\$3,000	Minimal	M
Parent Activity Projects	Parents	SS/PI staff, Employment Service Specialist, Health/Nutrition staff and outside guest speakers as	Parents will choose educational workshops to attend based on their interests. Topics will be discussed and voted on at parent meetings and socializations	Ongoing	\$14,000	\$1,000	M

**TRAINING AND TECHNICAL ASSISTANCE PLAN  
2011-2012**

[NOTES: M-Mandated; CGO=Countywide Goals and Objectives; PIP=Program Improvement Plan; Q=Quality]							
Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost Budget Source		Notes
					HS	EHS	
		identified					
Parent Conference	Parents	Outside guest speakers	Parents will be offered a countywide parent conference on a variety of topics. Collaboration will occur with the Male Involvement committee and the grandparent/foster parent committee	Spring 2012	Basic	Basic	PIP
Parent Career Incentive	Parents	Various learning institutes	Parents will be reimbursed up to \$600 per grant year to attend college, vocational education or adult education	Ongoing	\$3,500	Minimal	M
Staff Support for T/TA	Staff	N/A	A portion of staff salaries are being charged off since these staff support T/TA services. This will be more fully addressed in the budget narrative	Ongoing	\$81,226	\$24,209	M

ITEM III-C - 5 – ACTION

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

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve Head Start and Early Head Start center locations for Fiscal Year 2011-2012.

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

The Head Start Policy Council will take action on this item at their April 26 meeting. Ms. Denise Lee, Deputy Director, will be available to answer questions.

RECOMMENDATION:

Approve Fiscal Year 2011-2012 Head Start and Early Head Start Center Locations

STAFF PRESENTER: Denise Lee

**SETA OPERATED  
HEAD START  
PROGRAM**  
Funded enrollment:  
**2778 (2806)**

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

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

**Bannon Creek**  
2775 Millcreek Drive  
Sacramento, CA 95833  
263-5336 (100)

**Bright Beginnings**  
10487 White Rock  
Road, P52  
Rancho Cordova, CA  
95670  
255-4720 (80)

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

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

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

**Elkhorn**  
5249 Elkhorn Blvd.  
Sacramento, CA 95660  
263-0542 (180)

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

**Fruitridge**  
5746 40th Street  
Sacramento, CA 95824  
262-2696 (100)

**Galt**  
615 2<sup>nd</sup> Street  
Galt, CA 95632  
(209) 745-6458 (180)

**Grant Skill Center**  
577 Las Palmas  
Sacramento, CA 95815  
263-3807 (120)

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

**Hillsdale**  
5665 Hillsdale Ave.,  
Bldg. 4  
Sacramento, CA 95842  
263-1031 (160)

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

**Illa Collin Center**  
3530 41<sup>st</sup> Avenue  
Sacramento, CA 95824  
263-1389 (60)

**Job Corps**  
3100 Meadowview  
Sacramento, CA 95832  
427-4010 (40)

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

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

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

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

**Nedra Court**  
#60 Nedra Court  
Sacramento, CA 95822  
262-0947 (100)

**New Helvetia II**  
816 Revere Street  
Sacramento, CA 95818  
322-1951 (80)

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

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

**Parker Avenue**  
4516 Parker Avenue  
Sacramento, CA 95820  
227-0695 (16)

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

**Sharon Neese Early  
Learning Center**  
925 Del Paso Blvd.,  
Suite 300  
Sacramento, CA 95815  
263-5470 (60)

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

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

**Vineland**  
6450 20<sup>th</sup> Street  
Rio Linda, CA 95673  
263-0266 (60)

**Home Based Program  
(110)**

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

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

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

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

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

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

**Franklin Elementary**  
4611 Hood Franklin  
Road  
Elk Grove, CA 95023  
(20)

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

**James McKee  
Elementary**  
8701 Halverson Drive  
Elkhorn, CA 95624  
(40)

**John Reith**  
8401 Valley Lark Drive  
Sacramento CA 95823  
399-0110 (20)

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

**SACRAMENTO COUNTY HEAD START/EARLY HEAD START SITE LOCATIONS 2011-2012**

**Prairie Elementary**  
5251 Valley Hi Drive  
Sacramento, CA 95823  
424-7665 (60)

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

**Union House Elementary**  
7850 Deer Creek Dr.  
Sacramento, CA 95823  
000-0000 (20)

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

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

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

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

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

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

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

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

**Capital City (Ext Day)**  
7220 24<sup>th</sup> Street  
Sacramento, CA 95823  
264-3950 (40)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**SACRAMENTO COUNTY HEAD START/EARLY HEAD START SITE LOCATIONS 2011-2012**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Home-Based Program (72)**

**SAN JUAN UNIFIED SCHOOL DISTRICT HEAD START 680**

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

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

**Coleman Elementary**  
6545 Beach Avenue  
Orangevale, CA 95662  
986-2207 (60)

**Cottage Elementary**  
2221 Morse Avenue  
Sacramento, CA 95825  
575-1981 (34)

**Dyer Kelly**  
2236 Edison Avenue  
Sacramento, CA 95821  
566-2151 (34)

**Edison Elementary**  
1500 Dom Way  
Sacramento, CA 95864  
575-2346 (54)

**Encina**  
1400 Bell Street  
Sacramento, CA 95825  
971-5812 (34)

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

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

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

**Kingswood Elementary**  
5700 Primrose Drive  
Fair Oaks, CA 95628  
867-2122 (34)

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

**Marvin Marshall**  
5309 Kenneth Avenue  
Carmichael, CA 95608  
971-7380 (128)

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

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

**Sunrise Elementary**  
7322 Sunrise Blvd.  
Citrus Heights, CA 95610  
728-3191 (74)

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

**Administrative Office:**  
W.C.I.C./Playmate #2  
3555 3rd Avenue  
Sacramento, CA 95817  
(916) 457-8661 (20)

**Playmate #1**  
3930 8th Avenue  
Sacramento, CA 95817  
(916) 451-8870 (100)

**SETA OPERATED  
EARLY HEAD START  
Funded enrollment:  
213**

**SACRAMENTO CITY USD  
EARLY HEAD START  
Funded Enrollment:  
115**

**SAN JUAN USD EARLY  
HEAD START  
Funded Enrollment:  
129**

**SETA Early Head Start  
Administrative Office:**  
925 Del Paso Blvd.,  
Suite 200  
Sacramento, CA 95815  
263-3804

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

**Grizzly Hollow**  
805 Elk Hills Drive  
Galt, CA 95632 (8)

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

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

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

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

**Norma Johnson  
Early Learning Center**  
3265 Norwood Avenue  
Sacramento, CA 95838  
263-3425 (8)

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

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

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

**Home Base (109)**

**Sacramento City USD  
Administrative Office**  
Hiram Johnson Family  
Education Center  
3535 65<sup>th</sup> Street  
Sacramento, CA 95820  
(916) 277-6767

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

**Hiram Johnson Family  
Education Center**  
3535 65<sup>th</sup> Street  
Sacramento, CA 95820  
277-6767 (30)

**Community/Home Base  
Capital City**  
7222 24<sup>th</sup> Street  
Sacramento, CA 95823  
264-3950 (74) (8)

**San Juan Unified School  
District Early Head Start  
Administrative Office**  
5309 Kenneth Avenue  
Carmichael, CA 95608  
(916) 971-7375

**Fair Oaks Infant/Toddler  
Center**  
10700 Fair Oaks Blvd.  
Fair Oaks, CA 95628  
971-5873 (16)

**Encina Infant/Toddler  
Center**  
1400 Bell Street  
Sacramento, CA 95825  
921-9714 (33)

**Marvin Marshall Toddler  
Center**  
5309 Kenneth Avenue  
Carmichael, CA 95608  
971-7380 (8)

**San Juan Infant/Toddler  
Center**  
7551 Greenback Lane  
Citrus Heights, CA 95610  
725-6125 (24)

**Home Base (48)**

ITEM III-C - 6 – ACTION

APPROVAL OF FISCAL YEAR 2011-2012 SETA OPERATED PROGRAM TRACKS

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve Fiscal Year 2011-2012 SETA Operated Program Tracks.

The Head Start Policy Council will take action on this item at their April 26 meeting. Ms. Denise Lee, Deputy Director, will be available to answer questions.

RECOMMENDATION:

Approve Fiscal Year 2011-2012 SETA Operated Program Tracks.

STAFF PRESENTER: Denise Lee





## SETA TRACK DESCRIPTION

The SETA Operated Head Start Program offers services using a Track system which allows for year-round services to children and families for FY 2011-2012. The Track system has been very successful in meeting the needs of children, families, and staff by:

- (1) providing children with uninterrupted educational opportunities to ensure school readiness by the time they leave the Head Start program;
- (2) allowing services for families to be continuous and uninterrupted from one year to the next;
- (3) providing children and families the continuity of the same teaching staff for two years;
- (4) strengthening a continuing safe and positive summer time learning environment;
- (5) enabling SETA to provide quality Head Start services to more eligible children than actually funded
- (6) offering year-round employment to all Head Start staff; and
- (7) decreasing the need to hire additional teaching staff due to breaks in full employment

### **HEAD START ACCOUNTABILITY:**

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

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

Each Track reflects a minimum of 160 days for the program year. Children attend 5 days per week for 35 weeks, with the exception of Track V, which runs year round, 5 days a week, for a minimum of 243 days. (See SETA Program Year Options/Track worksheet)

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

### **Record Keeping/Reporting 1304.51(g) and Enrollment and Re-enrollment 1305.7(a)**

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

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

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

### **Example of a child enrolled on a Track (in accordance with Program Tracks Calendar)**

*A child, called Johnny, enrolls in Track I (Blue Track I) on November 8, 2010. Johnny is three years old on or before the December 2<sup>nd</sup> cut off date, making him age eligible to enroll in Head Start. Upon enrollment, Johnny will receive all mandated screenings within 45 days of his first day of enrollment. Updated screenings will be provided upon expiration of individual screenings. Johnny will also receive two home visits and two parent conferences within Track I and all other mandated performance standard services.*

*On July 29, 2011, Track I will roll over to Track II. Johnny's electronic record will be closed out for Track I and enrolled with a new enrolment date for Track II. Track I records will be maintained and a Track I PIR will be run and verified.*

*Johnny's new enrollment date for Track II (Blue Track II) will be August 1, 2011. Johnny will receive mandated screenings in his new Track II (except for those screenings not yet expired). Johnny will receive new screening for those not yet expired on or before their individual expiration date. Johnny will also receive two home visits and two parent conferences within Track II. He will also receive all other mandated performance standards required per program year.*

*Each Track equates to one program year of service. In the example given, Johnny will be enrolled for two years; Year 1 will be Track I and Year 2 will be Track II. Once Johnny is age eligible, he will promote to kindergarten. Individual kindergarten dates are determined based on public school system. Should Johnny transition after April of 2012, he will be enrolled for a few months in Track III before going on to kindergarten. Eligibility will be re-determined at this time.*

### **Age of Children 1305.4(a)**

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

### **Fiscal Compliance**

The attached *Tracks by Fiscal Year Funding* reflects and verifies that each Track is only counted once per fiscal year. In the *End of the Month Enrollment Report*, the 930 enrollments in Tracks I, II and III serve more than SETA's funded enrollment due to the fact that SETA is able to maximize facility use, ensuring full enrollment at any time.

HEAD START PROGRAM TRACKS

BEGIN	END	TRK	DAYS	WKS	ENROLLED	FY
September 24, 2007	June 13, 2008	1	167	35	950	26
June 16, 2008	February 27, 2009	2	167	35	950	26
September 4, 2007	May 23, 2008	4	135	34	72	26
January 22, 2008	September 26, 2008	3	169	35	950	26
September 29, 2008	June 19, 2009	1	167	35	950	27
June 22, 2009	March 5, 2010	2	167	34	950	27
September 2, 2008	May 22, 2009	5	167	35	32	27
March 2, 2009	October 30, 2009	3	166	34	950	27
November 2, 2009	July 23, 2010	1	167	35	940	28
July 26, 2010	April 8, 2011	2	167	35	940	28
August 3, 2009	July 30, 2010	5	236	49	24	28
March 8, 2010	November 5, 2010	3	164	34	940	28
November 8, 2010	July 29, 2011	1	166	35	930	29
August 1, 2011	April 20, 2012	2	165	35	930	29
August 2, 2010	July 29, 2011	5	234	49	24	29
April 11, 2011	December 16, 2011	3	167	35	930	29
January 3, 2012	September 7, 2012	1	167	35	930	30
September 10, 2012	June 7, 2013	2	169	36	930	30
August 1, 2011	July 31, 2012	5	238	47	16	30
April 23, 2012	January 4, 2013	3	165	35	930	30
January 7, 2013	September 13, 2013	1	168	35		31
September 16, 2013	June 6, 2014	2	166	35		31
August 1, 2012	July 31, 2013	5	233	49		31
June 10, 2013	February 21, 2014	3	166	35		31
February 24, 2014	October 31, 2014	1	169	35		32
November 2, 2014	July 24, 2015	2	166	35		32
August 1, 2013	July 31, 2014	5	236	49		32
June 9, 2014	February 20, 2015	3	166	35		32
February 23, 2015	October 30, 2015	1	169	35		33
November 2, 2015	July 22, 2016	2	166	35		33
August 1, 2014	July 31, 2015	5	236	49		33
July 27, 2015	April 15, 2016	3	166	35		33

Sum of Enrolled	TRK				Grand Total
	1	2	3	5	
FY					
26	950	950	950	72	2922
27	950	950	950	32	2882
28	940	940	940	24	2844
29	930	930	930	24	2814
30	930	930	930	24	2814
31					
32					
33					
Grand Total	4700	4700	4700	176	14276

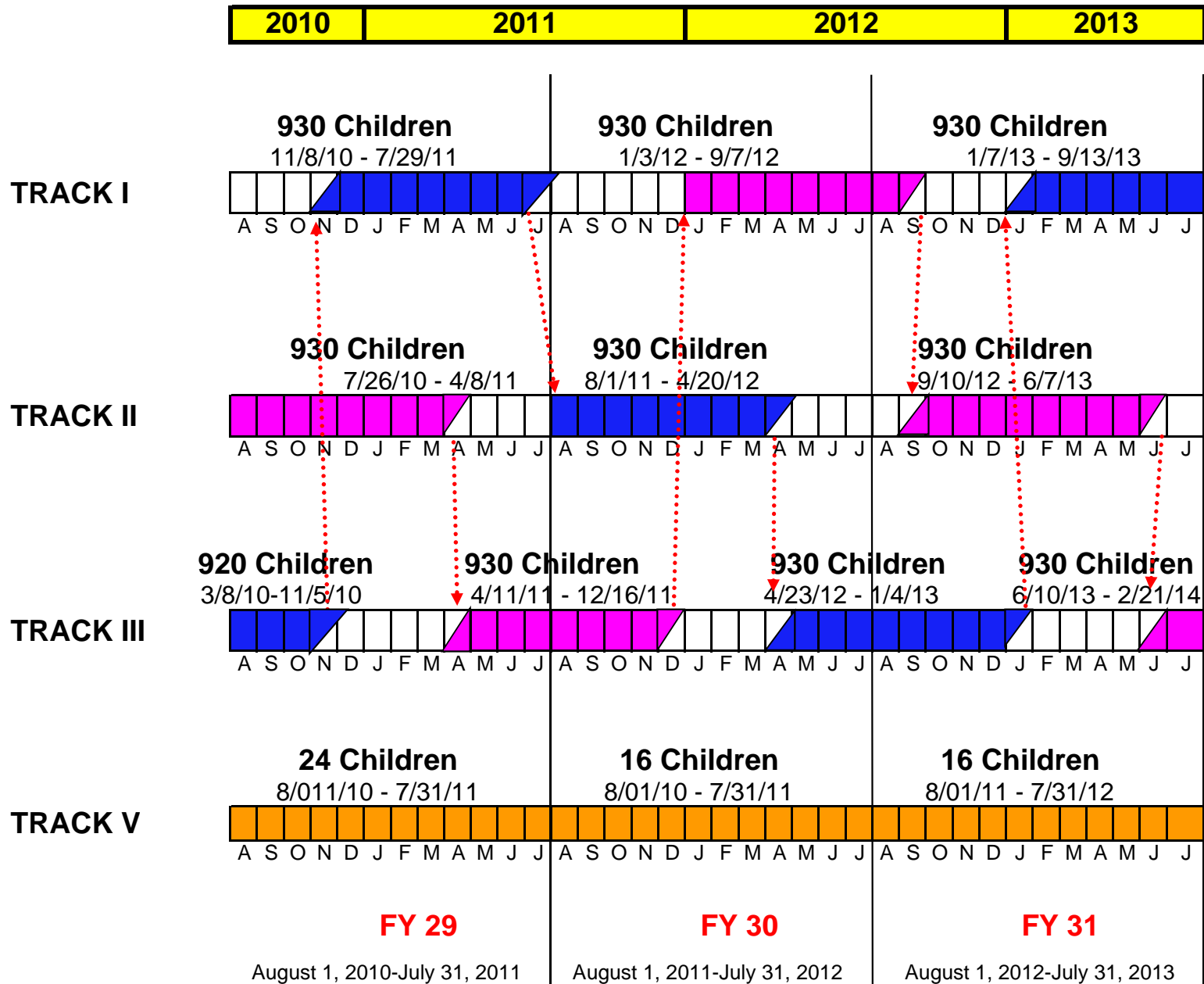
Funding Period	FY
1-Aug-11	30
1-Aug-10	27
1-Aug-09	28
1-Aug-08	27
1-Aug-07	26

SETA's actual enrollment totals are greater than total funded enrollment due to SETA's Track System

**SETA PROGRAM YEAR OPTIONS/TRACKS:  
FY 2011 - 2012  
August 2011 - August 2012**

Program Year January 2012 - September 2012 TRACK I			Program Year September 2012 - June 2013 TRACK II			Program Year April 2011 - December 2011 TRACK III			Program Year August 2010 - July 2011 TRACK V			Year Round Early Head Start		
Auberry	PD	20	Auberry	PD	20	Auberry	PD	20	Parker	PD	16	Crossroads	FD/CS	8
Bannon	PD	40	Bannon	PD	40	Bannon	FD/S	20				Elkhorn	FD/CS	16
						Bright Beginnings	PD	80				Grizzly Hollow	FD/CS	8
Broadway	PD	20	Broadway	PD	20	Broadway	PD	20				Job Corp	FD/CS	8
Country Woods	PD	40	Country Woods	PD	40	Country Woods	PD	40				La Riviera	FD/CS	8
Crossroads	FD/CS	20	Crossroads	FD/CS	20	Crossroads	FD/CS	20				Mather	FD/CS	8
							PD	20				New Helvetia I	FD/CS	16
Elkhorn	PD	60	Elkhorn	PD	60	Elkhorn	PD	20				Norma Johnson	FD/CS	8
	FD/S	20		FD/S	20							Northview	FD/CS	8
Freedom Park	PD	60	Freedom Park	PD	60	Freedom Park	PD	20				Phoenix	FD/CS	8
							FD/S	20				Sharon Neese	FD/CS	8
							FD/CS	20						
Fruitridge	PD	40	Fruitridge	PD	40	Fruitridge	PD	20				Subtotal EHS		104
Galt	PD	60	Galt	PD	60	Galt	PD	60				Home Base		109
Grant	PD	40	Grant	PD	40	Grant	PD	20	TOTAL		16	TOTAL EHS		213
							FD/S	20	KEY					
Grizzly Hollow	PD	20	Grizzly Hollow	PD	20	Grizzly Hollow	PD	20	PD - Part day, 5 days per week FD - Full day, 5 days per week S - State Collaborative -7 hours CS - State Collaborative - 8 hours					
Hillsdale	PD	40	Hillsdale	PD	40	Hillsdale	PD	40						
						Hillsdale	FD/S	40						
Hopkins	PD	40	Hopkins	PD	40	Hopkins	PD	40						
Illa Collin	PD	20	Illa Collin	PD	20	Illa Collin	PD	20						
Job Corp	FD/CS	20	Job Corp	FD/CS	20	Home Base	HB	20						
Kennedy	PD	20	Kennedy	PD	20	Kennedy	PD	20						
La Riviera	FD/CS	20	La Riviera	FD/CS	20	La Riviera	FD/CS	20						
La Verne	PD	20	La Verne	PD	20	La Verne	PD	20						
Mather	PD	20	Mather	PD	20	Mather	PD	20						
	FD/S	20		FD/S	20		FD/CS	20						
SUMMARY														
Nedra Court	PD	40	Nedra Court	PD	40	Nedra Court	PD	20	Center Based/Full Day @ 620	EHS Center Base @ 104				
New Helvetia II	PD	40	New Helvetia II	PD	40				Center Based/Part Day @ 2076	EHS Home Base @ 109				
Norma Johnson	FD/CS	20	Norma Johnson	FD/CS	20	Norma Johnson	FD/CS	20	Home Base @ 110					
Northview	PD	20	Northview	PD	20	Northview	PD	20						
	FD/S	20		FD/S	20		FD/CS	20						
Phoenix Park	FD/CS	20	Phoenix Park	FD/CS	20	Phoenix Park	FD/CS	20						
Sharon Neese	FD/CS	20	Sharon Neese	FD/CS	20	Sharon Neese	FD/CS	20						
Solid Foundation	PD	20	Solid Foundation	PD	20	Solid Foundation	PD	40						
Strizek Park	PD	20	Strizek Park	PD	20	Strizek Park	PD	20						
Vineland	PD	20	Vineland	PD	20	Vineland	PD	20						
<b>Subtotal</b>		<b>900</b>	<b>Subtotal</b>		<b>900</b>	<b>Subtotal</b>		<b>900</b>						
Home Base		30	Home Base		30	Home Base		30						
<b>TOTAL</b>		<b>930</b>	<b>TOTAL</b>		<b>930</b>	<b>TOTAL</b>		<b>930</b>						
Full Day Totals		180	Full Day Totals		180	Full Day Totals		260	GRAND TOTAL SOP HEAD START	2778 (2806) +28				
Part Day Totals		720	Part Day Totals		720	Part Day Totals	Page 63	620	GRAND TOTAL SOP EHS	213				

# PROGRAM TRACKS CALENDAR



ITEM III-C - 7 – ACTION

APPROVAL OF FISCAL 2011-2012 SACRAMENTO COUNTY PROGRAM  
OPTIONS/GRANTEE AND DELEGATE AGENCIES

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve Fiscal Year 2011-2012 Sacramento County Program Options/Grantee and Delegate Agencies.

The Head Start Policy Council will take action on this item at their April 26 meeting. Ms. Denise Lee, Deputy Director, will be available to answer questions.

RECOMMENDATION:

Approve Fiscal Year 2011-2012 Sacramento County Program Options/Grantee and Delegate Agencies.

STAFF PRESENTER: Denise Lee

**PROGRAM APPROACH FORM - Grantee/Delegate Number 09CH0012/FY 2011 Agency Name Sacramento Employment & Training Agency**

**I. ENROLLMENT BY PROGRAM OPTION**

Head Start

Early Head Start

This section should be filled out and submitted for each grantee and delegate agency.

1. Funded child enrollment by program option:	2. Number of pregnant women enrolled for EHS: N/A
Center-based enrollment <u>2696</u>	
Home-based enrollment <u>110</u>	
Combination option enrollment	
Family child care enrollment	
Other option enrollment	
Total child enrollment <u>2806*</u>	

**II. PROGRAM SCHEDULE**

This section should be filled out for each group of children served for different hours of service each year.

**Complete #1-3 for all groups of children**

1. Program schedule number	1	2	3	4	5		
2. Program option identification	CB/FD	CB/FD	CB/PD	CB/PD	HB		
3. Funded enrollment	400	220	2060	16	110		

**Complete #4-9 for center-based, family child care, combination, and other options**

4a. Number of classes/groups/family child care settings	20	11	103	1	N/A		
4b. Double session, enter D	N/A	N/A	N/A	N/A	N/A		
5. Number of hours of classes/groups/FCC settings per child, per day	8	7	4	6	N/A		
6. Number of days of classes/groups/FCC settings per child, per week	5	5	5	5	N/A		
7. Number of days of classes/groups/FCC settings per child, per year	165	165	165	247	N/A		
8. Number of home visits per child, per year	2	2	2	**	N/A		
9. Number of hours per home visit	1.5	1.5	1.5	**	N/A		

**Complete #10-13 for home-based options**

10. Number of home visits per child, per year					35		
11. Number of hours per home visit					1.5		
12. Number of hours per home-based socialization experience					3		
13. Number of home-based socialization experiences per child, per year					16		

\*Actual enrollment totals are greater than total funded enrollment due to SETA's Track System

\*\*Services offered at emergency housing facility. Children and families reside at facility. After 6 weeks, parents are enrolled at another Head Start Center where actual home visits will take place.

## PROGRAM OVERVIEW – SETA Operated Program - Head Start

Delegate Agency: <b>Sacramento Employment and Training Agency (SETA)</b>	Head Start Director's Name: <b>Denise T. Lee, Deputy Director</b>
Address: <b>925 Del Paso Blvd., Suite 200</b>	City: <b>Sacramento</b> State: <b>CA</b> Zip: <b>95815</b>
Policy Council Chairperson: <b>Coventry St. Mary</b>	Address: <b>7044 Sunburst Way</b> City: <b>Citrus Heights</b> State: <b>CA</b> Zip: <b>95621</b>

Program Options (i.e., Standard full-day, Standard Part-day, Extended Day, Variated Part-Day)	Option Type: <u>Standard Full Day</u>	Option Type: <u>Standard Full Day</u>	Option Type: <u>Standard Part Day</u>	Option Type: <u>Standard Extended Day</u>
Place Model in parenthesis: (CB=Center based, HB=Home Based, CO=Combination Option, FCC=Family Child Care Collaboration, OT=Other)	Option <b>1</b> (CB/FD) 5 days/week 8 hrs/day 35 weeks	Option <b>2</b> (CB/FD) 5 days/week 7 hrs/day 35 weeks	Option <b>3</b> (CB/PD) 5 days/week 4 hrs day 35 weeks	Option <b>4</b> (CB/PD) 5 days/week 6 hrsday 47 weeks
Funded Head Start Enrollment (total # here)	400	220	2060	16
Proposed # of children with diagnosed disabilities (total # here)	40	22	206	1
Proposed # of families above-income poverty level: (total # here)	40	22	206	1
Proposed # of families below-income poverty level: (total # here)	360	198	1854	15
Number of classroom operation hours per week:	40	35	20	30
Number of weeks per year that program will operate:	35	35	35	47
Number of teacher hours per week:	35	35	35	35
Number of teacher aide hours per week:	30-40	35	30-40	35
Number of teachers/Home Visitors:	20	11	103	1
Number of paid teacher aides/CCT	41	16	103	1
Number of classes:	20	11	103	1
Number of homes (for Home-Based Option only):				
Number of home visits per year:	2	2	2	2
Comments:				

Actual enrollment totals are greater than total funded enrollment due to SETA's Track System.



## PROGRAM OVERVIEW – SETA Operated Program - Head Start (cont.)

Delegate Agency: **Sacramento Employment and Training Agency (SETA)**      Head Start Director's Name: **Denise T. Lee, Deputy Director**

Address: **925 Del Paso Blvd., Suite 200**      City: **Sacramento**      State: **CA**      Zip: **95815**

Policy Council Chairperson: **Coventry St. Mary**      Address: **7044 Sunburst Way**      City: **Citrus Heights**      State: **CA**      Zip: **95621**

Program Options (i.e., Standard full-day, Standard Part-day, Extended Day, Variated Part-Day)	Option Type: <u>Home Base</u>			
Place Model in parenthesis: (CB=Center based, HB=Home Based, CO=Combination Option, FCC=Family Child Care Collaboration, OT=Other)	Option <b>5</b> (HB) __days/week __hrs/day __35_weeks	<u>TOTALS</u>		
Funded Head Start Enrollment (total # here)	110	2806		
Proposed # of children with diagnosed disabilities (total # here)	11	280		
Proposed # of families above-income poverty level: (total # here)	11	280		
Proposed # of families below-income poverty level: (total # here)	99	2526		
Number of classroom operation hours per week:	-			
Number of weeks per year that program will operate:	35			
Number of teacher hours per week:	40			
Number of teacher aide hours per week:	0			
Number of teachers/Home Visitors:	10	145		
Number of paid teacher aides/CCT	0	161		
Number of classes:	-	135		
Number of homes (for Home-Based Option only):	110	110		
Number of home visits per year:	35	35		
Comments:				

## HEAD START

SACRAMENTO COUNTY HEAD START PROGRAM OPTIONS /GRANTEE & DELEGATE AGENCIES FY 2011-2012								
PROGRAM OPTIONS								
AGENCY	Total Funded Enrollments	OPTION 1 (CB) Full-Day Collab. 5 days/ week 10 hrs/day 48 weeks	OPTION 2 (CB) Full-Day 5 days/week 8-9hrs/day 46-49 weeks	OPTION 3 (CB) Full-Day Collab. 5 days/week 8 hrs/day 35 weeks	OPTION 4 (CB) Full-Day 5 days/week 9 hrs/day 38 weeks	OPTION 5 (CB) Part-Day 5 days/week 3.5-4 hrs/day 32-35 weeks	OPTION 6 (CB) Part-Day 5 days/week 6 hrs/day 47 weeks	OPTION 7 (CB) Wrap 5 days/week 6 hrs/day 33 weeks
SETA	2,778*			620		2,060	16	
Elk Grove	380							
Sacramento City	1,272	162						367
San Juan	680		72			560		
Twin Rivers	179				48			
WCIC (Playmate)	100		20			80		
<b>TOTALS</b>	<b>5,389</b>	<b>162</b>	<b>92</b>	<b>620</b>	<b>48</b>	<b>2,700</b>	<b>16</b>	<b>367</b>
<b>Comments</b>								

\* SETA's actual enrollment totals are greater than total funded enrollment due to SETA's Track System.

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

## HEAD START

SACRAMENTO COUNTY HEAD START PROGRAM OPTIONS /GRANTEE & DELEGATE AGENCIES FY 2011-2012								
PROGRAM OPTIONS								
AGENCY	Total Funded Enrollments	OPTION 8 (CB) Part-Day 4 days/ week 3.5 hrs/day 33-36 weeks	OPTION 9 (HB) Home Base 32-47 weeks					
SETA	2,778		110					
Elk Grove	380	380						
Sacramento City	1,272	671	72					
San Juan	680		48					
Twin Rivers	179	131						
WCIC (Playmate)	100							
<b>TOTALS</b>	<b>5,389</b>	<b>1,182</b>	<b>230</b>					
Comments								

\* SETA's actual enrollment totals are greater than total funded enrollment due to SETA's Track System.

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

**EXHIBIT A:      (HEAD START)**

**SUMMARY OF FEDERAL FUNDS, CHILDREN TO BE SERVED,  
CHILD-ADULT RATIO, AND PROGRAM OPTIONS**

**Grantee:** Sacramento Employment and Training Agency

**Street Address:** 925 Del Paso Blvd., Suite 200

**City:** Sacramento, CA

**Zip:** 95815

**Head Start Director's Name:** Denise Lee

**Phone:** (916) 263-3804 or (916) 263-3916

**E-mail:** DENISE@headstart.seta.net

**Policy Council Chairperson:** Coventry St. Mary

**Phone:** (916) 849-2012

**Street Address:** 7044 Sunburst Way

**City:** Citrus Heights, CA

**Zip:** 95621

<u>Federal Share</u>	<u>Grantee Only</u>	<u>Delegates</u>	<u>TOTAL</u>
PA 22 (Basic, COLA)	24,535,084	16,777,909	41,312,993
PA 20 (T&TA)	325,611	59,000	384,611
<b>TOTAL</b>	<b>24,860,695</b>	<b>16,836,909</b>	<b>41,697,604</b>

Local Share: (25% of total Federal share or 20% of total program cost)      \$ 10,424,401

Total Program Costs:      \$ 52,122,005

<b>Program Information - Center Based/Full Day</b>	<b>GRANTEE</b>
(a) Number of children to be enrolled	400
(b) Child/Adult Ratio	8:1
(c) Number of handicapped children to be enrolled:	40
(d) Number of weeks per year that program will operate: <b>Please see "Tracks" in Appendix</b>	35
(e) Number of classes:	20
(f) Number of classroom operation hours per day: <b>See Program Overview</b>	8
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week:	40
(i) Number of classroom operations days per year:	165
(j) Number of teachers:	20
(k) Number of teacher hours per week:	35
(l) Number of double sessions (same teacher in AM & PM class):	0
(m) Number of paid teacher aides/child care teachers:	41
(n) Number of home visits per year: (Tracks)	2

<b>Program Information - Center Based/Full Day</b>	<b>GRANTEE</b>
(a) Number of children to be enrolled	220
(b) Child/Adult Ratio	8:1
(c) Number of handicapped children to be enrolled:	22
(d) Number of weeks per year that program will operate: <b>Please see "Tracks" in Appendix</b>	35
(e) Number of classes:	11
(f) Number of classroom operation hours per day: <b>See Program Overview</b>	7
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week:	35
(i) Number of classroom operations days per year:	165
(j) Number of teachers:	11
(k) Number of teacher hours per week:	35
(l) Number of double sessions (same teacher in AM & PM class):	0
(m) Number of paid teacher aides/child care teachers:	16
(n) Number of home visits per year: (Tracks)	2

<b>Program Information - Center Based/Part Day</b>	<b>GRANTEE</b>
(a) Number of children to be enrolled	2060
(b) Child/Adult Ratio	10:1
(c) Number of handicapped children to be enrolled:	206
(d) Number of weeks per year that program will operate: <b>Please see "Tracks" in Appendix</b>	35
(e) Number of classes:	103
(f) Number of classroom operation hours per day: <b>See Program Overview</b>	4
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week:	20
(i) Number of classroom operations days per year:	165
(j) Number of teachers:	103
(k) Number of teacher hours per week:	35
(l) Number of double sessions (same teacher in AM & PM class):	0
(m) Number of paid teacher aides/child care teachers:	103
(n) Number of home visits per year: (Tracks)	2

<b>Program Information - Center Based/Part Day</b>	<b>GRANTEE</b>
(a) Number of children to be enrolled	16
(b) Child/Adult Ratio	10:1
(c) Number of handicapped children to be enrolled:	1
(d) Number of weeks per year that program will operate: <b>Please see "Tracks" in Appendix</b>	47
(e) Number of classes:	1
(f) Number of classroom operation hours per day: <b>See Program Overview</b>	6
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week:	30
(i) Number of classroom operations days per year:	247
(j) Number of teachers:	1
(k) Number of teacher hours per week:	35
(l) Number of double sessions (same teacher in AM & PM class):	0
(m) Number of paid teacher aides/child care teachers:	1
(n) Number of home visits per year: (Tracks)	2

<b>Program Information - Home-Based:</b>	<b>GRANTEE</b>
(a) Number of children to be enrolled:	110
(b) Number of home visitors:	10
(c) Number of families per home visitor:	12
(d) Number of home visits per child per month:	4
(e) Number of home visits per child per year:	35
(f) Number of hours per home visit:	1.5
(g) Number of socialization experiences per child per month:	2
(h) Number of hours per socialization:	3
(i) Number of weeks of home-based operation per year:	35
(j) Number of weekly hours of home visitor employment:	40
(k) Number of weeks of home visitor employment:	52
(l) Home visits will begin on <u>8/1/11</u> and end on <u>7/31/12</u> <b>See "Tracks" in Appendix</b>	

**I. ENROLLMENT BY PROGRAM OPTION**      Head Start  
X Early Head Start  
 This section should be filled out and submitted for each grantee and delegate agency.

1. Funded child enrollment by program option: Center-based enrollment <span style="float: right;"><u>    104    </u></span> Home-based enrollment <span style="float: right;"><u>    109    </u></span> Combination option enrollment Family child care enrollment Other option enrollment  Total child enrollment <span style="float: right;"><u>    213    </u></span>	2. Number of pregnant women enrolled for EHS: <u>Varies (#'s included in home base)</u>
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**II. PROGRAM SCHEDULE**  
 This section should be filled out for *each group of children served for different hours of service each year.*

**Complete #1-3 for all groups of children**

1. Program schedule number	1	2	3	4	5
2. Program option identification	CB/FD	CB/FD	HB		
3. Funded enrollment	88	16	109		

**Complete #4-9 for center-based, family child care, combination, and other options**

4a. Number of classes/groups/family child care settings	11	2			
4b. Double session, enter D	0	0			
5. Number of hours of classes/groups/FCC settings per child, per day	8	7			
6. Number of days of classes/groups/FCC settings per child, per week	5	5			
7. Number of days of classes/groups/FCC settings per child, per year	247	247			
8. Number of home visits per child, per year	2	2			
9. Number of hours per home visit	1.5	1.5			

**Complete #10-13 for home-based options**

10. Number of home visits per child, per year			47		
11. Number of hours per home visit			1.5		
12. Number of hours per home-based socialization experience			3		
13. Number of home-based socialization experiences per child, per year			24		

Comments:

## PROGRAM OVERVIEW – Early Head Start

Delegate Agency: **Sacramento Employment and Training Agency (SETA)**

Head Start Director's Name: **Denise T. Lee, Deputy Director**

Address: **925 Del Paso Blvd., Suite 200**

City: **Sacramento**

State: **CA**

Zip: **95815**

Policy Council Chairperson: **Coventry St. Mary**

Address: **7044 Sunburst Way**

City: **Citrus Heights**

State: **CA**

Zip: **95621**

Program Options (i.e., Standard full-day, Standard Part-day, Extended Day, Variated Part-Day)	Option Type: <u>Standard Full Day</u>	Option Type: <u>Standard Full Day</u>	Option Type: <u>Home Base</u>	Total
Place Model in parenthesis: (CB=Center based, HB=Home Based, CO=Combination Option, FCC=Family Child Care Collaboration, OT=Other)	Option <b>1</b> (CB) 5 days/week 8 hrs/day 47 weeks	Option <b>2</b> (CB) 5 days/week 7 hrs/day 47 weeks	Option <b>3</b> (HB) days/week hrs/day 47 weeks	
Funded Head Start Enrollment (total # here)	88	16	109	213
Proposed # of children with diagnosed disabilities (total # here)	8	1	11	20
Proposed # of families above-income poverty level: (total # here)	8	1	10	19
Proposed # of families below-income poverty level: (total # here)	80	15	99	194
Number of classroom operation hours per week:	40	7	-	47
Number of weeks per year that program will operate:	47	47	47	141
Number of teacher hours per week:	35	35	40	110
Number of teacher aide hours per week:	40	35	-	75
Number of teachers/Home Visitors:	11	2	10	23
Number of paid teacher aides/CCT	22	4	-	26
Number of classes:	11	2	-	13
Number of homes (for Home-Based Option only):	-	-	109	109
Number of home visits per year:	2	2	47	51

Comments:

\* Actual Enrollment totals are greater than total funded enrollment due to SETA's Track System.



## EARLY HEAD START

SACRAMENTO COUNTY PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES						
FY 2011-2012						
PROGRAM OPTIONS						
AGENCY	Total Funded Enrollments	<u>OPTION 1</u> (CB) 5 days/week 8-8.5 hrs 47 weeks	<u>OPTION 2</u> (CO) 5 days/week 7.5-8 hrs/day 48-49 weeks	<u>OPTION 3</u> (CO) 1 day 3 hrs 48 weeks	<u>OPTION 4</u> (HB) 47-48 weeks	<u>OPTION 5</u> (HB) 41 weeks
SETA	213	104			109	
Sacramento City	115		45	8	62	
San Juan	129	40	41			48
<b>TOTALS</b>	<b>457</b>	<b>144</b>	<b>86</b>	<b>8</b>	<b>171</b>	<b>48</b>
Comments						

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

**EXHIBIT A: (EARLY HEAD START)**

**SUMMARY OF FEDERAL FUNDS, CHILDREN TO BE SERVED,  
CHILD-ADULT RATIO, AND PROGRAM OPTIONS**

**Grantee:** Sacramento Employment and Training Agency

**Street Address:** 925 Del Paso Blvd., Suite 200

**City:** Sacramento, CA

**Zip:** 95815

**Head Start Director's Name:** Denise Lee

**Phone:** (916) 263-3804 or (916) 263-3916

**E-mail:** DENISE@headstart.seta.net

**Policy Council Chairperson:** Coventry St. Mary

**Phone:** (916) 849-2012

**Street Address:**

**City: Zip:**

<u>Federal Share</u>	<u>Grantee Only</u>	<u>Delegates</u>	<u>TOTAL</u>
PA 25 (Basic, COLA)	2,578,677	2,378,960	4,957,637
PA 26 (T&TA)	85,580	38,361	123,941
<b>TOTAL</b>	<b>2,664,257</b>	<b>2,417,321</b>	<b>5,081,578</b>

Local Share: (25% of total Federal share or 20% of total program cost) \$ 1,270,395

Total Program Costs: \$ 6,351,973

<b>Program Information - Center Based/Full Day</b>	<b>TOTAL</b>
(a) Number of children to be enrolled	88
(b) Child/Adult Ratio (Center Based)	4:1
(c) Number of handicapped children to be enrolled:	8
(d) Number of weeks per year that program will operate: i. First day of class: <u>08/1/11</u> Last day of class: <u>07/31/12</u>	47
(e) Number of classes (groups of 4 children):	22
(f) Number of classroom operation hours per day:	8
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week:	40
(i) Number of classroom operation days per year:	247
(j) Number of teacher:	11
(k) Number of teacher hours per week:	40
(l) Number of double sessions (same teacher in AM and PM class):	N/A
(m) Number of paid teacher aides:	22
(n) Number of home visits per year:	2

<b>Program Information - Center Based/Full Day</b>	<b>TOTAL</b>
(a) Number of children to be enrolled	16
(b) Child/Adult Ratio (Center Based)	4:1
(c) Number of handicapped children to be enrolled:	1
(d) Number of weeks per year that program will operate: i. First day of class: <u>08/1/11</u> Last day of class: <u>07/31/12</u>	47
(e) Number of classes (groups of 4 children):	4
(f) Number of classroom operation hours per day:	7
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week:	35
(i) Number of classroom operation days per year:	247
(j) Number of teacher:	2
(k) Number of teacher hours per week:	35
(l) Number of double sessions (same teacher in AM and PM class):	N/A
(m) Number of paid teacher aides:	4
(n) Number of home visits per year:	2

<b>Program Information - Home-Based</b>	<b>Totals</b>
(a) Number of children to be enrolled:	109
(b) Number of home visitors (EHS Educators):	10
(c) Number of families per home visitor:	11
(d) Number of home visits per child per month:	4
(e) Number of home visits per child per year:	47
(f) Number of hours per home visit:	1.5
(g) Number of socialization experiences per child per month:	3
(h) Number of hours per socialization:	3
(i) Number of weeks of home-based operation per year:	47
(j) Number of weekly hours of home visitor employment:	40
(k) Number of weeks of home visitor employment:	52

## ITEM III-E - -1 - ACTION

### APPROVAL OF THE PLAN FOR THE PROVISION OF REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS) AND TARGETED ASSISTANCE (TA) FUNDED SERVICES TO REFUGEES PROGRAM YEARS (PYS) 2011-2014

#### BACKGROUND

The current RESS and TA three-year Plan, approved by the Governing Board in 2008, will end on September 30, 2011. A locally developed plan for the use of TA and RESS funds is a requirement of funding by the California Department of Social Services (CDSS). Sent (under separate cover) for your approval is the draft 2011-2014 RESS and TA Plan. This three-year RESS and TA Plan represents SETA's intended use of the RESS and TA funds for the period of October 1, 2011 through September 30, 2014. The funding level for PY 2011-2012 is unknown at this time.

The RESS and TA Plan was developed as a result of a needs assessment process using public testimony from a public hearing, an analysis of the latest available demographic data, a review of publications on trends and issues in Sacramento County, and other sources of information depicting the most recent conditions affecting the refugee population in this region.

Sacramento will continue to serve refugees in the California Work Opportunity and Responsibility for Kids (CalWORKs), Refugee Cash Assistance (RCA) and General Assistance (GA) programs. We continue to recognize the importance of providing services in a manner that is culturally and linguistically compatible with a refugee's culture and language background. Additionally, men and women will have equal opportunities for services in the refugee programs operated in Sacramento County.

With the change in the composition/demographics of newly arriving refugees in Sacramento County, attendees at the public hearing held on March 7, 2011 identified additional non-employment needs for refugees in the areas of health education, public transportation education and access to driver education, citizenship/naturalization services, and language assistance with housing, immigration, legal and medical appointments. Additionally, attendees of the public hearing expressed a need for continued services for the eligible long-term, non-cash aid refugees who have lost their jobs as a result of local economic conditions. Finally, attendees felt that subsidized work experience, as well as scholarships for vocational training, should be offered.

SETA has been an active member of the Rescue and Restore Victims of Human Trafficking Coalition in Sacramento launched on June 27, 2007. The Coalition has

STAFF PRESENTER: Michelle O'Camb

ITEM III-E – 1 – ACTION (continued)

Page 2

developed a service delivery system made up of a network of organizations committed to providing outreach and services to victims of human trafficking in the Sacramento area. In May of 2009, SETA entered into a two year cooperative agreement with the Office of Refugee Resettlement, Anti-Trafficking in Persons Division, to implement a Rescue and Restore Victims of Human Trafficking Regional Program in the greater Sacramento area. For the 2011-14 RESS and TA draft Plan, SETA will continue to offer RESS and TA funded employment and social adjustment services to local certified victims of human trafficking who qualify for services to the same extent as refugees.

The goal of self-sufficiency is the expected outcome of the refugee programs administered by SETA. To assist eligible Sacramento County refugees in their quest for self-sufficiency, staff is recommending the provision of the following employment and social adjustment services for refugees over the next three-year period:

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

Although included in the draft Plan, the following higher cost, employment services components will only be offered over the next three-year period if future RESS and TA grant allocations to Sacramento County increase significantly:

- VESL/VT- Vocational English-as-a-Second Language combined with Vocational Training (for cash assistance clients);
- VESL/OJT - Vocational English-as-a-Second Language combined with On-The-Job Training (for cash assistance clients); and
- VESL/WEX- Vocational English-as-a-Second Language combined with Work Experience.

The projected Sacramento County allocations for the RESS and TA grants, PY 11-12 are:                   **RESS: \$766,319    TA    : \$396,019**

If final RESS and/or TA allocations to Sacramento County are different, all applicable budgets and plans will be modified accordingly.

RECOMMENDATION:

Approve the three-year Plan for the Provision of Refugee Employment Social Services (RESS) and Targeted Assistance (TA) Services to Refugees, Program Years 2011-2014.

STAFF PRESENTER: Michelle O’Camb

ITEM III-E - -2 - ACTION

APPROVAL OF THE RELEASE OF THE REQUEST FOR PROPOSALS (RFP) FOR THE REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS) AND TARGETED ASSISTANCE (TA) FUNDED PROGRAMS, PROGRAM YEAR (PY) 2011-12

BACKGROUND

As the designated administrator of the RESS and TA grants for Sacramento County, the Sacramento Employment and Training Agency (SETA) is responsible for the planning, procurement and oversight of the RESS and TA programs to meet the locally determined needs. Local needs are determined through a RESS and TA Plan process designated by the California Department of Social Services (CDSS), Child Care and Refugee Programs Bureau (RPB)

The current program year for the RESS and TA will end on September 30, 2011. The new program year will begin October 1, 2011 and end September 30, 2012. At this time, the RESS and TA allocations for PY 11-12 are unknown, however, staff is estimating that funding for allocation under this RFP will be as follows:

**RESS:**         \$651,371                                 **TA:**         \$336,616

Staff is requesting that the SETA Governing Board approve the release of a Request for Proposals (RFP) to solicit proposals from qualified agencies with the capacity and experience to meet the unmet needs identified in the 2011-2014 RESS and TA Draft Plan. Solicited services are designed to provide vocational English language training, occupational training, and social adjustment and cultural orientation services, which will result in early economic self-sufficiency and the reduced dependency on public assistance among refugees in Sacramento County. The services outlined in the RFP are:

- Vocational English-as-a Second Language/Employment Services (VESL/ES);
- Direct Employment Services (ES); and
- Social Adjustment and Cultural Orientation (SA & CO).

It is anticipated that at least 522 refugees will be served in the English language and employment training related components and 613 will receive social services in the SA & CO component.

The process and criteria for selecting qualified applicants to implement SETA's 2012-2014 RESS and TA Draft Plan are outlined in the RFP for RESS and TA Funded Programs, PY 2011-2012, sent under separate cover.

STAFF PRESENTER: Michelle O'Camb

ITEM III-E – 2 – ACTION (continued)

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The RFP consists of the five (5) following sections:

- General Information/Guidelines
- Allocation by Funding Sources/Activities, Eligibility Requirements, Allowable Activities and Services, Description of Available Activities
- Applicant Agency Prequalification Requirements, including Insurance Requirements
- Instructions for Completing the Proposal Application
- Required RFP Response Format

RECOMMENDATION

Approve the release of the Request for Proposals (RFP) for the Refugee Employment Social Services (RESS) and Targeted Assistance (TA) Funded Programs, Program Year 2011-2012.

STAFF PRESENTER: Michelle O’Camb

ITEM IV-A - INFORMATION  
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Loretta Su



**MEMORANDUM**

**TO:** Mrs. Pa Kou Vang **DATE:** March 18, 2011  
**FROM:** D'et Patterson, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Hmong Women's Heritage Association

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	SA & CO	\$84,187	10/1/09-9/30/10	10/1/09-9/30/10
TA -RESS	ERS/ORD	\$7,122	9/30/09-9/29/10	9/30/09-9/29/10
CSBG	FSS	\$19,000	1/1/10-12/31/10	1/1/10-12/31/10

**Monitoring Purpose:** Initial  Follow-up  Special  Final   
**Date of review:** 2/1/2011

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

**Program Operator: Hmong Women's Heritage Association**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from October 1, 2009 to September 30, 2010 for the Refugee programs and from January 1, 2010 to December 31, 2010 for the CSBG program 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. Victoria Jacobs **DATE:** April 7, 2011  
**FROM:** Tammi L. Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Legal Services of Northern California

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 20,000	1/1/09-12/31/09	1/1/09-12/31/09
CSBG	FSS	\$ 20,000	1/1/09-12/31/09	1/1/08-9/30/09
CSBG	ARRA	\$ 18,200	7/1/09-12/31/09	7/1/09-12/31/09
CSBG	ARRA	\$ 10,000	1/1/10-12/31/10	1/1/108-9/30/10
CSBG	Safety Net	\$ 20,000	1/1/10-12/31/10	1/1/10-12/31/10

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** Jan 11 & 12, 2011

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	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:** Legal Services of Northern California

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

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

Due to the limited number of staff performing accounting functions, a separation of duties can sometimes prove difficult. SETA recommends an additional level of review over the bookkeeper functions to insure good internal controls.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Theresa Matiste **DATE:** April 4, 2011

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

**RE:** On-Site Fiscal Monitoring of Los Rios Community College District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA/ARRA	Career Pathways Prog.	\$ 50,000	05/1/09-9/30/10	05/1/09-09/30/10
WIA/ARRA	Pre-Apprenticeship Trng	30,000	11/1/09-4/30/10	11/1/09-04/30/10
WIA/ARRA	Pre-Apprenticeship Trng	250,000	11/1/09-3/31/11	11/1/09-11/30/10
WIA/AB 18	Alternative Vehicles/Fuels	545,000	11/1/09-3/31/11	11/1/09-12/31/10
WIA/ARRA	Pre-Apprenticeship Trng	100,000	11/1/09-3/31/11	11/1/09-12/31/10

Monitoring Purpose: Initial  Follow-Up  Special  Final   
 Date of review: Dec, 2010-March, 2011

<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
1 Accounting Systems/Records	X			
2 Internal Control	X			
3 Bank Reconciliation		N/A		
4 Disbursement Control	X			
5 Staff Payroll/Files	X			
6 Fringe Benefits	X			
7 Participant Supportive Services		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:** Los Rios Community College District

**Findings and General Observations:**

- 1) The total costs reported to SETA from May 1, 2009 to December 31, 2010 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

**MEMORANDUM**

**TO: Mr. Richard Dana** **DATE: April 7, 2011**  
**FROM: D’et Patterson, SETA Fiscal Monitor**  
**RE: On-Site Fiscal Monitoring of Mutual Assistance Network of Del Paso Heights**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA/Youth	In-School Youth	\$114,520	10/1/09-6/30/10	10/1/09-6/30/10
WIA/ARRA	Summer Youth	\$21,615	5/1/10-9/30/10	5/1/10-9/30/10
WIA/ARRA	Summer Youth TANF-ECF	\$17,850	5/1/10-9/30/10	5/1/10-9/30/10

**Monitoring Purpose:** Initial      Follow-up      Special      Final      X  
**Date of review:** 1/10-11/2011

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

**Program Operator: Mutual Assistance Network of Del Paso Heights**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from October 1, 2009 to June 30, 2010 for In-School Youth program and from May 1, 2010 to September 30, 2010 for Summer Youth programs 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:** Mrs. Eileen Thomas **DATE:** April 6, 2011  
**FROM:** D'et Patterson, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of River City Food Bank

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$16,000	1/1/10-12/31/10	1/1/10-12/31/10

**Monitoring Purpose:** Initial      Follow-up      Special      Final      X  
**Date of review:** 3/24/11

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation's	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	N/A			
6	Fringe Benefits	N/A			
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: River City Food Bank**

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board

MEMORANDUM

**TO:** Ms. Laurie Clothier                      **DATE:** March 4, 2011  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of River Oak Center for Children

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
EHS	Expansion	\$ 389,517	12/1/09-9/29/10	12/1/09-9/29/10

**Monitoring Purpose:** Initial \_\_      Final X  
**Date of review:** 2/17-18/11 & 2/22/11

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	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	X		X	
12	Equipment Records	N/A			

**Program Operator:** River Oak Center for Children

**Findings and General Observations:**

- 1) The total costs as reported to SETA from December 1, 2009 to Sept. 29, 2010 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) We have reviewed the documents supporting the in-kind expenses for home visits. The Home Visitor forms we reviewed did not show the activities done for which the in-kind hours were claimed. Further, there is no monthly summary of the in-kind hours accumulated to support the in-kind hours claimed in the report submitted to SETA. There is no clear link between the activities being claimed for the in-kind expenses and the activities recommended in the curriculum.
- 3) We also reviewed the documents which supported the in-kind donations. We noted that there were donated items that could not be claimed as in-kind expenses since they are not allowable program costs.

**Recommendations for Corrective Action:**

- 1) For the in-kind expenses for home visits, we recommend that the Home Visitors should clearly indicate in the Home Visitor Form the activities done by the clients and the time spent for the activities. There should be a monthly summary of the in-kind hours by Home Visitor and by Client to support the in-kind hours submitted to SETA. To establish a clear link between the activities recommended in the curriculum and the activities being claimed as in-kind expenses, we recommend that a listing of these activities be distributed to the Home Visitors and to the clients as reference.
- 2) For the in-kind expenses for donated items, we recommend that the items be reviewed to determine whether these are allowable program costs if purchased with EHS funds. If they are not, then they could not be considered as in-kind expenses.

cc: Kathy Kossick  
Governing Board  
Policy Council

MEMORANDUM

**TO:** Ms. Tamara Sanchez                      **DATE:** March 2, 2011  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Sacramento County Office of Education

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	Expansion	\$ 237,000	12/01/09-09/29/10	12/01/09-9/29/10

**Monitoring Purpose:** Initial \_\_\_ Final X  
**Date of review:** 2/24/11

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation		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 December 1, 2009 to September 29, 2010 for have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) There are no corrective actions required.

cc: Kathy Kossick  
Governing Board  
Policy Council

**MEMORANDUM**

**TO:** Victoria Jacobs **DATE:** April 7, 2011  
**FROM:** Tammi L. Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Voluntary Legal Services of Northern California

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	ARRA/SN	\$ 8,748	7/1/09-12/31/09	7/1/09-12/31/09
CSBG	Safety Net	\$ 25,000	1/1/09-12/31/09	1/1/09-12/31/09
CSBG	ARRA/SN	\$ 12,777	1/1/10-12/31/10	1/1/10-12/31/10
CSBG	Safety Net	\$ 25,000	1/1/10-12/31/10	1/1/10-12/31/10

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** Jan. 11 & 12, 2011

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	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		

Memorandum  
Fiscal Monitoring Findings  
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**Program Operator:** Voluntary Legal Services of Northern California

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board



## ITEM IV-B – INFORMATION

### HEAD START REPORTS

#### BACKGROUND:

This agenda item provides an opportunity for the Governing Board to review the following Head Start items:

- Fiscal Report (sent under separate cover)
- Policy Council Minutes
- Program Report

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

## **REGULAR MEETING OF THE HEAD START POLICY COUNCIL**

### **Minutes/Synopsis**

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

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

Tuesday, March 22, 2011  
1:00 p.m.

- I. Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Coventry St. Mary called the meeting to order at 1:10 p.m. and read the thought of the day. Ms. Lisa Daniels called the roll.

Ms. Kierstan Gonzales, SETA-Operated Program, was seated. Three additional members representing SOP: Ms. Socorro Gutierrez, Ms. Kelly Martin (excused), and Ms. Connie Wallace (excused)

Ms. Socorro Gutierrez arrived at 1:12 p.m.

#### **Members Present:**

Willie Jean Peck, Elk Grove Unified School District  
Lisa Daniels, WCIC/Playmate Child Development Center  
Delia Ramirez, WCIC/Playmate Child Development Center  
Mary Brown, SETA-Operated Program  
Kiersten Gonzales, SETA-Operated Program  
Socorro Gutierrez, SETA-Operated Program  
Haley Joslin, SETA-Operated Program  
Rebecca Lewis, Grandparent Representative  
Dina Patterson, Foster Parent Representative  
Tamara Knox, Past Parent  
Coventry St. Mary, Early Head Start  
Kristen Hendricks, Early Head Start (SOP)

#### **Members Absent:**

Darlene Low, San Juan Unified School District (unexcused)  
Troy Luna, CAMP (excused)  
Michela Barbosa, Twin Rivers Unified School District (excused)

## **II. Consent Item**

- A. Approval of the Minutes of the February 22, 2011 Regular Meeting and March 3, 2011 Special Meeting

Moved/Daniels, second/Lewis, to approve the February 22 and March 3 minutes as distributed.

Show of hands vote: Aye: 11, Nay: 0, Abstentions: 1 (St. Mary)

### III. Action Items

#### A. CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957

- Approval of Eligible List for: Approval of Eligibility List for Early Head Start Educator.

#### CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Pursuant to Government Code Section 54957: Dropped from the agenda.

The board went into closed session at 1:17 p.m. Ms. St. Mary called the meeting back to order at 1:48 p.m. and reported out of closed session that the Policy Council approved the Eligibility List for Early Head Start Educator.

#### B. Approval to Revise Early Head Start Educator Classification

Mr. Rod Nishi stated that in 2007, the Improving Head Start Act was enacted. The revision of the Early Head Start Educator classification is due to the enactment of this new Act. Included in this revision is the requirement of staff to have six units in the infant/toddler arena. Mr. Nishi stated that of the current 24 incumbents, 19 currently meet the qualifications. The Agency is working with the Union regarding the five employees that do not have the units; these staff must meet the requirements by January 1, 2012.

Ms. Brown inquired about what would happen to the five staff that do not have the units and if they would be replaced. Mr. Nishi stated that he believes the staff will achieve the units but they can move to the Associate Teacher position if they meet the qualifications of that classification.

Moved/Brown, second/Knox, to approve the revised classification of Early Head Start Educator.

Moved/ Aye: 11, Nay: 0, Abstentions: 1 (St. Mary)

#### C. TIMED ITEM 1:00 P.M. AND PUBLIC HEARING: Approval of Associate Teacher/Infant Toddler Classification and Adoption of the Related Salary Range

Ms. St. Mary opened a public hearing.

Mr. Nishi stated that this item creates a new classification and increases the current infant toddler salary range by 2.5%. The fiscal implications would come to around \$25,776.

Moved/Peck, second/Knox, to close the public hearing and approve the establishment of the new classification of Associate Teacher/Infant Toddler and the related salary range.

Show of hands vote: 10, Nay: 1 (Hendricks), Abstentions: 1 (St. Mary)

D. Approval of Revised Site Supervisor and Head Start Teacher Classifications and Salary Schedules

Mr. Nishi stated that at least 50% of the teachers have to have a Bachelor's degree. This item provides an incentive for teachers to achieve their Bachelor's degree.

Ms. Brown inquired whether there were performance expectations attached to the salary schedule. Mr. Nishi replied that this is an incentive for our current employees to achieve this educational achievement. The increase is attached to the employees' reaching at least a Bachelor's degree, which is a requirement for our Head Start grant. The goal is to have quality instructors for our program.

Ms. Hendricks asked where the additional money will be coming from and Mr. Nishi replied that the funds are budgeted in the grant budget. Ms. Hendricks inquired if the pay raise was for new people coming in or just for current employees. Mr. Nishi replied that new people coming into the program must already have the educational requirements. Ms. Peck stated that it is important to offer teachers a good salary to ensure they stay on board.

Ms. Lee stated that as of October 1, 2011, 100% of teachers must have a minimum of an Associate of Arts degree. SETA is working to achieve that at least 50% of Head Start teachers achieve their Bachelor's degree. Ms. Lee stated that the Agency is providing every possible avenue for staff to work and achieve their AA degree.

Moved/Brown, second/Peck, to approve the revised job classification of Site Supervisor and Head Start Teacher, including a salary schedule, with a pay differential for meeting education requirements.

Moved/ Aye: 11, Nay: 0, Abstentions: 1 (St. Mary)

Ms. Lee acknowledged the hard work of Mr. McGee and Mr. Nishi in the completion of the job classification study.

E. Approval of Head Start/Early Head Start 2011 Community Assessment

Ms. Lee reported that on January 6, 2011, a Sacramento County Head Start/Early Head Start Three-year Goals and Objectives meeting was held at the Sacramento Employment and Training Agency (SETA) to review Community Assessment findings, to develop, discuss and prioritize county-wide three-year goals for the period 2011-2014. The following goals were selected:

Goal 1: Increase prevention and intervention strategies that promote health and wellness for Head Start/Early Head Start staff, children, and families.

- Goal 2: Increase school readiness, develop the roles of parents, students, and staff in implementing effective strategies for classroom organization, instructional support and emotional support that lead to a high-quality learning experience, both at home and at school.
- Goal 3: Use existing and additional services and systems to increase the awareness of, and participation in, activities and services which contribute to family, child, and staff mental wellness.

Moved/Hendricks, second/Daniels, to approve the Community Assessment for 2011-2014.

Moved/ Aye: 11, Nay: 0, Abstentions: 1 (St. Mary)

F. Approval of Program Self-Assessment for 2010-2011

The program improvement plan was distributed; these are areas in which the agency wants to improve. The assessment included reviewing documentation, interviewing staff and parents, and performing classroom observations at SETA Head Start Early Learning Centers and administration building.

Moved/Brown, second/Lewis, to approve the Program Self-Assessment for 2010-2011.

Show of hands vote: Aye: 10, Nay: 0, Abstentions: 1 (St. Mary)

Ms. Tamara Knox was out of the room during the vote.

G. Selection of the Early Childhood Development and Health Services and Parent/Family Support Committee (aka Child Safety Committee)

Ms. Karen Gonzales stated that this committee reviews our three year goals and how they will be implemented. Over the years, this committee has been involved in developing curriculum, teacher tool kits, and the safety and the disaster committee. In the next committee meeting, attendees will be looking at the school readiness especially attendance, social skills, mental health, and making sure the kids are well fed. This is a busy committee with a lot of work to do in order to prepare children for kindergarten. The meetings are quarterly.

Those interested: Willie Jean Peck, Kristen Hendricks, and Lisa Daniels. Board members spoke of their interest in serving on this committee.

Moved/Hendricks, second/Ramirez, to select members for the Early Child Development and Health Services and Parent/Family Support Committee (aka: Child Safety Committee).

Moved/ Aye: 11, Nay: 0, Abstentions: 1 (St. Mary)

IV. **Information Items**

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. St. Mary reviewed the calendar of events. The county-wide parent conference is scheduled for Wednesday, April 20, at the Charles A. Jones Career & Education Center.
- Parent/Family Support Unit Events and Activities: No comments.
- Parent/Staff Recognitions: No comments.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett reviewed the most current fiscal report. The program is seven months into the school year so staff expects to spend 58% of the grant; currently expenditures are at 52% budget. The school districts are fairly slow in reporting their numbers to the Agency and Mr. Bartlett feels confident that they will meet their budgets.
- California Head Start Association Reports: Ms. Peck spoke of her experience at the CHSA conference. She especially enjoyed the music for children workshop since she has experience working with a disabled child that responds to music.
- National Head Start Association Parent Training Conference Reports: Ms. St. Mary spoke of her experience at the Virginia Beach conference. She particularly liked the positive discipline workshop. Ms. Tamara Knox won the Beating the Odds award.
- Community Resources-Parents/Staff: Ms. Brown stated that on April 1-4 at Cal Expo, free dental care, health care and vision care will be available on a first-come, first-served basis. Ms. Daniels reminded board members that a few meetings ago, information was provided on free karate classes at La Familia; Ms. Daniels provided the details of the class. WCIC had a speaker from La Familia. Ms. Daniels spoke of the various classes available at La Familia.

- B. Governing Board Minutes for the February 3, 2011 Meeting: Ms. Brown stated that there were four SETA employees recognized for longevity of service. Ms. Desha was recognized for 20 years of service to SETA.

## **V. Committee Reports**

- A. Executive Committee: Ms. Daniels reviewed the Executive Committee report.
- B. Budget/Planning Committee: Ms. Brown spoke of the most recent meeting that assisted in the preparation of the budget for the grant application. There is a budget shortage of approximately \$60,000. There are two more meetings scheduled to continue the review of the application.
- C. Personnel/Bylaws Committee: Ms. Brown spoke of the most recent meeting. Members read the bylaws and will begin the review process. If there are any issues that need to be modified in the bylaws, let members of the committee know or attend the meeting.
- D. Male Involvement Committee/Community Advocating Male Participation: Ms. Daniels reported that the committee met on February 25. Some CAMP tee shirts were found in storage which means that new tee shirts do not need to be

purchased. The committee members also discussed the Daddy and Me fishing events. All board members are urged to attend the CAMP

- E. Health Services Advisory Committee Report: Ms. St. Mary reported that a meeting was held on February 23 where items of discussion included the OHS triennial review, lead policy procedures of Head Start, and disaster procedures. The next meeting will be Wednesday, October 26, 5:30 – 7:30 p.m.

## VI. Other Reports

- A. Executive Director's Report: Ms. Lee stated that the board recently approved the grant application for two carryover grants. The grants are not always approved. One of the grants was to continue the modular installation; this grant was approved. The second grant was to apply for additional funds to assist teachers. Staff submitted a carryover request for Head Start/EHS expansion funds from year 1 which is currently being reviewed at the Regional Office. Board members were notified of an advocacy meeting where parents can share their voice about what Head Start has done for them. Staff is not able to provide information regarding advocacy.
- B. Head Start Deputy Director's Report
  - Monthly Head Start Report: Ms. Brenda Campos stated that the delegate agencies are in the process of submitting their grant documents. Ms. Robyn Caruso is in the process of reviewing the grants. Ms. Campos stated that there have been some inconsistencies in documenting/tracking the blood lead levels in children. The Sacramento Lead Alliance spoke before the health content staff and parents and shared information regarding lead levels in children.
    - Ms. Karen Gonzales stated that staff is very excited to get the mentor coach grant up and running. The mentor coaches have come on board; they are a great bunch of people with great education and backgrounds.
- C. Head Start Managers' Reports
  - County-wide Parent Conference: Ms. Lisa Carr has CAMP flyers for board members as well as information on the parent conference on Wednesday, April 20. There will be child care for delegate agencies. There will be on-site care or board members can be reimbursed for child care. Call Mr. Bob Silva 263-3809 to contribute a parent success story.
- D. Open Discussion and Comments: Ms. Hendricks spoke about getting age-appropriate sippy cups for the class.
- E. Public Participation: None.

- VII. Adjournment: The meeting was adjourned at 3:46 p.m.

# *April Showers Bring May Flowers*



## **Monthly Head Start Report April 2011**

### **SETA Operated Program**

#### **SETA Head Start Disaster Preparedness Plan**

SETA Head Start has gathered staff, parents and community members to design a disaster preparedness plan that is comprehensive and relevant to the greater Sacramento area. In the event of a disaster, the safety and well-being of children and staff is the utmost priority and reflected throughout the plan.

The purpose of this plan is to provide an organized and comprehensive plan of action for center staff, in concert with management, in the case of an emergency or disaster. The structure of the plan has been designed to assist in creating a proactive environment for preparedness as well as increase confidence of staff and children in the event of a disaster.

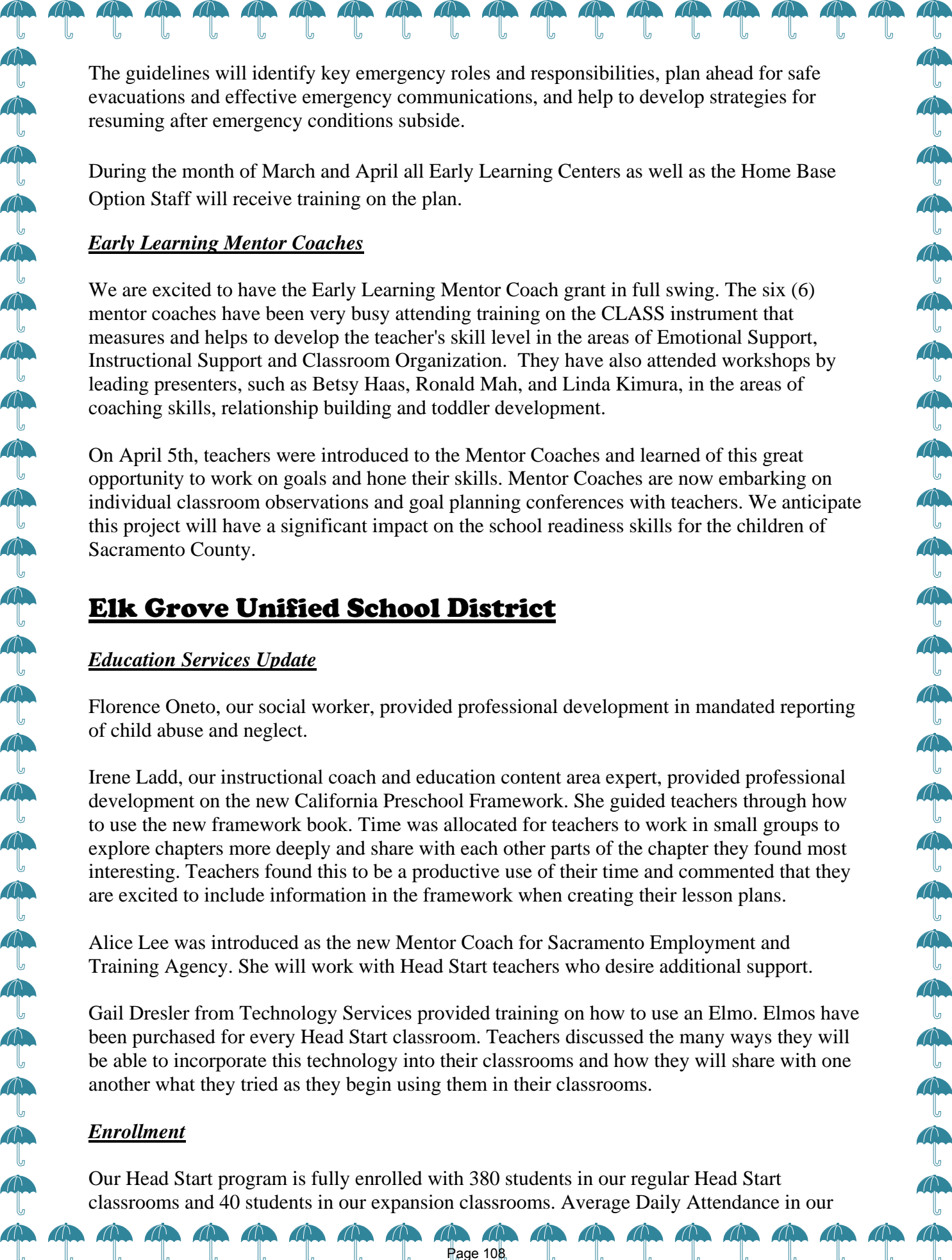
For centers, the plan provides center specific information and procedures in three critical areas:

- Before - Preparation, leadership, hazard assessment, training, and drills
- During - Child safety, Facilities, evacuation, Shelter-in-Place, first aid and instruction
- After - Reuniting families, communication, restoration of services, and recovery resources

For administration, the plan outlines the process, implementation and administration of the plan. Information on disasters and phases of action are included and organized in the following areas:

- Preparedness -Resources, communication, supplies and equipment, evacuation and Shelter-in-Place planning, and risk reduction
- Response - Evaluation of conditions, reporting, disaster instructions, communication, coordination, and immediate assessment
- Recovery-Damage assessment, child/family/staff support systems, documentation and plan evaluation





The guidelines will identify key emergency roles and responsibilities, plan ahead for safe evacuations and effective emergency communications, and help to develop strategies for resuming after emergency conditions subside.

During the month of March and April all Early Learning Centers as well as the Home Base Option Staff will receive training on the plan.

### **Early Learning Mentor Coaches**

We are excited to have the Early Learning Mentor Coach grant in full swing. The six (6) mentor coaches have been very busy attending training on the CLASS instrument that measures and helps to develop the teacher's skill level in the areas of Emotional Support, Instructional Support and Classroom Organization. They have also attended workshops by leading presenters, such as Betsy Haas, Ronald Mah, and Linda Kimura, in the areas of coaching skills, relationship building and toddler development.

On April 5th, teachers were introduced to the Mentor Coaches and learned of this great opportunity to work on goals and hone their skills. Mentor Coaches are now embarking on individual classroom observations and goal planning conferences with teachers. We anticipate this project will have a significant impact on the school readiness skills for the children of Sacramento County.

## **Elk Grove Unified School District**

### **Education Services Update**

Florence Oneto, our social worker, provided professional development in mandated reporting of child abuse and neglect.

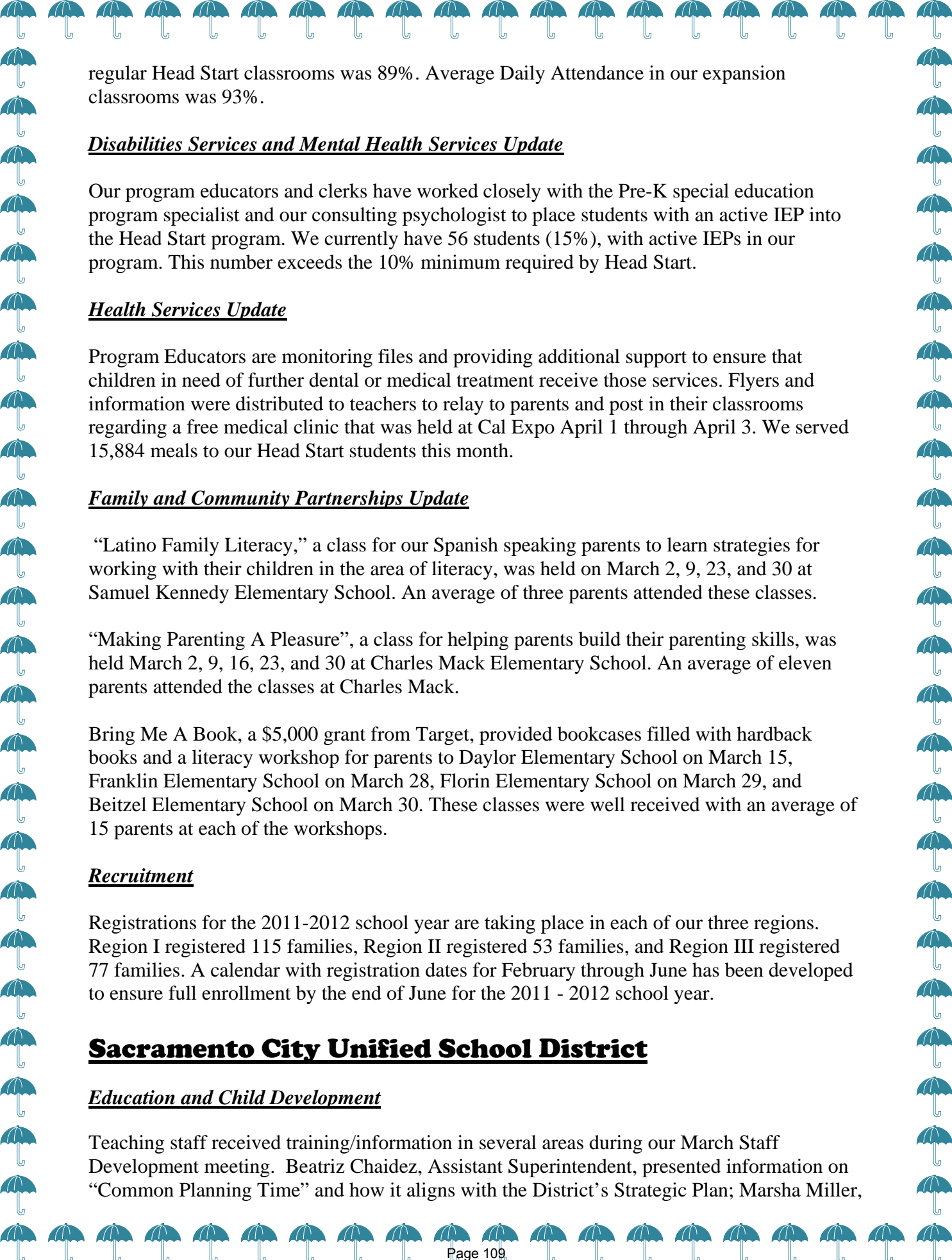
Irene Ladd, our instructional coach and education content area expert, provided professional development on the new California Preschool Framework. She guided teachers through how to use the new framework book. Time was allocated for teachers to work in small groups to explore chapters more deeply and share with each other parts of the chapter they found most interesting. Teachers found this to be a productive use of their time and commented that they are excited to include information in the framework when creating their lesson plans.

Alice Lee was introduced as the new Mentor Coach for Sacramento Employment and Training Agency. She will work with Head Start teachers who desire additional support.

Gail Dresler from Technology Services provided training on how to use an Elmo. Elmos have been purchased for every Head Start classroom. Teachers discussed the many ways they will be able to incorporate this technology into their classrooms and how they will share with one another what they tried as they begin using them in their classrooms.

### **Enrollment**

Our Head Start program is fully enrolled with 380 students in our regular Head Start classrooms and 40 students in our expansion classrooms. Average Daily Attendance in our



regular Head Start classrooms was 89%. Average Daily Attendance in our expansion classrooms was 93%.

**Disabilities Services and Mental Health Services Update**

Our program educators and clerks have worked closely with the Pre-K special education program specialist and our consulting psychologist to place students with an active IEP into the Head Start program. We currently have 56 students (15%), with active IEPs in our program. This number exceeds the 10% minimum required by Head Start.

**Health Services Update**

Program Educators are monitoring files and providing additional support to ensure that children in need of further dental or medical treatment receive those services. Flyers and information were distributed to teachers to relay to parents and post in their classrooms regarding a free medical clinic that was held at Cal Expo April 1 through April 3. We served 15,884 meals to our Head Start students this month.

**Family and Community Partnerships Update**

“Latino Family Literacy,” a class for our Spanish speaking parents to learn strategies for working with their children in the area of literacy, was held on March 2, 9, 23, and 30 at Samuel Kennedy Elementary School. An average of three parents attended these classes.

“Making Parenting A Pleasure”, a class for helping parents build their parenting skills, was held March 2, 9, 16, 23, and 30 at Charles Mack Elementary School. An average of eleven parents attended the classes at Charles Mack.

Bring Me A Book, a \$5,000 grant from Target, provided bookcases filled with hardback books and a literacy workshop for parents to Daylor Elementary School on March 15, Franklin Elementary School on March 28, Florin Elementary School on March 29, and Beitzel Elementary School on March 30. These classes were well received with an average of 15 parents at each of the workshops.

**Recruitment**

Registrations for the 2011-2012 school year are taking place in each of our three regions. Region I registered 115 families, Region II registered 53 families, and Region III registered 77 families. A calendar with registration dates for February through June has been developed to ensure full enrollment by the end of June for the 2011 - 2012 school year.

**Sacramento City Unified School District**

**Education and Child Development**

Teaching staff received training/information in several areas during our March Staff Development meeting. Beatriz Chaidez, Assistant Superintendent, presented information on “Common Planning Time” and how it aligns with the District’s Strategic Plan; Marsha Miller,



Child Nutrition Consultant from the California Department of Education, provided information for our upcoming State Nutrition Services Review; and Liz Aguilar and Cheri Chord from SETA introduced the New Head Start Mentor/Coach Project.

Part day teachers are continuing to meet for professional development in order to complete Common Planning Time hours. During the Common Planning Time meetings, teachers use guiding questions to focus their discussions around students' work and assess how students are doing, i.e., what do we expect students to know, what results are we getting, how will we respond? The goal is to provide teachers opportunities to collaborate on teaching practices and strategies that will improve student outcomes.

Over 30 parents attended Part I- Male Involvement workshop Friday evening, April 1<sup>st</sup>. Bob Silva from SETA along with David Aleman, our Social Worker, presented information on "Strategies for Positive Discipline" & "Legacies Fathers Leave". Dinner, childcare and translators were provided. Part II will conclude Friday evening, April 8<sup>th</sup> . .

### Health

Our Nurses are continuing with re-screenings, and new student health screenings at both the school sites and the two Registration Center sites. The Children's Center Nurses are preparing for the Summer 's new and returning student registration for the 2011-2012 school year. Nurse follow-up continues for children with identified health needs.

Our Dental Varnish Clinics are continuing at the Head Start and State Preschool sites. Our Nurses assist the dental hygienist during the dental screening and varnish clinic and meet with parents in person to discuss dental care and follow-up. Follow-up on dental needs continue via Nurse telephone contact with parents.

The Children's Center Nurses are preparing for the upcoming "Cooking Matters" classes in conjunction with Karen Ito, our Preschool Nutritionist. This six week course is designed for parents of preschoolers and is designed to assist parents in making healthy food choices. The highlight of the course will be the cooking classes where parents are given hands-on opportunities to cook and prepare a healthy meal each week.

### Disabilities

Last month, three of our Head Start programs were reviewed by SETA's Disabilities Coordinator. All three sites passed their review and received favorable comments. The reviewer shared the following about Elder Creek:

*"This was my first visit to this Children's Center. The staff and children were very friendly. I was very impressed with the Parent Board which contained significant resources for parents that they could take home to read. I did observe teacher Elda providing various expressive language opportunities for children to engage with her and each other. All activities kept the children focused."*

In January the Special Needs Coordinator provided staff development to teachers on how to incorporate IEP goals and individualized adaptations into classroom lesson plans for children with special needs. In the month of February our Head Start program served 124 children and 12 infants with special needs.



## Miscellaneous

The School Readiness Fair was held on Saturday March 5<sup>th</sup>, 2011 from 10 a.m. to 2 p.m. at the Sacramento City Unified School District's Serna Center. Over 555 people attended. Parents were provided with immunizations, vision, dental, hearing and developmental screeners. Health insurance enrollment and assistance was provided to families needing health insurance for their children.

Preschool and kindergarten enrollment information was provided including booklets on how parents can contribute to their child's school readiness. All children who attended the SR Fair received a free book to take home.

The results are as follow:

- ✘ 282 Parent/Guardians
- ✘ 273 children under the age of 5 received comprehensive services
- ✘ 85 children received fluoride varnish
- ✘ 131 Immunizations were provided
- ✘ 72 Vision Screenings
- ✘ 41 Hearing Screenings
- ✘ 35 Brigrance (to children entering kindergarten only)
- ✘ 273 books were distributed to children.

Over 45 county and city agencies participated and provided family activities and/or community information.

## **San Juan Unified School District**

### Education Services Update

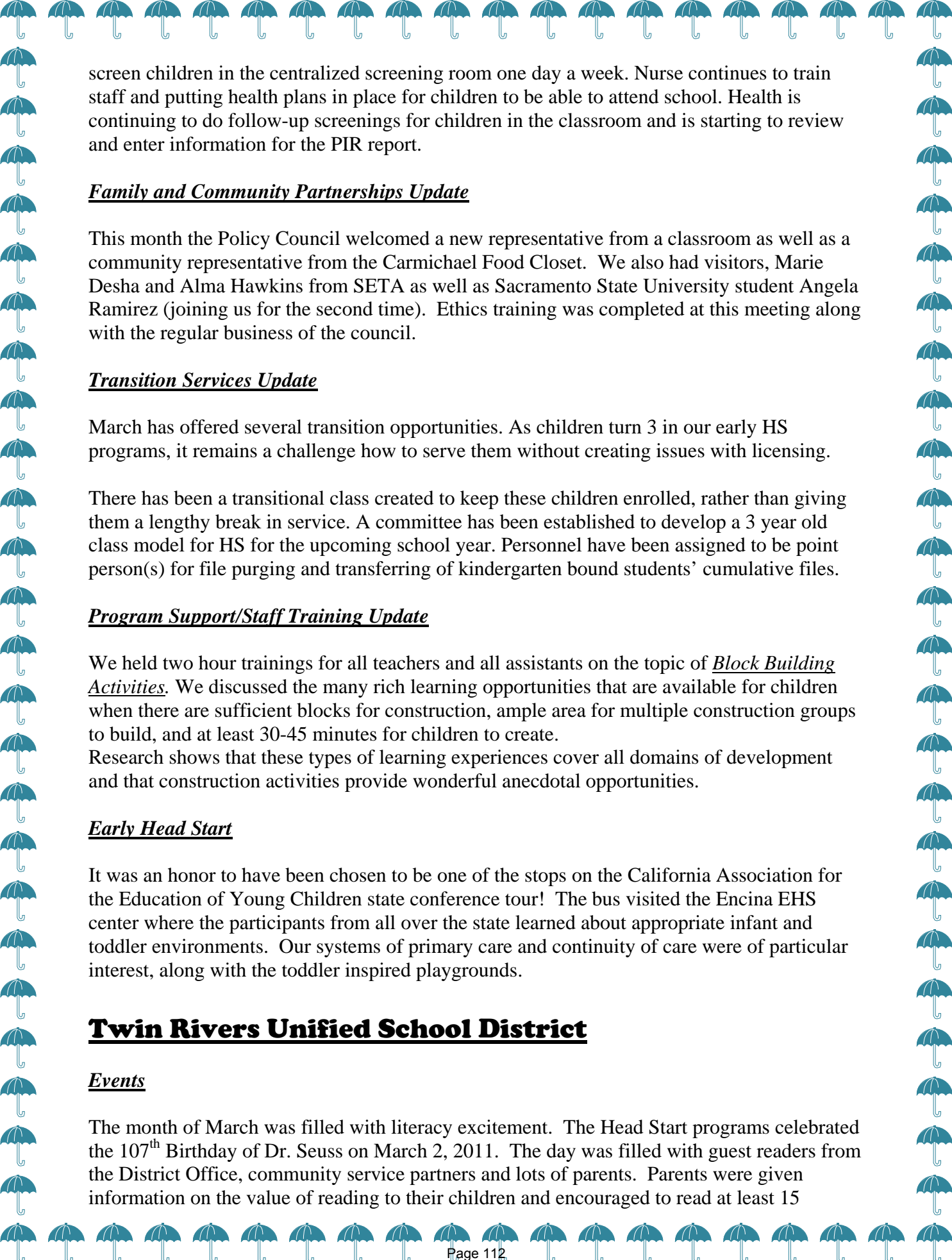
San Juan is working with Donald Schmidt from SETA to organize a process to aggregate data for all Home Base children next year. Home Based teachers will fill out bubble sheets to record developmental ratings in the areas of social emotional, cognitive, and physical growth. Reports for individual children and an agency wide report will allow us to track student progress.

### Mental Health Services Update

The Mental Health Therapist participated in parent-teacher conferences to both address specific social-emotional needs of identified children, as well as to provide community resources/mental health referral information. MHT continues to provide Limit Setting workshops for parents and staff throughout the program. Counseling interns provide weekly counseling for children in the program.

### Health Services Update

Health is continuing the second round of dental screenings with Kate Varanelli from Smile Keepers. We are following up with children needing dental care. Health is continuing to



screen children in the centralized screening room one day a week. Nurse continues to train staff and putting health plans in place for children to be able to attend school. Health is continuing to do follow-up screenings for children in the classroom and is starting to review and enter information for the PIR report.

**Family and Community Partnerships Update**

This month the Policy Council welcomed a new representative from a classroom as well as a community representative from the Carmichael Food Closet. We also had visitors, Marie Desha and Alma Hawkins from SETA as well as Sacramento State University student Angela Ramirez (joining us for the second time). Ethics training was completed at this meeting along with the regular business of the council.

**Transition Services Update**

March has offered several transition opportunities. As children turn 3 in our early HS programs, it remains a challenge how to serve them without creating issues with licensing.

There has been a transitional class created to keep these children enrolled, rather than giving them a lengthy break in service. A committee has been established to develop a 3 year old class model for HS for the upcoming school year. Personnel have been assigned to be point person(s) for file purging and transferring of kindergarten bound students' cumulative files.

**Program Support/Staff Training Update**

We held two hour trainings for all teachers and all assistants on the topic of Block Building Activities. We discussed the many rich learning opportunities that are available for children when there are sufficient blocks for construction, ample area for multiple construction groups to build, and at least 30-45 minutes for children to create.

Research shows that these types of learning experiences cover all domains of development and that construction activities provide wonderful anecdotal opportunities.

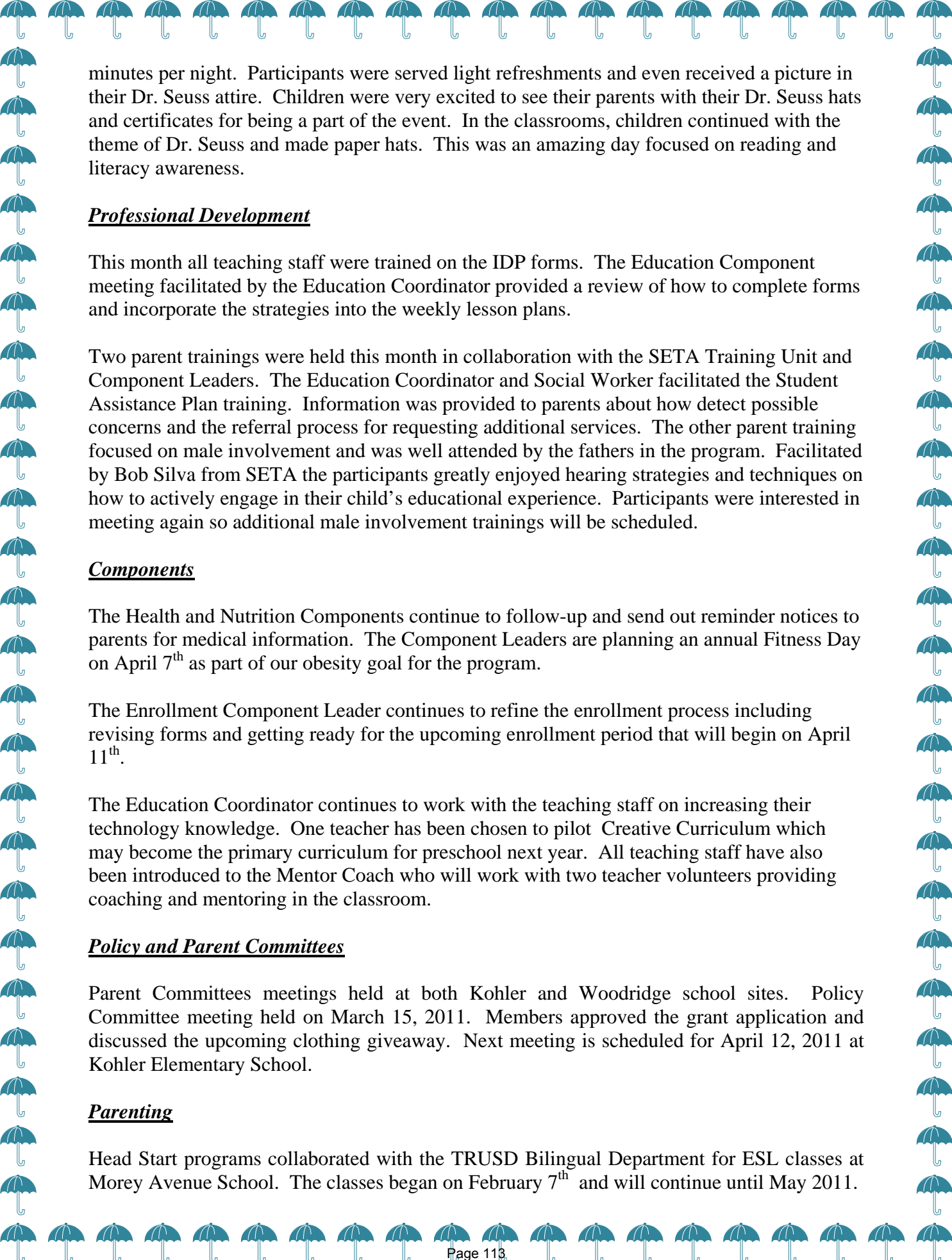
**Early Head Start**

It was an honor to have been chosen to be one of the stops on the California Association for the Education of Young Children state conference tour! The bus visited the Encina EHS center where the participants from all over the state learned about appropriate infant and toddler environments. Our systems of primary care and continuity of care were of particular interest, along with the toddler inspired playgrounds.

**Twin Rivers Unified School District**

**Events**

The month of March was filled with literacy excitement. The Head Start programs celebrated the 107<sup>th</sup> Birthday of Dr. Seuss on March 2, 2011. The day was filled with guest readers from the District Office, community service partners and lots of parents. Parents were given information on the value of reading to their children and encouraged to read at least 15



minutes per night. Participants were served light refreshments and even received a picture in their Dr. Seuss attire. Children were very excited to see their parents with their Dr. Seuss hats and certificates for being a part of the event. In the classrooms, children continued with the theme of Dr. Seuss and made paper hats. This was an amazing day focused on reading and literacy awareness.

### **Professional Development**

This month all teaching staff were trained on the IDP forms. The Education Component meeting facilitated by the Education Coordinator provided a review of how to complete forms and incorporate the strategies into the weekly lesson plans.

Two parent trainings were held this month in collaboration with the SETA Training Unit and Component Leaders. The Education Coordinator and Social Worker facilitated the Student Assistance Plan training. Information was provided to parents about how detect possible concerns and the referral process for requesting additional services. The other parent training focused on male involvement and was well attended by the fathers in the program. Facilitated by Bob Silva from SETA the participants greatly enjoyed hearing strategies and techniques on how to actively engage in their child's educational experience. Participants were interested in meeting again so additional male involvement trainings will be scheduled.

### **Components**

The Health and Nutrition Components continue to follow-up and send out reminder notices to parents for medical information. The Component Leaders are planning an annual Fitness Day on April 7<sup>th</sup> as part of our obesity goal for the program.

The Enrollment Component Leader continues to refine the enrollment process including revising forms and getting ready for the upcoming enrollment period that will begin on April 11<sup>th</sup>.

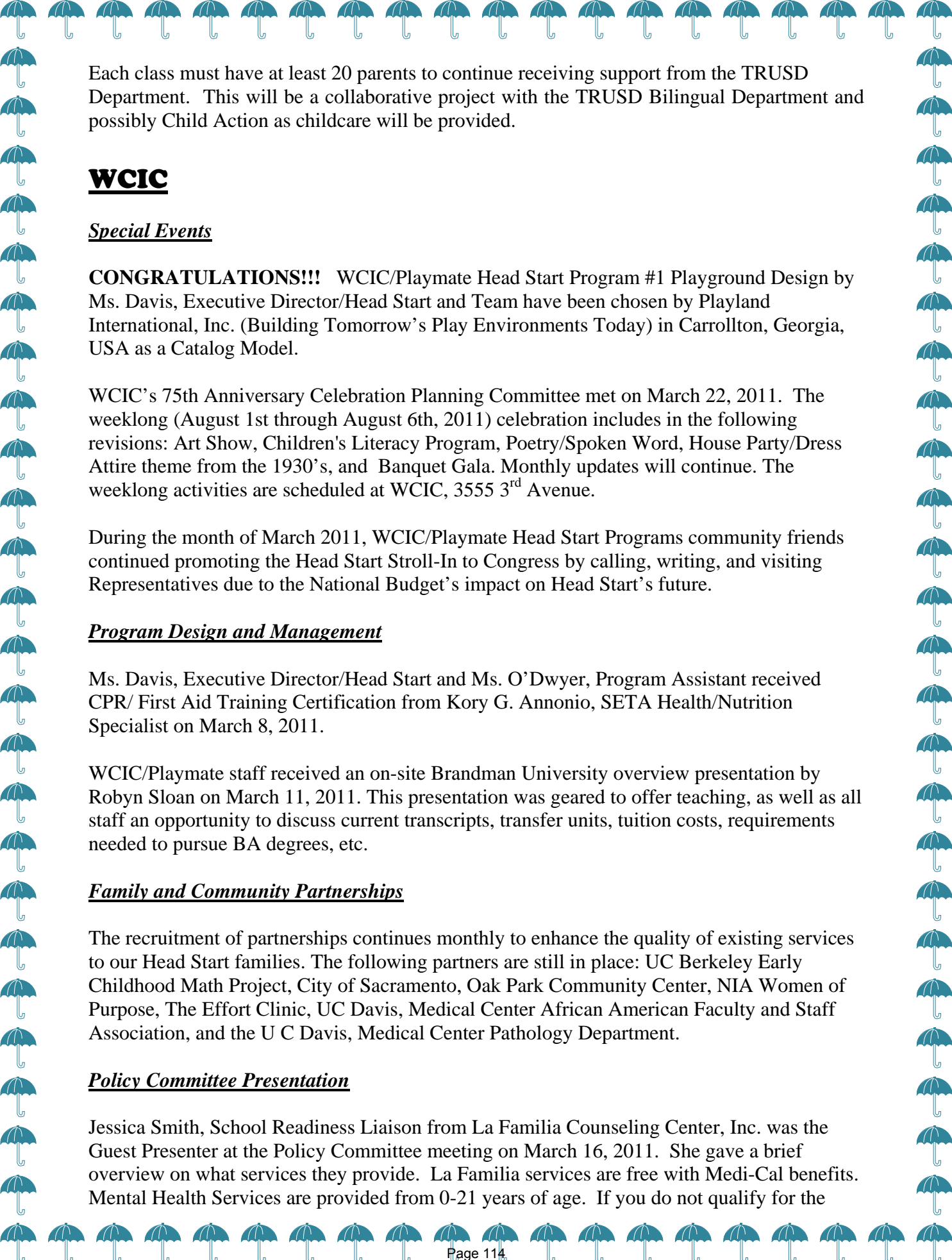
The Education Coordinator continues to work with the teaching staff on increasing their technology knowledge. One teacher has been chosen to pilot Creative Curriculum which may become the primary curriculum for preschool next year. All teaching staff have also been introduced to the Mentor Coach who will work with two teacher volunteers providing coaching and mentoring in the classroom.

### **Policy and Parent Committees**

Parent Committees meetings held at both Kohler and Woodridge school sites. Policy Committee meeting held on March 15, 2011. Members approved the grant application and discussed the upcoming clothing giveaway. Next meeting is scheduled for April 12, 2011 at Kohler Elementary School.

### **Parenting**

Head Start programs collaborated with the TRUSD Bilingual Department for ESL classes at Morey Avenue School. The classes began on February 7<sup>th</sup> and will continue until May 2011.



Each class must have at least 20 parents to continue receiving support from the TRUSD Department. This will be a collaborative project with the TRUSD Bilingual Department and possibly Child Action as childcare will be provided.

## **WCIC**

### **Special Events**

**CONGRATULATIONS!!!** WCIC/Playmate Head Start Program #1 Playground Design by Ms. Davis, Executive Director/Head Start and Team have been chosen by Playland International, Inc. (Building Tomorrow's Play Environments Today) in Carrollton, Georgia, USA as a Catalog Model.

WCIC's 75th Anniversary Celebration Planning Committee met on March 22, 2011. The weeklong (August 1st through August 6th, 2011) celebration includes in the following revisions: Art Show, Children's Literacy Program, Poetry/Spoken Word, House Party/Dress Attire theme from the 1930's, and Banquet Gala. Monthly updates will continue. The weeklong activities are scheduled at WCIC, 3555 3<sup>rd</sup> Avenue.

During the month of March 2011, WCIC/Playmate Head Start Programs community friends continued promoting the Head Start Stroll-In to Congress by calling, writing, and visiting Representatives due to the National Budget's impact on Head Start's future.

### **Program Design and Management**

Ms. Davis, Executive Director/Head Start and Ms. O'Dwyer, Program Assistant received CPR/ First Aid Training Certification from Kory G. Annonio, SETA Health/Nutrition Specialist on March 8, 2011.

WCIC/Playmate staff received an on-site Brandman University overview presentation by Robyn Sloan on March 11, 2011. This presentation was geared to offer teaching, as well as all staff an opportunity to discuss current transcripts, transfer units, tuition costs, requirements needed to pursue BA degrees, etc.

### **Family and Community Partnerships**

The recruitment of partnerships continues monthly to enhance the quality of existing services to our Head Start families. The following partners are still in place: UC Berkeley Early Childhood Math Project, City of Sacramento, Oak Park Community Center, NIA Women of Purpose, The Effort Clinic, UC Davis, Medical Center African American Faculty and Staff Association, and the U C Davis, Medical Center Pathology Department.

### **Policy Committee Presentation**

Jessica Smith, School Readiness Liaison from La Familia Counseling Center, Inc. was the Guest Presenter at the Policy Committee meeting on March 16, 2011. She gave a brief overview on what services they provide. La Familia services are free with Medi-Cal benefits. Mental Health Services are provided from 0-21 years of age. If you do not qualify for the

services, La Familia will make a referral out to another agency. Languages spoken are: English, Spanish and Hmong. There are 13 Session Parenting Workshops that are offered from 5:30pm-7:30pm. Birth and Beyond has home visitors that work with families to build parent-child relationships through bonding; Teaching Child Development and Parenting Skills; Link families to Health Services and provide Resources and Information. The One Stop Career Center offers: Computer Lab, Assessment Tools, and Career Center Workshops. La Familia Partners include Sacramento County Centers Services Office, EDD (Operation Welcome Home); EDD Employment Department, and Education Related Services. The following events are offered from La Familia: Zumba Classes, Parent Support Group, SacWorks.org Website, GED, MPAP Parenting Workshop, and Karate. The services are funded by Sacramento Employment Training Agency (SETA).





# SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start  
(As of 03/31/11)

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

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

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP ( % AFE)</u>	
Twin Rivers USD (211)	22	(10%)	N/A	
Elk Grove USD (420)	64	(15%)	N/A	
Sacramento City USD (1292)(147)	130	(10%)	12	(8%)
San Juan USD (700) (161)	79	(11%)	27	(17%)
WCIC (120)	13	(11%)	N/A	
SETA (2796) (345) (1878 Tracks)	240	(13%)	45	(13%)
<b>County (4621)* (653)*</b>	<b>548</b>	<b>(12%)</b>	<b>84</b>	<b>(13%)</b>

\* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

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

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment</b>	<b>(b) % Actual to Funded</b>	<b>Attendance</b>	<b>(c) % Attend. to Funded</b>
Elk Grove USD	380	380	100	338	89
Elk Grove ARRA Expansion	40	40	100	37	93
Sacramento City USD	1,272	1,308	103	1,140	90
Sac City ARRA Expansion	20	20	100	20	100
Sacramento Employment and Training Agency	1,860 (2,778)	1,886	101	1,524	82
Sacramento Employment Training Agency AARA Expansion	18	20	111	11	61
San Juan USD	680	680	100	570	84
San Juan ARRA Expansion	20	20	100	15	75
Twin Rivers USD	179	179	100	175	98
Twin Rivers ARRA Expansion	32	34	106	34	106
WCIC/Playmate Head Start	100	100	100	86	86
WCIC ARRA Expansion	20	20	100	12	60

**Early Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment</b>	<b>(b) % Actual to Funded</b>	<b>Attendance</b>	<b>(c) % Attend. to Funded</b>
Sacramento City USD	115	115	100	71	62
Sac City ARRA Expansion	32	30	94	18	56
Sacramento Employment and Training Agency	213	223	105	128	60
Sacramento Employment Training Agency AARA Expansion	132	136	103	81	61
San Juan USD	129	129	100	99	77
San Juan ARRA Expansion	32	32	100	24	75

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

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

(c) Attendance on the last day of month

# SETA Head Start Food Service Operations Monthly Report March, 2011

March 11th - Morning Classes closed at Lavern Stewart due to alarm that could not be turned off.  
ADT repaired faulty Alarm afternoon classes open.

March 29th thru 30th - La Riviera Closed due to no water.

March 28th - Central Kitchen Quarry Floor Tile Repair cost \$1,575.

March 31st - La Riviera Classes held at the Sharon Neese Center

## Meetings and Trainings:

PAC Food Services Committee attended by Connie Otwell - March 10th.

Program Services Staff Meeting attended by Connie Otwell March 11th

Leadership Meeting attended by Connie Otwell March 16th

CACFP Meeting attended by Connie Otwell March 17th.

Food Services Staff Meeting with Brenda Campos attended by all of the Food Service Team March 18th at Plaza Del Paso , The Food Service Team also attended a Staff Appreciation Celebration at the Sharon Neese Center.

Positive Resolutions or Building Constructive Alliances with Angry, Insecure. Unhappy, or Suspicious Clients Training attended by All of The Food Service Staff March 25th

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

Lunch	PM Snack	Breakfast	Field Trips
44,262	27,032	30,778	320

Total Amount of Meals and Snacks Prepared 102,392

## Purchases:

Food	\$77,701.90
Non - Food	\$14,552.70

Building Maintenance and Repair: \$1,999.77

Kitchen Small Wares and Equipment: \$60.90

Vehicle Maintenance and Repair : \$1,283.89

Vehicle Gas / Fuel:	\$2,492.51
Normal Delivery Days	23

ITEM IV-C- INFORMATION  
DISLOCATED WORKER UPDATE

BACKGROUND:

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

STAFF PRESENTER: William Walker

## Dislocated Worker Information PY 2010/2011

The following is an update of information as of April 19, 2011 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Official	5/26/2010	<b>HAVI Logistics</b> 826 National Drive Sacramento, CA 95834	7/28/2010	103	Retained jobs
Official	6/4/2010	<b>Child Action</b> Sacramento, CA	7/28/2010	85	8/9/2010
Official	6/28/2010	<b>McDonough Holland &amp; Allen PC's</b> 500 Capitol Mall Sacramento, CA	8/31/2010	106	Declined Services
Unofficial	7/1/2010	<b>U.S. Census</b> Sacramento, CA	8/31/2010	50	8/3/2010
Official	7/1/2010	<b>EdFund</b> 10370 Peter A McCuen Blvd Mather, CA 95655	8/27/2010	18	Declined Services
Official	7/1/2010	<b>Zip Realty</b> Emeryville, CA	8/31/2010	39	Declined Services
Official	8/13/2010	<b>O1 Communications, Inc.</b> 1515 K street, Ste. 100 Sacramento, CA	9/30/2010	52	Declined Services
Official	9/7/2010	<b>Beanstalk</b> Sacramento, CA	11/1/2010	82	11/11/2010
Official	9/8/2010	<b>HomeEq Servicing (Ocwen)</b> 4837 Watt Ave North Highlands, CA	11/19/2010	902	10/25-27/2010
Official	9/8/2010	<b>CLARCOR Air Filtration Products</b> 3800 Pell Circle Sacramento, CA 95838	11/22/2010	80	9/28/2010
Official	9/15/2010	<b>Freedom Debt Relief</b> 3947 Lennane Drive Sacramento, CA 95838	3/15/2011	123	10/21/2010 1/4/11 3/2/11
Official	10/4/2010	<b>Cost-U-Less Insurance Center, Inc</b> 2721 Citrus Rd, Ste. B Rancho Cordova, CA 95742	11/30/2010	91	11/15-16/2010
Official	10/8/2010	<b>Wells Fargo</b> 11000 White Rock Rd Rancho Cordova, CA 95670	12/5/2010	123	11/10/2010
Official	10/8/2010	<b>Child Action</b> 9800 Old Winery Rd Sacramento	12/5/2010	80	Retained jobs
Official	11/29/2010	<b>FedEx</b> 9119 Elkmont Way Elk Grove, Ca 95624	1/29/2011	85	Declined Services
Official	12/9/2010	<b>Sutter Medical Center-Sacramento</b> Sacramento, CA	2/4/2011	112	Declined Services
Official	1/25/2011	<b>JCPenney</b> Sacramento, CA	3/28/2011	356	2/2/11 2/3/11 2/8/11 2/9/11
Unofficial	2/3/2011	<b>CSEA/Alliance Printing</b> 3947 Lennane Dr Sacramento, CA	2/3/2011	15	2/17/2011
Official	3/30/2011	<b>Child Action</b> Sacramento, CA	6/10/2011	65	4/19/11 4/20/11 4/21/11
Unofficial	4/15/2011	<b>AT&amp;T</b> 2700 Watt Ave Sacramento, CA	5/25/2011	244	4/26/11 4/27/11 4/28/11 5/2/11
Official	4/6/2011	<b>Beanstalk</b> 3735 Stephen Dr North Highlands, CA	6/30/2011	78	6/2/2011
			<b>Total # of Affected Workers</b>	2,889	

ITEM IV-D – INFORMATION

EMPLOYER RECRUITMENT ACTIVITY REPORT

BACKGROUND:

Staff at Sacramento Works Career Centers and internal Employer Services staff work with local employers to recruit qualified employees. Attached is a listing of employers recently assisted.

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

## Employer Recruitment Activity Report

Employer	Jobs	No of Positions
AccentCare	Caregivers	9
Acrobat Staffing	Cooks, Servers, Dishwashers	13
ACS Roofing	Online Marketing Assistant	1
Advance Call Center Technologies	Call Center Technical	70
Advantage Sales and Marketing, LLC	Assembly Person	10
Aeis Solutions	Data Entry Specialist	27
Agile 1	PG&E Test Administrators	3
Agilent Technologies	Manufacturing Engineer Supervisor	1
Amerikit	Warehouse, Administrative Asst.	3
AppleOne Employment Services	Various Positions	38
AppleOne Employment Services	Bilingual Call Center Reps	10
Beutler Corporation	Consolitrades/Flash Cool	70
California Energy Savers	Telemarketing	4
California Redevelopment Association	Member Service Associate	1
Campbell Soup	Maintenance Mechanics	67
Capital Autism Services	Behavioral Tutors	1
Capital Public Radio	Reporter	2
Cenveo	VH Adjuster	1
Child Abuse Prevention Center	Community Ed Training Mgr	1
Child Care Careers	Child Care Aide	10
Community Services Planning Council	Program Associate	1
Corestaff Services	Medical Collector	2
CSSC-Janitorial	Janitors	2
Delta Dental of California	Workforce Management Coordinator	1
Dome Printing	Truck Driver	1
Effie Yeaw Nature Center	Executive Director	1
Energy	Tier I Rater	10
General Produce Company	Outside Sales Representative, Retail Merchandiser	2
Goodwill	Manager Trainee	9
Grocery Outlet	Deli, Clerk, Cashier, Produce etc.	20
H & R Block	Office Managers	3
Hands-On Executive Services	Janitor Custodian	3
HMS Host	Cashiers, Cook, Attendants	12
Indecare in Home Care and Living Assistance	Caregivers	1
Intelligrated	Product Support Engineers	5
JB Radiator Specialties, Inc.	Welder	1
Kustum Steel Fabricators	Welders/ Welder Helper	3
Mainstay Business Solutions	Customer Service Manager	1
Manpower	Warehouse/Maintenance	10
N Solar Inc	Green Jobs	150
North Highlands Pharmacy Inc.	Pharmacy Clerk	2
North Western Mutual Financial Network	Assistant to Wealth Management Advisor	1
Oak Park Preschool	Teacher Associate	1

## Employer Recruitment Activity Report

Employer	Jobs	No of Positions
OPDE	Solar Photovoltaic	150
Opening Doors Inc	Slavic Microenterprise Program Manager	1
Pacific Gas and Electric Company	Utility Worker	30
Panda Restaurant Group Inc.	Restaurant Manager	1
PG&E	Utility Equipment Mechanics	31
Planned Parenthood Affiliates of California	Administrative Assistant	1
PRIDE Industries	Custodial Supervisor	1
PRIDE Industries	Janitor	6
Ranstad	Bilingual Customer Service Reps	15
Relationship Skills Center	Program Manager	1
Sacramento Business Journal	Advertising Sales Executive	10
Sacramento Employment and Training Agency	Analyst, Educator	2
Sacramento Public Library	On-Call Custodians	5
Sacramento Region Community Foundation	Administrative Coordinator	1
Salvation Army Emergency Shelter	Case Manager & Housing Specialist	2
Salvation Army Sac Metro	On-Call Personal Care Attendant	1
Salvation Army Sac Metro	On-Call Kitchen Aide	1
Sears	Seasonal Sales Associates/ Cashiers	12
Select Staffing	Customer Service Representative	25
Service Company	Kitchen Staff	15
Solar Power Inc	Solar Photovoltaic	50
St. Johns	Development Associate	1
Staffing Network	Various Positions	13
Support for Home	Caregivers	10
TeleDirect Call Centers	Customer Service Representative (CSR)	65
Turning Point Christian School	Pre-School Teacher	1
United Animal Nations	Administrative Assistants	1
United Animal Nations	Development Manager	1
US Census Bureau	Bilingual Census Enumerator	30
Utility Partners of America	SmartMeter Installers	40
Vacuum Process Engineering	Drafter/Designer & Technicians	10
Visiting Angels Senior Home Care	Caregivers	10
Westtec Construction	Skilled Laborer, Welders, Carpenters, Operators	160
<b>TOTAL</b>		<b>1287</b>



ITEM IV-E – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT  
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of March is 12.7%.

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

Staff will be available to answer questions.

STAFF PRESENTER: Robin Purdy

**SACRAMENTO-ARDEN-ARCADE-ROSEVILLE METROPOLITAN STATISTICAL AREA (MSA)  
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)  
Government seasonally adds jobs for second consecutive month**

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 12.7 percent in March 2011, up from a revised 12.6 percent in February 2011, and below the year-ago estimate of 12.9 percent. This compares with an unadjusted unemployment rate of 12.3 percent for California and 9.2 percent for the nation during the same period. The unemployment rate was 13.1 percent in El Dorado County, 11.6 percent in Placer County, 12.6 percent in Sacramento County, and 14.8 percent in Yolo County.

**Between February 2011 and March 2011**, the total number of jobs located in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 2,900 to reach 801,400 jobs.

- Government added 1,900 jobs, which compares to an average gain of 1,700 jobs over the prior 21 years. Local government gained 1,200 jobs, followed by state government (up 700 jobs).
- Construction increased by 900 jobs, slightly below its typical 1,000-job increase over the last 21 years. Specialty trade contractors (up 800 jobs) accounted for the bulk of the increase.
- Educational and health services grew by 800 jobs, largely in health care and social assistance (up 600 jobs).
- On the downside, trade, transportation, and utilities netted a loss of 700 jobs. A decline in retail trade (down 800 jobs) offset a 100-job gain in transportation, warehousing, and utilities.

**Between March 2010 and March 2011**, total wage and salary employment in the region decreased by 14,300 jobs or 1.8 percent.

- Government lost 4,500 jobs, with declines in local government (down 4,700 jobs) and federal government (down 400 jobs). State government gained 600 jobs.
- Financial activities decreased by 3,400 jobs, with losses concentrated in finance and insurance (down 2,900 jobs).
- Construction contracted by 2,500 jobs due to losses in specialty trade contractors (down 1,000 jobs), residual construction (down 1,000 jobs), and construction of buildings (down 500 jobs).
- On the upside, educational and health services gained 700 jobs, and total farm expanded by 300 jobs.

**Sacramento Arden Arcade Roseville MSA**  
**(El Dorado, Placer, Sacramento, and Yolo Counties)**  
Industry Employment & Labor Force  
March 2010 Benchmark

Data Not Seasonally Adjusted

	Mar 10	Jan 11	Feb 11	Mar 11	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,053,100	1,026,400	1,020,300	1,021,000	0.1%	-3.0%
Civilian Employment	917,500	894,300	891,700	891,200	-0.1%	-2.9%
Civilian Unemployment	135,500	132,100	128,600	129,700	0.9%	-4.3%
Civilian Unemployment Rate	12.9%	12.9%	12.6%	12.7%		
(CA Unemployment Rate)	12.8%	12.7%	12.2%	12.3%		
(U.S. Unemployment Rate)	10.2%	9.8%	9.5%	9.2%		

Total, All Industries (2)	815,700	797,400	798,500	801,400	0.4%	-1.8%
Total Farm	6,900	7,000	7,200	7,200	0.0%	4.3%
Total Nonfarm	808,800	790,400	791,300	794,200	0.4%	-1.8%
Total Private	575,300	564,900	564,200	565,200	0.2%	-1.8%
Goods Producing	69,500	66,700	66,100	67,000	1.4%	-3.6%
Mining and Logging	400	300	300	300	0.0%	-25.0%
Construction	36,800	33,900	33,400	34,300	2.7%	-6.8%
Construction of Buildings	8,600	8,300	8,100	8,100	0.0%	-5.8%
Construction - Residual	4,100	3,500	3,000	3,100	3.3%	-24.4%
Specialty Trade Contractors	24,100	22,100	22,300	23,100	3.6%	-4.1%
Building Foundation & Exterior Contractors	5,300	5,200	5,400	5,600	3.7%	5.7%
Building Equipment Contractors	10,100	9,800	9,800	9,800	0.0%	-3.0%
Building Finishing Contractors	5,500	4,900	4,700	4,700	0.0%	-14.5%
Specialty Trade Contractors - Residual	3,200	2,200	2,400	3,000	25.0%	-6.3%
Manufacturing	32,300	32,500	32,400	32,400	0.0%	0.3%
Durable Goods	21,700	21,600	21,600	21,600	0.0%	-0.5%
Computer & Electronic Product Manufacturing	6,900	6,900	6,900	6,900	0.0%	0.0%
Durable Goods - Residual	14,800	14,700	14,700	14,700	0.0%	-0.7%
Nondurable Goods	10,600	10,900	10,800	10,800	0.0%	1.9%
Food Manufacturing	4,100	4,400	4,400	4,400	0.0%	7.3%
Non-Durable Goods - Residual	6,500	6,500	6,400	6,400	0.0%	-1.5%
Service Providing	739,300	723,700	725,200	727,200	0.3%	-1.6%
Private Service Producing	505,800	498,200	498,100	498,200	0.0%	-1.5%
Trade, Transportation & Utilities	130,800	131,000	129,300	128,600	-0.5%	-1.7%
Wholesale Trade	22,600	21,900	21,900	21,900	0.0%	-3.1%
Merchant Wholesalers, Durable Goods	11,700	11,400	11,400	11,500	0.9%	-1.7%
Merchant Wholesalers, Nondurable Goods	8,400	8,300	8,300	8,300	0.0%	-1.2%
Wholesale Trade - Residual	2,500	2,200	2,200	2,100	-4.5%	-16.0%
Retail Trade	85,700	87,100	85,500	84,700	-0.9%	-1.2%
Motor Vehicle & Parts Dealer	9,900	9,900	9,900	9,800	-1.0%	-1.0%
Building Material & Garden Equipment Stores	7,200	7,000	7,000	7,000	0.0%	-2.8%
Grocery Stores	16,200	16,400	16,300	16,300	0.0%	0.6%
Health & Personal Care Stores	5,300	5,100	5,100	5,000	-2.0%	-5.7%
Clothing & Clothing Accessories Stores	6,600	6,700	6,500	6,500	0.0%	-1.5%
Sporting Goods, Hobby, Book & Music Stores	4,200	4,600	4,500	4,500	0.0%	7.1%
General Merchandise Stores	19,000	19,300	18,800	18,700	-0.5%	-1.6%
Retail Trade - Residual	33,500	34,500	33,700	33,200	-1.5%	-0.9%
Transportation, Warehousing & Utilities	22,500	22,000	21,900	22,000	0.5%	-2.2%
Information	17,400	16,600	16,600	16,600	0.0%	-4.6%
Publishing Industries (except Internet)	2,900	2,900	2,900	2,900	0.0%	0.0%
Telecommunications	9,600	9,000	9,000	9,000	0.0%	-6.3%
Information - Residual	4,900	4,700	4,700	4,700	0.0%	-4.1%
Financial Activities	49,500	46,300	46,100	46,100	0.0%	-6.9%
Finance & Insurance	37,300	34,600	34,400	34,400	0.0%	-7.8%
Credit Intermediation & Related Activities	13,800	12,400	12,400	12,300	-0.8%	-10.9%
Depository Credit Intermediation	8,700	8,300	8,300	8,300	0.0%	-4.6%
Nondepository Credit Intermediation	3,100	2,200	2,200	2,200	0.0%	-29.0%
Credit Intermediation and Related Activities -	2,000	1,900	1,900	1,800	-5.3%	-10.0%
Finance and Insurance - Residual	5,100	4,500	4,400	4,500	2.3%	-11.8%
Insurance Carriers & Related	18,400	17,700	17,600	17,600	0.0%	-4.3%

**Sacramento Arden Arcade Roseville MSA**  
**(El Dorado, Placer, Sacramento, and Yolo Counties)**  
Industry Employment & Labor Force  
March 2010 Benchmark

Data Not Seasonally Adjusted

	Mar 10	Jan 11	Feb 11 Revised	Mar 11 Prelim	Percent Change	
					Month	Year
Real Estate & Rental & Leasing	12,200	11,700	11,700	11,700	0.0%	-4.1%
Real Estate	9,000	8,900	8,900	8,900	0.0%	-1.1%
Real Estate and Rental and Leasing - Residual	3,200	2,800	2,800	2,800	0.0%	-12.5%
Professional & Business Services	100,900	99,600	100,600	100,600	0.0%	-0.3%
Professional, Scientific & Technical Services	52,100	50,500	51,000	50,900	-0.2%	-2.3%
Architectural, Engineering & Related Services	8,600	8,400	8,400	8,400	0.0%	-2.3%
Professional, Scientific, and Technical Services	43,500	42,100	42,600	42,500	-0.2%	-2.3%
Management of Companies & Enterprises	9,600	9,700	9,600	9,600	0.0%	0.0%
Administrative & Support & Waste Services	39,200	39,400	40,000	40,100	0.3%	2.3%
Administrative & Support Services	37,300	37,600	38,100	38,300	0.5%	2.7%
Employment Services	13,400	13,900	14,300	14,000	-2.1%	4.5%
Services to Buildings & Dwellings	9,900	10,000	10,000	10,100	1.0%	2.0%
Administrative and Support Services - Residual	14,000	13,700	13,800	14,200	2.9%	1.4%
Administrative and Support and Waste Management	1,900	1,800	1,900	1,800	-5.3%	-5.3%
Educational & Health Services	98,800	98,800	98,700	99,500	0.8%	0.7%
Education and Health Services - Residual	12,100	11,900	12,200	12,400	1.6%	2.5%
Health Care & Social Assistance	86,700	86,900	86,500	87,100	0.7%	0.5%
Ambulatory Health Care Services	37,300	37,600	37,700	37,800	0.3%	1.3%
Hospitals	22,100	22,700	22,700	22,800	0.4%	3.2%
Nursing & Residential Care Facilities	14,200	14,400	14,400	14,500	0.7%	2.1%
Health Care and Social Assistance - Residual	13,100	12,200	11,700	12,000	2.6%	-8.4%
Leisure & Hospitality	80,600	78,500	79,200	79,700	0.6%	-1.1%
Arts, Entertainment & Recreation	14,500	12,700	12,700	12,800	0.8%	-11.7%
Accommodation & Food Services	66,100	65,800	66,500	66,900	0.6%	1.2%
Accommodation	8,600	8,200	8,300	8,400	1.2%	-2.3%
Food Services & Drinking Places	57,500	57,600	58,200	58,500	0.5%	1.7%
Full-Service Restaurants	26,300	26,800	26,700	26,600	-0.4%	1.1%
Limited-Service Eating Places	28,400	28,500	28,700	28,900	0.7%	1.8%
Food Services and Drinking Places - Residual	2,800	2,300	2,800	3,000	7.1%	7.1%
Other Services	27,800	27,400	27,600	27,100	-1.8%	-2.5%
Repair & Maintenance	7,600	7,600	7,700	7,700	0.0%	1.3%
Other Services - Residual	20,200	19,800	19,900	19,400	-2.5%	-4.0%
Government	233,500	225,500	227,100	229,000	0.8%	-1.9%
Federal Government	14,000	13,600	13,600	13,600	0.0%	-2.9%
Department of Defense	1,800	1,700	1,700	1,700	0.0%	-5.6%
Federal Government excluding Department of Defense	12,200	11,900	11,900	11,900	0.0%	-2.5%
State & Local Government	219,500	211,900	213,500	215,400	0.9%	-1.9%
State Government	111,700	111,500	111,600	112,300	0.6%	0.5%
State Government Education	27,600	27,300	27,800	27,900	0.4%	1.1%
State Government Excluding Education	84,100	84,200	83,800	84,400	0.7%	0.4%
Local Government	107,800	100,400	101,900	103,100	1.2%	-4.4%
Local Government Education	62,700	57,700	59,200	60,200	1.7%	-4.0%
County	19,600	18,500	18,400	18,500	0.5%	-5.6%
City	10,400	9,600	9,700	9,700	0.0%	-6.7%
Special Districts plus Indian Tribes	15,100	14,600	14,600	14,700	0.7%	-2.6%

**Notes:**

(1) Civilian labor force data are by place of residence; include self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

(2) Industry employment is by place of work; excludes self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding.

April 15, 2011  
 Employment Development Department  
 Labor Market Information Division  
 (916) 262-2162

**Sacramento Arden Arcade Roseville MSA**  
**(El Dorado, Placer, Sacramento, and Yolo Counties)**  
 Industry Employment & Labor Force  
 March 2010 Benchmark

Data Not Seasonally Adjusted

	Mar 10	Jan 11	Feb 11 Revised	Mar 11 Prelim	Percent Change Month      Year
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These data are produced by the Labor Market Information Division of the California  
 Employment Development Department (EDD). Questions should be directed to:  
 Justin Wehner 916/262-2324 or Diane Patterson 916/262-2286

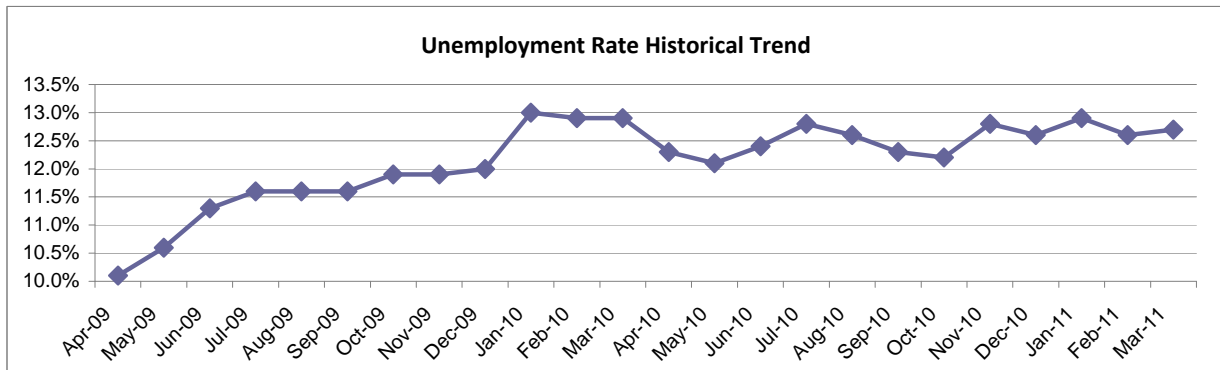
These data, as well as other labor market data, are available via the Internet  
 at <http://www.labormarketinfo.edd.ca.gov>. If you need assistance, please call (916) 262-2162.

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IMMEDIATE RELEASE

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

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 12.7 percent in March 2011, up from a revised 12.6 percent in February 2011, and below the year-ago estimate of 12.9 percent. This compares with an unadjusted unemployment rate of 12.3 percent for California and 9.2 percent for the nation during the same period. The unemployment rate was 13.1 percent in El Dorado County, 11.6 percent in Placer County, 12.6 percent in Sacramento County, and 14.8 percent in Yolo County.



Industry	Feb-2011	Mar-2011	Change		Mar-2010	Mar-2011	Change
	Revised	Prelim				Prelim	
Total, All Industries	798,500	801,400	2,900		815,700	801,400	(14,300)
Total Farm	7,200	7,200	0		6,900	7,200	300
Total Nonfarm	791,300	794,200	2,900		808,800	794,200	(14,600)
Mining and Logging	300	300	0		400	300	(100)
Construction	33,400	34,300	900		36,800	34,300	(2,500)
Manufacturing	32,400	32,400	0		32,300	32,400	100
Trade, Transportation & Utilities	129,300	128,600	(700)		130,800	128,600	(2,200)
Information	16,600	16,600	0		17,400	16,600	(800)
Financial Activities	46,100	46,100	0		49,500	46,100	(3,400)
Professional & Business Services	100,600	100,600	0		100,900	100,600	(300)
Educational & Health Services	98,700	99,500	800		98,800	99,500	700
Leisure & Hospitality	79,200	79,700	500		80,600	79,700	(900)
Other Services	27,600	27,100	(500)		27,800	27,100	(700)
Government	227,100	229,000	1,900		233,500	229,000	(4,500)

Notes: Data not adjusted for seasonality. Data may not add due to rounding  
 Labor force data are revised month to month  
 Additional data are available on line at [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)  
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**REPORT 400 C**  
**Monthly Labor Force Data for Counties**  
**March 2011 - Preliminary**  
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>18,023,100</b>	<b>15,801,900</b>	<b>2,221,200</b>	<b>12.3%</b>
ALAMEDA	14	742,600	662,400	80,200	10.8%
ALPINE	20	550	480	70	12.3%
AMADOR	25	17,190	14,820	2,360	13.7%
BUTTE	29	103,900	88,900	15,000	14.4%
CALAVERAS	35	19,630	16,470	3,170	16.1%
COLUSA	58	11,820	8,670	3,160	26.7%
CONTRA COSTA	15	516,500	458,400	58,100	11.2%
DEL NORTE	27	11,480	9,870	1,620	14.1%
EL DORADO	24	89,500	77,700	11,800	13.1%
FRESNO	42	432,700	353,100	79,600	18.4%
GLENN	46	12,540	10,210	2,330	18.6%
HUMBOLDT	18	60,500	53,200	7,300	12.0%
IMPERIAL	57	80,300	60,500	19,800	24.6%
INYO	13	9,500	8,500	1,000	10.5%
KERN	41	358,400	295,500	62,900	17.5%
KINGS	42	60,400	49,300	11,100	18.4%
LAKE	49	24,510	19,730	4,780	19.5%
LASSEN	34	13,380	11,310	2,070	15.5%
LOS ANGELES	19	4,852,500	4,261,900	590,700	12.2%
MADERA	40	65,200	54,000	11,200	17.2%
MARIN	1	130,500	120,000	10,500	8.0%
MARIPOSA	30	9,070	7,740	1,330	14.7%
MENDOCINO	22	42,180	36,920	5,260	12.5%
MERCED	55	106,600	83,800	22,800	21.4%
MODOC	37	4,070	3,390	680	16.7%
MONO	2	9,110	8,360	750	8.2%
MONTEREY	36	208,800	174,400	34,400	16.5%
NAPA	9	72,000	64,500	7,400	10.3%
NEVADA	16	50,190	44,410	5,770	11.5%
ORANGE	4	1,568,300	1,426,300	142,100	9.1%
PLACER	17	173,600	153,500	20,100	11.6%
PLUMAS	51	9,920	7,940	1,980	19.9%
RIVERSIDE	27	904,700	777,500	127,200	14.1%
SACRAMENTO	23	659,800	576,400	83,400	12.6%
SAN BENITO	53	26,900	21,400	5,600	20.6%
SAN BERNARDINO	25	848,300	731,900	116,400	13.7%
SAN DIEGO	8	1,563,000	1,404,000	159,000	10.2%
SAN FRANCISCO	4	454,000	412,600	41,400	9.1%
SAN JOAQUIN	42	295,100	240,800	54,300	18.4%
SAN LUIS OBISPO	7	137,400	123,800	13,600	9.9%
SAN MATEO	3	369,000	337,800	31,200	8.4%
SANTA BARBARA	6	218,700	197,600	21,000	9.6%
SANTA CLARA	9	871,600	781,700	89,900	10.3%
SANTA CRUZ	30	147,200	125,600	21,700	14.7%
SHASTA	39	82,100	68,100	14,000	17.1%
SIERRA	46	1,520	1,240	280	18.6%
SISKIYOU	52	18,990	15,160	3,840	20.2%
SOLANO	20	211,200	185,200	26,000	12.3%
SONOMA	11	255,200	228,800	26,500	10.4%
STANISLAUS	42	235,900	192,400	43,500	18.4%
SUTTER	56	42,500	32,800	9,700	22.9%
TEHAMA	38	24,590	20,430	4,160	16.9%
TRINITY	54	5,200	4,120	1,090	20.9%
TULARE	48	204,200	165,900	38,300	18.7%
TUOLUMNE	30	24,940	21,280	3,660	14.7%
VENTURA	11	428,100	383,500	44,600	10.4%
YOLO	33	98,100	83,600	14,500	14.8%
YUBA	49	27,400	22,100	5,300	19.5%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2010 benchmark and Census 2000 population controls at the state level.

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
 March 2011 - Preliminary  
 Data Not Seasonally Adjusted**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Census Ratios Unemp</b>
Sacramento County	659,800	576,400	83,400	12.6%	1.000000	1.000000
Arden Arcade CDP	54,900	48,000	6,900	12.6%	0.083249	0.082638
Carmichael CDP	28,300	25,500	2,800	9.8%	0.044196	0.033389
Citrus Heights city	48,600	44,300	4,300	8.9%	0.076838	0.052031
Elk Grove CDP	34,100	30,500	3,500	10.3%	0.052995	0.042014
Fair Oaks CDP	16,500	15,400	1,100	6.9%	0.026690	0.013634
Florin CDP	12,500	10,000	2,400	19.5%	0.017414	0.029215
Folsom city	26,000	24,500	1,500	5.8%	0.042525	0.018086
Foothill Farms CDP	9,500	7,900	1,600	17.1%	0.013648	0.019477
Galt city	10,700	8,500	2,200	20.2%	0.014787	0.025876
Gold River CDP	4,600	4,500	100	2.5%	0.007807	0.001391
Isleton city	400	300	100	16.7%	0.000606	0.000835
La Riviera CDP	6,700	6,200	500	7.6%	0.010764	0.006121
Laguna CDP	19,700	18,400	1,400	6.9%	0.031834	0.016416
Laguna West Lakeside CDP	5,100	4,700	500	9.1%	0.008082	0.005565
North Highlands CDP	22,100	17,800	4,300	19.4%	0.030952	0.051475
Orangevale CDP	15,300	14,000	1,300	8.6%	0.024229	0.015860
Parkway South Sacramento CD	15,800	12,300	3,400	21.8%	0.021400	0.041180
Rancho Cordova City	30,100	25,700	4,300	14.4%	0.044619	0.052031
Rancho Murieta CDP	2,200	2,100	100	4.3%	0.003619	0.001113
Rio Linda CDP	5,700	4,600	1,100	19.6%	0.007917	0.013356
Rosemont CDP	13,500	12,000	1,400	10.7%	0.020867	0.017251
Sacramento city	210,100	179,100	31,000	14.7%	0.310678	0.371731
Vineyard CDP	5,700	5,300	400	6.5%	0.009185	0.004452
Walnut Grove CDP	500	300	100	29.8%	0.000569	0.001669
Wilton CDP	2,700	2,400	200	8.7%	0.004225	0.002782

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

**Notes:**

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

**Methodology:**

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



### Data Not Seasonally Adjusted

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios</b>	
					<b>Emp</b>	<b>Unemp</b>

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 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.