



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

KEVIN MCCARTY
Councilmember
City of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Councilmember
City of Sacramento

SOPHIA SCHERMAN
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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, January 6, 2011

TIME: 10:00 a.m.

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

While the SETA Governing Board welcomes and encourages participation in the Governing Board meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under jurisdiction of the SETA Governing Board and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA Governing Board limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

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"Preparing People for Success: in School, in Work, in Life"

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VI. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR PURSUANT TO GOVERNMENT CODE SECTION 54956.8:

Property Address: 925 Del Paso Blvd., Sacramento, CA 95815

Agency Negotiator: Kathy Kossick

Negotiating Party: McCuen Acoma Street Investors

Under Negotiation: Price, terms of payment, or both

VII. Adjournment

DISTRIBUTION DATE: MONDAY, DECEMBER 20, 2010

ITEM II-A - CONSENT

MINUTES OF THE DECEMBER 2, 2010 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the December 2, 2010 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

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

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

Thursday, December 2, 2010
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:06 a.m.

Members Present:

Don Nottoli, Chair, SETA Governing Board; Member, Board of Supervisors
Sophia Scherman, Vice Chair, SETA Governing Board; Public Representative
Jimmie Yee, Member, Board of Supervisors
Bonnie Pannell, Councilmember, City of Sacramento
Kevin McCarty, Councilmember, City of Sacramento (arrived at 10:12 a.m.)

- Recognition of Long-Term Employees: Mr. Walter Lott (25 years) and Ms. Maria Steele (20 years) were acknowledged for their years of service to SETA. Both Mr. Lott and Ms. Steele spoke of their experience working for SETA.

II. **Consent Items**

- A. Minutes of the November 4, 2010 Regular Board Meeting
B. Approval of Claims and Warrants

The consent calendar was reviewed; no questions or comments.

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

- A. Approve the minutes of the November 4, 2010 meeting.
B. Approve the claims and warrants for the period 10/29/10 through 11/23/10.
Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Approval of Retiree Medical and Dental Insurance Program Participation Agreement and Administrative Policy

Mr. Rod Nishi stated that this item recommends approval of the retiree policy for medical and dental. The corrected document distributed only changes 'SETA sponsored plan' to 'County sponsored plan.' There are eight places that the modification needs to be done.

Moved/Pannell, second/McCarty, to approve the execution of the Retiree Medical and Dental Insurance Program Administrative Policy with the County of Sacramento for 2011 and adopt the related resolution.

Voice Vote: Unanimous approval.

2. Approval to Purchase Agency Workers' Compensation Insurance

Mr. Roy Kim introduced Carolyn Reynolds from Arthur J. Gallagher. Ms. Reynolds reviewed the proposal regarding the various premiums and the quotes obtained. Hartford quoted this year as well as National Union; the premium has gone down \$42,000 with Hartford. Overall, the premiums went from \$1.2 million to \$662,000.

Ms. Reynolds stated that she expects insurance rates going up in 2012. She does not see the premiums going down, but it all depends upon the economy.

Moved/McCarty, second/Pannell, to authorize the Executive Director to procure Workers Compensation coverage for calendar year 2011 with Hartford Insurance.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

3. Approval to Submit Proposals to Support the Safe Community Partnership and Authorize the SETA Executive Director to Execute the Subgrant Agreements, Modifications and any other Documents Required by the Funding Sources

Ms. Christine Welsch stated that staff is requesting approval to submit two proposals - one to Kaiser Community Benefits Foundation and one to The California Endowment. The proposals will seek \$40,000 from each foundation. The Sacramento partnership has identified the need for higher level program coordination than currently provided in-kind by the lead agencies. Both foundations are soliciting proposals to provide ongoing direct services and coordination for the Sacramento strategy. This item will be taken before both the City Council and Board of Supervisors as these are new resources.

Moved/Yee, second/Scherman, to approve the submission of proposals to Kaiser Community Benefits Foundation and the California Endowment to support additional direct services for the Safe Community Partnership. The amount of each proposal is estimated to be approximately \$40,000.

Voice Vote: Unanimous approval.

Ms. Welsch stated that this program has had two 'call-ins' in South Sacramento to the career center. One mother expressed how grateful she was for this program.

4. Approval to Authorize Executive Director to Execute On-the Job Training Contracts

Mr. William Walker reviewed this item; staff will report back on a quarterly basis as to the number of contracts and the disposition of the contracts. Staff expects to have a cap of \$200,000 for any single employer.

Moved/Pannell, second/Scherman, to authorize the Executive Director to execute on-the-job-training contracts that exceed the \$50,000 limit.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Appointment of Economic Development Representative to the Sacramento Works, Inc. Board: Item dropped from the agenda.

2. Appointment of Youth Council Members

No questions or comments.

Moved/Scherman, second/Yee, to approve the appointment of three new Youth Council members: Ron Barroga, Deputy Probation Officer; Nicole Sohm, Sacramento Housing and Redevelopment Agency; and Philip Moore, Principal of SCOE Community Schools, Sacramento County Office of Education.

Voice Vote: Unanimous approval.

3. Approval to Augment Soil Born Farms with WIA 15% Green Jobs Corps Funds for Program Enhancement and Expansion of the Green Jobs Corps Program

Ms. Christine Welsch reviewed this item. Soil Born Farms and the Sacramento Tree Foundation are current providers in the Green Jobs program and part of the original proposal. Sacramento Job Corps decided not to continue working with SETA.

There was discussion of the way the agenda was posted and that the Sacramento Tree Foundation was not included. Mr. Thatch stated that this issue would not come under the emergency basis provision of the Brown Act. There is no emergency if we wait until January 6, 2011. Mr. Thatch stated that there is nothing that prohibits staff from negotiating the contract or the Sacramento Tree Foundation, but that the Foundation would be performing at their own risk.

Staff will bring the funding for the Sacramento Tree Foundation to the Governing Board at their January 6, 2011 meeting.

Moved/Scherman, seconded/Yee, to approve the augmentation of WIA 15% Green Jobs Corps funds to Soil Born Farms with \$20,000 for program

enhancement and expansion of the Green Jobs Corps program to serve an additional seven youth.

Voice Vote: Unanimous approval.

C. HEAD START

1. Approval of Modifications to the Bylaws of the Sacramento County Head Start/ Early Head Start Policy Council

Ms. Denise Lee reviewed the revised bylaws of the Policy Council. Some changes to the bylaws will not be done at the recommendation of legal counsel.

Moved/Pannell, second/Scherman, to approve the modifications to the Policy Council bylaws.

Voice Vote: Unanimous approval.

Ms. Scherman requested a clean copy of the bylaws.

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Fiscal Monitoring Reports: Mr. Yee urges staff to follow up on some of the fiscal issues that program operators are experiencing. Mr. Nottoli inquired about the report on the Sacramento Urban League regarding advances to employees. Mr. Kim replied that the Urban League did not have a policy on the matter although the funds utilized were not SETA funds. Ms. Scherman inquired about the issues at the River Oak Center for Children; Mr. Kim stated that staff is waiting for documentation and hoping that the documentation will support the costs. If not, the costs would be disallowed and would probably be deducted from their next claim.

B. Head Start Reports

- ✓ Program Report: Ms. Lee stated that a new Head Start center will be opening at Elkhorn and Interstate 80 that will serve 60 children. There will be two part-day classes and one full day class. Staff received notification that the federal review date has been selected for January 24 through February 4. SETA/Head Start is considered a supergrantee and supergrantees are given a two-week review. The reviewers found it was much more effective/efficient to deal with everything done in one fell swoop. There will be 20-22 reviewers looking at classroom interactions in 89 classrooms. The federal team leader comes from ACF in New York and has 25 years of experience working in Head Start and supergrantees. The team leader has heard nothing but gold star services in Sacramento. Staff is working at the SOP and delegate level to ensure everything is in order. The

reviewers will be interviewing the Governing Board members. Ms. Lee will know more when the team leader visits the Agency on December 15.

- C. Update on Implementation of Jobs.SacramentoWorks.org: The first phase of the Virtual One Stop (VOS) system went live on October 18 for employer services. Staff is in the process of sending out an e-mail blast to 26,000 SMARTware customers to go to the VOS site, re-register and update their information. Ms. Carpenter stated that this allows the customer to register and go into the site for job search information. In January there will be a full media launch. Mr. Walker stated that there are currently 640 employers registered in the web site. The web site includes a calendar of events to view the various events at the career centers. Mr. Walker stated that staff is working with the various chambers to show them how to navigate through the web site. This is a great tool for employers and job seekers.
- D. Sacramento Works One Stop Career Center First Quarter Report 2010-2011: No questions or comments.
- E. ARRA Workplace Learning/Job Creation Program Outcomes: No questions or comments.
- F. Dislocated Worker Update: Mr. Walker stated that staff received a WARN notice from Roni Deutch; they are in the process of closing their facility. In addition, staff received a notice from FedEx in Elk Grove that they are dislocating 85 people.
- G. Employer Activity Report: Mr. Walker stated that Smart Meters are being installed in Sacramento. Approximately 60 people will be hired locally through the career centers with an average wage of \$21-\$31 per hour. Those hired will be employed for 13 months or longer. Mr. Nottoli asked about car dealerships and Mr. Walker stated that staff has not done any outreach to car dealers. Ms. Scherman stated that dealerships are picking up employees from other car dealerships. Ms. Sherwood-Green reported that there were three employer recruitments at the Galt Career Center for AMI. She has not yet received a report on the number of people hired.
- H. Review of Annual Auditor's Report and Financial Statements for Fiscal Year Ended June 30, 2010

Mr. Kim stated that overall it was a good report with no disallowed costs. Ms. Loretta Su was recognized for her hard work with the audit firm. There is one finding regarding incorrect wage rates and the agency is doing a review of all wages. Ms. Kossick recognized Ms. Su and all fiscal staff for their hard work to get through the annual audit.

I. Unemployment Update/Press Release from the Employment Development Department: Mr. Nottoli expressed his appreciation of this report.

V. **Reports to the Board**

A. Chair: No report.

B. Executive Director: Ms. Kossick acknowledged Mr. Nottoli's birthday on December 4. The Green Capital Alliance five-year progress report on the clean energy economy was distributed; SETA is a very big player in this program. Ms. Kossick acknowledged all of the managers that have worked to make clean green energy a priority.

Ms. Kossick stated that there will be a January 6 board meeting and that the board packet would be distributed before the holiday break. The SETA office will be closed from 12:00 p.m. on December 23 until Monday, January 3, 2011.

C. Deputy Directors: No report.

D. Counsel: No report.

E. Members of the Board: Board members wished all Happy Holidays.

F. Public: No comments.

VI. **Adjournment:** Meeting adjourned at 11:22 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 11/24/10 through 12/21/10, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 11/24/10 through 12/21/10.

STAFF PRESENTER: Kathy Kossick

ITEM III-A – 1 - ACTION

APPROVAL OF AMERICAN EXPRESS CORPORATE
ACCOUNT POLICY AND PROCEDURE

BACKGROUND:

Since 2003, SETA has maintained an American Express (AMEX) Corporate Account used for travel, online payments and miscellaneous purchases. The account has allowed staff to more timely pay invoices and reduced the volume of transactions that flow through the County Department of Finance.

In January 2010, SETA added the Membership Rewards program to its AMEX account. The program allows SETA to accrue one point for every dollar charged on its account. Points are not transferable, have no expiration and no cap, and are redeemable for many different items including airline, hotel, dining, and other products. In addition, points may be converted to 1% cash value when donated to an eligible 501(c)(3) organization. The program has generated approximately 2,000,000 points, year to date. SETA does not refer other organizations to AMEX, however, in one instance SETA generated \$3,500 in referral fees due to sharing information regarding the use of its AMEX account.

Due to the generation of points and referral fees, staff is recommending that the Agency establish a policy for the American Express Corporate Account. Staff has had a number of discussions regarding the appropriate use of the points and fees and is recommending that the points be used only for authorized and allowable grant purposes.

The proposed policy and procedure is attached.

RECOMMENDATION:

Approve the American Express Corporate Account Policy and Procedure.

STAFF PRESENTER: Roy Kim

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

AMEX CORPORATE ACCOUNT POLICY AND PROCEDURE

The Sacramento Employment and Training Agency (SETA) has established a Corporate Account with American Express (AMEX) to facilitate payment of travel expenses, online transactions and other purchases that are time sensitive. The AMEX account includes a REWARDS program that allows SETA to generate one REWARDS point for every dollar charged on the account. REWARDS points are not transferable; have no expiration and no cap; are redeemable for many different items; and may be converted to 1% cash value if transferred to an eligible 501(c)(3) organization.

PURPOSE

The purpose of this policy is to establish guidelines to ensure proper internal control over the use of the AMEX account and its associated REWARDS program.

CUSTODY, SAFEKEEPING AND USE

SETA maintains two (2) AMEX cards which are held in secure, locked locations by two custodians in the SETA offices at 925 Del Paso Blvd. The cards are used exclusively for authorized and allowable grant activities and personal use is strictly prohibited. Each custodian is required to sign a statement acknowledging that the card will be used exclusively for authorized and allowable grant purposes and that the custodian agrees to take all reasonable precautions to protect the card from loss or theft by storing it in a secure, locked location. Lost or stolen cards must be reported immediately to AMEX. The Fiscal Chief is responsible for ensuring that custodians adhere to this policy.

DOCUMENTATION

AMEX card custodians must maintain original receipts and original supporting documentation for all charges. AMEX monthly statements are reviewed and reconciled on a monthly basis, and all documentation is reviewed by a Fiscal Manager or the Fiscal Chief. Any unauthorized or fraudulent charges must be reported immediately to AMEX as well as to SETA's Fiscal Chief.

USE OF REWARDS POINTS

REWARDS points generated from the AMEX account may be utilized only for authorized and allowable grant purposes. There is a wide variety of such purposes for which the REWARD points could be utilized and actual usage will be reported to the Board on a regular basis. Below is a short list of examples of possible purposes for which staff currently anticipates using REWARDS points:

1. To defray SETA's travel and other expenses incurred to attend conferences, workshops, trainings and other events.
2. To provide additional support services and benchmark incentives to customers enrolled in SETA's programs.
3. Consistent with the Governing Board's approved policy on employee recognition, to provide employee recognition, Board recognition and morale building activities.

BOARD REPORTS

Reports on the use of REWARDS points will be submitted to the Governing Board no less frequently than annually and will include information regarding: the total amount of REWARDS points in the account at the end of the last reporting period; each purpose for which REWARDS points were used since the last reporting period; the total amount of REWARDS points used for each purpose during the reporting period; the total amount of REWARDS points added to the account since the last reporting period; and the number of REWARDS points remaining in the account.

Effective 1/6/2011

ITEM III-A – 2 - ACTION

APPROVAL OF REVISIONS TO THE SACRAMENTO EMPLOYMENT AND TRAINING
AGENCY 2010-2011 BUDGET

BACKGROUND:

SETA's final approved budget for Fiscal Year 2010-11 totaled \$87,531,442. Additional grants and allocations received after the final budget was approved necessitate the revision of the original budget to more accurately reflect the anticipated revenues and expenditures of the Agency for 2010-11.

The revised budget of \$90,053,924 includes revenues and anticipated expenses from the following additional sources:

- Head Start/Early Head Start - \$105,882
- Workforce Investment Act - \$1,113,437
- Targeted Assistance - \$103,163
- Department of Human Assistance/CalWorks - \$1,200,000

The revised budget also reflects increases in the Fixed Assets category due to increased costs of modular replacement projects and the reprogramming of funds to purchase a Voice-over Internet Protocol System.

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

RECOMMENDATION:

Approve the revised budget for fiscal year 2010-2011.

STAFF PRESENTER: Roy Kim

ITEM III-A – 3 - ACTION

APPROVAL OF SELECTION OF AUDIT FIRM

BACKGROUND:

On November 5, 2010, SETA released a Request for Proposals (RFP) to procure audit services for the fiscal year ending June 30, 2011. Under the terms of the RFP, the resulting contract may be renewed by SETA for up to two additional one year terms.

SETA's fiscal staff conducted the following procurement:

- ♦ **November 4, 2010** - A Public Notice announcement was printed in the Sacramento Bee on November 4, 2010 - November 7, 2010. In addition, SETA mailed copies of public notices to approximately fifteen local audit firms and the RFP was available to download from SETA's website.
- ♦ **November 18, 2010** - A proposers' conference was held with three accounting firms in attendance.
- ♦ **December 3, 2010** - Two firms submitted proposals: Gilbert Associates, Inc. - \$49,000 and Reznick Group, P.C. - \$40,000.

A proposal evaluation team, consisting of individuals from the County Department of Finance and SETA's Fiscal Department, evaluated and ranked the proposals.

After careful consideration of each firm's prior audit experience, size and structure, qualifications of staff, responsiveness and fees, the evaluation team recommended that the contract be awarded to Gilbert Associates, Inc. Gilbert's proposal was superior in demonstrating its specialization and expertise in the governmental auditing sector. In addition, Gilbert presented an audit team with extensive background in government and non-profit accounting including the implementation of the Governmental Accounting Standards Board issued Statement No. 34, Basic Financial Statements-and Management Discussion and Analysis-For State and Local Governments.

RECOMMENDATION:

Approve the selection of Gilbert Associates, Inc. for audit services for SETA for the fiscal year ending June 30, 2011 for a fee not to exceed \$49,000 for one year with two optional, additional one-year terms.

STAFF PRESENTER: Roy Kim

ITEM III-A – 4 - ACTION

APPROVAL OF OUT OF STATE TRAVEL TO WASHINGTON D.C. FOR THE GOLD STANDARD EVALUATION OF THE WORKFORCE INVESTMENT ACT

BACKGROUND:

SETA has been chosen by the Department of Labor as one of thirty sites nationwide to participate in the Gold Standard Evaluation. This five-year study will assess the effectiveness of the Workforce Investment Act intensive and training services provided through the Adult and Dislocated Worker formula programs. Staff have been working with Social Policy Research Associates to design the study for Sacramento, to begin July, 2011.

The Assistant Secretary of Labor Jane Oates is requesting that all participating sites send representatives to attend a two day meeting in Arlington, VA on February 9-10, 2011 to discuss issues regarding the research design, and engage in dialogue about policy issues. Travel costs of approximately \$2,000 will be provided from the funding SETA will receive for this study. This meeting directly follows the National Association of Workforce Boards annual conference in Washington., D.C., which the Executive Director is attending.

RECOMMENDATION:

Approve out of state travel to Washington D.C. for the Executive Director and Deputy Director to attend the Gold Standard Evaluation meeting on February 9-10, 2011 in Arlington, VA.

STAFF PRESENTER: Kathy Kossick

ITEM III-A – 5 - ACTION

AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE A LEASE AGREEMENT
FOR WAREHOUSE/WORKSHOP/OFFICE SPACE

BACKGROUND:

On October, 7 2010 the SETA Governing Board authorized the Executive Director to enter into lease negotiations for Warehouse/Workshop/Office Space. The negotiations with Carson Development Company, Inc. have culminated into a lease agreement with the assistance of Stephanie G. Percival, Deputy County Counsel, County of Sacramento.

The Warehouse/Workshop/Office space is located at 241 North 10th Street and will occupy suites #1, #2, and #3. The total square footage is 13,950 and will provide warehousing and be the distribution center for Head Start educational and classroom supplies for all SETA operated sites throughout Sacramento County. Facilities and maintenance staff repair and create many playground items and receive office items. The site is used as the receiving center for playground equipment and is the office for the SETA Head Start Facilities and Maintenance staff.

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

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

The draft lease agreement will be sent under separate cover. The lease period is a total of five years beginning approximately April 1, 2011 and ending May 31, 2016, with an option to renew for five years. The lease rate is \$.35 per square foot. Staff shall be present to answer and respond to questions.

RECOMMENDATION:

Authorize the Executive Director to execute the five year lease agreement with Carson Development, Inc.

STAFF PRESENTER: Rod Nishi

ITEM III-B - 1 – ACTION

APPOINTMENT OF ECONOMIC DEVELOPMENT REPRESENTATIVE TO THE
SACRAMENTO WORKS, INC. BOARD

BACKGROUND:

From February, 2002 until his retirement in October 2010, Mr. James Pardun represented the Economic Development Sector on the Sacramento Works, Inc. Board.

Mr. Troy Givans has submitted an application to fill the vacant Economic Development Sector seat. Enclosed under separate cover is Mr. Givans' application. Legal counsel has reviewed this application.

Staff will be available to answer questions.

RECOMMENDATION:

Review the staff report, review the application, and make one Economic Development sector appointment to the Workforce Investment Board operating as Sacramento Works, Inc.

STAFF PRESENTER: Kathy Kossick

ITEM III-B – 2- ACTION

APPROVAL TO ACCEPT ADDITIONAL VETERANS EMPLOYMENT ASSISTANCE PROGRAM (VEAP) FUNDS AND APPROVAL OF SOLE SOURCE CONTRACT TO AMERICAN RIVER COLLEGE AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE SUBCONTRACT

BACKGROUND:

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

In September 2010, the SETA Governing Board approved SETA's submission of an application for \$25,000 in funding from the PG&E Foundation for the Power Pathways program. Additionally, the Board moved to approve acceptance of \$50,000 in Governor's WIA 15% VEAP funds from the Fresno County WIB, contingent upon success in obtaining the \$25,000 in funding from the PG&E Foundation. Finally, the Board also approved SETA's Executive Director to accept the PG&E Foundation funding upon award, and to execute agreements, modifications and any other documents required by the VEAP WIA 15% grant.

Under its contract with the Fresno County WIB, SETA is to provide orientation, assessment, pre-screening, and interviewing to 200 individuals to select 25 students for the PG&E Power Pathways program and provide case management, supportive services, follow-up and retention services for the students participating in ARC's Utility Line Worker certificate program.

In November, 2010 SETA was informed that as a condition of its contract with the Fresno County WIB, SETA will be required to enter into a \$95,000 sole source subcontract with ARC to provide the Utility Line Worker certificate program to 25 students. SETA will receive an additional \$5,000 in funds to administer the subcontract. The Fresno County WIB is currently seeking EDD approval to change the contract allocations as stated above; therefore, this contract condition is contingent upon final approval by EDD.

STAFF PRESENTER: Robin Purdy

ITEM III-B – 2 – ACTION (continued)

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ARC is the only approved PG&E Power Pathways provider in Northern California and provides the only Line Worker/Utility Worker certificate course. SETA's procurement policies permit non-competitive procurement when goods or services are available only from a single source or when such procurement is authorized by the funding source.

As a result of this recent development, SETA is seeking approval to accept an additional \$100,000 in Governor's WIA 15% VEAP funds to subcontract to ARC for the Utility Line Worker certificate program and to administer the subcontract with ARC contingent upon EDD approval. SETA's Governor's WIA 15% VEAP funding allocation will increase from \$50,000 to \$150,000.

RECOMMENDATION:

Contingent upon EDD approval, find that ARC is the only approved PG&E PowerPathways provider in Northern California and provides the only Line Worker/Utility Worker certificate course and accept an additional \$100,000 in Governor's WIA 15% VEAP funds from the Fresno County WIB to administer a \$95,000 sole source subcontract with ARC to provide the Power Pathways Utility Line Worker certificate program to 25 students. Additionally, authorize SETA's Executive Director to execute the subcontract.

STAFF PRESENTER: Robin Purdy

ITEM III-B – 3 – ACTION

APPROVAL TO AUGMENT THE SACRAMENTO TREE FOUNDATION WITH WIA 15% GREEN JOBS CORPS FUNDS FOR PROGRAM ENHANCEMENT AND EXPANSION OF THE GREEN JOBS CORPS PROGRAM

BACKGROUND:

In August 2009 SETA was awarded funding to implement the Regional Green Jobs Corps. The goal of the Green Jobs Corps is to expand youth's awareness of the green economy and provide training in appropriate technical, construction and other skilled jobs in eco-friendly industries. Green Jobs Corps youth are expected to continue their education and contribute to their communities through community services and environmental stewardship while receiving job training and placement assistance. The Green Jobs Corps learn about careers in five career clusters:

- ♦Alternative Energy Sources
- ♦Transportation & Alternative Fuels
- ♦Utilities, Energy Efficiency & Weatherization
- ♦Environmental Sustainability
- ♦Green Building Construction

In Sacramento, the original partners included Soil Born Farms, American River College, the Sacramento Tree Foundation, the Center for Land-based Learning, and the California Conservation Corps. Earlier this year, the California Conservation Corps (CCC) notified SETA of their intent to terminate contract and budget negotiations due to contract restrictions, state funding reductions and staffing reductions. SETA staff is recommending allocating the remaining funds of approximately \$40,000 to two providers to continue the Green Jobs Corps and serve additional youth. Soil Born Farms was allocated \$20,000 at the Governing Board's December 2 meeting.

The Sacramento Tree Foundation offered the Leading Education and Awareness in urban Forestry (LEAF) to Green Jobs Corps youth in January 2010. LEAF is a comprehensive course training volunteers in the various areas of arboriculture necessary to effectively tend the urban forest. Sessions expose students to the elements needed to sustain and grow a healthy urban forest. Participants will also discover green job career paths and may participate in work experience. Each graduate completed 48 hours of classroom education/field training. SETA staff is recommending augmenting the Sacramento Tree Foundation for an additional \$20,000 to support another cohort of the LEAF program for 15 to 20 youth.

RECOMMENDATION:

Approve the augmentation of WIA 15% Green Jobs Corps funds to the Sacramento Tree Foundation with \$20,000 for an additional cohort of the LEAF program serving 15 to 20 youth.

STAFF PRESENTER: Christine Welsch

ITEM III-B – 4 – ACTION

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

BACKGROUND:

In June 2009 SETA was funded by the Employment Development Department (EDD) from WIA Governor's 15% funds. These funds were to be used to serve re-entry clients/parolees at designated Sacramento Works One Stop Career Centers. The California Department of Corrections and Rehabilitation determined the allotment calculating the numbers of parolees present in each Local Area. On December 7, 2010, the California Workforce Investment Board (CWIB) along with the California Department of Corrections and Rehabilitation (CDCR) and EDD awarded SETA with \$173,200 to continue funding the New Start Program at four Sacramento Works One Stop Career Centers through December 2011.

Staff is recommending an augmentation of \$160,000 for the four career centers through September 30, 2011 to continue staffing of the New Start Program. SETA will retain \$13,200 (7.6%) for administrative costs.

Sacramento Works Career Center – New Start Staffing	
SWCC Career Center – Broadway	\$40,000
SWCC Career Center – Lemon Hill	\$40,000
SWCC Career Center – South County	\$40,000
SWCC Career Center – GSUL	\$40,000
TOTAL	\$160,000

RECOMMENDATION:

Approve augmenting and extending the subgrant agreements of Asian Resources, Inc., Sacramento City Unified School District, Elk Grove Unified School District and Greater Sacramento Urban League for \$40,000 each to continue funding staff to provide services to New Start customers through September 30, 2011.

STAFF PRESENTERS: William Walker and Elvina Carrington

ITEM III-C - 1 – ACTION

APPROVAL OF SELECTION CRITERIA FOR ENROLLMENT IN HEAD START

BACKGROUND:

This Selection Criteria for Sacramento County Head Start was revised by a Task Force comprised of SETA-Operated Program and delegate agency staff and parents to meet newly published requirements in FY 2008 – 2009. The Criteria meets all requirements contained in 45 CFR 1305 Eligibility, Recruitment, Selection, Enrollment and Attendance in Head Start. A copy of the Selection Criteria is attached.

The Policy Council has reviewed and approved the selection criteria.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the Head Start Selection Criteria: Sacramento County as attached.

STAFF PRESENTER: Denise Lee

HEAD START SELECTION CRITERIA SACRAMENTO COUNTY

Instructions: Place an “X” by the category that is applicable to applicant. Selection is based on the “X” that is the highest on the scale.

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- Within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, the oldest child will be selected.
- Each delegate/grantee agency has the option to determine transfer criteria within its own program.
- All efforts will be made to enroll children with certified Special Education needs to meet the mandated minimum service level of 10% per program.
- For State Collaborative, families must meet Head Start income and age requirements (unless waived) and State admissions priorities.

1. 2nd year enrollment within Sacramento County. _____
2. Transfer Head Start child to the same or another Sacramento Head Start agency within the same program option (full day, part day, home base). _____
3. Transition from Early Head Start whose family meets Federal Income Guidelines. _____
4. A previously enrolled child (who dropped on good standing) who requests to return to original agency within 60 days whose family meets Federal Income Guidelines. _____
5. Documented High Risk Families (with child 4-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
 - abuse (physical, substance, sexual & emotional abuse)
 - homeless
 - foster care
 - death of a parent/guardian, sibling
 - other special circumstances (which shall include a child with diagnosed disability (s)). _____
6. 4-year-old child whose family meets Federal Income Guidelines. _____
7. Documented High Risk families (with child 3-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
 - abuse (physical, substance, sexual & emotional abuse)
 - homeless
 - foster care
 - death of a parent/guardian, sibling
 - other special circumstances (which shall include a child with diagnosed disability (s)). _____
8. 3-year-old child whose family meets Federal Income Guidelines. _____
9. 4-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
10. 4-year-old child whose family exceeds Federal Income Guidelines *with no cap* (waiver necessary). _____
11. 3-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
12. 3-year-old child whose family exceeds Federal Income Guidelines *with no cap* (waiver necessary). _____

Head Start Staff Signature

Date

Child's Name

Date of Birth

Date of Application

Status

Enrolled Date Enrolled: _____

Waiting List

ITEM III-C - 2 – ACTION

APPROVAL OF SELECTION CRITERIA FOR ENROLLMENT IN
EARLY HEAD START

BACKGROUND:

This Selection Criteria for Sacramento County Early Head Start was revised by a Task Force comprised of SETA-Operated Program and delegate agency staff and parents to meet newly published requirements in FY 2008 – 2009. The Criteria meets all requirements contained in 45 CFR 1305 Eligibility, Recruitment, Selection, Enrollment and Attendance in Early Head Start. A copy of the Selection Criteria is attached.

The Policy Council has reviewed and approved the selection criteria.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the Early Head Start Selection Criteria: Sacramento County as attached.

STAFF PRESENTER: Denise Lee

EARLY HEAD START SELECTION CRITERIA: SACRAMENTO COUNTY

Unless otherwise indicated, all applicants must meet Head Start Family Income Guidelines

INSTRUCTIONS: Place an "X" by the category(s) that is applicable to applicant. Selection is based on the "X" that is the highest on the scale (#1 being the highest).

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- For #8 – 15, within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, selection for enrollment will be based on individual family needs.
- Center based availability to be determined by individual child's age and family need.
- For State Collaboratives, families must meet Early Head Start income and age requirements (unless waived) and State admissions priorities.

The Early Head Start program can consider individual child and family needs

1. Transfer Early Head Start child within Sacramento County with documentation. _____

2. Family with a child birth to 36 months of age, referred by Sacramento County Office of Education Infant Development Program and/or other Part C providers with a current IFSP. NOTE: Of these referrals, up to 10% may exceed Federal Income Guidelines. It is necessary to complete an income waiver before enrollment can be considered. Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority. _____

3. A previously enrolled child (who dropped on good standing) who requests to return to original agency within 60 days. _____

4. Pregnant woman/parent/guardian under 22 years of age with a child birth to 12 months of age having one or more documented family situations within the past year such as:
 - Abuse (physical, substance, sexual & emotional)
 - Foster care
 - Death of a parent/guardian, sibling
 - Homelessness
 - Parent with developmental delay or other disabling condition
 Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority. _____

5. Pregnant woman/parent/guardian under 22 years of age with a child 13 to 36 months of age having one or more documented family situations within the past year such as:
 - Abuse (physical, substance, sexual & emotional)
 - Foster care
 - Death of a parent/guardian, sibling
 - Homelessness
 - Parent with developmental delay or other disabling condition
 Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority. _____

6. Pregnant woman/parent/guardian under 22 years of age with a child birth to 12 months of age. Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority. _____

7. Pregnant woman/parent/guardian under 22 years of age with a child 13 to 36 months of age. Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority. _____

8. Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age having one or more documented family situations within the past year such as:
 - Abuse (physical, substance, sexual & emotional)
 - Foster care
 - Death of a parent/guardian, sibling
 - Homelessness
 - Parent with developmental delay or other disabling condition
9. Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age having one or more documented family situations within the past year such as:
 - Abuse (physical, substance, sexual & emotional)
 - Foster care
 - Death of a parent/guardian, sibling
 - Homelessness
 - Parent with developmental delay or other disabling condition
10. Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age.
11. Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age.
12. *Pregnant woman/parent/guardian under 22 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).*
13. Pregnant woman/parent/guardian under 22 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines *with no cap* (waiver necessary).
14. *Pregnant woman/parent/guardian under 22 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).*
15. Pregnant woman/parent/guardian under 22 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines *with no cap* (waiver necessary).
16. *Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).*
17. Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines *with no cap* (waiver necessary).
18. *Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).*
19. Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines *with no cap* (waiver necessary).

Head Start Staff Signature

Date

Child's Name

Date of Birth

Status:

Enrolled Date Enrolled: _____

Waiting List

ITEM III-E – 1 - ACTION

APPROVAL TO SUBMIT A PROPOSAL TO THE OFFICE OF REFUGEE RESETTLEMENT UNDER THE RESCUE & RESTORE VICTIMS OF HUMAN TRAFFICKING PROGRAM AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT AND ANY MODIFICATIONS TO THE AGREEMENT

BACKGROUND:

The U.S. Department of Health and Human Services, Administration for Children and Families, Office of Refugee Resettlement (ORR) is seeking to increase identification and protection of human trafficking victims in the U.S. and to increase public awareness about human trafficking through Rescue & Restore Regional Programs. Under the solicitation, each awardee must be the planner, fiscal agent, monitor, and technical assistance provider and will be required to sub-award at least 60% of grant funds to local partner organizations that can identify and/or work with victims of human trafficking. Awarded grants will have a term of 36 months and the maximum amount requested must not exceed \$300,000 per budget period.

On April 30, 2009, SETA was awarded a cooperative agreement from ORR in the amount of \$238,000 per year for a two year period, to establish the Sacramento Rescue & Restore Regional Program. Program partners include Women Escaping a Violent Environment (WEAVE), Opening Doors, and My Sister's House. To date, SETA and partners have identified 33 cases of human trafficking, collaborated with law enforcement, and provided services to victims and family members. Sacramento Rescue & Restore Coalition members have assisted by conducting outreach and filling service gaps.

Staff is seeking approval from the SETA Governing Board to submit a proposal in response to the ORR Request for Proposal to continue our successful collaboration for an additional three years. Staff is working with partners to develop a collaborative proposal that emphasizes the following major areas:

- Raising awareness of human trafficking and informing targeted audiences who may encounter victims of trafficking;
- Identifying and connecting victims to services, so they can safely rebuild their lives;
- Strengthening the Rescue & Restore Coalition.

RECOMMENDATION:

Approve the submission of a proposal to ORR requesting up to \$300,000 per budget period, and authorize SETA's Executive Director to sign the proposal and other documents required by the funding source, and to execute the agreement and any modifications if awarded funding.

STAFF PRESENTER: Mary Jennings

ITEM IV-A - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

MEMORANDUM

TO: Elaine Abelaye **DATE:** December 3, 2010
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Asian Resources, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u>	<u>PERIOD</u>
		<u>PERIOD COVERED</u>		
WIA	US	\$ 58,000	7/1/09-6/30/10	7/1/09-5/31/10
WIA	OSS -adult	\$ 374,040	7/1/09-6/30/10	7/1/09-5/31/10
WIA/ARRA	OJT	\$ 63,128	7/1/09-9/30/10	7/1/09-5/31/10
WIA/ARRA	DW/OJT	\$ 18,325	7/1/09-9/30/10	7/1/09-5/31/10
WIA/ARRA	AD/OJT/TANF	\$ 214,952	7/1/09-9/30/10	7/1/09-5/31/10
WIA/ARRA	DW/WEX	\$ 56,720	7/1/09-9/30/10	7/1/09-5/31/10
WIA/ARRA	AD/WEX	\$ 57,948	7/1/09-9/30/10	7/1/09-5/31/10
WIA/ARRA	AD/WEX/TANF	\$ 113,442	10/4/09-9/30/10	10/4/09-5/31/10
WIA	OOS-youth	\$ 355,088	7/1/09-6/30/10	7/1/09-5/31/10
TA	VESL/OJT	\$ 128,134	10/1/09-9/30/10	10/1/09-5/31/10
TA	VESL/OJT/TANF	\$ 59,000	10/1/09-9/30/10	10/1/09-5/31/10
TA	VESL/OJT	\$ 60,740	10/1/09-9/30/10	10/1/09-5/31/10
TA	ES	\$ 85,000	10/1/09-9/30/10	10/1/09-5/31/10
RESS	VESL/ES	\$ 66,064	10/1/09-9/30/10	10/1/09-5/31/10

Monitoring Purpose: Initial X Follow-Up Special Final
Date of review: Aug 2-5, Aug 30, Sept 1, 2010

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

MEMORANDUM

TO: Elaine Abelaye **DATE:** December 3, 2010
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Asian Resources, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u>	<u>PERIOD</u>
				<u>PERIOD COVERED</u>
WIA	US	\$ 58,000	7/1/08-6/30/09	12/31/08-6/30/09
WIA	OSS	-adult	\$ 374,040	7/1/08-6/30/09 12/31/08-6/30/09
DOJ	JJ		\$ 92,580	7/1/08-6/30/09 12/31/08-6/30/09
DHA	OJT		\$ 100,000	7/1/08-6/30/09 12/31/08-6/30/09
WIA	OJT		\$ 163,700	7/1/08-6/30/09 12/31/08-6/30/09
WIA	OOS-youth		\$ 365,088	7/1/08-6/30/09 12/31/08-6/30/09
TA	VESL/OJT		\$138,720	10/1/08-9/30/09 12/31/08-9/30/09
CalWorks	VESL/OJT		\$ 18,720	10/1/08-9/30/09 12/31/08-9/30/09
TA	ES		\$ 85,000	10/1/08-9/30/09 12/31/08-9/30/09
RESS	VESL/ES		\$ 190,000	10/1/08-9/30/09 12/31/08-9/30/09

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: Aug 2-5, Aug 30, Sept 1, 2010

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

Program Operator: Asian Resources, Inc.

Findings and General Observations:

The total costs as reported to SETA for TA, RESS, and WIA 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

TO: Mr. Greg Bunker DATE: December 2, 2010
 FROM: Tammi L. Kerch, SETA Fiscal Monitor
 RE: On-Site Fiscal Monitoring of Francis House of Sacramento

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u>	<u>PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	SN/ARRA	\$ 75,496	7/1/09-12/31/09	7/1/09-12/31/09	
CSBG	Safety Net	\$ 65,000	1/1/09-12/31/09	1/1/09-9/31/09	
CSBG	SN/ARRA	\$ 75,062	1/1/10-9/30/10	1/1/10-9/30/10	
CSBG	Safety Net	\$ 70,400	1/1/10-9/30/10	1/1/10-9/30/10	

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
 Date of review: August 10, 2010

AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
	YES	NO	YES	NO
1 Accounting Systems/Records	X			
2 Internal Control	X			
3 Bank Reconciliation	X			
4 Disbursement Control	X			
5 Staff Payroll/Files	X			
6 Fringe Benefits	X			
7 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: Francis House

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

MEMORANDUM

TO: Ms. Audrey Kilpatrick **DATE:** December 2, 2010
FROM: D'et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of GaltJointUnionHighSchool District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA/Youth	Out-of-School Youth YR4	\$210,261	7/1/09-6/30/10	7/1/09-6/30/10
WIA/ARRA	Summer Youth	\$30,049	5/1/10-9/30/10	5/1/10-9/30/10

Monitoring Purpose: Initial Follow-up Special Final X
 Date of review: 10/7/10 & 10/15/10

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

Program Operator: GaltJointUnionHighSchool District

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2009 to June 30, 2010 for Out-of-School Youth program and from May 1, 2010 to September 30, 2010 for Summer Youth program have been traced to the delegate agency records. The records were verified and appear to be in order.
- 2) Personnel costs for the Out-of-School Youth program were erroneously expensed to the Summer Youth program in the amount of \$2,922.81 thus over stating the personnel costs. However, there were additional personnel costs incurred for the Summer Youth program that were not claimed in the amount of \$2,353.95. Thus, the net over statement for the Summer Youth program amounts to \$568.86.
- 3) Due to the errors made during the expensing of the personnel costs listed above, it is recommended that Galt JUHSD implement different account codes for future programs so that there is greater differentiation between programs that minimizes the risk for similar errors.

Recommendations for Corrective Action:

- 1) Reimburse SETA the amount of \$568.86.

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 and Roger Bartlett

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, October 26, 2010
1:00 p.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Jennifer Ryon called the meeting to order at 1:12 p.m. Ms. Dina Patterson read the Thought of the Day. Ms. Coventry St. Mary the roll.

Members Present:

Jennifer Ryon, Elk Grove Unified School District
Michela Barbosa, Twin Rivers Unified School District
Electa Broussard Twin Rivers Unified School District
Patrice Hill, Sacramento City Unified School District
Coventry St. Mary, San Juan Unified School District
Shernita Crosby, Women's Civic Improvement Club
Mary Brown, SETA-Operated Program
Kelly Martin, SETA-Operated Program (arrived at 1:19 a.m.)
Dina Patterson, SETA-Operated Program
David Quintero, SETA-Operated Program
Katherine Yaipen-Faulter, SETA-Operated Program
Jeanine Vandermolen, Past Parent Representative
Brenda Vincent, Past Parent Representative
Tamara Knox, Home Base Program
Samih Shehedah, Early Head Start
Mary Pope, Grandparent Representative
Troy Luna, CAMP

Members Absent:

Yvette Hernandez, SETA-Operated Program (unexcused)

II. **Consent Item**

- A. Approval of the Minutes of the September 28, 2010 Special Meeting

There were no questions or corrections to the minutes.

Moved/St. Mary, second/Quintero, to approve the September 28, 2010 minutes.
Show of hands vote: Aye: 14, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

III. Action Items

A. Approval of Modifications to the SETA Personnel Policies and Procedures, Section 9.08 Sick Leave Accrual and Usage

Mr. Rod Nishi stated that this board item requests the modification of a portion of the personnel policies and procedures. This requires Policy Council and Governing Board approval. Mr. Nishi reviewed the additions and deletions. Reviewed excessive use of sick leave from employees whereby employees would have to provide proof of the use of their sick leave. Employees have longevity from 6 months to 20-30 years of employee.

Ms. Ryon inquired about the reason this was being rewritten. Mr. Nishi replied that sick leave accrual and usage was one issue discussed during bargaining time. The modifications presented reflect agreements between the union and management. This item will be going to the Governing Board on November 4 for their review and approval.

Moved/Vincent, second/Crosby, to approve the attached modifications to the SETA Personnel Policies and Procedures, Section 9.08 Sick Leave Accrual and Usage.

Show of hands vote: Aye: 14, Nay: 0, Abstentions: 3 (Brown, Ryon, Vandermolen)

B. Approval of Revised PC/PAC Reimbursement Policies and Procedures

Mr. Roger Bartlett reviewed this item which is a result due to changes in the PC/PAC bylaws. Ms. Vandermolen reviewed the modified areas in the bylaws being recommended for approval. The effective date will be November 23, 2010.

Ms. Vandermolen reminded board members that the revisions to the bylaws were open to changes for weeks and no one submitted modifications to the committee.

Ms. Denise Lee stated that the performance standards require that parents be a part of the hiring process. There are a variety of ways that parents can be engaged in the process. Parents' voices are very important. Ms. Lee reminded board members that they are provided reimbursements for expenses and serving on the board is not a paid job. This is an opportunity for parents to play an active role in the hiring procedures for Head Start staff. Volunteerism is a part of being on this board.

Moved/Hill, second/St. Mary, to table this item until the next meeting.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

Ms. Crosby left at 1:54 p.m.

C. **TIMED ITEM 1:00 P.M. AND PUBLIC HEARING:** First Reading of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council

Ms. Vandermolen reviewed the modifications to the bylaws. The PC had ample opportunity to make revisions but no outside modifications were submitted. Ms. Vandermolen stated that the committee meets several times to read the bylaws and then to make suggested recommendations. Ms. Desha asked the Board to respect the work of the committee and approve the modifications.

Ms. Patrice Hill left at 2:15 p.m.

Ms. Yaipen-Faulter stated that the committee met several times over three months to review and make modifications to the bylaws. If anyone wanted to make changes, the opportunity was already presented to provide the changes.

Moved/Barbosa, second/Knox, that the board open a public hearing, hear any additional testimony, and continue this item to the next Policy Council meeting where the action of the Council will be to close the public hearing and approve the amendments to the PC Bylaws as attached.

Show of hands vote: Aye: 12, Nay: 0, Abstentions: 3 (Vandermolen, Ryon, Luna)

D. Review of Applications and Election of Past Parent Representative and Alternate

Ms. Electa Broussard and Ms. Tamara Knox have submitted applications for the Past Parent seats.

Moved/Brown, second/Barbosa, to elect Ms. Electa Broussard and Ms. Tamara Knox as Past Parent Representatives.

Ms. Ryon was out of the room during the vote; Ms. Coventry St. Mary read the result of the vote.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 1 (Vandermolen).

Ms. Vandermolen took over the meeting during Ms. Ryon's absence.

E. Review of Application and Election of Grandparent Representative and Alternate

Ms. Dina Patterson asked that her application be withdrawn as a Grandparent and her application be considered as a Foster Parent.

Moved/St. Mary, second/Barbosa, to approve Dina Patterson withdrawing her application for Grandparent Representative and to consider her application as Foster Parent Representative.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 1 (Vandermolen)

Ms. Rebecca Lewis submitted an application as a grandparent representative.

Moved/Yaipen-Faulter, second/Quintero, to elect Rebecca Lewis as a Grandparent Representative member of the Policy Council.
Show of hands vote: 13, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

F. Review of Application and Election of Foster Parent Representative

One application received from Dina Patterson for the Foster Parent Representative.

Moved/Brown, second/St. Mary, to elect Dina Patterson for the Foster Parent Representative position.

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

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

The board went into closed session at 2:31 p.m. The board went back into open session at 2:43 p.m. Ms. Ryon reported out of closed session that the Board took the following action in closed session: Approval of the Eligibility List for Head Start Home Visitor and Head Start Family Services Worker.

IV. **Information Items**

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett reviewed the fiscal year expenditures. Mr. Bartlett will file the final grant report for last fiscal year. After some encumbrances are posted, the Agency will end up spending 99.5% of a \$42 million grant. The delegates as well have mostly spent their grants. The non-federal share equaled 28% of our grant and a minimum of 25% is required. A maximum of 15% of administration is allowed and the Agency ended up spending only 9%. Approximately 99.4% of all ARRA funds have been spent. The points earned on the American Express card will probably go toward travel expenses. Mr. Bartlett explained some of the expenditures that were done on the American Express card.
- PC/PAC Calendar of Events: Mr. Luna stated that he is not sure if the CAMP meeting will be held; wait to hear from him or Mr. Silva. Ms. Desha clarified that a meeting notice is always sent to PC/PAC members informing members of committee meeting dates and times. Ms. Lisa Carr stated that there definitely will not be a meeting.
- Parent/Family Support Unit Events and Activities: Ms. Ryon reviewed the upcoming meetings.
- PC/PAC End-of-Year Appreciation Reports and Recognitions – Ms. Jennifer Ryon presented Mr. Samih a gift and wished Ms. Vincent happy birthday.

- Countywide Parent Conference – Ms. Mary Brown the next meeting is November 5. She and Ms. Barbosa attended the first planning meeting. Ms. Lisa Carr stated that the event will be held at the Lemon Hill Skills Center during their spring break. There will be a theme and a key note speaker. There is talk about having a fashion show utilizing your current wardrobe to dress professionally by taking some basic pieces and turning it into something dressy. Another workshop will be on communication, specifically how parents talk to each other or in front of their children. Ms. Brown encouraged board members to attend the next planning meeting. It is not too late for people to get involved so ideas can be included in the conference. Ms. Ryon suggested a motivational speaker to motivate people to get employed. Contact Ms. Carr at 263-8123; Ms. Carr can also be reached at lacarr@headstart.seta.net
- Community Resources – PC Representatives/Staff: No report.

B. Governing Board Minutes for the September 2, 2010 Meeting: No questions.

V. Committee Reports

- A. Executive Committee: Ms. Ryon reviewed the critique.
- B. Budget/Planning Committee: Meeting canceled.
- C. Personnel/Bylaws Committee: No additional report.
- D. Social/Hospitality Committee: The End-of-Year PC/PAC Appreciation event was wonderful and Ms. Ryon thanked the committee for the hard work.
- E. Program Area Committees
 - Early Childhood Development & Health Services Committee and Parent/Family Support Committee: No report.
 - Monitoring and Evaluation (aka Self Assessment): No report.
 - Male Involvement Committee/Community Advocating Male Participation (CAMP) – Mr. Troy Luna distributed a survey for fathers. Please return the forms ASAP. He would also like to know what kind of workshops and information needs to be prepared to help the community for fathers.
- F. Community Partnerships Advisory Committee: No meeting.
- G. Health Services Advisory Committee: The meeting will be tomorrow.

VI. Other Reports

- A. SETA Executive Director's Report: No report.
- B. Head Start Deputy Director's Report: Ms. Lee thanked the Social/Hospitality Committee for their work on the end-of-year parent event. Ms. Campos and her team organized a delegate kick off to begin the new school year. This year, the emphasis is on the federal review. Staff anticipate that the review will be in the spring of 2011; however, administration may not receive any more than 30 days advanced notice. Generally the review team consists of 14 people. Ms. Campos invited consultants that work on the review to talk about the top areas where programs have tripped up on. The State budget was passed and the general

child care portion of the budget was not touched. Our full day program will continue. The SETA program is in good shape and children are still being enrolled into areas where there are vacancies.

- C. Chair's Report: The slide show from the year-end event will be placed on DVD, Ms. Ryon will be taking names of people that want copies of the DVD so there will be copies available at November's meeting. Ms. Ryon stated that there is discussion of getting parents at the event on video tape and creating their own video; there is also discussion of doing a book or video to give to staff.
 - D. Head Start Managers' Reports: Ms. Lisa Carr thanked Ms. Brown for taking so many notes at the Parent Planning Conference meeting. Let Ms. Carr what topics and/or programs parents want to have at the upcoming conference. There will be a county-wide parent training, Know Your Legal Rights, from 5:30-8:30 p.m. on November 16.
 - E. Community Agency Reports
 - Child Health and Disability Prevention Program (vacant)
 - Maternal, Child and Adolescent Health Advisory Board – Ms. Brenda Vincent
 - Community Action Board: No report.
 - F. Open Discussion and Comments: Ms. Brown stated that Michael Zitto, California Department of Education, is a consultant in the Child Development Division. She sent him an e-mail about Head Start. Ms. Lee stated that SETA/Head Start is at the top of the list of quality programs. This has continued to be one of the most innovative programs.
 - G. Public Participation: None.
- VII. **Adjournment**: The meeting was adjourned at 3:31 p.m.



Monthly Head Start Report December

SETA Operated Program

Triennial Federal Review visits Sacramento County

SETA has received official notification of its triennial federal review. A team of 22 reviewers from across the US will visit SETA and its delegate agencies from January 24th through February 4th. Normally a one week visit, mega-grantees now receive a two week visit which will allow the team ample time to review, interview, observe and assess the high quality programming Sacramento County Head Start/Early Head Start offers children/families. A new element in this review is the Classroom Assessment Scoring System (CLASS) which is used to measure the quality of teaching and teacher-child interactions. We anticipate approximately 80 classrooms to be assessed using CLASS. A detailed calendar for the full review will be finalized on December 15th when the Federal Team Leader will host a pre-review meeting at SETA.

In the Grow Farm Stand Parent and Staff Appreciation Luncheon

On November 16, 2010, Health Education Council (HEC) hosted a Head Start parent and staff appreciation luncheon at 925 Del Paso Blvd. to celebrate the success of the farm stands at Head Start locations. Many of the parent volunteers with their families and center staff came to enjoy the wonderful healthy lunch of fresh salads, sandwiches, fresh fruits and beverages. Certificates of appreciation were presented to centers that hosted a farm stand and to the parent volunteers who worked at the stands. A photo slide show was also exhibited at the event. The guests left with reusable canvas grocery bags and plastic measuring spoons from HEC, and fresh persimmons courtesy of the local grower who supplied the produce at the Sharon Neese Head Start/Del Paso Blvd. farm stand.

Going on its fourth year with the recent commencement of the fall season operations, the farm stands at Head Start locations have received wide support from Head Start families, parents, staff and local neighborhoods. Seven (7) centers have participated in the past years and interested Head Start centers can volunteer to be host sites when the project re-opens in the spring of 2011. The farm stand is part of the First 5 Sacramento-funded In the Grow Program that aims to increase access to fresh fruits and vegetables in neighborhoods with children 0-5 years of age. Monthly cooking demonstrations are scheduled and Head Start children go on

walking field trips to the farm stands. Head Start parents are recruited to work at the stands. In return, they receive a small stipend, experience on-the-job training, develop business skills and earn a job reference. One Spanish-speaking parent volunteer attributed her increased English language proficiency by working at the stand. She has led an exercise group for parents at her Head Start center and is now teaching a physical activity/Zumba class at the adult skills center in North Sacramento.

This project continues to be a successful collaboration between SETA Head Start, Health Education Council, local farmer Elizabeth Thao and Soil Born Farms.

Program Operations Busy with Self Assessment Process

The centers have been very involved in the Self-Assessment process. Through the data collected, we have been able to identify strengths as well as challenges in the areas of environments, classroom services, files and paperwork. This information is very valuable as we prepare for the review.

Teachers have also been very busy with the first DRDP assessment of the year. Information gathered will be used to plan strategies and goals for individuals, classrooms and for the program as a whole. The last phase of initial CLASS instrument training has been completed. All teaching staff have now attended a minimum of 6 hours of training. Phase 2 of the training will focus on concrete strategies to use in the classroom to raise scores on the tool.

Elk Grove Unified School District

Monthly In-Service Prepares Staff for Upcoming Federal Review

The EGUSD's monthly staff in-service was held on November 18. Liz Aguilar from SETA, presented the final part of an overview of the Classroom Assessment Scoring System (CLASS). CLASS is an observational instrument developed to assess quality in pre-school classrooms and will be used by the Federal Review Team when they audit the Head Start program this year.

Teachers were split into two groups and each given a vignette to read and discuss regarding an imaginary student that would be enrolling in their classroom. Groups shared their vignette and discussion with the wider group. Teachers commented that they found this very helpful for reviewing procedures and community resources available to the Head Start families and students.

Disabilities and Mental Health Services Assisting Special Needs Children

Staff is continuing to work collaboratively to place students with an active IEP into the Head Start program. There are currently 53 students (13%) with active IEPs in the program. This number exceeds the 10% minimum required by Head Start.

Co-op meetings, consisting of multi-disciplinary teams that discuss each student's strengths and concerns, were held at all sites during November. Students needing enrichment and

remediation were identified and are receiving follow up services from the consulting psychologist, speech therapist, or social worker.

Parenting Classes Offered

“Making Parenting a Pleasure,” a class for helping parents build their parenting skills, was held each Wednesday during the month of October at Samuel Kennedy. There was an average of 6 parents in attendance at these meetings. “Latino Family Literacy,” a class targeted for Spanish speaking parents to learn strategies for working with their children in the area of literacy, was held at Prairie and Charles Mack Elementary Schools. There was an average of 18 parents attending classes at Prairie Elementary, and an average of 26 parents attending classes at Charles Mack Elementary School.

Program is Fully Enrolled!

The Head Start Program is fully enrolled with 380 students in the regular Head Start classrooms and 40 students in the expansion classrooms. Average Daily Attendance in the regular Head Start classrooms was 88% and 93% in the expansion classrooms.

Sacramento City Unified School District

Open House for EHS Infant Room at Hiram Johnson Family Education Center!

A successful and well attended Open House was held on December 1, 2010 to celebrate the completion and opening of Early Head Start’s Infant Room at Hiram Johnson Family Education Center. The room serves student parents attending the Independent Study satellite site at Hiram Johnson. These four lucky students are provided child care for four hours while they attend classes one day per week, and a space to do homework while their baby is cared for within their eyesight. The EHS program also provides these families twice monthly home visits during the school year and weekly home visits in the summer months. The newly renovated room and outdoor space is also utilized by the EHS Home-based program for socializations, and as part of our community collaboration, SCOE, Teen Success, and First 5 also make use of the room on a regular basis.

Staff Development & Training Galore

Local child care providers were invited to SCUSD’s Infant/Toddler Incredible Years: Social Emotional Development training. This is the department’s effort to work with private community agencies and develop a seamless transition to kindergarten.

The Happiest Baby on the Block training was provided to Infant and Toddler teachers. This training addresses child abuse prevention and how to teach parents how to bond, soothe and comfort babies in distress.

Music and Movement workshops were offered to teachers on Wednesday, October 20, 2010. Sharron Krull, a national speaker and community college instructor, provided tips on conducting circle time, and how to implement music and movement on a daily basis.

All teachers participated in the Big Book Math training. Teachers were introduced and trained on how to deliver instruction using their Big Book Math curriculum. Big Book Math delivers a strong foundation for mathematical development by engaging children in learning math in a way they can remember and apply. Big Book Math™ teaches important concepts, including problem solving, in six math strands: Number, Geometry, Algebra, Measurement, Data Analysis, and Number Operations.

In November, three Early Childhood Education staff attended the 2010 Annual NAEYC conference in Anaheim, CA. and received a wealth of information and resources. Workshops in the areas of Curriculum, Leadership, Management, Administration, Professional Development, Children with Disabilities, and topics related to National Black Child Development Institute were attended. These ideas, materials and resource will be shared with program staff and during Staff Development opportunities.

In preparation for the 2011 Federal Monitoring Review, teacher staff received additional training on the Classroom Assessment Scoring System (CLASS) and Monitoring Protocols during our November staff development. Staff brainstormed responses to questions and practiced articulating answers to reviewer's interview questions.

Policy Committee Elects Executive Board and Participate in Self Assessment Process

The Policy Committee began meeting for the 2010-2011 school year and has elected their Executive Board. Parents are actively participating in the Self-Assessment process. Committee members will attend a budget workshop on December 9, 2010.

Kindergarten Transition Community Collaborative II

The Kindergarten Transition Community Collaborative II met on December 4, 2010. This quarterly gathering of preschool, kindergarten teachers, home visitors and private child care providers, addresses the various transition to kindergarten practices and common practices. The December meeting's focus was on the impact of male involvement and family engagement and what current research and trends show.

San Juan Unified School District

Federal Review Preparation in Full Gear

Staff at SJUSD are all preparing for the upcoming Federal Review. Two teacher meetings were held to review the Head Start Protocol Interview questions. At each meeting, teachers brainstormed and discussed appropriate responses to each question. A compilation of the responses were written in a memo and shared with teachers. Protocol boxes are also being compiled with the appropriate documents.

The Disabilities Lead has also been preparing for the upcoming Federal Review. The self review has been completed and the findings are being corrected. The content lead teacher and back up teacher have been attending the systems meetings along with other content personnel and working as a team in preparation for the review. The review box has been completed and is waiting for review.

Parent-Teacher Conferences with Mental Health Therapist

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

Health Services Continues with Dental Screenings from Smile Keepers

Health Services continues to schedule dental screenings with Kate Varanelli from *Smile Keepers* who provides dental screenings for all the preschool programs (HS/SPS/FDSPS) through December. Children are continuing to be screened in the centralized screening room one day a week. The nurse continues to train staff, complete health plans before children attend class, and complete follow-up screenings for children in the classroom. Health Services is also preparing for the Federal Review and the box was reviewed by Garnet Volkens from SETA.

New Policy Committee Busy with Orientation and Self Assessment

The Policy Committee has had two very successful meetings so far this program year. Representatives are becoming familiar with the format, and taking charge of their duties. At the November meeting the Self Assessment Action Plan was approved, training for the representatives was completed and representatives are beginning to ponder whether or not they want to be elected to go to the CHSA conference in February (to be voted on next month). It is a pleasure to work with such enthusiastic and engaged group.

Transition Services

The Education Content Specialist has met with the School Readiness staffers to discuss the proposed Pre-K/K Teacher Summit in the San Juan Unified School District. This provides teachers an opportunity to get to know one another and to know more about the programs involved in the preschool to kindergarten transition.

Fiscal Update

Head Start and Early Head Start Base Program have completed 34% of the year and are within the projected 2010-11 budget current spending trends. The Head Start and Early Head Start ARRA Expansion Programs have completed 17% of the year and are approximately at 12% of the budgeted expenditures. If the current spending trend continues in the ARRA Expansion Grants, then a cost analysis will need to be done in January. This analysis will be

done at 2nd Interims to determine if the salary savings now showing in the budgets will necessitate a budget modification for the 2010-11 fiscal year.

Early Head Start

As the number of children with IFSPs in our center-based program continues to grow, our bi-monthly collaboration meeting with our Part C providers now includes the center-based staff, as well as the home-based staff.

Twin Rivers Unified School District

Hmong New Year Event

On November 17th, students, parents and staff celebrated the Hmong New Year. The parent involvement event included Hmong performers who showcased their talents and taught the students and parents a few dance steps. The event also included food tasting of Hmong sticky rice as well as an entertaining Hmong book reading by a parent volunteer. Students prepared for the event during the week by making cultural hats and pictures.

Professional Development

Head Start teaching staff participated in district wide professional development on November 12th with the entire Early Childhood Education Department. The training included information on creating effective lesson plans to include parent input and individualization for all students. Presentations were also given by the Special Education Department and TRUSD Attendance Liaison regarding specific services for our preschool students and the referral process for homeless students.

Program Update

The Component Leaders continued working on their monitoring binders for the upcoming Federal Review. The Self Assessment and Plan of Action were completed and team members are beginning to implement the action steps. The Leadership Team has also finished revising the Written Area Service Plans for all component areas. Each Component Leader met individually with the SETA Content Expert to review their monitoring binders and received specific feedback to prepare for the upcoming Federal Review Visit.

The Education Component Leader is currently assisting with the scheduling of the parent conferences for all teaching staff that will occur December 6th through December 17th.

The Speech Language Pathologist continues to provide direct services to students who have been identified with speech concerns. Nutrition and Health staff members continue to follow-up on all identified health concerns. The School Social Worker continues to complete Family Partnership Agreements for families and anticipates starting the Friendship Social Skills groups on December 8, 2010. The ERSEA Component Leader (substitute) continues to input

enrollment, health and family services data into Child Plus.

Policy and Parent Committees

Parent Committee meetings were held at both Kohler and Woodridge School sites. The Policy Committee meeting was held on November 16th. Members approved a new speech policy, hiring of a new teacher and a new Head Start Director. Committee members also discussed fundraising and Parent Appreciation Breakfast events for the upcoming month.

Parenting Classes Continue

“Making Parenting a Pleasure” parenting classes continued at Morey Avenue in collaboration with the Mutual Assistance Network in Del Paso Heights through an MOU through First 5 Sacramento. Classes include childcare provided by Child Action with translation provided by the TRUSD ECE Department.

WCIC

WCIC Honorary Events

On November 11, 2010 a special program took place at McGeorge Law School in honor of Ms. Nelwyn Garrett England. Ms. England wrote to first lady Lady Bird Johnson in 1964 and became the co-founder with her friend (Elizabeth Garner) of the first Head Start Program in Sacramento, which is WCIC/Playmate Head Start Program today. Head Start is one of the longest-running programs to address systemic poverty in the United States.

We received a Congratulations Letter dated November 12, 2010 from The Sacramento Bee’s Book of Dreams 2010 for an award of warm hats and scarves for WCIC Head Start children and WCIC Seniors. The children and seniors are to be featured in the upcoming Sacramento Bee’s Holiday stories.

WCIC’s 75th Anniversary Celebration Planning Committee met again on November 16, 2010. A weeklong (August 1st through August 6th, 2011) celebration include: Art Show, Children's Literacy Program, Poetry, Banquet, House Party, and a Capitol event to be announced. Monthly updates will be provided.

Family and Community Partnerships Recruitment Enhance Quality of Services

The recruitment of partnerships continues monthly to enhance the quality of existing services to our Head Start families. The partnerships continue to increase monthly as following: Community Pride Project, Oak Park Business Association, UC Berkeley Early Childhood Math Project, City of Sacramento, Oak Park Community Center, NIA Women of Purpose, The Effort Clinic, and UC Davis African American Faculty and Staff Association.



Recent Information from DHHS

Recently Released Information from the Secretary of Health and Human Services
Department:

- ACF-IM-HS-10-08 Fiscal Year 2011 Monitoring
- ACF-IM-HS-10-06 Qualifications for EHS Infant/Toddler Center-based Staff
- ACF-PI-HS-10-04 Procedures; Locally Designed Models
- ACF-IM-HS-10-07 Domestic Violence

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

(As of 11/30/10)

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.

Agency/AFE (HS)(EHS)

Head Start #IEP (% AFE) Early Head Start #IFSP (%AFE)

Twin Rivers USD (211)	14	(6%)	N/A
Elk Grove USD (420)	56	(13%)	N/A
Sacramento City USD (1292) (147)	106	(8%)	12 (8%)
San Juan USD (700) (161)	72	(10%)	15 (9%)
WCIC (120)	7	(6%)	N/A
SETA (2796) (345) (1878 Tracks)	205	(10%)	38 (11%)
County (4621)* (653)* 918 off tracks - SOP	460	(10%)	65 (10%)

* 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
November, 2010
Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Elk Grove USD	380	380	100	345*	91
Elk Grove ARRA Expansion	40	40	100	35*	88
Sacramento City USD	1,272	1,319	104	1,159	91
Sac City ARRA Expansion	20	24	120	20	100
Sacramento Employment and Training Agency	1,860 (2,778)	1,866	100	1,458	78
Sacramento Employment Training Agency AARA Expansion	18	20	111	17	85
San Juan USD	680	711	105	600	88
San Juan ARRA Expansion	20	21	105	19	95
Twin Rivers USD	179	179	100	179	100
Twin Rivers ARRA Expansion	32	32	100	32	100
WCIC/Playmate Head Start	100	100	100	89	89
WCIC ARRA Expansion	20	20	100	17	85

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Sacramento City USD	115	115	100	77	70
Sac City ARRA Expansion	32	32	100	27	84
Sacramento Employment and Training Agency	213	217	102	136	64
Sacramento Employment Training Agency AARA Expansion	132	132	100	46	35
San Juan USD	129	129	100	99	77
San Juan ARRA Expansion	32	33	103	23	72

- (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 *Elk Grove on modified track schedule –last day of class was 11/18/10.

Seta Head Start Food Service Operations Monthly Report *November 2010

November 3rd - All Staff Meeting attended by the Food Service Staff

November 2nd & 3rd - Central Valley Fire Control Serviced the Kitchen Hoods

November 15th - Lavern Stewart Closed - No Water

November 25th & 26th - Closed Thanksgiving Holiday

Meetings and Trainings:

November 3, 2010 -

All Staff Meeting covered : Child Care Food Program, Child Abuse Reporting, State of the Union Address, FMLA / Time Sheet Reporting.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
36,239	21,856	24,844	160

Total Amount of Meals and Snacks Prepared **83,099**

Purchases:

Food \$62,436.01

Non - Food \$12,541.05

Building Maintenance and Repair: \$1,750.39

Kitchen Small Wares and Equipment: \$1,878.56

Vehicle Maintenance and Repair : \$3,483.87

Vehicle Gas / Fuel: \$1,772.74

Normal Delivery Days 19

ITEM IV-C - INFORMATION

AMERICAN RECOVERY AND REINVESTMENT ACT FISCAL AND PROCUREMENT
REVIEW FINAL MONITORING REPORT, PROGRAM YEAR 2009-10

BACKGROUND:

Attached please find the final monitoring report from the Employment Development Department from monitoring conducted in June and July of 2010 regarding the American Recovery and Reinvestment Act, Workforce Investment Act funds. Staff will be available to answer questions.

STAFF PRESENTER: Kathy Kossick



Arnold Schwarzenegger
Governor

December 13, 2010
22M:385:DEJ:1125:1151

Ms. Kathy Kossick, Executive Director
Sacramento Employment and Training Agency
925 Del Paso Boulevard
Sacramento, CA 95815

Dear Ms. Kossick:

AMERICAN RECOVERY AND REINVESTMENT ACT
FISCAL AND PROCUREMENT REVIEW
FINAL MONITORING REPORT
PROGRAM YEAR 2009-10

This is to inform you of the results of our review for Program Year (PY) 2009-10 of the Sacramento Employment and Training Agency's (SETA) financial management and procurement systems for activities funded by the American Recovery and Reinvestment Act of 2009 (ARRA) and Workforce Investment Act (WIA). This review was conducted by Mr. David Jansson from June 28, 2010 through July 2, 2010. For the fiscal portion of the review, we focused on the following areas: fiscal policies and procedures, accounting system, reporting, program income, expenditures, internal control, allowable costs, cash management, cost allocation, indirect costs, cost/resource sharing, single audit and audit resolution policies and procedures for its subrecipients, and written internal management procedures. For the procurement portion of the review, we examined procurement policies and procedures, methods of procurement, procurement competition and selection of service providers, cost and price analyses, contract terms and agreements, and property management. In addition, we reviewed the membership of SETA's Local Workforce Investment Board and Youth Council.

Our review was conducted under the authority of Section 667.410(b)(1), (2) & (3) of Title 20 of the Code of Federal Regulations (20 CFR). The purpose of this review was to determine the level of compliance by SETA with applicable federal and state laws, regulations, policies, and directives related to the WIA grant regarding financial management and procurement for PY 2009-10.

We collected the information for this report through interviews with representatives of SETA, a review of applicable policies and procedures, and a review of documentation retained by SETA for a sample of expenditures and procurements for PY 2009-10.

We received your response to our draft report on November 18, 2010, and reviewed your comments and documentation before finalizing this report. Because your response adequately addressed finding 1 cited in the draft report, no further action is required at this time. However, this issue will remain open until we verify the implementation of your stated corrective action plan during a future onsite review. Until then, this finding is assigned Corrective Action Tracking System (CATS) number 10236.

BACKGROUND

For PY 2009-10, SETA was allocated: \$4,293,778 to serve 29,849 adult participants; \$4,441,505 to serve 849 youth participants; and \$4,260,900 to serve 12,345 dislocated worker participants.

For the quarter ending March 31, 2010, the SETA reported the following expenditures and enrollments: \$4,293,778 to serve 14,094 adult participants; \$3,558,431 to serve 822 youth participants; and \$3,455,988 to serve 4,561 dislocated worker participants.

FISCAL REVIEW RESULTS

We concluded that, overall, SETA is meeting applicable WIA and ARRA requirements concerning financial management.

PROCUREMENT REVIEW RESULTS

While we concluded that, overall, is meeting applicable WIA and ARRA requirements concerning procurement, we noted an instance of noncompliance in the area of youth council composition. The finding that we identified in this area, our recommendation, and SETA's proposed resolution of the finding is specified below.

FINDING 1

Requirement:

WIA Section 117(h) states, in part, that there shall be established, as a subgroup within each local board, a youth council appoint by the local board, in cooperation with the chief elected official for the local area.

~~20 Code of Federal Regulations (CFR) Section 661.335(b)(2)~~ states, in part, that membership of each youth council must include members who represent service agencies, such as juvenile justice and local law enforcement agencies.

20 CFR Section 661.335(b)(3) states, in part, that each youth council must include members who represent local public housing authorities.

Observation: We observed that SETA's Youth Council does not include members of juvenile justice and local law enforcement agencies, nor a member of local public housing authorities.

We found a similar issue in PY 2008-09. In their response to the finding, SETA outlined a corrective action plan to appoint members by sending applications via e-mail to the Sacramento Housing and Redevelopment Agency (City of Sacramento, April 29, 2009), the Sacramento Mutual Housing Association (October 19, 2009), as well as to the Sacramento Police Department (Gang Unit, February 10, 2010). However, as of the date of this review and over a year and a half later, no new appointments have been made for either of these required Youth Council categories.

Recommendation: We recommend SETA provide Compliance Review Office (CRO) a revised Corrective Action Plan (CAP) and timeline outlining how it will fill those required vacancies. Additionally, we recommend SETA consult with their Regional Advisor regarding more aggressive recruitment efforts. Finally, we recommend SETA provide CRO documentation once those appointments have been made.

SETA Response: The SETA stated that it has received an application for the Youth Council from a representative of local public housing authority, the Sacramento Housing and Redevelopment Agency. In addition, SETA received an application for the juvenile justice and law enforcement agency, the Sacramento County Probation Department, Juvenile Field. Both applications will be going forward for appointment by the SETA Governing Board on December 2, 2010. Minutes of the meeting will be forwarded when available.

State Conclusion: The SETA's stated corrective action should be sufficient to resolve this issue and no further corrective action is required. However, we cannot close this issue until we verify, during a future onsite visit, SETA's successful implementation of its stated corrective action. Until then, this issue remains open and has been assigned CATS number 10236.

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all of the areas included in our review. It is SETA's responsibility to ensure that its systems, programs, and related activities comply with the WIA grant program, Federal and State regulations, and applicable State directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain SETA's responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact me at (916) 654-1292.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jessie Mar".

JESSIE MAR, Chief
Compliance Monitoring Section
Compliance Review Office

cc: Greg Gibson, MIC 50
Jose Luis Marquez, MIC 50
Daniel Patterson, MIC 45
Roger Schmitt, MIC 50

ITEM IV-D - INFORMATION

SUMMARY OF MEDIA COVERAGE RECEIVED FOR SETA AND SACRAMENTO
WORKS FROM JULY 1, 2010 THROUGH DECEMBER 31, 2010

BACKGROUND:

The following chart shows the quarterly media coverage for the Agency. Ms. Terri Carpenter will be available to answer questions.

Media Entity	Title	Date
KFBK	Electronic Device-Childcare Monitoring System-Denise Lee	Friday, August 20, 1010
Capital Public Radio	Sacramento Works One-Stop Open House Event	Tuesday, July 6, 2010
KNCI 105.1 New Country	Sacramento Works providing job assistance and training services	Wednesday, July 6, 2010
Univision 19	Sacramento Works One Stop Career Center Open House	Wednesday, July 7, 2010
CBS Radio Public Service Show	Sacramento Works providing employment and training assistance to local job seekers	Saturday, July 10, 2010
The Sacramento Bee	There's help out there for workers of all ages	Monday, July 12, 2010
The Sacramento Bee	EDD lends seekers a hand	Monday, July 19, 2010
The Sacramento Bee	Youth jobless rate soars to 34.5%--More adults take jobs that used to go to teens.	Saturday, August 7, 2010
The Sacramento Bee	Ask the jobs expert	Monday, August 9, 2010
The Sacramento Bee	Challenges of long-term joblessness on the rise	Sunday, August 15, 2010
The Sacramento Bee	Tailor your resume for specific jobs, experts advise.	Tuesday, August 17, 2010
The Sacramento Business Journal	Solar firms hope setting state standards will free up loans	August 20, 2010
The Sacramento Bee	Ask the Experts, Job hunting? Tips might help	Monday, August 23, 2010
Sacramento Business Journal	Training The Green Work Force	August 27, 2010
Sacramento Business Journal	High Expectations for Job Creation in Region's Clean-Tech Sector	August 27, 2010
The Sacramento Business Journal	Regions Clean=Tech Cluster—231 Companies	August 27, 2010
News 10	There's Free Local Help for Job Searches	Tuesday, August 31, 2010
The Sacramento Bee	901 Lose Their Jobs at HomeEq	Thursday, September 2, 2010

STAFF PRESENTER: Terri Carpenter

ITEM IV-D – INFORMATION (continued)

Page 2

Media Entity	Title	Date
The Sacramento Bee	Seminars This Week-Professional Edge Workshop Series	Monday, September 6, 2010
KCRA Channel 3	Playground Fire Hurts Small School	Sunday, September 12, 2010
The Sacramento Bee	Need Job-Hunting Aid	Friday, September 13, 2010
The Sacramento Bee	Ask the Jobs Expert	Monday, September 13, 2010
KFBK Radio	Lisa Carr-Head Start Opportunities	Monday, September 13, 2010
Univision Channel 19	Head Start Program	Friday, September 17, 2010
KNCI New Country 105	Head Start Opportunities	Sunday, September 19, 2010
KCRA Channel 3	Head Start Enrolling Now	Sunday, September 19, 2010
The Sacramento Bee	Ask the Expert	Monday, September 20, 2010
The Sacramento Bee	Do Work-at-Home Jobs Really Exist?	Monday, October 4, 2010
The Sacramento Bee	SARTA Receives Grant to Aid Job Seekers	Wednesday, October 6, 2010
The Sacramento Bee	Help at Hand for Green Careers	Monday, October 11, 2010
The Sacramento Bee	Holiday Hiring Uncertain	Sunday, October 17, 2010
The Sacramento Bee	Ask an Expert	Monday, October 18, 2010
KFBK Radio	Businesses Hiring Less	Monday, October 18, 2010
The Sacramento Bee	Ask the Job Expert	Monday, November 1, 2010
Fox 40 News	Will Holiday Hiring Help The Economy?	Saturday, November 6, 2010
The Sacramento Bee	Builders Have Trainee Slots	Monday, November 22, 2010
The Sacramento Bee	Job Seekers On The Lookout	Monday, November 29, 2010

STAFF PRESENTER: Terri Carpenter

ITEM IV-E- INFORMATION

DISLOCATED WORKER UPDATE

BACKGROUND:

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

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2010/2011

The following is an update of information as of December 15, 2010 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Official	5/26/2010	HAVI Logistics 826 National Drive Sacramento, CA 95834	7/28/2010	103	Retained jobs
Official	6/4/2010	Child Action Sacramento, CA	7/28/2010	85	8/9/2010
Official	6/28/2010	McDonough Holland & Allen PC's 500 Capitol Mall Sacramento, CA	8/31/2010	106	Declined Services
Unofficial	7/1/2010	U.S. Census Sacramento, CA	8/31/2010	50	8/3/2010
Official	7/1/2010	EdFund 10370 Peter A McCuen Blvd Mather, CA 95655	8/27/2010	18	Declined Services
Official	7/1/2010	Zip Realty Emeryville, CA	8/31/2010	39	Declined Services
Official	8/13/2010	O1 Communications, Inc. 1515 K street, Ste. 100 Sacramento, CA	9/30/2010	52	Declined Services
Official	9/7/2010	Beanstalk Sacramento, CA	11/1/2010	82	11/11/2010
Official	9/8/2010	HomeEq Servicing (Ocwen) 4837 Watt Ave North Highlands, CA	11/19/2010	902	10/25-27/2010
Official	9/8/2010	CLARCOR Air Filtration Products 3800 Pell Circle Sacramento, CA 95838	11/22/2010	80	9/28/2010
Official	9/15/2010	Freedom Debt Relief 3947 Lennane Drive Sacramento, CA 95838	11/15/2010	123	10/21/2010
Official	10/4/2010	Cost-U-Less Insurance Center, Inc 2721 Citrus Rd, Ste. B Rancho Cordova, CA 95742	11/30/2010	91	11/15-16/2010
Official	10/8/2010	Wells Fargo 11000 White Rock Rd Rancho Cordova, CA 95670	12/5/2010	123	11/10/2010
Official	10/8/2010	Child Action 9800 Old Winery Rd Sacramento	12/5/2010	80	Retained jobs
Official	11/29/2010	FedEx 9119 Elkmont Way Elk Grove, Ca 95624	1/29/2011	85	Pending
Official	12/9/2010	Sutter Medical Center-Sacramento Sacramento, CA	2/4/2011	112	Pending
			Total # of Affected Workers	2,131	

ITEM IV-F – 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	16
Acrobat Staffing	Cooks, Servers, Dishwashers	13
Advance Call Center Technologies	Call Center Technical	70
Appleone Employment Services	Various Positions	38
Agilent Technologies	Manufacturing Engineer Supervisor	1
Amerikit	Warehouse, Administrative Asst.	3
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	8
Cenveo	Maintenance Tech & Adjusters	2
Cenveo	Mechanical Tech & Adjuster	2
ChildCare Careers	Teacher	4
ChildCare Careers	Teacher Assistant	1
ChildCare Careers	Teacher's Aid	1
Community Services Planning Council	Program Associate	1
CSSC-Janitorial	Janitors	2
Delta Dental of California	Workforce Management Coordinator	1
Dome Printing	Truck Driver	1
General Produce Company	Retail Merchandiser	1
Grocery Outlet	Deli, Clerk, Cashier, Produce etc.	40
H & R Block	Office Managers	12
IFCO Systems	Sorters	8
Intelligrated	Product Support Engineers	5
International Language Interpreters	Translators/Translators	12
Kustum Steel Fabricators	Welders/ Welder Helper	3
Manpower	Warehouse/Maintenace	10
N Solar Inc	Green Jobs	150
North Highlands Pharmacy Inc.	Pharmacy Clerk	2
Pride Industries	Floor Technician	1
OPDE	Solar Photovoltaic	150
PG&E	Utility Equipment Mechanics	31
Randstad	Bilingual Customer Service Reps	15
RSI (Recruiter Solutions Inc)	Field Service Tech/Supervisor	1
Salvation Army Emergency Shelter	Case Manager & Housing Specialist	2
Sears	Seasonal Sales Associates/ Cashiers	12
Select Staffing	Warehouse /Lt Industrial/Forklift Operators	20
Staffing Network	Various Positions	13
Solar Power Inc	Solar Photovoltaic	50
Support for Home	Caregivers	13
Turning Point Christian School	Pre-School Teacher	1
Union Pacific	Diesel Mechanic	1
ZETA	Construction	50
Total		909

ITEM IV-G – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of November is 12.6%.

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)**

Below average retail hiring and non-seasonal declines lead to month-over job loss

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 12.6 percent in November 2010, up from a revised 12.0 percent in October 2010, and above the year-ago estimate of 12.0 percent. This compares with an unadjusted unemployment rate of 12.4 percent for California and 9.3 percent for the nation during the same period. The unemployment rate was 12.7 percent in El Dorado County, 11.5 percent in Placer County, 12.8 percent in Sacramento County, and 13.3 percent in Yolo County.

Between October 2010 and November 2010, the total number of jobs located in the counties of El Dorado, Placer, Sacramento, and Yolo decreased by 2,800 to total 808,600 jobs.

- Financial activities led the losses with a decline of 1,300 jobs. Finance and insurance comprised most of the cutback (down 1,200 jobs).
- Construction reflected a normal seasonal decline, giving up 1,300 jobs. The losses were concentrated in specialty trade contractors (down 1,100 jobs), with smaller reductions in construction of buildings (down 100 jobs) and residual construction (down 100 jobs).
- Total farm receded by 1,200 jobs, less than the 1,700 jobs lost on average over the prior 20 years.
- Professional and business services fell 1,200 jobs, in contrast to its average October-November increase of 300 jobs. Losses came in administrative and support and waste management and remediation services (down 700 jobs) and professional, scientific, and technical services (down 600 jobs).
- Trade, transportation, and utilities gained 1,600 jobs, just over one-half of its typical gain of 3,100 jobs. Retail trade gained 1,800 jobs, offset slightly by losses in wholesale trade (down 100 jobs) and transportation, warehousing, and utilities (down 100 jobs).
- Private education and health services added 600 jobs, slightly more than its average gain of 500 jobs for November over the prior 20 years.

Between November 2009 and November 2010, total wage and salary employment located in the region dropped by 22,300 jobs or 2.68 percent.

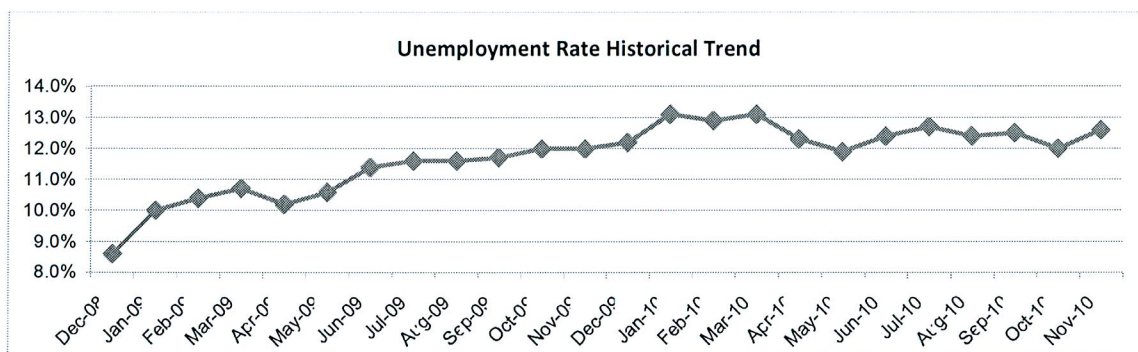
- Construction shed 4,300 jobs due primarily to cutbacks in specialty trade contractors (down 2,800 jobs) and construction of buildings (down 1,600 jobs).
- Professional and business services declined 3,600 jobs. Losses were focused in administrative and support and waste management and remediation services (down 2,900 jobs) and professional, scientific, and technical services (down 600 jobs).
- Financial activities receded by 3,100 jobs, with finance and insurance down 2,200 jobs and real estate, rental, and leasing down 900 jobs.

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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 12.6 percent in November 2010, up from a revised 12.0 percent in October 2010, and above the year-ago estimate of 12.0 percent. This compares with an unadjusted unemployment rate of 12.4 percent for California and 9.3 percent for the nation during the same period. The unemployment rate was 12.7 percent in El Dorado County, 11.5 percent in Placer County, 12.8 percent in Sacramento County, and 13.3 percent in Yolo County.



Industry	Oct-2010	Nov-2010	Change		Nov-2009	Nov-2010	Change
	Revised	Prelim				Prelim	
Total, All Industries	811,400	808,600	(2,800)		830,900	808,600	(22,300)
Total Farm	8,600	7,400	(1,200)		8,200	7,400	(800)
Total Nonfarm	802,800	801,200	(1,600)		822,700	801,200	(21,500)
Mining and Logging	500	500	0		500	500	0
Construction	36,400	35,100	(1,300)		39,400	35,100	(4,300)
Manufacturing	33,400	33,200	(200)		33,600	33,200	(400)
Trade, Transportation & Utilities	131,200	132,800	1,600		135,200	132,800	(2,400)
Information	16,600	16,700	100		18,100	16,700	(1,400)
Financial Activities	49,700	48,400	(1,300)		51,500	48,400	(3,100)
Professional & Business Services	96,400	95,200	(1,200)		98,800	95,200	(3,600)
Educational & Health Services	98,000	98,600	600		99,500	98,600	(900)
Leisure & Hospitality	77,100	77,000	(100)		79,200	77,000	(2,200)
Other Services	27,400	27,400	0		28,400	27,400	(1,000)
Government	236,100	236,300	200		238,500	236,300	(2,200)

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

Data Not Seasonally Adjusted

	Nov 09	Sep 10	Oct 10	Nov 10	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,050,000	1,047,900	1,042,100	1,040,400	-0.2%	-0.9%
Civilian Employment	923,700	917,200	916,700	909,300	-0.8%	-1.6%
Civilian Unemployment	126,300	130,700	125,400	131,100	4.5%	3.8%
Civilian Unemployment Rate	12.0%	12.5%	12.0%	12.6%		
(CA Unemployment Rate)	12.0%	12.2%	11.9%	12.4%		
(U.S. Unemployment Rate)	9.4%	9.2%	9.0%	9.3%		
Total, All Industries (2)	830,900	809,900	811,400	808,600	-0.3%	-2.7%
Total Farm	8,200	9,100	8,600	7,400	-14.0%	-9.8%
Total Nonfarm	822,700	800,800	802,800	801,200	-0.2%	-2.6%
Total Private	584,200	569,200	566,700	564,900	-0.3%	-3.3%
Goods Producing	73,500	71,200	70,300	68,800	-2.1%	-6.4%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	39,400	36,700	36,400	35,100	-3.6%	-10.9%
Construction of Buildings	9,500	8,200	8,000	7,900	-1.3%	-16.8%
Construction - Residual	4,500	4,600	4,700	4,600	-2.1%	2.2%
Specialty Trade Contractors	25,400	23,900	23,700	22,600	-4.6%	-11.0%
Building Foundation & Exterior Contractors	5,800	5,200	5,100	5,100	0.0%	-12.1%
Building Equipment Contractors	10,500	10,000	9,800	9,700	-1.0%	-7.6%
Building Finishing Contractors	6,400	5,600	5,600	5,400	-3.6%	-15.6%
Specialty Trade Contractors - Residual	2,700	3,100	3,200	2,400	-25.0%	-11.1%
Manufacturing	33,600	34,000	33,400	33,200	-0.6%	-1.2%
Durable Goods	21,800	21,900	21,800	21,900	0.5%	0.5%
Computer & Electronic Product Manufacturing	7,100	7,000	7,000	7,000	0.0%	-1.4%
Durable Goods - Residual	14,700	14,900	14,800	14,900	0.7%	1.4%
Nondurable Goods	11,800	12,100	11,600	11,300	-2.6%	-4.2%
Food Manufacturing	4,500	5,300	4,800	4,400	-8.3%	-2.2%
Non-Durable Goods - Residual	7,300	6,800	6,800	6,900	1.5%	-5.5%
Service Providing	749,200	729,600	732,500	732,400	0.0%	-2.2%
Private Service Producing	510,700	498,000	496,400	496,100	-0.1%	-2.9%
Trade, Transportation & Utilities	135,200	130,900	131,200	132,800	1.2%	-1.8%
Wholesale Trade	23,400	22,600	22,600	22,500	-0.4%	-3.8%
Merchant Wholesalers, Durable Goods	11,900	11,400	11,400	11,400	0.0%	-4.2%
Merchant Wholesalers, Nondurable Goods	8,900	8,700	8,700	8,700	0.0%	-2.2%
Wholesale Trade - Residual	2,600	2,500	2,500	2,400	-4.0%	-7.7%
Retail Trade	88,700	85,000	85,300	87,100	2.1%	-1.8%
Motor Vehicle & Parts Dealer	9,900	9,600	9,500	9,500	0.0%	-4.0%
Building Material & Garden Equipment Stores	7,000	7,000	7,000	6,900	-1.4%	-1.4%
Grocery Stores	16,900	16,700	16,700	16,700	0.0%	-1.2%
Health & Personal Care Stores	5,300	5,100	5,100	5,100	0.0%	-3.8%
Clothing & Clothing Accessories Stores	6,900	6,700	6,800	7,100	4.4%	2.9%
Sporting Goods, Hobby, Book & Music Stores	4,500	4,200	4,200	4,400	4.8%	-2.2%
General Merchandise Stores	20,200	19,100	19,200	19,700	2.6%	-2.5%
Retail Trade - Residual	34,900	33,300	33,500	34,400	2.7%	-1.4%
Transportation, Warehousing & Utilities	23,100	23,300	23,300	23,200	-0.4%	0.4%
Information	18,100	16,700	16,600	16,700	0.6%	-7.7%
Publishing Industries (except Internet)	2,800	2,600	2,500	2,600	4.0%	-7.1%
Telecommunications	10,100	9,000	9,000	9,100	1.1%	-9.9%
Information - Residual	5,200	5,100	5,100	5,000	-2.0%	-3.8%
Financial Activities	51,500	50,100	49,700	48,400	-2.6%	-6.0%
Finance & Insurance	39,400	38,700	38,400	37,200	-3.1%	-5.6%
Credit Intermediation & Related Activities	13,900	13,800	13,700	12,800	-6.6%	-7.9%
Depository Credit Intermediation	8,400	8,400	8,400	8,400	0.0%	0.0%
Nondepository Credit Intermediation	3,200	3,100	3,100	2,200	-29.0%	-31.3%
Credit Intermediation and Related Activities -	2,300	2,300	2,200	2,200	0.0%	-4.3%
Finance and Insurance - Residual	4,500	4,100	3,900	3,600	-7.7%	-20.0%
Insurance Carriers & Related	21,000	20,800	20,800	20,800	0.0%	-1.0%

Data Not Seasonally Adjusted

	Nov 09	Sep 10	Oct 10	Nov 10	Percent Change	
			Revised	Prelim	Month	Year
Real Estate & Rental & Leasing	12,100	11,400	11,300	11,200	-0.9%	-7.4%
Real Estate	8,800	8,500	8,500	8,400	-1.2%	-4.5%
Real Estate and Rental and Leasing - Residual	3,300	2,900	2,800	2,800	0.0%	-15.2%
Professional & Business Services	98,800	96,100	96,400	95,200	-1.2%	-3.6%
Professional, Scientific & Technical Services	49,800	49,500	49,800	49,200	-1.2%	-1.2%
Architectural, Engineering & Related Services	8,800	8,700	8,800	8,800	0.0%	0.0%
Professional, Scientific, and Technical Services	41,000	40,800	41,000	40,400	-1.5%	-1.5%
Management of Companies & Enterprises	8,900	8,700	8,700	8,800	1.1%	-1.1%
Administrative & Support & Waste Services	40,100	37,900	37,900	37,200	-1.8%	-7.2%
Administrative & Support Services	37,400	35,600	35,500	35,200	-0.8%	-5.9%
Employment Services	14,200	14,300	14,500	14,700	1.4%	3.5%
Services to Buildings & Dwellings	10,500	10,500	10,300	10,200	-1.0%	-2.9%
Administrative and Support Services - Residual	12,700	10,800	10,700	10,300	-3.7%	-18.9%
Administrative and Support and Waste Management Services	2,700	2,300	2,400	2,000	-16.7%	-25.9%
Educational & Health Services	99,500	97,700	98,000	98,600	0.6%	-0.9%
Education and Health Services - Residual	13,300	10,900	11,000	11,400	3.6%	-14.3%
Health Care & Social Assistance	86,200	86,800	87,000	87,200	0.2%	1.2%
Ambulatory Health Care Services	29,700	30,000	30,200	30,100	-0.3%	1.3%
Hospitals	29,800	29,800	29,900	30,000	0.3%	0.7%
Nursing & Residential Care Facilities	14,500	14,400	14,500	14,500	0.0%	0.0%
Health Care and Social Assistance - Residual	12,200	12,600	12,400	12,600	1.6%	3.3%
Leisure & Hospitality	79,200	78,700	77,100	77,000	-0.1%	-2.8%
Arts, Entertainment & Recreation	12,100	12,400	12,000	11,900	-0.8%	-1.7%
Accommodation & Food Services	67,100	66,300	65,100	65,100	0.0%	-3.0%
Accommodation	7,900	8,500	8,400	8,400	0.0%	6.3%
Food Services & Drinking Places	59,200	57,800	56,700	56,700	0.0%	-4.2%
Full-Service Restaurants	26,300	26,100	25,600	25,400	-0.8%	-3.4%
Limited-Service Eating Places	29,500	30,000	29,800	29,900	0.3%	1.4%
Food Services and Drinking Places - Residual	3,400	1,700	1,300	1,400	7.7%	-58.8%
Other Services	28,400	27,800	27,400	27,400	0.0%	-3.5%
Repair & Maintenance	7,800	8,000	7,900	7,700	-2.5%	-1.3%
Other Services - Residual	20,600	19,800	19,500	19,700	1.0%	-4.4%
Government	238,500	231,600	236,100	236,300	0.1%	-0.9%
Federal Government	12,600	12,700	12,700	12,600	-0.8%	0.0%
Department of Defense	1,800	1,800	1,800	1,800	0.0%	0.0%
Federal Government excluding Department of Defense	10,800	10,900	10,900	10,800	-0.9%	0.0%
State & Local Government	225,900	218,900	223,400	223,700	0.1%	-1.0%
State Government	111,600	109,300	112,100	111,800	-0.3%	0.2%
State Government Education	27,600	23,900	26,800	26,500	-1.1%	-4.0%
State Government Excluding Education	84,000	85,400	85,300	85,300	0.0%	1.5%
Local Government	114,300	109,600	111,300	111,900	0.5%	-2.1%
Local Government Education	68,400	64,500	66,800	67,600	1.2%	-1.2%
County	19,900	18,700	18,600	18,600	0.0%	-6.5%
City	10,700	10,700	10,500	10,300	-1.9%	-3.7%
Special Districts plus Indian Tribes	15,300	15,700	15,400	15,400	0.0%	0.7%

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.

December 17, 2010
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 2009 Benchmark

Data Not Seasonally Adjusted

	Nov 09	Sep 10	Oct 10 Revised	Nov 10 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:
Alex Alvarado 530/741-5191 or Diane Patterson 916/774-4716

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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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.