



GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Councilmember
City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

JIMMIE YEE
Board of Supervisors
County of Sacramento

KATHY KOSSICK
Executive Director

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

**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, March 1, 2012

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.

AGENDA

PAGE NUMBER

- I. Call to Order/Roll Call/Pledge of Allegiance**
- ✓ **Recognition of Long-Term Employees:** Elvina Carrington (25 years), Geraldine J. Nicholls (25 years), and Debi Ross-Brownell (20 years)
- II. Consent Items**
- A. Minutes of the February 2, 2012 Regular Board Meeting 1-5
- B. Approval of Claims and Warrants 6
- III. Action Items**
- A. GENERAL ADMINISTRATION/SETA**
- 1. Approval of Revisions to the Sacramento Employment and Training Agency 2011-2012 Budget (Roy Kim) 7

2. Approve and Authorize the Executive Director to Sign a Petition to Initiate Assessment Proceedings for the Northgate Boulevard Property and Business Improvement District and Authorize the Executive Director to Sign and Approve the Ballot for the Proposed Northgate Boulevard Property and Business Improvement District (Kathy Kossick) 8-9

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services

1. Approval to Submit Northern California Innovation Strategies Workforce Innovation Fund Proposal to the U.S. Department of Labor (Robin Purdy) 10-14

Community Services Block Grant: None.

C. CHILDREN AND FAMILY SERVICES

IV. Information Items

- A. Fiscal Monitoring Reports (Roy Kim) 15-23
- Hmong Women's Center
 - North State Building Industry Foundation
 - River Oak Center for Children
 - Soil Born Farms

- B. Employer Success Stories and Activity Report (William Walker) 24-28

- C. Dislocated Worker Update (William Walker) 29-30

- D. Head Start Reports (Denise Lee) 31-55
- ✓ Fiscal Report (Roger Bartlett)
 - ✓ Policy Council Minutes
 - ✓ Program Report

V. Reports to the Board 56

- A. Chair
- B. Executive Director
- C. Deputy Directors
- D. Counsel
- E. Members of the Board
- F. Public

VI. Adjournment

DISTRIBUTION DATE: THURSDAY, FEBRUARY 23, 2012

ITEM II-A - CONSENT

MINUTES OF THE FEBRUARY 2, 2012 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the February 2, 2012 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, February 2, 2012
10:00 a.m.

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

Members Present:

Bonnie Pannell, Vice Chair, SETA Governing Board; Councilmember, City of Sacramento (arrived at 10:16 a.m.)
Jimmie Yee, Member, Board of Supervisors
Don Nottoli, Member, Board of Supervisors
Jay Schenirer, Councilmember, City of Sacramento

Member Absent:

Sophia Scherman, Chair, SETA Governing Board; Public Representative

II. Consent Items

- A. Minutes of the January 5, 2012 Regular Board Meeting
- B. Approval of Claims and Warrants

The consent items were reviewed; no questions or corrections.

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

- A. Approve the January 5, 2012 minutes.
- B. Approve claims and warrants for the period 12/21/11 through 1/26/12.
Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval to Reallocate Head Start Social Services/Parent Involvement Coordinator (Supervisory) to CFS Administrative Program Officer

Mr. Rod Nishi reviewed this item. There were no questions.

Moved/Yee, second/Schenirer, to approve the reallocation of Elsie Bowers, Head Start Social Services/Parent Involvement Coordinator (Supervisory) to CFS Administrative Program Officer.

Voice Vote: Unanimous approval.

2. Approval To Extend Audit Services Agreement For Fiscal Year Ending June 30, 2012 And Authorize The Executive Director To Sign The Agreement

Mr. Roy Kim reviewed this item which requests an extension of the audit services agreement for fiscal year 2012. The agreement allows for an increase of 5% or the Consumer Price Index, whichever is smaller. The Consumer Price Index increased by 3.2% during 2011.

Moved/Yee, second/Schenirer, to approve the extension of the agreement with Gilbert Associates, Inc., for audit services for the fiscal year ending June 30, 2012, in the amount of \$50,568 and authorize the Executive Director to sign the agreement.

Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 0

3. Receive, Adopt and File Sacramento County Annual Investment Policy of Pooled Investment Fund – Calendar Year 2012

Roy Kim reviewed this item; there were no questions or comments.

Moved/Yee, second/Schenirer, to receive, adopt, and file this Investment Policy for the Pooled Investment Fund for the calendar year 2012.

Voice Vote: Unanimous approval.

Ms. Pannell arrived at 10:16 a.m.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services:

1. Approval to Augment Workforce Investment Act, Title I, Adult/Dislocated Worker One Stop Services for Program Year 2011-2012

Ms. Robin Purdy reviewed this item.

Moved/Yee, second/Schenirer, to approve the augmentation of talent development scholarship funds to One-Stop Career Centers for Program Year 2011-12, as indicated in the board packet.

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

2. Approval to Augment the Workforce Investment Act (WIA), Title I, Adult and CalWORKS On-the-Job Training/Subsidized Employment (OJT/SE) Providers PY 2011-12

Ms. Robin Purdy reviewed this item.

Moved/Yee, second/Schenirer, to augment OJT/SE providers with WIA Adult and CalWORKS funds to serve additional eligible CalWORKS recipients as identified in the funding augmentation chart.

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

Community Services Block Grant: None.

- C. **CHILDREN AND FAMILY SERVICES:** None.

IV. **Information Items**

- A. Youth Services at the Sacramento Works Career Centers

Ms. Tatiana DeLeon, a youth advocate at South County Career Center spoke about the program and how she assists youth visiting the career center. Mr. DeShaun Brown gave a testimonial about the Cease Fire program and how our programs/staff assist in helping at-risk youth to succeed in life.

- B. Summary of Media Coverage Received for SETA and Sacramento Works from July 1, 2011 through December 31, 2011

Ms. Terri Carpenter reviewed the report. SETA is averaging nine stories per month in the media.

- C. Partnership with Sacramento City Unified School District (SCUSD) and Sacramento State to Train Laid Off Teachers

Ms. Cindy Sherwood-Green reviewed the partnership with SCUSD and Sac State to train laid-off teachers. SCUSD and Sacramento State received a \$300,000 grant to train laid off teachers to receive a second credential in math and science in K-8 grades. There is a 30% shortage in these 2 areas. SETA is providing \$30,000 leverage funding for tuition.

- D. Fiscal Monitoring Report: No questions or comments.

- E. Employer Success Stories and Activity Report

Mr. William Walker reviewed the activity report. H & R Block hired both temporary seasonal and year round employees. Staff is also working with Fresh

& Easy to recruit for new positions; some positions are not being filled because the jobs pay \$10 per hour for 15-20 hours per week.

F. Dislocated Worker Update

Mr. Walker stated that SETA staff has contacted management at the Bel Air in Elk Grove regarding the store closure.

G. Unemployment Update/Press Release from the Employment Development Department: No questions or comments.

H. Head Start Reports

Ms. Denise Lee stated that the Head Start 30th Anniversary celebration is being planned. Ms. Lee gave verbal invite to board members to participate in literacy week along with a visit from Congresswoman Doris Matsui.

V. **Reports to the Board**

A. Chair: No report.

B. Executive Director: Ms. Kossick wished Mr. Yee a Happy Birthday!

C. Deputy Directors: Ms. Purdy spoke of the Gold Standard Review. There will be 1,300 evaluated on their experience with Workforce Investment Act services. The evaluation process is being implemented very smoothly.

D. Counsel: No report.

E. Members of the Board: No report.

F. Public: Ms. Juanita Sendejas Lopez, EGUSD and South County Career Center, requested support from board members to have the bus services to the South County Career Center reactivated.

VI. **Adjournment**: The meeting was adjourned at 10:52 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 1/27/12 through 2/23/12, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 1/27/12 through 2/23/12.

STAFF PRESENTER: Roy Kim

ITEM III-A – 1 - ACTION

APPROVAL OF REVISIONS TO THE
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
2011-2012 BUDGET

BACKGROUND:

SETA's final approved budget for Fiscal Year 2011-12 totaled \$86,695,393. Changes to grants and allocations received after the final budget was approved necessitate the revision of that budget to more accurately reflect the anticipated revenues and expenditures of the Agency for 2011-12.

The revised budget of \$89,055,604 includes changes in anticipated revenues and expenses from the following sources:

- ❖ Head Start Program - \$583,856
- ❖ Workforce Investment Act - \$1,782,358
- ❖ Refugee Employment Social Services – (\$33,977)
- ❖ Targeted Assistance for Refugees - \$27,974

The revised budget also reflects funds of \$715,957 in the Fixed Assets category for capital projects that were partially expensed, but not completed and placed into service in the prior period.

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 SETA budget for fiscal year 2011-2012.

STAFF PRESENTER: Roy Kim

ITEM III-A – 2 - ACTION

APPROVE AND AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN A PETITION TO INITIATE ASSESSMENT PROCEEDINGS FOR THE NORTHGATE BOULEVARD PROPERTY AND BUSINESS IMPROVEMENT DISTRICT AND AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN AND APPROVE THE BALLOT FOR THE PROPOSED NORTHGATE BOULEVARD PROPERTY AND BUSINESS IMPROVEMENT DISTRICT

BACKGROUND:

Developed by a growing coalition of property and business owners, the Northgate Boulevard Property and Business Improvement District (District) is a benefit assessment district whose main goal is to improve Northgate Boulevard. The District will establish various programs to increase the commercial activity in Northgate Boulevard. This approach has been used successfully in other areas of the City to increase sales, attract new tenants, increase occupancies, and increase property values.

The District includes all properties fronting Northgate Boulevard between Interstate 80 and the Arden-Garden connector, plus all parcels facing the green belt from West El Camino Avenue to Northgate Boulevard, and heading east past the intersection of Northgate Boulevard and West El Camino Avenue. The District will provide security, maintenance, beautification, advocacy and marketing services. The service area includes approximately 198 properties. As the board may be aware, SETA currently has title to one property in Sacramento located at 2401 Northview Drive.

The cost to the parcel owner is based on the parcel size and use. Assessment rates may be subject to an increase of no more than three percent per year. For the SETA property, which is a Head Start Early Learning Center, the annual assessment would be \$271.90 based upon the Government-owned rate of \$0.01 per lot square foot.

District formation requires submittal of petitions from property owners representing at least 50% of the total assessment. The "Right to Vote on Taxes Act" (also known as Proposition 218) requires a ballot vote in which more than 50% of the ballots received, weighted by assessment, be in support of the District. The proposed District would have a five-year life beginning January 1, 2013.

The SETA Governing Board is being asked for action on two items: authorize the Executive Director to:

- 1) Sign the Petition which will initiate special assessment proceedings to create the Northgate Property and Business Improvement District for the purpose of undertaking the management district plan as described in the attached

STAFF PRESENTER: Kathy Kossick

ITEM III-A – 2 – ACTION (continued)
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Management District Plan (draft plan attached under separate cover as Draft Northgate MDP 1-18-12), and

- 2) Sign and approve the Ballot for the proposed Northgate Property and Business Improvement District assessment. Ballots will be weighted according to the proportional financial obligation of the affected property.

RECOMMENDATION:

Approve the two items above to authorize the Executive Director to sign the District petition to initiate assessment proceedings for the District and authorize the Executive Director to sign and approve the Ballot for the proposed Northgate Boulevard Property and Business Improvement District.

STAFF PRESENTER: Kathy Kossick

ITEM III-B – 1 - ACTION

APPROVAL TO SUBMIT NORTHERN CALIFORNIA INNOVATION STRATEGIES WORKFORCE INNOVATION FUND PROPOSAL TO THE U.S. DEPARTMENT OF LABOR

BACKGROUND:

The U.S. Department of Labor announced a Solicitation for Grant Applications (SGA) for approximately \$98.5 million available through the Workforce Innovation Fund to support innovative employment and training service approaches. The fund invests in programs that support, evaluate and enhance workforce investment strategies, particularly for vulnerable populations. The grants will be administered by the Department of Labor, working closely with the Departments of Education and Health and Human Services.

SETA/Sacramento Works, Inc., Golden Sierra Job Training Agency, Yolo County Workforce Investment Board, North Central Counties Consortium, Humboldt County Workforce Investment Board, Mendocino County Workforce Investment Board, and Northern Rural Training and Employment Consortium are seeking to form a Northern California Consortium to respond to this funding opportunity. Collaborators in the consortium will include Community College Districts, welfare and social service agencies, employers and industry associations, community-based organizations and economic development entities. SETA will be the lead and fiscal agent for the consortium. SETA will be requesting \$12,000,000 on behalf of the consortium to be spend over a 40 month timeframe.

The proposal will test the theory that *stronger cooperation and* braided funding across funding streams (the workforce system, community colleges, welfare departments, and economic development entities) will result in

- Better outcomes for job seekers and employers -- higher job placement rates, increased wages and better retention.
- Improved methods of identifying and promoting transferable skills and providing short-term work ready services to return unemployment insurance recipients to the labor force.
- Increased efficiency in the delivery of quality services, reduced duplication, decrease in the cost of services and the time customers spend on public assistance and unemployment insurance.

The proposed initiatives and services will test:

1. The impact of skills certification and hands-on training on placement rates, wages and job retention of low-income youth and adults.
2. The impact that wage subsidies and tax incentives to employers have on long-term job retention.

STAFF PRESENTER: Robin Purdy

ITEM III-B – 1 – ACTION (continued)

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3. Whether wage subsidies and tax incentives spur job creation by decreasing the risk small businesses take when hiring new workers.
4. Whether wage subsidies increase job creation by increasing the customers served by, and the products produced by, small business.
5. The impact of identifying transferable skills at the point of unemployment on the average length of unemployment.

The Northern California/Sacramento region proposes to invest in strategies that deliver services more efficiently and achieve better outcomes, particularly for vulnerable populations (e.g. low-wage and less-skilled workers, youth, welfare recipients and veterans) and dislocated workers, especially those who have been unemployed for many months. The proposed initiative will support both system reform and innovation that facilitate cooperation across programs and funding streams in the delivery of client-centered services.

1. One Stop Career Centers, Apprenticeships, and Community Colleges by addressing administrative barriers to adding community college certificate programs and apprenticeship programs to the State Eligible Training Provider list and using Individual Training Accounts to partially fund training in community colleges and apprenticeship training programs.
2. One Stop Career Centers and Human Assistance agencies to leverage WIA and TANF/AB98 funds to expand subsidized employment/on-the-job training programs providing wage subsidies to employers who agree to hire, train and retain workers.
3. Workforce Investment Boards, EDD, industry associations, and economic development partners in business development, expansion and job creation activities and in matching dislocated workers who have been on UI longer than 10 weeks to jobs open in the region by using technology and work readiness services.
4. Workforce Investment Boards, employer/industry associations, small business assistance programs, and economic development entities to develop policies and programs that create new small businesses and support entrepreneurs.

A proposal development team is in the process of developing a Technical Proposal, Cost Proposal and Evaluation Plan to be submitted to the U.S. D.O.L on March 22, 2012. The Proposal Abstract is attached.

RECOMMENDATION:

Approve the submittal of a proposal by SETA on behalf of the Northern California Innovation Strategies Consortium in response to the Workforce Innovation Fund.

STAFF PRESENTER: Robin Purdy

Abstract

Workforce Innovation Fund Application

Applicant Name: Sacramento Employment and Training Agency

Applicant Category: Consortium of Workforce Investment Boards.

Consortium members include 7 Northern California Workforce Investment Boards: Sacramento Works, Golden Sierra Workforce Investment Board, NORTEC Workforce Investment Board, North Central Counties Workforce Investment Board, Yolo County Workforce Investment Board, Humboldt County Workforce Investment Board and Mendocino County Workforce Investment Board.

Lead Applicant City/State: Sacramento Employment and Training Agency, Sacramento, California

Areas Served: The areas served will be twenty-one Northern California counties, including Sacramento, Yolo, Placer, El Dorado, Alpine, Sierra, Nevada, Glen, Colusa, Sutter, Yuba, Lassen, Shasta, Tehama, Trinity, Modoc, Mendocino, Humboldt, Plumas, Shasta, and Siskiyou Counties. The area consists of 35% of California's counties (21 out of 58), 31% of California's square mileage (48,422 square miles) and has a population of 3,351,588.

Project Name: Northern California Innovation Strategies (NCIS)

Funding Level Requested: \$ _____ technical costs
 \$ _____ evaluation costs

Project Type: C

Description of Proposed Projects:

The Northern California Innovation Strategies Consortium proposes to invest in four strategies that will provide better results for jobseekers and employers, increase efficiency in the delivery of quality services, encourage stronger cooperation across programs and funding streams, deliver services more efficiently and achieve better outcomes, particularly for vulnerable populations (e.g. low-wage workers, welfare recipients, and veterans) and dislocated workers. The Consortium will focus on aligning systems, braiding funding, and fostering collaboration between the Workforce System,

Community Colleges, approved apprenticeship programs, and the Human Services/Welfare system.

The NCIS Consortium will ensure that education, employment, and training services are developed in partnership with specific employers and industry sectors and reflect current and future skill needs by using a sector approach to planning which is data driven, inclusive of and responsive to employers and targets the sectors identified by the both the Northern Regional Economic Development Sector Planning Consortium and the Next Economy Regional Cluster Analysis Findings developed in December 2011 by the Center for Strategic Economic Research (CSER) as competitive and growing industries creating new pathways into targeted industries, and good jobs and careers: **Life Science and Health, Clean Energy Technology, Information and Communications Technology, Agriculture and Food, and Advanced Manufacturing.**

The members of the Consortium will build upon successful system reforms and innovations being tested at the local level that increase cooperation across program and funding streams, and integrate successful strategies into existing programs and funding streams. System reforms will be continued beyond the grant and will ensure improvement in the delivery of client-centered services to jobseekers, youth, and employers. Proposed system reforms and innovations include:

1. Facilitating cooperation between Workforce Investment Boards, One Stop Career Centers, Apprenticeships, and Community Colleges to
 - ◆ train in apprenticeship and certificate programs with career pathways to demand occupations resulting in high wages and long-term retention
 - ◆ address administrative barriers faced by community colleges and apprenticeship programs seeking to qualify for the State's Eligible Training Provider list,
 - ◆ develop procurement models for negotiating cohort training contracts using the state Eligible Training Provider list,
 - ◆ create pre-apprenticeship and apprenticeship opportunities in rural communities,
 - ◆ fund community college and apprenticeship training programs using WIA funded Individual Training Accounts, and

- ◆ use technology to share success and outcome data on certificates/degrees completed, employment, and employment retention with all partners.
2. Facilitating cooperation across programs and funding streams to leverage Workforce Investment Act (WIA) and Temporary Assistance to Needy Families (TANF) funds to create and promote to employers, a subsidized employment program (internships, summer youth placements and on-the-job training opportunities) providing 50% to 100% wage subsidies to employers who agree to hire, train and retain workers. This system innovation will include testing and evaluating the success of new procurement strategies, including
 - Adjusting procurement and cost allocation strategies to allow the use of multiple funding streams for a common procurement of OJT providers;
 - Driving down the costs of achieving successful outcomes through 'pay for performance' contracting
 3. Facilitating cooperation between WIBs, EDD/UI and economic development partners in business development, expansion and job creation activities and in matching dislocated workers who have been on UI longer than 10 weeks to jobs open in the region by using technology and work ready training and services.
 4. Facilitating cooperation between entrepreneurship development programs, small business assistance programs, economic development organizations, community colleges, and regional industry alliances to eliminate barriers to starting small businesses.

Description of Proposed Evaluation Strategy:

Public Contact Information:

Robin@delpaso.seta.net

www.sacramentoworks.org

www.seta.net

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: Mrs. Koua Franz **DATE:** February 2, 2012
FROM: D'et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Hmong Women's Heritage Association

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
TA	ERS/ORD	\$6,580	10/1/10-9/30/11	10/1/10-9/30/11
RESS	SA&CO	\$40,410	10/1/10-9/30/11	10/1/10-9/30/11
CSBG	FSS	\$19,000	1/1/11-12/31/11	1/1/11-12/31/11

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 1/31/12

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

Program Operator: Hmong Women's Heritage Association

Findings and General Observations:

- 1) The total costs as reported to SETA from October 1, 2010 to September 30, 2011 for the Refugee programs and from January 1, 2011 to December 31, 2011 for the CSBG program have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. John Orr DATE: February 13, 2012

FROM: D'et Patterson, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of North State Building Industry Foundation

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OJT DW	\$86,460	10/1/10-6/30/11	4/1/11-6/30/11
WIA	OJT NEG	\$198,858	10/4/10-6/30/11	4/1/11-6/30/11
WIA	OJT/SE DW	\$337,610	7/1/11-6/30/12	7/1/11-11/30/11
WIA	OJT NEG	\$75,600	10/6/11-6/30/12	10/6/11-11/30/11
WIA	Out-of-School Youth	\$160,380	7/1/11-6/30/12	7/1/11-11/30/11

Monitoring Purpose: Initial Follow-up Special Final

Date of review: 1/17/12

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

Program Operator: North State Building Industry Foundation

Findings and General Observations:

- 1) The total costs as reported to SETA from April 1, 2011 to November 30, 2011 for WIA programs have been traced to the delegate agency records. The records were verified and appear to be in order.
- 2) Supportive services were over claimed for the OJT NEG program ending June 30, 2011 in the amount of \$4,816.10. North State Building Industry Foundation claimed overhead expenses as supportive services which is not allowable. The agency is to reimburse SETA the amount that was over claimed.

Recommendations for Corrective Action:

- 1) Reimburse SETA the amount of \$4,816.10.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Laurie Clothier **DATE:** January 31, 2012
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of River Oak Center for Children

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
EHS	Expansion	\$ 467,420	9/30/10-9/29/11	9/30/10-9/29/11

Monitoring Purpose: Initial __ Final X
Date of review: November and December, 2011

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

Program Operator: River Oak Center for Children

Findings and General Observations:

- 1) The total costs as reported to SETA from September 30, 2010 to Sept. 29, 2011 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Mr. Shawn Harrison **DATE:** January 30, 2012
FROM: D'et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Soil Born Farm Urban Agriculture Project

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA/ARRA	Green Job Corps	\$137,600	7/1/09-6/30/11	10/1/10-6/30/11
WIA	In-School Youth	\$132,000	7/1/11-6/30/12	7/1/11-9/30/11

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 10/5/11

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

Program Operator: Soil Born Farm Urban Agriculture Project

Findings and General Observations:

- 3) The total costs as reported to SETA from October 1, 2010 to June 30, 2011 for the Green Job Corps program, and from July 1, 2011 to September 30, 2011 for the In-School Youth program have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

ITEM IV-B – INFORMATION

EMPLOYER SUCCESS STORIES AND 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. This report covers the fiscal year beginning July 1, 2011.

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

Employment Recruitment Activity Report Jul

July 1, 2011 -February 23, 2012

Employer	Jobs	No of Positions
Aamcom	Customer Service Representative	7
Accentcare	CAN/Caregiver	55
ACS Roofing	Bookkeeper/Accountant	1
	Window Cleaner - Gutter Cleaner	1
Adecco Employment Services	Process Support	10
Aerotek	General Laborer	1
ALSCO, Inc.	Accounts Receivable	1
Ahern Rentals	Class A CDL Driver	1
	Field Mechanic	1
	Outside Sales Representative	1
American River Parkway Foundation	Chemical Plant Mechanic	1
	Marketing Fundraising Coordinator	1
	Plant Supervisor	1
AppleOne	Bilingual Customer Service Representative	18
Apria Healthcare	Billing Representative	1
Area 4 Agency on Aging	Snr. Employment Program Manager	1
AXA Advisors	Financial Services Professional	9
Baygell Properties	Commercial Property Manager	1
Besam Entrance Solutions	Installation Coordinator	1
Berkeley Farms	Truck Driver Class A	1
Bissell Brothers	Cleaner	1
Bread of Life	Office Manager	1
Brookside Restaurant and Bar	Bartender/Server Position	2
CA Society of Association Executives	Membership & Events Assistant	1
California Assisted Living Association	Administrative Assistant	1
California Green Clean	Housekeeper/Cleaner	1
California Redevelopment Association	Member Services Associate PT	1
Campbell Soup Company	Certified Forklift Driver	14
Capitol Autism Services	Behavior Tutor	10
Carmellia Network	Accounting and Executive Assistant	1
Carmichael Oaks Assisted Living	Caregiver	1
	Concierge/Receptionist	1
	Medication Aide	1
Child Care Careers	Infant/Preschool/School-Age Teachers	10
Centerplate	On-Call Steward	20
Circle K Stores	Store Manager	5
Citrus Heights Career Center	Shop Foreman	1
City of Sacramento	Health Access Specialist	1
Coast-to Coast Career Fairs	Customer Service Representative	100
Cosmic Kids Consulting	Adaptive Skills Trainer/Behavior Consultant	4
Crocker Art Museum	Marketing and Communication Coordinator	1
	Museum Store Manager	1
Crossroads Diversified Services	Community Support Coordinator	1
	Community Support Specialists	1
CVL Inc. dba Folsom Lake RV	Parts Manager	1
Downtown Sacramento Partnership, Inc.	Administrative Assistant to the DSPI	1
Dr. Pepper Snapple Group	Forklift Operator	2
	Full Service Driver	1
	Loader-Warehouse	5
	Merchandiser	10
	Production Supervisor	1
	Quality Control Technician	1
	Quality Supervisor	1
	Relief Account Manager	1
El Hogar Community Services, Inc.	Administrative Assistant	1
	Service Coordinator	1
Folsom Cordova Community Partnership	Employment Services Case Manager	1
Foltz Ophthalmology	Optician	1
	Optician Manager	1
Fresh & Easy Neighborhood Market	Team Leader	4
	Customer Assistant	10
	Kitchen Table/Bakery Coordinator	3
Frontline Marketing, Inc.	Entry Level Management Trainee	15
	Entry Level Marketing	15
	Entry Level Sales	15
FRSTeam	Restoration Technician	1

Employment Recruitment Activity Report July

July 1, 2011 -February 23, 2012

Employer	Jobs	No of Positions
G & K Services	General Laborer	1
	Route Manager	1
General Produce Company	Inside Sales Representative	1
	Receptionist	1
Geolog Inc	Driver/Shop Technician	1
	Data Digitizer/Marketing	1
Global Blue DVBE, Inc.	Claims Service Representative	25
Goodwill Industries	Assistant Manager	1
	Key Holder/Supervisor	1
	Manager in Training	1
	Program Manager	1
Greener Solutions	Receptionist/Office Clerk	1
	Construction Office Manager	1
Grindco, Inc.	Concrete Grinding Specialist	1
H & R Block	Client Services Professional	15
	Office Manager	20
	Tax Professional	20
HR to Go	Administrative Support	1
Hand Biomechanics Lab, Inc	Manufacturing Operations/FDA Regulatory Compliance	1
Indecare Home Care & Living Assistance	Caregiver	10
J & L Staffing	Legal Assistant	1
Jack Frost Design	Administrative Assistant	1
Kelley Amerit Fleet Services	Fleet Maintenance Manager	1
KVIE	Leadership Giving Officer	1
KlickNation	3D Animator/Rigger	1
	Controller	1
	Data Analytics Specialist	1
	Producer	1
Knorr Systems, Inc.	Field Service Technician, Aquatic	1
L-3 Narda Microwave-West	Engineering Technician	1
	Inspection Specialist	1
	New Product Introduction+B202 Manager	1
	RF Technician	1
La Tapatia Tortilleria, INC.	Delivery Driver/Vendor	1
Labor Ready	Construction Laborers	10
LexisNexis	General Clerk I	15
Los Rios Community College District	Account Clerk II	2
	Accountant	1
	Accountant Clerk I	1
	Administrative Service Analyst	1
	Admissions/Records Evaluator I	1
	Anthropology Assistant Professor	1
	Associate Vice President of Enrollment and Student Service	1
	Athletic Trainer	1
	Audio/Visual Production Technician	1
	Business Assistant Professor	1
	Business/Business Law Assistant Professor	1
	Campus Patrol On Call	1
	Chemist Assistant Professor	1
	Clerk III	1
	Clerk III PT	1
	College Safety Officer	1
	College Safety Officer (Temporary)	1
	Confidential Chancellor's Executive Assistant	1
	Confidential Deputy Chancellor's Executive Assistant	1
	Cooperative Work Experience and Internship Coordinator	1
	Counselor	1
	Custodian	1

Employment Recruitment Activity Report

July 1, 2011 -February 23, 2012

Employer	Jobs	No of Positions
Los Rios Community College District	Dean, Business Division	1
	Dean, Counseling and Student Services	1
	Dental Hygiene Assistant Professor	1
	Director of College Advancement	1
	Director of Human Resources	1
	Director of Technical Services Information Technology	1
	Early Childhood Education Assistant Professor	1
	Electronic Calibration & Repair Technician	1
	English Assistant Professor	2
	Environmental Technician	1
	Environmental Technician-Water Management	1
	Financial Aid Clerk	1
	Financial Aid Officer	1
	Fiscal Services Accounting Specialist	1
	Graphic Designer	1
	Groundskeeper	1
	Healthcare Interpreting Adjunct Professor	1
	HVAC Mechanic	1
	Information Technology Assistant III	1
	Instructional Assistant - Learning Resources	1
	Instructional Asst. - Foreign Language 25 %	1
	Instructional Asst. - Sign Language Studies	1
	Instructional Asst.-Microcomputer Laboratory for Assistive Technology	1
	Instructional Development Coordinator	1
	Laboratory Technician - Science (Biology)	1
	Learning Resources Center Coordinator	1
	Librarian Adjunct Pool	
	Library Media Technical Asst.	1
	Mathematics Assistant Professor	2
	Nursing (RVN/LVN) Assistant Professor	1
	Operations Technician	1
	Outreach Clerk	1
	Philosophy Assistant Professor	1
	Physical Education/Athletic Attendant	1
	Physics/Astronomy Assistant Professor	1
	Police Communication Dispatcher	1
	President, Folsom Lake College	1
	Project Assistant	1
	Psychology Assistant Professor	1
	Purchasing Supervisor	1
	Recruitment Training Officer	1
	Sociology Assistant Professor	1
	Special Project Assistant to Exec. Director	1
	Srn. Information Technology Technician	2
	Student Personnel Asst. - Davis Outreach Program	1
	Student Personnel Asst. - Disables Student Programs & Services Center	1
	Student Personnel Asst. -Student Affairs	1
Theater Arts Assistant Professor	1	
Vice Chancellor, Resource and Economic Development	1	
Welding Adjunct Asst. Professor	1	
Loving Companions Senior Services	Caregiver	20
Magnetic Consulting Group, Inc.	Entry Level Sales & Customer Service	1
Mallicoat Electric, Inc	Electrical Apprentice	1
Manpower	Production Packager	5
	General Laborer	2
Mathnasium of Elk Grove	Instructor	2
Mettler-Toledo, inc.	Retail Field Service Technician	1
Mori Seiki Manufacturing USA Inc.	Receptionist	1
Nestlé Waters North America	Production Technician	24
Northern Sheets, LLC.	Industrial Electro Mechanic	1

Employment Recruitment Activity Report

July 1, 2011 -February 23, 2012

Employer	Jobs	No of Positions
On My Own	Direct Service Provider	10
Opening Doors, Inc.	Survivors of Human Trafficking Program Associates	1
PMSR Technologies	Line Operator	5
Progressive Insurance	Customer Service Representative	10
Public Relations Specialists	Communications Manager	1
REC Solar, Inc.	Events Coordinator	1
Red Dog Shred	Document Shredder	1
Relationship Skills Center	Case Manager	2
	Operations Coordinator	1
Rezolve Group, Inc.	Communications Manager	1
	Sales Specialists	14
Risk-Based Decisions, Inc.	Environmental Geologist-Professional Geologist Registration Required	1
Rite Aid	Shift Supervisor	3
S-N-T Company	Window Installer	1
	Receptionist/Bookkeeper	1
Sacramento CASA	Case Manager	1
	Family Finding Social Worker	1
Sacramento Children's Home	Maintenance Supervisor	1
Sacramento Container Corporation	Corrugate Experience Machine Operators & Asst. Operators	3
	Forklift Operator	1
Sacramento Housing Alliance	Regional Equity Coordinator	1
Sacramento MetroChamber	Sr. Event Manager	1
Sacramento Region Community Foundation	Accountant	1
Salvation Army Sac Metro	Employment Specialist	1
	Kitchen Aide	1
	Monitor	1
	Office Assistant	1
	Program Aide	1
Samarrah Independent Living Services	Independent Living Specialist	1
Self Storage	Part-time Manager	1
	Accountant I	1
SETA	Children and Family Services Quality Assurance Analyst	1
	Family Services Worker Range II & III	3
	Head Start Coordinator-Education Supervisory	1
	Teacher, Head Start	1
	Workforce System Administrator	1
	Workforce System Analyst	1
SFN Group	Customer Service - Call Center	25
Sierra Pacific	Sale Representative	10
Solar Depot	Sales/Order Administrator	1
St. John's Shelter Program for Women and Children	Accounting and Executive Assistant	1
Sullivan Learning Systems	Tutor	25
Sumrall Solutions LLC	Fund Accountant - Associate I	15
Support For Home	Caregiver	10
	Personal Care Aides	10
Surety Solutions Insurance Services, Inc	Customer Service Representative	1
Therapeutic Pathways	Instructional Assistant	1
United Way California Capital Region	Front Desk Coordinator	1
	Administrative Manager	1
Vision Service Plan	Vice President Sales and Marketing	1
Volt Staffing Services	Warehouse Person	20
	Warehouse Specialist	20
Wild Hawk Grille	Cart Attendant/Cashier	1
Women's Empowerment	Program Assistant	1
Xerox Corporation	Print Operator and Driver	1
TOTAL		888

ITEM IV-C- INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

This report covers the fiscal year beginning July 1, 2011.

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2011/2012

The following is an update of information as of February 16, 2012 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Unofficial	5/9/2011	First Data	8/31/2011	145	6/9/11 6/16/11
Unofficial	5/23/2011	County of Sacramento	7/1/2011	275	6/22-23/11 6/29-30/11
Official	6/2/2011	First Banks, Inc. 110 Woodmere Rd, Ste. 150 Folsom, CA 95630	9/30/2011	20	9/15/2011
Unofficial	6/11/2011	CSAA	7/30/2011	25	7/14/2011
Unofficial	7/19/2011	Borders Books 2765 East Bidwell Folsom, CA		75	6/19/11 8/29-31/11
Official	8/1/2011	Valley Aggregate Transport, Inc. 5121 Hedge Avenue Sacramento, CA	9/27/2011	0	Postponed
Official	8/2/2011	Cisco 2868 Prospect Rd Rancho Cordova, CA	8/19/2011	78	Packets Delivered
Official	8/26/2011	BLT Enterprises of Sacramento, LLC 8491 Fruitridge Rd Sacramento, CA 95826	11/2/2011	0	Rescinded
Official	10/3/2011	Hewlett-Packard Company Rancho Cordova, CA	12/2/2011	76	Declined Services
Official	10/4/2011	Foster Farms Dairy 1221 66th Street Sacramento, CA 95819	12/2/2011	96	12/8/2011
Official	11/7/2011	Hewlett-Packard Company Rancho Cordova, CA	12/2/2011	39	Declined Services
Official	11/1/2011	A1 Door and Building Solutions 4300 Jetway Ct. North Highlands, CA 95660	12/31/2011	97	Declined Services
Official	11/10/2011	PG&E Sacramento, CA	1/9/2012	8	Declined Services
Unofficial	12/2/2011	SCIF 2450 Venture Oaks Drive Sacramento, CA 95833	1/9/2011	200	12/8/11 12/14/11
Official	12/8/2011	BLT Enterprises of Sacramento, LLC 8491 Fruitridge Rd Sacramento, CA 95826	12/30/2011	106	Pending
Official	1/3/2012	Valley Aggregate Transport, Inc. 5121 Hedge Avenue Sacramento, CA	1/17/2012	111	Pending
Official	1/10/2012	Raley's Bel Air Markets 8787 Elk Grove Blvd Elk Grove, CA	3/31/2012	63	Pending
Official	1/31/2012	AMR 1041 Fee Dr. Sacramento, CA 95815	4/1/2012	10	Pending
			Total # of Affected Workers	1,424	

ITEM IV-D – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

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

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, November 22, 2011
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Coventry St. Mary called the meeting to order at 9:11 a.m. and read the Thought of the Day. Ms. Lisa Daniels called the roll.

Members Present:

Amarjit Gill, Elk Grove Unified School District
Kiersten Gonzales, Sacramento City Unified School District
Sandra Renteria, Sacramento City Unified School District
Sarah Proteau, San Juan Unified School District
Michela Barbosa'Gage, Twin Rivers Unified School District
Lisa Daniels, WCIC/Playmate Child Development Center
Mary Brown, SETA-Operated Program
Connie Wallace, SETA-Operated Program
Socorro Gutierrez, SETA-Operated Program (arrived at 9:15 a.m.)
Yvette Hernandez, SETA-Operated Program
Rebecca Lewis, Grandparent Representative
David Quintero, Past Parent
Tamara Knox, Past Parent
Coventry St. Mary, Early Head Start (San Juan)
Reina Florez, Alternate, Early Head Start (SOP)
Lucero Canto, Home Base Option
Blanca Rosales, Home Base Option

Member Absent:

Christina Cisco, Early Head Start (SOP) (excused; alternate present)
Willie Jean Peck, Elk Grove Unified School District (excused)
Devon McCracken, SETA-Operated Program (unexcused)

V. Other Reports

- A. Executive Director's Report: Ms. Kossick reported that the Community Services Block Grant funding process just closed. There were 31 proposals submitted for Family Self-sufficiency and Safety Net Services funding. Twenty-one proposals are being recommended for funding to the Governing Board at their December 1 meeting. Ms. Kossick wished all a very happy Thanksgiving and thanked board members that will be terming out.

Ms. Socorro Gutierrez arrived at 9:15 a.m.

II. Consent Item

A. Approval of the Minutes of the October 25, 2011 Special Meeting

Moved/Brown, second/Quintero, to approve the minutes of the October 25 and November 8 meetings.

Show of hands vote: Aye: 16, Nay: 0, Abstention: 1 (St. Mary)

III. Action Items

D. Approval to Modify the Salary Classification Plan for the Classification of On-Call Cook/Driver

Mr. Rod Nishi reviewed this item which requests the modification of the salary for the on-call cook/driver to \$10.41 per hour. Mr. Nishi stated that the increase of wage will be about \$3,800 per year and he believes the budget can accommodate this increase. The on-call; cook/driver is always being recruited.

Moved/Gonzales, second/Hernandez, to approve the modification to the Salary Classification Plan by increasing the On-call Cook/Driver wage to \$10.41 per hour.

Show of hands vote: Aye: 16, Nay: 0, Abstention: 1 (St. Mary)

A. Review of Applications and Election of Past Parent Representatives and Alternates

This item was continued from the October 25 Policy Council meeting. Applications received from Ms. Amarjit Gill and Ms. Tamara Knox were distributed to the board. Applicants spoke of their interest in serving on the Policy Council.

Moved/Brown, second/Wallace, to elect Ms. Amargit Gill and Ms. Tamara Knox as Past Parent Representatives.

Show of hands vote: Aye: 16, Nay: 0, Abstention: 1 (St. Mary)

B. Review of Applications and Election of Grandparent Representative and Alternate

Applications were distributed. This item was continued from the October 25 Policy Council meeting. Applications were received from: Ms. Lena Kay Williams, Ms. Taeisha Weh, Ms. Rebecca Lewis, and Ms. Willie Jean Peck.

Ms. St. Mary stated that Ms. Taeisha Weh had a death in the family and could not attend, although she is very interested in serving on the Policy Council. Ms. St. Mary reviewed Ms. Weh's application.

Ms. Lena Williams was also absent; Ms. St. Mary read her application. Ms. Rebecca Lewis spoke of her interest in serving on the board. Ms. St. Mary reviewed Ms. Willie Jean Peck's application. There is one position and one alternate position available.

Votes:

Lena Williams: 0

Taeisha Weh: 0

Rebecca Lewis: 14

Willie Jean Peck: 2

Ms. Rebecca Lewis will serve as the Grandparent Representative and Ms. Willie Jean Peck will be the Grandparent Representative Alternate.

Moved/Gutierrez, second/Gill, to elect Ms. Rebecca Lewis as the Grandparent Representative and Ms. Willie Jean Peck as the Alternate Grandparent Representative.

Show of hands vote: Aye: 16, Nay: 0, Abstention: 1 (St. Mary)

C. Review of Applications and Election of Foster Parent Representative and Alternate

This item was continued from the October 25 Policy Council meeting. Applications were received from Ms. Willie Jean Peck and Ms. Lena Kay Williams and distributed to the board.

Ms. St. Mary read the applications of Ms. Peck and Ms. Williams. There is one Foster Parent and one Alternate position on the board.

Vote:

Willie Jean Peck: 16

Lena Kay Williams: 0

Moved/Brown, second/Quintero, that the Policy Council elect one Foster Parent Representative and one Foster Parent Alternate.

Show of hands vote: Aye: 12, Nay: 4, Abstentions: 1 (St. Mary)

Re-Vote:

Willie Jean Peck: 12

Lena Kay Williams: 4

Ms. Florez inquired about the vacant alternate Foster Parent Alternate position. Ms. Desha stated that the alternate position will be reviewed at a later meeting.

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

The board went into closed session at 10:10 a.m. Ms. St. Mary called the meeting back to order at 10:15 a.m. and reported out of closed session that the Policy Council approved the eligibility list for CFS Quality Assurance Analyst.

IV. **Information Items**

A. Standing Information Items

➤ Committee Reports:

- ✓ Executive Committee: Ms. Daniels reviewed the Executive Committee critique.
- ✓ Budget/Planning Committee: Ms. Brown reported that at the last committee meeting the members discussed what is included in report included the agenda packet.

Ms. Tamara Knox left at 10:15 a.m.

- ✓ Health Services Advisory Committee Report: Ms. Yvette Hernandez reported that the committee discussed dental, medical insurance, how children receive dental procedures, lead poisoning, and how important it is to get your child tested, as well as disaster preparedness. The next meeting is in February.

- Seating of New Policy Council Members (2011-2012): Board members holding their seat include: Ms. Blanca Rosales, Ms. Lucero Canto, Ms. Willie Jean Peck, and Ms. Tamara Knox.

Ms. Lisa Daniels will not be returning. Ms. Daniels spoke of her experience in Head Start.

Board members termed out: Ms. Michela Barbosa'Gage, Ms. Yvette Hernandez, Mr. David Quintero, Ms. Mary Brown, and Ms. Sandra Renteria

Ms. Connie Wallace will serve as the Secretary.

New Board members were seated:

- ✓ Ms. Latreece Anderson, SETA-Operated Program
- ✓ Ms. Claudine Ayala, SETA-Operated Program
- ✓ Ms. Janet Diaz, Early Head Start
- ✓ Ms. Armajit Gill, Past Parent Representative
- ✓ Ms. Kiersten Gonzales, Sacramento City Unified School District
- ✓ Ms. Socorro Gutierrez, SETA-Operated Program
- ✓ Ms. Vivian Gutierrez, WCIC
- ✓ Ms. Tamara Knox, Past Parent Representative

- ✓ Ms. Rebecca Lewis, Grand Parent Representative
 - ✓ Ms. Sarah Proteau, San Juan Unified School District
 - ✓ Ms. Nadezhda Ruelas, Sacramento City Unified School District
 - ✓ Ms. Coventry St. Mary, San Juan Unified School District
 - ✓ Ms. Amber Taylor, SETA-Operated Program
 - ✓ Ms. Connie Wallace, SETA-Operated Program
 - ✓ Ms. Carolyn Wilson, Twin Rivers Unified School District
 - ✓ Mr. Frank Ybarra, WCIC
- Introduction of Policy Council Members: New board members introduced themselves.
 - Introduction of Staff: Board members introduced themselves.
 - How to Present and Make Motions – Ms. St. Mary reviewed the process by which motions are made and seconded.
 - Introduction of Staff: Head Start staff came to the podium and introduced themselves.
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett reported on activity of the grant three months ended October 31. By law, the Agency must spend less than 15% for administration. The program expenditures are those expenses done through the actual caring of children. The Agency is required to provide 25% of in-kind hours in order to fulfill the contract. This budget also includes the Head Start expansion grant (ARRA)
 - Board Procedures
 - ✓ Reimbursements & Budget/Planning: Mr. Roger Bartlett reviewed the Budget/Planning Committee and how the meeting reimbursements are processed. Board members will be reimbursed in cash.

Ms. Kiersten Gonzales left the meeting at 11:20 a.m.

- ✓ Personnel: Personnel: Ms. Bonnie Bilger asked that members interested in participating in the screening or interviewing of potential staff to contact Ms. Marie Desha.
 - ✓ Conflict of Interest: Ms. Nancy Hogan reviewed the conflict of interest policy. All board members are required to file statements during their tenure on the board.
 - Officer Elections – December 20, 2011 - Coventry St. Mary
- B. Governing Board Minutes of September 1, 2011: No report.

III. **Action Items** (continued)

- E. Selection of Representatives and Alternates to Attend the Annual National Head Start Association Parent Training Conference, Friday, December 9 – Tuesday, December 13, 2011, New Orleans, Louisiana

Ms. Desha reviewed the details of the conference and stated that those interested in attending must have child care in place.

Those interested in attending: Socorro Gutierrez, Connie Wallace, Claudine Ayala, Armajit Gill, Carolyn Wilson

Moved/Lewis, second/Ayala, to select two Representatives and two Alternates to attend the annual National Head Start Association Parent Training conference. Show of hands vote: Aye: 13, Nay: 0, Abstentions: 1 (St. Mary)

Votes:

Socorro: 5

Connie: 2

Claudine: 3

Armajit: 2

Carolyn: 1

Representatives will be Socorro Gutierrez and Claudine Ayala, and the alternates will be Connie Wallace and Armajit Gill.

IV. Information Items (continued)

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. St. Mary reviewed the calendar of events.
- Community Resources-Parents/Staff: Ms. Rebecca Lewis reported that on December 3, at 10 a.m. at the Oak Park Community Center, the Correctional Workers Who Care will be collecting toys for foster children. They will also be raffling off very nice bikes. Go to the "Correctional Workers Who Care" web site for more information.
- Parent/Family Support Unit Events and Activities: No additional report.

V. Other Reports (continued)

B. Head Start Deputy Director's Report

- Monthly Head Start Report: This is the 30th year of Head Start in Sacramento County. There is a planning meeting scheduled for Tuesday, November 29 at 8:30 in the Redwood Room.

C. Head Start Managers' Reports: No reports.

D. Chair's Report: Ms. St. Marty stated that board meetings are not as long as the meeting today. Next month the board will be voting for officers.

E. Open Discussion and Comments: No comments.

F. Public Participation: No comments.

VI. Adjournment: The meeting was adjourned at 12: 32 p.m.

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, January 3, 2012
9:00 a.m.

I. Call to Order/Roll Call/Review of Board Member Attendance

Ms. Coventry St. Mary called the meeting to order at 9:05 a.m. and read the Thought of the Day. Ms. Sarah Proteau will serve as Secretary; Ms. Proteau called the roll. Ms. Rebecca Lewis will be serving as Parliamentarian.

Members Present:

Nadezhda Ruelas, Sacramento City Unified School District
Coventry St. Mary, San Juan Unified School District
Sarah Proteau, San Juan Unified School District
Carolyn Wilson, Twin Rivers Unified School District
Vivian Gutierrez, WCIC
Frank Ybarra, WCIC
Amber Taylor, SETA-Operated Program
Socorro Gutierrez, SETA-Operated Program
Rebecca Lewis, Grandparent Representative
Tamara Knox, Past Parent Representative
Amarjit Gill, Past Parent Representative

New Members Seated:

Codie Riddick, Elk Grove Unified School District (arrived at 9:53 a.m.)
Trina Pelton, Twin Rivers Unified School District
Devon McCracken, SETA-Operated Program
Reina Florez, Early Head Start (SOP) (arrived at 9:12 a.m.)
Lucero Canto, Home Base Option
Blanca Rosales, Home Base Option
Willie Jean Peck, Foster Parent Representative

Member Absent:

Kiersten Gonzales, Sacramento City Unified School District (excused)
Connie Wallace, SETA-Operated Program (excused)
Latrece Anderson, SETA-Operated Program (excused)
Claudine Ayala, SETA-Operated Program (unexcused)
Janet Diaz, Early Head Start (SJ) (unexcused)

New Members Absent:

Venetea Dosty, Elk Grove Unified School District (unexcused)
LuJuan Tillman, Sacramento City Unified School District (unexcused)

II. Consent Item

A. Approval of the Minutes of the November 22, 2011 Regular Meeting

Minutes were reviewed; there were no questions or corrections.

Moved/V. Gutierrez, second/S. Gutierrez, to approve the November 22, 2011 minutes as distributed.

Show of hands vote: Aye: 14, Nay: 0, Abstentions: 1 (St. Mary)

III. Action Items

A. Approval to Revise Head Start Coordinator (Education) (Supervisory) Job Classification

Mr. Rod Nishi stated that this item is requesting approval to revise the job classification of the Head Start Coordinator (Education) (Supervisory). The scope has not changed but regulations require that those individuals that serve as curriculum specialist have a BA degree in Early Childhood Education. This item requests revision to the job specification to require that education. Mr. Nishi reviewed the modifications outlined on the job specification. Management met with AFSCME regarding this item. There are two incumbent staff in this position already and this modification will affect only in-coming employees.

Moved/Lewis, second/Knox, to approve a revision to the Head Start Coordinator (Education) (Supervisory) job classification.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 2 (McCracken and St. Mary)

Ms. Reina Florez arrived and was seated at 9:12 a.m.

B. **TIMED ITEM 9:00 P.M. AND PUBLIC HEARING:** Approval to Revise the Salary Schedule for the Classification of Family Services Worker

In July, the Policy Council approved revisions to the Family Services Worker classification creating three ranges within the classification. This classification was created to have a 'deep class' designating staff at various sites in different responsibilities. The salary ranges in Range 2 and Range 3 need slight correction. The pay differential reflects the upgrade in job responsibilities.

Ms. St. Mary opened a public hearing; there were no comments.

Moved/Lewis, second/McCracken, to approve the revised Family Services Worker Salary Ranges as outlined in the board packet.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (St. Mary)

C. Approval of Delegating Authority to the Parent Advisory Committee to Function in the Screening and Interviewing of Prospective Applicants Directly Related to the SETA-Operated Program

Ms. Marie Desha stated that this item delegates authority to the Parent Advisory Committee to participate in the screening and interviewing of prospective applicants. Both PAC and PC members are required to participate in the screening and interviewing of Head Start applicants.

Moved/Taylor, second/Peck, that the Policy Council approve the delegation of authority to the Parent Advisory committee to function in the screening and interviewing of prospective applicants directly related to the SETA-Operated Program.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (St. Mary)

D. Election of Policy Council Officers for Program Year 2011-2012

Ms. St. Mary reviewed the board item. Ms. Desha reminded the board that no more than one representative per each of the SOP, Delegate Agencies, or Community Representative shall serve as an officer (Article V, Section 2[b]).

Moved/Peck, second/Taylor, that the Policy Council elect officers for Program Year 2011-2012.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (St. Mary)

Chair:

Those interested in the Chair position: Coventry St. Mary. Ms. St. Mary spoke of her interest in serving as Chair.

Show of hands vote: Aye: 15, Nay: 0, Abstentions 1 (St. Mary)

Ms. St. Mary will serve as Chair for the 2011-2012 Program Year.

Vice Chair

Ms. Proteau reviewed the duties of the Vice Chair.

Those interested in the Vice Chair position: Tamara Knox. Ms. Knox spoke of her interest in serving as Vice Chair.

Show of hands vote: Aye: 15, Nay: 0, Abstentions 1 (St. Mary)

Ms. Knox will serve as Vice Chair for the 2011-2012 Program Year.

Secretary

Those interested in the Secretary position: Reina Florez. Ms. Florez spoke of her interest in serving as Secretary.

Show of hands vote: Aye: 15, Nay: 0, Abstentions 1 (St. Mary)

Ms. Florez will serve as Secretary for the 2011-2012 Program Year.

Treasurer

Those interested in the Treasurer position: Nadezhda Ruelas, Carolyn Wilson. Candidates spoke of their interest in serving as Treasurer.

Votes: Nadezhda Ruelas: 7, Carolyn Wilson: 7

Revote: Nadezhda Ruelas: 8, Carolyn Wilson: 7

Ms. Ruelas will serve as Treasurer for the 2011-2012 Program Year.

Parliamentarian:

Those interested in the Parliamentarian position: Vivian Gutierrez. Ms. Gutierrez spoke of her interest in serving as Parliamentarian.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (St. Mary)

Ms. Gutierrez will serve as Parliamentarian for the 2011-2012 Program Year.

Ms. Codi Riddick, Elk Grove Unified School District was welcomed and seated at 9:53 a.m.

E. Selection of Representatives and Alternates to Attend the Annual California Head Start Association (CHSA) Parent Training Conference

Ms. St. Mary reviewed the conference highlights. Ms. Desha reviewed the requirements of board members voted to attend the conference. All attendees must submit a written report after returning.

Those interested in attending the conference:

Representatives: Vivian Gutierrez and Codie Riddick

Alternates: Trina Pelton and Nadezhda Ruelas

Moved/Taylor, second/Ruelas, to elect two representatives and two alternates to attend the CHSA Annual Parent Conference

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 1 (St. Mary)

All those in favor of Vivian Gutierrez and Codie Riddick as representatives, and Trina Pelton and Nady Ruelas as alternates.

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 1 (St. Mary)

IV. Information Items

A. Standing Information Items

➤ PC/PAC Calendar of Events – Ms. Coventry St. Mary: New Member Orientation will be Friday, January 6; it is important for all new members to attend this orientation.

➤ Parent/Family Support Unit Events and Activities: None scheduled.

➤ Parent/Staff Recognitions: None.

- Community Resources-Parents/Staff: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett reviewed the monthly fiscal report. The non-federal share is required to be at least a 25% community match of the federal expenditures. The match may be in the form of cash donations but is mostly comprised of parent participation. Mr. Bartlett reminded the board how important parent participation is and urged board members to get their classroom parents involved. Only 15% of the expenditures can be administrative expenses; currently, administrative expenses are 11% of the budget. There is a \$45.8 million budget and members of the Budget/Planning Committee are responsible for deciding the ways in which the budget should be developed.

B. Governing Board Minutes of October 6, 2011: No comments.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. St. Mary reviewed the critique.
- Budget/Planning Committee: Ms. St. Mary reminded the board that the next committee meeting is scheduled for January 10 in the Oak Room.

VI. Other Reports

- A. Executive Director's Report: Ms. Kossick congratulated the new Officers. Ms. Kossick wished the board a Happy New Year!
- B. Head Start Deputy Director's Report: Ms. Denise Lee reviewed the reauthorization of the Head Start Act. In 2007, Head Start designated a renewal system by which organizations that are not meeting requirements must resubmit a proposal for grants. For those operating less than expected, they would have to re-compete for funds. The government released seven areas under which programs would be required to re-compete. Recompensation is part of the new landscape and accountability is crucial. There are five agencies in California that would have to re-compete; the closest neighbor is in Marysville. Nationwide, 132 organizations have been designated to re-compete for funds. Requests for Proposals (RFPs) will be released later in the year. This is the first time in 46 years that organizations will have to re-compete for funds. The Office of Head Start is requiring that parents are engaged in the process of planning the services and engaging their children.

The state is struggling with the budget. When it was renewed, there were several conditions to the budget. If certain revenues are not received, there will be a \$23 million cut in state programs but it is not known exactly how that will affect Head Start. If there are cuts, many of the delegates are running a dually funded program from Head Start and the State. Programs that are under-earning programs with lower enrollment will be in danger of having funding cuts first and after that, there will be consideration if there will be across the board cuts.

Ms. Lewis thinks SETA/Head Start should be proud. There is a real commitment here to children, both academically and socially. She feels that this new threat of funding cuts will not affect SETA because the program provides outstanding services to families.

C. Head Start Managers' Reports

✓ Brenda Campos: No report.

- ✓ Lisa Carr: Ms. Carr stated that when Mr. Bartlett spoke about the power that the board members have in the development of Head Start budgets. Parent input is especially important in the development of the Training/Technical Assistance Budget. Parents provide a lot of input on this budget.
- ❖ **Countywide Parent Conference Update**: The planning process for the 2012 Parent Conference has begun. Upcoming planning meetings are: January 13 and January 27, 9:00 – 11:00 a.m. in the Redwood Room. The venue is still being sought. Parent voices are crucial to the planning of this conference. Call Lisa Carr at 263-8123 if there are questions. There will be monthly meetings until the conference. The date of the conference is not yet known.
- ❖ **Program Self-Assessment**: The SOP programs are beginning the self-assessment activities. Each program should be starting or finishing up self-assessment to determine what is working well and what needs improvement. All parents are urged to participate in the self-assessment process. This is a great way for Board members to learn the inner workings of the Agency. It is hoped that there will be at least one parent in each assessment committee. Parents are encouraged to sign up to participate in the SOP self-assessment by contacting the Program Area Team Leaders; contact information was distributed to the board. A Governance sign-in sheet was provided as well.
- ❖ **Healthy Marriage Program Initiative**: Ms. Carr stated that staff is still trying to get the program up and running. It has taken them longer than expected to get going; she hopes to have flyers at the next meeting with the class schedules. There are three types of classes available. Classes for: 1) single parents, 2) parents in a committed relationship, and 3) parents that are married. Some classes will be held at SETA and others will be held throughout the county.
- ✓ **Karen Gonzales**: All Head Start programs have been mandated to have school readiness goals. The Office of Head Start has requested programs have kindergarten standards, and that they are aligned with the assessment tool. SETA utilizes the Desired Results R Program assessment tool. Last year, staff developed means to ensure the school readiness tools are in place. Staff will be meeting with the delegate directors to see how they are moving forward in their school readiness program.

D. **Chair's Report**: Ms. St. Mary stated that as she was calling to see who was going to attend the PC meeting, some of the phone numbers were disconnected or wrong. Ms. St. Mary asked that board members review their contact information and inform staff immediately of changes. Ms. St. Mary reported that she appointed Ms. Rebecca Lewis to the Appointment of Maternal, Child and Adolescent Board. Ms. Lewis was selected as the representative last year and

she is still holding that position on the board. Ms. Lewis stated that she was voted into a three-year term on the Maternal, Child and Adolescent Board which she will serve on although her term on the Policy Council will be concluded.

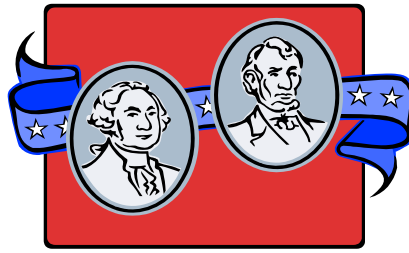
Board members were asked to completely fill out their reimbursement form and leave it with Ms. Desha. Ms. Hogan and Ms. Burke process reimbursements and it is important that parents pick up their money as soon as possible.

Members were urged to attend the New Member Orientation on January 6, 2012.

E. Open Discussion and Comments: None.

F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 10:55 a.m.



President's Day

Monthly Head Start Report

February 2012

SETA Operated Program

Education Update:

The Northview and Hillsdale full inclusion classrooms have been going through a 4 month training series on the CSEFEL concepts (Center for Social Emotional Foundations for Early Learning). This training has been a collaborative partnership with the Sacramento County Office of Education. The participating staff attended the last part of this series on January 27th. Helping children with appropriately expressing emotions and problem solving is often a challenge in classrooms. We are excited to hear the stories from the teachers that showcase the new skills children are learning from this curriculum. Education Program Officers have been concurrently attending the Training of Trainers for CSEFEL to build sustainability in the program. We will be bringing this Social Emotional training to the rest of the teaching staff in the next coming months.

Staff that support both center based and home based programs attended the California Head Start Association (CHSA) conference in Garden Grove, CA the week of January 30-February 3. All expressed an appreciation for the content that was presented around topics such as School Readiness, The CLASS Assessment, Socialization Effectiveness, and Alignment between state and federal requirements. Information will be shared with Home Visitors and Site Supervisors in February meetings.

Family Partnership Unit:

The Family Partnership Unit has just finished up their portion of the annual Self Assessment process. We are looking at how we provide services to our families and how we partner with community agencies. We looked at how well we were doing, and what we could do better.

Family Service Workers have just finished a professional development strand on how to write effective case notes. Our intention is that case notes become a little more standardized throughout our program. The feedback received has been very positive and staff was happy with the training along with clearing up questions they had around effective case note management.

Staff also attended the Parent and Family Engagement Conference held in Orange Grove, CA the week of January 30-February 3. Staff was given the opportunity to learn about best practices around family engagement and especially around school readiness. Ten staff will also be attending a two day workshop in Auburn around helping Head Start/Early Head start parents to learn about financial literacy and economic stability.

We continue to stay busy with providing services to families daily, and ensuring that all early learning centers stay fully enrolled.

Program Support Services Unit Update:

CFS Quality Assurance Unit:

The new unit composed of 6 recently-hired Quality Assurance Analysts has started the planning process in January to reinvigorate the program monitoring and evaluation of SETA-Operated Programs (SOP) and 5 Delegate Agencies. Staff has been attending training, visiting programs and meeting to plan and lay the groundwork for the redevelopment of processes and tools. For more information about the new CFS Quality Assurance Unit, please contact Melanie Nicolas, mpnicola@headstart.seta.net

SETA Monitoring, Training and Technical Assistance for Delegates:

Content Coordinators for Health and Nutrition, Disabilities and SETA Educational Consultant have ongoing monthly site visits at each Delegate Agency to conduct site inspection, class observation and children's file reviews and other pertinent documents. Feedback is provided to delegate supervisors and coordinators and necessary technical assistance and training are arranged as appropriate. A new Child Plus Administrator has been assigned full time to support our delegate agencies to adopt and optimize the use of Child Plus, the electronic record-keeping system used by SETA. A series of webinars have been scheduled in January and February. Individualized training plan per delegate agency is in place. As part of grantee monitoring of delegates, several monthly reports are also submitted to the Grantee for enrollment, attendance and compliance with mandated screening.

Special Projects:

Healthy Futures Project at Grizzly Hollow Head Start and Galt Head Start is halfway through its funded year. Cooking demonstration and workshops on reading nutrition labels and food safety offered in January had high participation by parents. Workshops were offered by Health Education Council's "In the Grow" and Latino Campaign programs. Healthy Futures Project also has a case management component assisted by a Health & Nutrition Specialist and a consulting Registered Dietitian. For more information, please contact mpnicola@headstart.seta.net

Elk Grove Unified School District

Education Services Update

The Staff in-service this month was held at Prairie Elementary School on January 20. Irene Ladd, the PreK instructional coach, reviewed anecdotal note taking for the Desired Results Developmental Profile (DRDP). Teachers in the PreK program use this assessment tool at the beginning and end of each school year to gather information in order to individualize instruction and gain knowledge of their children in order to provide services to best support each child.

Claudia Charter, Program Specialist, shared the results from the Assessment Committee. Eight teachers, the Academic Program Coordinators, and the Program Specialist met with the task of looking at the time frames and assessments that the PreK program currently had in place and making recommendations concerning how to gather relevant and current data for use at co-ops, parent conferences and classrooms. The committee decided that the program would benefit from using the DRDP assessment tool at a mid point in the school year and by using the School Readiness Screening assessment at the end of October and March in addition to the beginning of the school year when it is currently used. Teachers agreed that adding these additional assessments would be beneficial and they will begin using them this school year.

Enrollment

The Elk Grove Unified School District Head Start program is fully enrolled with 420 students in the program. Average Daily Attendance for the month of January was 88%.

Disabilities Services and Mental Health Services Update

The program educators and clerks have worked closely with the PreK social worker, Florence Oneto, and with the PreK psychologist, Teresa Gannon, to place students with an active IEP into the Head Start program. There are 40 students with active IEPs being served.

Health Services Update

Program Educators are monitoring files and providing additional support to ensure that children in need of further dental treatment receive those services.

Family and Community Partnerships Update

“Making Parenting A Pleasure”, a class designed to help parents build their parenting skills, was held at Kennedy Elementary School on January 10, 17, and 31. An average of 2 parents attended these classes.

“Latino Family Literacy”, a class that focuses on teaching Spanish speaking families specific strategies they can use to assist their children in the area of literacy, was held at Charles Mack Elementary School on January 11 and 18, and at Prairie Elementary School on January 12 and 19. An average of 8 parents attended the classes at Charles Mack and an average of 7 parents attended the classes at Prairie Elementary.

“Read To Me Daddy”, a class designed to teach fathers and male father figures how simple, brief interactions make a big difference in the lives of their children, was held at Kennedy Elementary School on January 19 and Prairie Elementary School on January 25. Four fathers attended the class at Kennedy Elementary and 17 fathers attended the class at Prairie Elementary.

Recruitment

PreK registrations continue to take place and students are being placed on a waiting list. The Head Start classes are fully enrolled. Each school has a waiting list and families are notified when space becomes available.

An internal office calendar with registration dates for January through June has been created to ensure sufficient time is allotted to have full enrollment by the end of June for the 2012 -2013 school year.

Sacramento City Unified School District

Policy Committee representatives were selected to attend the annual California Head Start Association conference in Garden Grove, CA. Individuals are expected to report back at the February 9, 2012 Policy Committee meeting.

Parent Education

The social workers and one resource teacher began their second six-week CSEFEL Parenting Workshops series in January. Workshops are slated for Tuesdays for English speaking families and Thursdays for Spanish speaking families. Workshops will extend through the beginning of March 2012.

Education

In January, the teaching staff attended training devoted to two topics; “Delivering Excellent Customer Service” presented by Schools Insurance Authority and “Preventing Sexual Harassment” presented by the District’s Human Resources Department. Both trainings were informative and well received by participants.

As part of the Reading Is Fundamental (RIF) program, children received their second book out of the 3 to 5 books they will receive over the course of the school year. SCUSD Child Development Department continues to participate in the RIF program, which supports the “Books for Ownership” initiative for at risk children.

Early Head Start and Home Base

EHS Center-Based staff has finished their ongoing training with PITC on the new CA Infant/Toddler Learning Foundations with Judy Isiura. Kris Lawson and Sandi Appleton were able to attend the PITC “Module 5,

Beginning Together” Institute in San Diego and came away with a wealth of knowledge and understanding regarding full inclusion for infants and toddlers.

The Child Development Preschool Nurses completed their audits for the Self-Assessment Program Improvement Plan for the 2011-2012 year. Results of their preschool site audits were shared at the resource staff meeting on December 12th. New goals and action steps were devised, as a result of findings generated by the nurses’ observations.

Lisa Stevens attended the Health Education Council’s nutrition meeting held at the Mexican Consulate on January 10th. Lisa reports that very productive networking took place at this meeting. The “Rethink Your Drink” campaign was presented to the attendees. This campaign was designed to reduce the use of sodas and sugary drinks in students of all ages. Parent pamphlets, campaign posters and suggested classroom activity templates were distributed to those attending this meeting.

California Regional Health and Nutrition Cluster Meeting on January 19th at Union City. They met with fellow Head Start and Early Head Start, Home Base, Mental Health and Special Needs Managers, Advocates and Coordinators from Northern California to share their concerns and success stories.

The children’s dental health status is being actively monitoring by the Head Start Preschool nurses and active follow-ups are in progress.

Children without dental insurance that have had urgent dental needs were registered for the “Smiles for Kids Day” on February 4th. The “Smiles for Kids” program promotes oral health in children living in Sacramento County and four neighboring counties. The organization’s goal is to provide dental care to children residing in economically underserved areas where there exists little to no access to dental care. Many families in these underserved areas are also without dental insurance. Sacramento District Dental Society (SDDS) dentists provide free dental care to these children on the first Saturday of February each year. Many SDDS dentists continue to provide dental care to children through their Adopt-A-Child follow-up treatment program.

The “I’m Moving, I’m Learning (IMIL)” curriculum continues to be implemented by our teachers. Parent handouts from the IMIL and “Be Choosy, Be Healthy” programs were distributed to the teachers to share at parent meetings for the remainder of the school year. The Preschool Child Development Nurses have also been actively involved with presenting health and nutrition information at these monthly parent meetings.

In an effort to support preschool teachers in keeping children well and attending school, Child Development Nurses Lisa Stevens, Espie Millendez and Victoria Benson gave a presentation on “How to Avoid the Spread of Germs in the Classroom” at the two Staff Development meetings on January 13th. The nurses stressed the importance of hand washing along with coughing and sneezing in your elbow to prevent the spread of germs. A 3-minute film entitled “The Sneeze” was shown to the teachers. Written information for parents and hand washing posters for the classroom were distributed. Nurses are requesting teachers to contact them, should they have children with multiple absences due to illnesses or large groups of absent children so that nurses may contact parents and offer support.

Child Development Nurses met with Dr. Wanda Roundtree, Interim Child Development Department Director, on January 18th to discuss the vision of health and wellness for preschoolers within the Sacramento City Unified School District. The Child Development Nurses also met with Karen Ito, Child Development Nutrition Consultant on January 25th. Policies and procedures were clarified for referrals to the Child Development Nutrition Consultant in an effort to provide comprehensive support services for children at risk for being anemic, underweight or overweight.

Dr. Roundtree continues to work closely with Dr. Olivine Roberts to devise a list of individuals who will participate on the SCUSD Child Development Restructuring Committee. The group will be interdisciplinary and will consist of a wide range of stakeholders. Meetings are expected to get underway very soon.

Program Updates

CSEFEL parenting workshops are occurring in English and Spanish on Tuesdays and Thursdays, respectively (Hiram Johnson).

Registration staff training entitled: Registration: Staff: Key Players in the Family Partnership Process was held on January 20, 2012

Janet Love attended the Northern CA Regional Cluster Meeting on January 19, 2012 in Union City, CA

Staff attended West-Ed CSEFEL training in January 2012.

Individual/coaching support in CSEFEL strategies is currently being provided to teaching staff.

CSEFEL Positive Behavior Supportive Team Meetings are taking place (includes social workers and staff who received CSEFEL Training).

San Juan Unified School District

Education Services Update

Midyear assessments in the areas of letter recognition, number recognition, beginning sounds and oral counting have been completed. Staff have been comparing data with the first assessment period and the children have shown substantial growth. Staff are now implementing this information into the individualization of their lesson plans. This data and planning is an important step for transitioning into kindergarten successfully.

Disabilities Services Update

During the month of January the final pieces of the Preschool Operations Guide updates were given to the department secretary to complete and enter into the district's website for teachers to access. Open enrollment for Kindergarten began and the IEP teams have begun to consider placement for the Kindergarten eligible special needs students. The IEP numbers have steadily increased and now are currently at 9% of the total enrollment. More referrals have come in and staff will continue to enroll and screen children for the turnover spots.

Mental Health Services Update

The Mental Health Therapist participated in parent-teacher conferences to both address specific social-emotional needs of identified children as well as to provide community resources/mental health referral information. Ongoing Limit Setting workshops are provided to parents with special attention to kindergarten social-emotional readiness. Additionally, there is training for the counseling interns on the topic of Parent/Child Attachment styles.

Nutrition Services Update

Gardens are beginning to produce as spring quickly approaches. The children and parents have had opportunities to munch on radishes, beets and a few tiny potatoes. Children helped prepare the vinaigrettes, dips and added salad items encouraging excitement regarding healthy food choices. There are more vegetables preparing to sprout from the ground, giving the children more to look forward to!

Health Services Update

Health is screening one day a week in the centralized screening room. Staff is reviewing forms to prepare for the 2012-2013 registration. Health has continued doing dental screenings with Kate Varanelli. These dental screenings will start the second round of classes in March. Children who qualify and who are in need of dental

restoration are being referred to 'Smiles for Kids Day'. Dental work for children who are referred to 'Smiles for Kids Day' began on Saturday, February 4, 2012. Health Services is following up with the children that have high and low BMI's as well as following up with any children that have a blood lead level. Health representatives are attending the Child Plus.net trainings at SETA via web cast.

Family and Community Partnerships Update

This month the Policy Committee has been focusing on self assessment and reviewing the Head Start budget. Self Assessment teams have been created to go to the five sites chosen for review. Parents will look at several aspects of the program, including but not limited to health and safety, education, facilities and materials. The Executive Board has revised the survey given to parents at the chosen sites that had been used in the past. The revisions make the form more responsive to the current program offered.

In addition, the budget committee has met twice this month. One more meeting is planned for early February.

Transition Services Update

Kindergarten registration for 2012-2013 is beginning on February 15th and staff have been assisting parents on how to complete this process. This year it is on a walk in basis for the month of February and by appointment the following months.

Program Support/Staff Training Update

All preschool teachers were trained on the CDE Preschool Curriculum Framework Volume 1 which aligns with the Preschool Learning Foundations; formerly known as the Preschool Standards. The learning domains included in this volume are Social Emotional, Language and Literacy, English Language Development and Mathematics.

Fiscal Update

SJUSD staff is in full swing with budget development. Currently, staff have had two meetings with the Parent Budget Committee going over the 2012-13 Budget Assumptions, the reductions to several of our grants due to state cuts, and increased costs in Health coverage. At this time the fiscal staff is estimating the fiscal impact of these revenue reductions and increased costs on all the Child Development Budgets.

Head Start and Early Head Start fiscal staff submitted to SETA the Fiscal Report for December 2011 on January 10th. At this time SJUSD's spending is in line with the budgets. Management and Fiscal staff are keeping a close eye on both the Head Start and Early Head Start budgets to make sure that we do not exceed the budgets and have put plans in place in case expenses begin to exceed budgets.

Early Head Start

The staff has completed the CDE Reflective Planning training series. Reinforcing this training continues to be a focus for the rest of this year. Evidence of reflective planning can be seen in the classrooms through the use of storyboards, digital photos and other visual displays.

The self-assessment process has begun with parent/staff teams preparing to review selected sites. Parent and staff input have also been gathered through surveys and letters. This input will be utilized during the grant writing process which has begun this month.

Twin Rivers Unified School District

Highlights: challenges/successes, enrollment and attendance, on-going monitoring, DRDP-r, self assessment, PIR, program highlights and significant program changes, expansion updates, etc.

Events

Students returned from the Winter Break on January 3rd and began the clothing investigation in the Creative Curriculum. Teachers and students have enjoyed the initial exploration of this study which included learning

how to clean clothes and about different kinds of clothing. Teachers have used their creativity to make washer and dryers in the dramatic play areas as well as transform the areas into clothing boutiques. The students will continue the clothing study through the month and will learn about ethnic clothing and how to repair clothing.

Professional Development

Staff participated in CPR and First Aid training to renew their certifications as part of the Training and Technical Assistance Plan. Plans are underway for the up-coming professional development on March 31, 2012 with the continued focus on implementation of the Enlightened Discipline philosophy. The book's author will again be present for the training opportunity to provide great insight to preschool staff regarding the three rules of "Be safe, Be clean and Be kind." Staff participated in the monthly Education Component meeting with the focus of individualization for lesson plans.

Components

The Nutrition Component Leader continues the follow-up on hemoglobin and blood lead tests as well as plans for the monthly parents and student nutrition activities. The students' weights and heights assessments have been completed for the final time this school year.

The Health Component Leader continues to follow-up on screenings and to send parents notification for any needed medical information.

The School Social Worker/Counselor continues the Family Partnership Agreement with the incoming families as well as supporting classroom teachers with classroom observations and implementation of behavioral strategies/interventions.

The Component Leader continues assessing mental health referrals that have been submitted by the teaching staff and parents for social skills and behavior intervention. The social skills and Friendship groups continue for referred students who need assistance with anger management techniques and social skills.

The Speech and Language Pathologist (SLP) continues providing speech services to students with speech IEPs.

The Education Component Leader continues to support classroom teachers with file management and classroom strategies. Teachers completed parent conferences and are implementing the action plans from ECERS and DRDP results. The second home visit for this year is scheduled for the week of February 6-10th.

The ERSEA Component Leaders continue enrolling students and maintaining enrollment files. Data input into the ChildPlus, CDMIS and AERIES school database continues and a wait list has been formed. The component leaders also continue file monitoring to ensure all necessary documents are correctly completed.

Policy and parent Committees

The Parent Committees at Woodridge and Kohler held parent meetings. The Policy Committee held the monthly meeting on January 18, 2012. During the meeting, members approved the prior meeting minutes and discussed meeting dates, fundraiser ideas and Extended Day program. Members received copies of monthly Component reports. The next Policy Committee meeting will be held on February 15, 2012 at 10:00am.

Parenting

Parents have been invited to attend parenting classes in collaboration with the nearby elementary school, Gaden Valley. The parenting classes in collaboration with the Mutual Assistance Network (MANN) will begin in March 2012 with childcare also being provided through Child Action.

Fiscal: any information on recent audits, overview of projects and expenditures of ARRA funds as well as basic funds. Teaching staff are completing their final classroom orders based on the results of their ECERS and DRDP-PS action plans.

WCIC

Program Design and Management

WCIC's management continues to value staff development/education, team leadership, team-building, and stability of diverse quality staff.

Family and Community Partnerships

Community supporters from the University of California, Davis provided a gift to the WCIC/Playmate Head Start children on January 10, 2012.

Health Screenings

WCIC/Playmate Head Start Program children received dental screening and fluoride varnishes from the Sacramento County Smile Keepers Dental Health Program on January 4, 2012 and January 10, 2012.

Family Services Workers continue to encourage the parents to get the children's annual physicals, dental exams and any dental follow-up treatments to meet Head Start Performance Standards.

WCIC/Playmate Family Services Workers also continue to do first height/weight measurements on newly enrolled children.

Early Childhood Education

WCIC/Playmate Head Start Program received the "Five Senses" Training by Wanda Baker, Mentor Coach from Sacramento Employment Training Agency on January 18, 2012." She stated we need to be actively listening to our children and get down to the child's level. She discussed the five senses: [hearing](#), [sight](#), [touch](#), [smell](#), and [taste](#). Ms. Baker had the parents participate in an ice breaker by pairing up with another parent in the room. She asked each parent what they did last year that they were proud of. All parents were given a chance to speak. The next activity was engaging the parents in a sense of smell activity. All parents got a chance to smell and recognize what spices were in a jar. They also participated in a sense of touch activity in which items to feel were described and written down on paper. Open-ended questions were used in this activity.

Recent Program Instruction Memos from Administration for Children and Families (ACF)

ACF-IM-HS-12-01 FY 2012 Head Start Funding Increase

ACF-IM-HS-12-02 Non-Federal Share Issues

SETA Head Start

Food Service Operations Monthly Report

*January 2012

January 2nd - Holiday - Happy New Year!

January 3rd - Bright Beginnings - Reopens New Center
Grant Skills PM Half Class increase to a Full Class

January 16th - Holiday - Martin Luther King Day

January 27th - Closed for Training - Northview 1 PM Class and
Hillsdale 2 AM & 1PM Classes
Minimum Day - No PM Class Except for Parker, WCIC , Playmate.

January 30th - Hopkins Closed

Meetings and Trainings:

Connie Otwell attended The SETA Injury and Illness Prevention Program meeting
on January 24, at Plaza Del Paso

Congratulations to Shantell Lutin and Lorena Medina on the completion of the
ServSafe Certification Exam

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
42,400	24,926	29,090	0

Total Amount of Meals and Snacks Prepared 96,416

Purchases:

Food \$77,131.02

Non - Food \$15,219.47

Building Maintenance and Repair: \$4,105.97

Central Kitchen quarry tile floor repair completed over Winter Break.

Kitchen Small Wares and Equipment: \$2,057.33

Vehicle Maintenance and Repair : \$2,419.21

Regular Service Completed on the Food Service Vans over Winter Break.

Vehicle Gas / Fuel: \$1,851.83

Normal Delivery Days 20

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 1/31/12)

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

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

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP (% AFE)</u>	
Twin Rivers USD (211)	20	(9%)	N/A	
Elk Grove USD (420)	40	(10%)	N/A	
Sacramento City USD (1292)(147)	131	(10%)	13	(9%)
San Juan USD (700) (161)	62	(9%)	17	(11%)
WCIC (120)	8	(7%)	N/A	
SETA (2796) (345) (1878 Tracks)	173	(9%)	47	(14%)
County (4621)* (653)*	434	(9%)	77	(12%)

* 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

January, 2012

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Elk Grove USD	420	418	100	370	88
Sacramento City USD	1,292	1,304	101	1,115	86
Sacramento Employment and Training Agency	1,874 (2,778)	1,917	102	1,555	83
San Juan USD	700	715	102	562	80
Twin Rivers USD	211	211	100	170	81
WCIC/Playmate Head Start	120	120	100	97	81

*7 classes were not in session for the month of December, which reflects the low attendance numbers.

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Sacramento City USD	147	148	101	97	66
Sacramento Employment and Training Agency	345	348	101	243	70
San Juan USD	161	165	102	129	81

- (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

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.

