



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

ALLEN WARREN
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

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Main Office
(916) 263-3800

Head Start
(916) 263-3804

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

**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, November 7, 2013

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:**
 - Ed DeHerrera, Workforce Development Professional Supervisor (25 years)
 - Dennis Kennedy, Workforce Development Professional III (25 years)
- II. **Consent Items**
 - A. Minutes of the October 3, 2013 Regular Board Meeting 1-5
 - B. Approval of Claims and Warrants 6
 - C. Approval of Revised Vendor Services (VS) Request for Qualifications (RFQ) (Marianne Sphar) 7
 - D. Approval to Ratify the Submission of an Application to the California Workforce Investment Board for National Emergency Grant Funding (Cindy Sherwood-Green) 8-9

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

E. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council (Denise Lee) 10-27

F. Approval to Modify the California Employment Training Panel (ETP) Grant for Vocational Training (William Walker) 28

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Election of Officers of the Sacramento Employment and Training Agency Governing Board (Kathy Kossick) 29

2. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident (Loretta Su) 30

3. Approval of Retiree Medical Insurance Subsidy for Calendar Year 2014 (Roy Kim) 31-32

4. Approval to Waive the Local Board of Directors Requirement and Approve the Submission of a Concept Paper for the Sacramento Reimagine Opportunity Project (Michelle O'Camb) 33-35

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services: None.

Community Services Block Grant: None.

C. CHILDREN AND FAMILY SERVICES: None.

IV. Information Items

A. Review of Annual Auditor's Report and Financial Statements for Fiscal Year Ended June 30, 2013 (Loretta Su) 36

B. Sector Initiatives in Construction and Energy Efficiency (Robin Purdy) 37-39

C. Covered California Outreach and Education Program Update (Cindy Sherwood-Green) 40

D. Fiscal Monitoring Reports (Loretta Su) 41-50

➤ Elk Grove Unified School District Adult & Community Education

➤ Greater Sacramento Urban League

➤	River City Food Bank	
➤	Traveler's Aid Emergency Assistance Agency	
E.	Employer Success Stories and Activity Report (William Walker)	51-55
F.	Dislocated Worker Update (William Walker)	56-57
G.	Unemployment Data According to ZIP Codes from the Employment Development Department (Robin Purdy)	58-59
H.	Head Start Reports (Denise Lee)	60-87
	➤ Fiscal Report	
	➤ Policy Council Minutes	
	➤ Program Report	
	➤ Quality Assurance Reports	
V.	<u>Reports to the Board</u>	88
A.	Chair	
B.	Executive Director	
C.	Deputy Directors	
D.	Counsel	
E.	Members of the Board	
F.	Public	
VI.	<u>Adjournment</u>	

DISTRIBUTION DATE: THURSDAY, OCTOBER 31, 2013

ITEM II-A - CONSENT

MINUTES OF THE OCTOBER 3, 2013 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the October 3, 2013 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, October 3, 2013
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Supervisor Jimmie Yee called the meeting to order at 10:03 a.m.

Members Present:

Jimmie Yee, Chair, Governing Board; Member, Board of Supervisors
Jay Schenirer, Vice Chair, Governing Board; Councilmember, City of Sacramento
Don Nottoli, Member, Board of Supervisors
Sophia Scherman, Public Representative
Allen Warren, Councilmember, City of Sacramento

- ✓ **Recognition of Retiring Employee:** Rod Nishi, Administration Department Chief Ms. Kossick recognized Mr. Nishi's 29 years of service at SETA.

Speaker before the board:

Mr. Frederick Gayle expressed his appreciation of Mr. Nishi over the years and wished him well in his retirement.

➔ **CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

The board went into closed session at 10:28 a.m. The board went back into session at 10:35 a.m. There was no report out of closed session.

II. Consent Items

- A. Minutes of the September 5, 2013 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Adjust Zones in the Broadband/Performance Management Policy

The consent items were reviewed; no questions or corrections.

Moved/Nottoli, second/Warren, to approve the consent items as follows:

- A. Approve the September 5, 2013 minutes.
 - B. Approve the claims and warrants for the period 8/29/13 through 9/26/13.
 - C. Approve the modification to the salary ranges of Zone 1 to \$63,153-\$136,890 and Zone 2 to \$48,396-\$96,791.
- Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of the Labor Agreements

There were no questions or corrections. Mr. Yee expressed appreciation to all involved in the labor negotiations and congratulated all on the successful agreements.

Moved/Schenirer, second/Warren, to approve the labor agreements effective October 3, 2013 – June 30, 2016.

Voice Vote: Unanimous approval.

- 2. Approval of 2013-14 Compensation Recommendations for Unrepresented Confidential and Management Personnel and the Personnel Resolution Covering Unrepresented Employees

There were no questions or corrections.

Moved/Scherman, second/Schenirer, to approve the report, and adopt the resolution to authorize the implementation of the proposed 2013-2014 compensation recommendations for unrepresented confidential and management employees on the effective dates given in the report.

Voice Vote:

Mr. Warren left at 10:37 a.m.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services

- 1. Approval of Staff Funding Extension Recommendations for Refugee Employment Social Services (RESS), Targeted Assistance (TA) and Discretionary Programs, Program Year (PY) 2013-2014

Ms. Scherman expressed appreciation of the thorough staff report. Ms. Michelle O’Camb reviewed high points over the year. The Agency recently received a 6.5% increase in funding for the first time in years.

Mr. Yee stated that it was eye opening as far as Sacramento County to learn that there are 150,000 refugees in the county and learn about all of the services provided to this population.

Moved/Scherman, second/Schenirer, to approve the funding extensions for the Refugee Employment Social Services (RESS), Targeted Assistance (TA), Targeted Assistance Discretionary (TAD), and Older Refugee Discretionary Grant (ORDG) programs for PY 2013-14 effective October 1, 2013 as indicated in the board packet with the following stipulations:

1. If final TAD and ORDG allocations are less than anticipated, SETA will reduce the amounts allocated to Refugee Program providers proportionately.
2. TA, TAD, and ORDG funds will be allocated in two increments. The first increment will cover program services from October 1, 2013 through April 30, 2014. The second increment will be allocated contingent upon receipt of funds from ORR and will cover program services from May 1, 2014 through September 30, 2014.
3. PY 2013-14 funding will be subject to satisfactory year-end program performance and satisfactory fiscal reviews.
4. VESL/ES service providers must ensure open-entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
5. All VESL/ES and ES Stand Alone budgets must include a minimum of 5% for supportive services.
6. Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, eight hours a day, from October 1, 2013, through September 30, 2014.

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

One Stop Services: None.

Community Services Block Grant: None.

C. CHILDREN AND FAMILY SERVICES: None.

IV. Information Items

- A. California Workforce Investment Board Performance Measures: No questions.
- B. Fiscal Monitoring Reports: No questions.
- C. Employer Success Stories and Activity Report: No questions.
- D. Dislocated Worker Update: No questions.
- E. Unemployment Update/Press Release from the Employment Development Department

Mr. Nottoli asked if SETA had a strategy to work with people located in areas with very high unemployment rates. Is there a way to redouble efforts to get the number of unemployed people down in these areas? Ms. Kossick stated she will give a more thorough report next month. What is important is to find the assets in the affected area to link all resources together. That is the key.

F. Head Start Reports: No additional report.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kossick announced that Mr. Roy Kim was recently appointed the Deputy Director for Administrative Services and Ms. Loretta Su has been appointed the Fiscal Department Chief. With the government shut down, the Agency will experience no immediate effects. Our Head Start program has been funded for 2013 with no issues. Workforce funding should be fine for at least a month. Depending upon what happens, staff will inform the board if other measures are needed.

C. Deputy Directors: No report.

D. Counsel: No report.

E. Members of the Board: Ms. Scherman announced that Santa will be in Elk Grove on Saturday, November 30.

F. Public: Mr. Jeffery Tardaguila, a public advocate, stated that he recently visited a program close to SETA that works with the homeless and ex-offenders. Mr. Tardaguila left a packet of information regarding this program and urged staff to collaborate.

VI. Adjournment: The meeting was adjourned at 10:49 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 9/27/13 through 10/30/13, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 9/27/13 through 10/30/13.

STAFF PRESENTER: Kathy Kossick

ITEM II-C - CONSENT

APPROVAL OF REVISED VENDOR SERVICES (VS) REQUEST FOR QUALIFICATIONS (RFQ)

BACKGROUND:

On December 5, 2005 the SETA Governing Board approved the release of the Vendor Services (VS) Request for Qualifications (RFQ) to recruit qualified vendors on an on-going basis to provide services to eligible adults and dislocated workers in an effort to prepare them for participation in the labor force and to expand SETA's VS List. On February 2, 2006 the SETA Governing Board approved amendment to the RFQ to include Youth services. On August 2, 2007, the Governing Board approved another amendment to the RFQ to include Child Development (ages 0-5) and Family services. On September 1, 2011, the SETA Governing Board further amended the VS RFQ to include an On-the-Job Training/Subsidized Employment (OJT/SE) "pay-for-performance" service. On June 7, 2012, the SETA Governing further amended the VS RFQ to include Street Outreach services for adults. On April 4, 2013, the Board approved the release of the fifth version of the VS RFQ, amended to include Adult Literacy services for adults.

Staff is seeking approval of a sixth amendment to the RFQ (sent under separate cover) to expand the Small Business Development activity to include Business Process Improvement services geared towards assisting existing businesses in averting layoffs or business closures. The word "small" would also be eliminated from the title of this activity. Additionally, this amendment seeks to eliminate the OJT/SE "pay-for-performance" activity, which was a CalWORKs funded activity that has been eliminated from SETA's OJT/SE agreement with Department of Human Assistance (DHA). Finally, this amendment would eliminate the Street Outreach activity due to the discontinuation of funding for this activity.

RECOMMENDATION:

Approve the release of the *Revised* Vendor Services (VS) Request for Qualifications (RFQ) to expand the Business Development activity to include Business Process Improvement services, and to eliminate the OJT/SE and Street Outreach activities.

STAFF PRESENTER: Marianne Sphar

ITEM II-D – CONSENT

APPROVAL TO RATIFY THE SUBMISSION OF AN APPLICATION TO THE CALIFORNIA WORKFORCE INVESTMENT BOARD FOR NATIONAL EMERGENCY GRANT FUNDING

BACKGROUND:

On October 2, 2013, the California Workforce Investment Board (State Board), in partnership with the Employment Development Department (EDD), announced the availability of \$1.76 million in Dislocated Worker Training National Emergency Grant funding for projects that fill critical health care workforce skill gaps while helping veterans and long-term unemployed get jobs by funding training that results in graduates earning industry-valued credentials and learning through paid on-the-job training, which will expedite job placement in entry-level and middle skilled health care occupations.

Board approval is requested to ratify the submission of an application in the amount of \$433,914 to implement a regional healthcare innovation model that will improve and expand the employment opportunities of 75 veterans, CalWORKs recipients and dislocated workers who will have direct access to employers that are committed to hire. In partnership with Golden Sierra, Yolo County Department of Social Services, regional education entities and many industry employers, SETA will place graduates of Pharmacy Technician, Medical Assistant and Certified Nurse Assistant/Home Health Aide training into On-the-Job Training (OJT) positions or paid internships with industry employers that are eager to fill open positions with trainees that have relevant field experience. A cohort of 15 CalWORKs clients needing entry-level training will be placed into Certified Nurse Assistant/Home Health Aide training prior to placement into an OJT position. All will be prepared for career ladder advancement and receive industry-valued credentials upon graduation and exit.

If awarded funding, SETA will subcontract with Golden Sierra Job Training Agency for \$75,000 to train 15 participants and with Sacramento City Unified School District Adult Education for \$30,000 to train 15 participants. Training for the remaining 45 participants will be leveraged. Grant funds will be used to reimburse employers for wages paid to 60 participants enrolled in on-the-job-training contracts.

Leveraged funding at 127% of the proposed budget will provide increased resources to support the participant's success.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM II-D - CONSENT (continued)
Page 2

The following performance outcomes are planned:

- 75 enrollments
- 75% (56 participants) entered employment rate
- 90% will retain employment
- \$20,000 average earnings (6 months)

The program period is from December 1, 2013 through March 31, 2015. The application due date was October 31, 2013.

RECOMMENDATION:

Ratify the submission of the application to the California Workforce Investment Board for National Emergency Grant funding in the amount of \$433,914. Approve funding for Golden Sierra Job Training Agency in the amount of \$75,000 and Sacramento City Unified School District in the amount of \$30,000.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM II-E - CONSENT

APPROVAL OF MODIFICATIONS TO THE BYLAWS OF THE
SACRAMENTO COUNTY HEAD START/EARLY HEAD START
POLICY COUNCIL

BACKGROUND:

The Personnel/Bylaws Committee met to review and recommend revisions to the bylaws of the Sacramento County Head Start/Early Head Start Policy Council.

Additions are indicated by *italic* type and deletions are indicated by ~~strikethrough~~.

A public hearing was opened at the September 24, 2013 meeting and the Policy Council closed the public hearing and approved the modified bylaws at their October 22, 2013 meeting.

The bylaws are being sent under separate cover.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the modifications to the Policy Council bylaws.

STAFF PRESENTER: Denise Lee

BYLAWS OF THE SACRAMENTO COUNTY

HEAD START/EARLY HEAD START POLICY COUNCIL (PC)

Policy Council First Reading:	9/24/13
Policy Council Final Approval:	10/22/13
Governing Board Approval:	

Table of Contents

	<u>Page Number</u>
Article I: Name	1
Article II: Purpose, Powers, Duties and Functions	
Section 1: Purpose (A-E)	1
Section 2: Powers, Duties and Functions (A-F)	1-3
Article III: Membership	
Section 1: Election/Appointment of Members	3-4
Section 1 2 : Parent/Community Representatives (A-B)	4
Section 2 3 : Alternates (A-E)	5
Section 3 4 : Other Provisions (A-F)	5
Section 4 5 : Terms	6
Section 5 6 : Attendance (A-D)	6
Section 6 7 : Removal	7
Article IV: Meetings	
Section 1: Meetings (A-D)	7
Section 2: Meeting Notice (A-D)	7-8
Section 3: Open Meetings	8
Section 4: Mailing Address	8-9
Section 5: Rules of Procedure	9
Section 6: Nominations/Elections	9
Section 7: Voting	9
Section 8: Meeting Reimbursement (A-C)	9-10
Article V: Officers	
Section 1: Officers	10
Section 2: Election and Term of Office (A-B C)	10-11
Section 3: Duties of Officers (A-E)	11
Section 4: Vacancy (A-B)	12
Article VI: Committees	
Section 1: Standing Committees	
➤ Executive Committee	12
➤ Budget/Planning Committee (A-B)	12-13
➤ Personnel/Bylaws Committee	13
➤ Social/Hospitality/Fundraising Committee	13
➤ Parent Ambassador Committee	13
Section 2: Program Area Committees	13-14
Section 3: Special Committees	14
Article VII: Required Reports	
Section 1: Required Reports	14
Article VIII: Bylaws Amendment(A-F)	14-15

**BYLAWS FOR THE SACRAMENTO COUNTY
HEAD START/EARLY HEAD START POLICY COUNCIL (PC)**

ARTICLE I

Name

This Council shall be named the Sacramento County Head Start (HS)/Early Head Start (EHS) Policy Council, hereinafter referred to as the Policy Council (PC). Head Start/Early Head Start hereinafter shall be referred to as HS/EHS.

ARTICLE II

Purpose, Powers, Duties and Functions

Section 1: Purpose

The purpose of the PC shall be to promote the objectives of the HS/EHS Child Development Program of Sacramento County, State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PC shall include, but not necessarily be limited to:

- A. The encouragement and promotion of parent participation in the process of making policy decisions about the nature and operation of HS/EHS programs in Sacramento County.

45 Code of Federal Regulations (CFR) 1306.3 (h): A HS/EHS parent means a HS/EHS child's mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending final adoption decree. All future reference of parent will be defined as such.

- B. Aiding and assisting local Parent Policy Committees in performing meaningful roles and functions in the operation of local HS/EHS programs.
- C. Initiating suggestions and ideas for HS/EHS program improvement.
- D. Serving as a channel of communication among organizations and agencies by building a partnership, both public and private, with individuals and groups interested in the aims, goals, and objectives of HS/EHS Child Development Programs.
- E. Aiding and assisting both the enrolled child and his or her family in obtaining the full benefits of programs and facilities established to aid and improve educational, economic, and health status, including dental and nutrition, of the low-income population.

Section 2: Powers, Duties and Functions

The PC must perform the following powers, duties and functions directly:

- A. Serve as a link to the Parent Committees, Grantee and Delegate Agency governing bodies, public and private organizations, and the communities they serve.
- B. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in HS/EHS and to encourage their participation in the program.
- C. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.
- D. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- E. Federal regulations state that the PC must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:
 - 1. All funding applications and amendments to funding applications for HS/EHS, including administrative services, prior to the submission of such applications to the Department of Health and Human Services (DHHS).
 - 2. Procedures describing how the governing body and the appropriate policy group will implement shared decision making.
 - 3. Procedures for program planning in accordance with this part and the requirements of 45 CFR 1305.3.
 - 4. The program's philosophy and long- and short-range program goals and objectives.
 - 5. The selection of delegate agencies and their service areas.
 - 6. The composition of the PC and the procedures by which policy group members are chosen.
 - 7. Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR Part 1305.
 - 8. The annual self-assessment of the Grantee progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review.
 - 9. The annual independent audit that must be conducted in accordance with 45 CFR 1301.12.

10. Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, volunteers and hiring and firing criteria for program staff.
 11. Decisions to hire or terminate the HS/EHS Director of the Grantee agency.
 12. Decisions to hire or terminate any person who works primarily for the HS/EHS program of the grantee agency. For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)
 13. PC reimbursement for reasonable expenses incurred by members. Members shall not receive compensation for serving on the PC or for providing services to the HS/EHS Agency.
 14. Grantee policies that define the roles and responsibilities of the governing body members and informs them of the management procedures and functions necessary to implement a high quality program.
 15. Internal dispute resolution. PC must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and the policy group.
 16. Establish and maintain procedures for hearing and working with the grantee agency to resolve community complaints about the program.
- F. Individual members while representing the PC, shall not engage in any activities or assume any such powers, duties, or functions that are contrary to, or inconsistent with the goals and objectives of the HS/EHS Child Development Program, as established by either local, State or Federal laws, regulations or SETA policies.

ARTICLE III

Membership

SECTION 1: Election/Appointment of Members

As outlined in Article III, Section 2, the PC shall consist of elected voting representatives from each delegate agency Policy Committee, the SETA-operated PAC, Community Representatives (Past Parents, Grandparent, Foster Parent), elected by the PC. Additional Community Representatives shall be appointed by community agencies. Home Base Option and EHS Representatives shall be elected by delegate agency Policy Committees and SETA-Operated Program parent committees. The Outgoing PC Chair shall have a reserved seat.

The Male Involvement Representative shall be elected by the SOP Men's Activities Affecting Children Committee (MAACC).

SECTION 4 2: Parent Representatives

- A. The Parent Membership shall consist of:
- Six (6) Representatives elected from the SOP PAC
 - Three (3) Representatives from Sacramento City Unified School District
 - Two (2) Representatives from San Juan Unified School District
 - Two (2) Representatives from Elk Grove Unified School District
 - Two (2) Representatives from Twin Rivers Unified School District
 - Two (2) Representatives from Women's Civic Improvement Club/Playmate (WCIC)
 - Two (2) Representatives from Home Base Option
 - One (1) Representative from EHS - SOP
 - One (1) Representative from EHS - Sacramento City Unified School District
 - One (1) Representative from EHS - San Juan Unified School District

The above parent representatives must be a parent of a child/children currently enrolled in the HS/EHS Program.

B. Community Representatives

Additional PC members will include:

- One (1) Representative elected by the ~~Community Advocating Male Participation (CAMP)~~ **Men's Activities Affecting Children Committee (MAACC)** - This representative may or may not be a current parent. There will be one (1) Alternate position.
- Two (2) Past Parent Representatives - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. The Past Parent elected to the PC may not have a child/children enrolled in the HS/EHS Program. There will be two (2) Past Parent alternate positions.
- One (1) Outgoing PC Chair - may not be held by any other party.
- Two (2) Community Representatives appointed by agencies.
- One (1) Foster Parent Representative - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of SOP or a Delegate Agency. There will be one (1) Foster Parent alternate position.
- One (1) Grandparent Representative - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of SOP or a Delegate Agency. There will be one (1) Grandparent alternate position.

Section 3: Alternates

Each representative holding membership on the PC shall additionally be entitled to have one alternate. An alternate shall be elected by the committee/agencies he or she represents.

- A. Alternates may be seated as voting members of the PC only in the absence of the voting representative for whom they serve as alternate.
 - 1. In the event an Alternate does not cast a vote during the program year, Alternate will not have served as a PC member and term is not counted.
- B. Alternates may be seated as voting members upon recognition of their voting status by the PC Chair at any meeting.
- C. Alternates may not hold an office.
- D. Alternates are encouraged to attend meetings of the PC on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Representative is present.
- E. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, and the California Head Start Association (CHSA).

Section 4: Other Provisions

- A. At least 51% of the voting membership of the PC shall consist of parents/guardians whose children are currently enrolled in the program.
- B. The PC may establish and select additional voting delegates who shall serve as community representatives of the PC by a two-third (2/3) vote.
- C. Community Agency Representatives wishing to be reappointed must express their desire to remain on the PC. Otherwise, the Agency may designate a replacement for that representative.
- D. The seating of representatives shall take place at the annual meeting. These representatives shall then serve as voting members.
- E. No SETA or Delegate Agency HS/EHS staff (or members of their immediate families) shall serve on the PC except parents who occasionally substitute for regular HS or EHS staff. Occasional substitute teaching is defined as once a week and/or not to exceed four (4) consecutive days in a month.
- F. Additional members may be added by a 2/3 vote to ensure all program options are proportionally represented on the PC.

Section 4 5: Terms

The PC, Policy Committee, and the Parent Advisory Committee must limit the number of one-year terms any individual may serve on either body to a combined total of three (3) program years. During the term of office, voting representatives (or alternates) shall serve as members (or alternates) of the PC until their voluntary termination or until replaced by the committee/agency they represent or until termed out. Representatives must continue to represent center or agency they were chosen from. The term for Community Agency Representative shall be for one (1) program year. A Community Agency Representative may not sit more than three (3) program years.

Section 5 6: Attendance

- A. **Absences:** Any member or alternate in a voting capacity, missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused or unexcused) will automatically be removed. An excused absence shall include but not be limited to sickness or death in the family.

A member requesting an excused absence must call the alternate, if the alternate is known, and the Social Services/Parent Involvement (SS/PI) Coordinator, PC Board Chair, or the Clerk of the Boards, prior to the meeting.

- B. **Reinstatement:** The representative agency/group may request that a member who has been removed due to absences be reinstated in the event the Alternate declines. This request must be in writing and submitted to the Chair and SS/PI Coordinator within ten (10) calendar days. It is the final decision of the PC Executive Committee whether any representative shall be reinstated. In the event the representatives' Early Learning Center/Agency is temporarily closed, or representatives' child/children have transitioned out of the program, the PC Executive Committee shall have the sole decision to reinstate.

1. A member who has resigned and held an Executive office and wants to be reinstated must provide a written notice to the PC Chair and SS/PI Coordinator within ten (10) calendar days. It shall be the final decision of the Executive Committee whether the member be reinstated. If the member is reinstated, member is not reinstated to their former Executive position.

- C. **Punctuality:** Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator. Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.

- D. **Policy Council/Policy Committee Business:** Members conducting PC/Policy Committee business and not at the PC meeting, shall be neither present nor absent, but rather identified as "PC/Policy Committee."

Section 6 7: Removal

A PC member may be removed by two-thirds vote of all members present and voting whenever, in the judgment of the Council, the best interest of the Council would be served. Action to remove a member must be on the agenda.

ARTICLE IV Meetings

Section 1: Meetings

A. Annual Meeting

The annual meeting of the PC shall be held on the 4th Tuesday in November of each year.

B. Regular Meetings

Unless notice is otherwise provided, regular meetings of the PC shall be held on the fourth Tuesday of each month at 9:00 a.m. at the SETA Board Room.

C. Special Meetings

Special meetings of the PC may be called at anytime by the SETA Governing Board, PC Chair, **Children and Family Services** ~~SETA Head Start~~ Deputy Director, SETA Executive Director or upon petition by at least a majority of the members of the PC.

D. Quorum

For the purpose of transacting the business of the PC at any annual, regular, special, or emergency meeting, a quorum of the PC shall be necessary. A quorum shall be a majority of those entitled to vote. Vacant positions on the PC shall not be considered in establishing a quorum. A majority (51%) of the quorum must be current parents.

Section 2: Meeting Notice

Meeting notices shall include an agenda for the next meeting, and Council members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting as soon as possible.

A. Annual and Regular Meetings:

Notice of annual and regular meetings of the PC shall be in writing, provided to all members of the PC, and posted at least 72 hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so

shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

B. Special Meetings:

Members of the PC must be notified of special meetings not less than twenty-four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least 72 hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at special meetings of the PC, excepting that business and/or discussion for which the special meeting was called.

C. Emergency Meetings:

The PC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section A or Section B of this Article IV, provided that the PC determines that an emergency situation as defined in the Ralph M. Brown Act exists.

D. Committee Meetings:

Members of the PC must be notified in writing of committee meetings. Notice of regularly scheduled meetings shall be provided in compliance with Section A, above. Notice of special meetings of other committees shall be provided in compliance with Section B, above, shall be delivered personally, or by mail and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused may be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PC business. A member requesting an excused absence must call the PC Chair, SS/PI Coordinator or the Clerk of the Boards and request an excused absence prior to the meeting.

Section 3: Open Meetings

The PC shall conduct meetings, regular, annual, special and emergency, in conformance with the Ralph M. Brown Act, California Government Code Section 54950, et. seq.

Section 4: Mailing Address

Notices to all meetings of the PC shall be in writing and delivered personally or by mail to the PC members' addresses, as recorded in the PC records. The Council members, their alternates and Community Members, shall be personally responsible for the

accuracy of mailing address. Updated contact information should be submitted to SS/PI Coordinator or Clerk of the Boards within ten (10) calendar days of change.

Section 5: Rules of Procedure

Except as specifically provided herein, Robert's Rules of Order¹ shall govern procedures in all meetings of the PC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these Bylaws or Robert's Rules of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

Section 6: Nominations/Elections

PC Board Members or candidates must be present to be nominated or elected. However, if PC member is absent due to PC business, the member may be nominated or elected.

Section 7: Voting

Each PC Board Member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on the matter. Actions of the PC may be taken only by a majority vote of all of the PC members present, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, but his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention. Results of the voting will be announced by the Chair.

Section 8: Meeting Reimbursement

Each PC member will receive reimbursement for reasonable expenses. This amount is determined by the Head Start Division according to the PC Reimbursement Policies and Procedures.

Parents are not to bring small children to the meetings. If small children are present, members will be reimbursed for transportation/mileage only.

- A. Members will receive reimbursement for the actual cost of child care (not to exceed \$30 in a 24-hour day when attending conferences, workshops, trainings, orientation, Parent Leadership Institute, or participation in the Agency hiring process) to be in alignment with PC/PAC Reimbursement Policies and

¹Robert's Rules of Order: Simplified and Applied, 2nd ed., Copyright, 2001.

Procedures. Additionally, transportation/mileage will be provided for attending required meetings/obligations listed below:

1. PC (regularly scheduled, annual, emergency and special meetings)
 2. Interview/screening/exam panels
 3. Standing committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Social/Hospitality, Parent Ambassador)
 4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review-Monitoring/Evaluation Committee) and Program Self Assessment
 5. Program Area Committees
 6. Community Partnership Advisory Committee (CPAC)
 7. Health Services Advisory Committee (HSAC)
 8. Ad Hoc (special) Committee meetings
 9. Community Action Board meetings (CAB)
 10. Governing Board Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
 11. Workforce Investment board and Committee meetings (only applies to the Chair or Executive Officer in the absence of the Chair.)
- B. Member/Alternates who are a spouse or significant other, will not each receive reimbursement.
- C. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

ARTICLE V

Officers

Section 1: Officers

The Officers of the PC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Section 2: Election and Term of Office

- A. Election of the new officers shall be held at the next meeting following the annual meeting of the newly seated PC by a plurality vote of the PC members present and voting. At least 51% of the officers must be current parents. Officers elected shall take office immediately following election.
- B. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP, Delegate Agencies, or Community Representatives shall serve as an officer.

C. SOP Parent Advisory Committee (PAC) members holding a seat at the annual PAC meeting shall not be eligible for election to represent PAC on PC or hold an officer position.

Section 3: Duties of Officers

The duties of the PC officers shall be as prescribed in these Bylaws and shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws.

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Parent Conference. The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 8 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.
- C. The Secretary shall keep records of the current and preceding minutes at each meeting, record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall **work with staff and Council Secretary and** keep such records, files and accounts as may be necessary to expedite the PC's business, **work with the Staff and Council Secretary and oversee the Budget/Planning Committee.** The Treasurer shall be a member of the Social/Hospitality Committee and the Parent Ambassador Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

Section 4: Vacancy

In the event an officer is unable to perform his/her duties, including failure to learn and/or comply with the rules governing PC (Bylaws, Brown Act, Robert's Rules of Order), or failure to act in the best interest of the board, the PC Chair shall appoint an interim officer until the officer returns to duty or is replaced at the next regularly scheduled meeting. The appointment of the officer must be made from among the membership of the PC.

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.
- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PC.

ARTICLE VI Committees

There is hereby created standing committees of the PC. At least 51% of all Committees shall be current parents. The quorum of any committee shall be 51% of the Committee membership. No committee meeting shall have a majority of PC members present without proper public notice.

Section 1: Standing Committees

Executive Committee

The Executive Committee shall be comprised of all elected officers. The Executive Committee shall perform such powers, duties, and functions as provided in these bylaws and such other powers, duties, and functions as established by the Policy Council. The Executive Committee shall meet at the discretion of the PC Chair or PC. Notice of an Executive Committee meeting shall be sent to all PC members no less than three (3) calendar days before the meeting. The Committee shall report, in writing, all actions at the next meeting of the full PC. In the event of an emergency, the Executive Committee will act on behalf of the Board pending ratification by the PC at the next meeting.

Budget/Planning Committee

- A. Budget/Planning Committee composed of the Treasurer and other members who shall be selected after each annual meeting by the PC. This Committee shall assist in the development and review of all HS/EHS budgets, budget modifications and amendments for the Head Start funding year and submit their review to the full PC for approval. A monthly fiscal report shall be provided to the PC on the fiscal status of the Head Start budget.

- B. It is recommended that all SOP HS/EHS Budget issues and modifications are approved by the PAC prior to PC approval. The PAC Budget Committee should review said documents.

Personnel/Bylaws Committee

The Personnel/Bylaws Committee shall be composed of the Parliamentarian and members who shall be selected after each annual meeting by the PC. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws.

Social/Hospitality Committee

Social/Hospitality Committee shall be composed of the Secretary, Treasurer and other members who shall be selected after each annual meeting of the PC. The duty of this committee shall be to plan for all social activities of the PC. It shall be the duty of this Committee to report the expenditure of funds to the PC.

Parent Ambassador Committee

Parent Ambassador Committee shall be composed of the Vice Chair, who shall oversee the Committee, the Secretary, Treasurer, former parents, and other members who shall be selected after each annual meeting of the PC. Former parents who no longer serve on the PC shall receive reimbursement for participation for one (1) program year. The duty of this committee shall be to promote all PC trainings/events, and childrens' activities. It shall be the sole duty of this Committee to report the expenditures of funds to the PC monthly.

Section 2: Program Area Committees

There is hereby created Program Area Committees of the PC. The following are Program areas: Early Childhood Development and Health Services, ~~Parent/Family Support~~ **Parent, Family and Community Engagement**, and Monitoring and Evaluation.

- **Early Childhood Development and Health Services Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Early Childhood Development and Health Services program area, and review the Early Childhood Development and Health Services program area, participate in curriculum/instruction and health and safety.
- ~~Parent/Family Support~~ **Parent, Family and Community Engagement Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Parent/Family Support program area.
- ~~The Male Involvement Committee~~ **Men's Activities Affecting Children Committee (MAACC)** shall be comprised of one (1) staff and representatives who shall plan and review the Male Involvement Program.

- **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and the committee of the whole who shall plan, review and oversee program monitoring and evaluation.

PC member representatives shall select at least two (2) Program Area Committees to serve on as described above. Special circumstances may be excused by the Chair.

Section 3: Special Committees:

When necessary to carry on the work of the PC, other committees such as Ad Hoc (special committees), shall be appointed by the Chair. Such committees must have a purpose and time frame for committee appointment. All elected Board meeting members attending approved special committee meetings will receive the standard reimbursement.

ARTICLE VII

Required Reports

Section 1: Required Reports

The following reports shall be provided to the PC monthly. The purpose of reports is to maintain control of program quality and program accountability:

- Fiscal Reports (Budget Reports)
- Corporate Card Statement of Accounts (Credit Card Expense Report)
- USDA Meal/Snacks Report (Child and Adult Care Food Program [CACFP]) Report (SOP)
- Program Information Summaries (Monthly Head Start Report)
- Sacramento County HS/EHS Program Enrollment Report (Enrollment Report)

ARTICLE VIII

Bylaws Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.
- A. Written notice of the intention to amend these Bylaws be forwarded to members of the PC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.

- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place excepting at a regular, annual or special meeting of the PC.
- F. Any amendments must also be approved by the SETA Governing Board.

Current a/o 9/24/13

ITEM II-F - CONSENT

APPROVAL TO MODIFY THE CALIFORNIA EMPLOYMENT TRAINING PANEL (ETP) GRANT FOR VOCATIONAL TRAINING

BACKGROUND:

The Sacramento Employment and Training Agency (SETA) has received funding since 2002 from the California Employment Training Panel (ETP):

- In 2002-04, SETA received \$205,000 to serve 240 incumbent workers.
- In 2004-06, SETA received \$815,500 to serve 380 incumbent workers.
- In 2006-08, SETA received \$1,067,560 to serve 520 incumbent workers, which was later augmented with \$769,900 to serve an additional 300 incumbent workers.

SETA has received over \$2.8 million in training from ETP to serve over 1,400 incumbent workers. SETA has served as the administrative entity for these contracts and completed customer tracking, documented attainment of skills, employment and job retention, and completed and submitted reports. Asher College and the Los Rios Community College District's Small Business Development Center have provided training, certified skill attainment, and placed graduates in employment. The current contract provides vocational training to 100 new hires in the areas of advance technology, medical coding training and general administrative business skills, all of which are demand occupations. The contract totals \$598,000.

In September, 2013 SETA was contacted by Asher College and informed that Asher would be unable to meet specific goals of the contract. SETA contacted other training providers who provide training in the targeted occupations and requested information on availability and interest in participating in the ETP contract. MTI Business College expressed interest and ability to enroll, place and retain students. SETA has contacted ETP and requested an amendment to the contract to include MTI Business College.

RECOMMENDATION:

Modify the Employment Training Panel grant to add MTI Business College as a training provider.

STAFF PRESENTER: William Walker

ITEM III-A - 1 – ACTION

ELECTION OF OFFICERS OF THE SACRAMENTO EMPLOYMENT
AND TRAINING AGENCY GOVERNING BOARD

BACKGROUND:

As stipulated by the Joint Powers Agreement, "the Governing Board shall select a chairperson and vice-chairperson from among its members for one-year terms." The chair alternates among the City, County and Public Representative.

RECOMMENDATION:

That the Board nominate and elect officers for a one-year term to begin on November 8, 2013.

STAFF PRESENTER: Kathy Kossick

ITEM III-A – 2 - ACTION

APPROVAL TO PURCHASE AGENCY INSURANCE FOR GENERAL LIABILITY,
VEHICLE LIABILITY, UMBRELLA, ERRORS AND OMISSIONS AND STUDENT
ACCIDENT

BACKGROUND:

The Agency's insurance policies for general liability, vehicle liability, umbrella liability, property, student accident, sexual harassment and errors and omissions expire December 1, 2013.

SETA's broker, Arthur J. Gallagher, is currently exploring various markets to secure the necessary coverage and will present an oral report at the meeting.

If final quotes are not available at the November 7 meeting, the Board may delegate procurement authority to the Executive Director.

RECOMMENDATION:

Hear the oral report and take appropriate action.

STAFF PRESENTER: Loretta Su

ITEM III-A – 3 - ACTION

APPROVAL OF RETIREE MEDICAL INSURANCE SUBSIDY FOR
CALENDAR YEAR 2014

BACKGROUND:

Since 1980, medical and dental insurance premiums for retired annuitants have been subsidized by the Sacramento County Employees Retirement System (SCERS). These were declared not to be vested benefits, with no promise of continuing. SETA, as a Special District of the Sacramento County Employees Retirement System (SCERS) is required to take action for its retirees on the subsidy for health care insurance premiums. This action is independent and separate from the County Board of Supervisors who act on behalf of their retired employees.

SETA has never vested retirees with a health care insurance benefit. Beginning with Fiscal Year 2004-05, SCERS funding was no longer available and SETA began to subsidize health care insurance premiums with SETA funds.

On May 4, 2006 the SETA Governing Board took action to continue paying medical and dental subsidies to current retired employees at the current rates and limit future program enrollment to new retirees, who, as of January 1, 2007, were SETA/SCERS members that have ten years of SCERS service as of that date. These payments would continue through December 2007.

For calendar year 2008 and 2009, the SETA Governing Board took action to continue paying medical and dental subsidies to current retired employees at the current rates and limit future program enrollment to eligible employees who retired on or before August 31, 2007. The subsidy was eliminated for all participants who retired after August 31, 2007. This included the continuation of the \$25/month towards retiree – only dental plan premiums.

For calendar year 2010 and 2011, the SETA Governing Board took action to continue paying medical subsidies to current retired employees at a reduced rate and eliminated the dental subsidy. The Board continued to limit future program enrollment to Eligible employees who retired on or before August 31, 2007. The subsidy was eliminated for all participants who retired after August 31, 2007.

For calendar year 2012 and 2013, the SETA Governing Board took action to continue paying medical subsidies to current retired employees as depicted in the chart below. The Board continued to limit future program enrollment to eligible employees who retired on or before August 31, 2007. The subsidy was eliminated for all retirees who retired after August 31, 2007.

STAFF PRESENTER: Roy Kim

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

Current subsidy/offset payments are as follows:

Years of SCERS service credit	Amount of subsidy
Less than 10 years	\$72
10 years but <15 years	\$90
15 years but <20 years	\$108
20 years but <25 years	\$126
25 years or more	\$144
Dental coverage	\$0

Three options are presented for your consideration.

- OPTION A: maintain the current subsidy; see table above (\$28,692 for 22 individuals)
- OPTION B: eliminate the medical subsidy to retirees (\$0)
- OPTION C: approve a subsidy at a lesser amount than the table above

RECOMMENDATION:

Staff is recommending that the Board take action to approve Option A for the next calendar year effective January 1, 2014.

STAFF PRESENTER: Roy Kim

ITEM III-A – 4 - ACTION

APPROVAL TO WAIVE THE LOCAL BOARD OF DIRECTORS
REQUIREMENT AND APPROVE THE SUBMISSION OF A CONCEPT PAPER
FOR THE SACRAMENTO REIMAGINE OPPORTUNITY PROJECT

BACKGROUND

SETA has had a long-standing, Governing Board-approved policy requiring non-profit organizations seeking funding under any funding source administered by SETA to have a local Board of Directors. “Local Board” is defined as 51 percent or a quorum of the Board of Directors residing in Sacramento County or a board resolution authorizing two or more individuals to represent the organization in matters pertaining to SETA contracts. The local Board requirement was developed to ensure that there is a local policy board, which provides oversight to each program and ensures that, in the event of program or financial problems, SETA staff has the ability to contact and meet with authorized representatives of the governing body of the organization to resolve the problems.

To comply with the local board requirement, non-profit corporations with national or statewide Boards have been required to develop a local Sacramento Board and submit to SETA a resolution delegating authority to the local Board of Directors. The resolution names the Sacramento Board as responsible for overall management and oversight of the performance under a subgrant agreement.

SETA staff is beginning the planning on a potential grant opportunity, and is interested in including the International Rescue Committee (IRC) as a primary service provider for the project. IRC’s board of directors is comprised of members across the nation and, accordingly, IRC is unable to designate a local board in Sacramento. Its corporate office is located in New York, and the regional office is located in Oakland, California. The grant solicitation, “The Reimagine Opportunity,” has been released and is being offered under The Partnership for Freedom, a joint effort by Humanity United, the Department of Justice, the Department of Health and Human Services, the Department of Housing and Urban Development and private foundations. The grant will provide funding in the total amount of \$1.8 million to 1 to 3 organizations for 24-month projects to address housing, economic empowerment and services for survivors of human trafficking. The solicitation requests the submission of concept papers by the deadline of November 17, 2013. Organizations whose concepts are chosen will be invited to submit a formal grant application by the deadline of February 17, 2014.

The SETA concept for the Reimagine Opportunity project envisions SETA as the recipient and fiscal agent for any grant award and proposes to bring together the

STAFF PRESENTER: Michelle O’Camb

ITEM III-A – 4 – ACTION (continued)

Page 2

Sacramento Works Career and Training Centers, including youth services, refugee employment services, and other social service agencies to develop a victim-centered approach to economic empowerment services. Targeted employment and economic self-sufficiency services for victims of human trafficking have largely gone unaddressed, according to The Partnership for Freedom. Survivors have unique barriers to overcome while working toward self-sufficiency. Ongoing trauma counseling is critical to success during the job search. WEAVE and other social service agencies will play a role in providing trauma-informed counseling while survivors access employment, training and educational services.

Staff is seeking approval to waive SETA's local Board policy to allow IRC to be included as a primary service provider under this grant opportunity. IRC strengthens SETA's Reimagine Opportunity concept because it is a National Human Trafficking Victim Assistance Program contractor of the U.S. Committee for Refugees and Immigrants (USCRI). As such, through its Sacramento office (IRC-Sacramento), IRC is able to provide trauma-sensitive, comprehensive case management and referral to services on a per-capita basis to foreign victims and potential victims of severe forms of trafficking, including the provision of housing and economic opportunity assistance – important elements of the grant competition. IRC is one of only three organizations in Sacramento to be a member of USCRI's nationwide network of service providers. IRC further strengthens SETA's project proposal through the experience and expertise of its Resettlement Director, a recent transfer to IRC-Sacramento from the IRC—Phoenix office. As the Director of the IRC—Phoenix office, Lisa Welze was responsible for the oversight of the Arizona League to End Regional Trafficking (ALERT), which is a program implemented in 2003 under a grant awarded by the U.S. Department of Justice, Office for Victims of Crime. Since 2003, ALERT has partnered with law enforcement, faith-based communities, non-profit organizations, social service agencies, and attorneys to provide survivors access to protection, empowerment, stability, and self-sufficiency through comprehensive case management, advocacy, and education. In addition, Lisa Welze has extensive experience with a research project conducted through IRC--Phoenix on employment services for non-citizen, non-certified victims of trafficking. The Resettlement Director will bring this specific expertise to SETA's Reimagine Opportunity project, in addition to IRC's extensive background with refugee resettlement and assistance, and culturally appropriate services for foreign national victims of human trafficking. As a primary service provider of this project, IRC will also provide job readiness, Vocational English-as-a-Second Language and other economic empowerment services, while leveraging the existing USCRI funding for housing assistance and case management for survivors.

STAFF PRESENTER: Michelle O'Camb

ITEM III-A – 4 – ACTION (continued)
Page 3

If approved as a primary service provider, IRC—Sacramento’s Resettlement Director will be responsible for the oversight of the IRC’s Reimagine Opportunity program services in Sacramento. In the event of program or financial problems, SETA staff will work with IRC—Sacramento’s Resettlement Director to resolve the problems. If legal issues arise, SETA will work with the Program Officer and Program Assistant of IRC’s Pacific Region office located in Oakland, California to resolve the issues.

RECOMMENDATION

- Waive the local Board requirement for IRC to enable SETA to include the organization as a primary partner in its Reimagine Opportunity project.
- Approve the submission of SETA’s concept paper for the Reimagine Opportunity project to the Partnership for Freedom.

ITEM IV-A- INFORMATION

REVIEW OF ANNUAL AUDITOR'S REPORT AND FINANCIAL STATEMENTS FOR
FISCAL YEAR ENDED JUNE 30, 2013

BACKGROUND:

Gilbert Associates, Inc. recently completed the June 30, 2013 annual audit of the Sacramento Employment and Training Agency. Staff will be available to answer questions regarding the audit.

The auditor's report will be sent under separate cover.

STAFF PRESENTER: Loretta Su

ITEM IV-B - INFORMATION

SECTOR INITIATIVES IN CONSTRUCTION AND ENERGY EFFICIENCY

BACKGROUND:

SETA is currently engaged in a planning process to create a workforce pipeline for jobs in the construction sector. Over the past five years, this sector has experienced a decline in the Sacramento region due to a decline in housing starts, commercial building projects, and in state and federal investments in infrastructure. Improvements in the housing market have resulted in a rebound of job growth in the construction sector and public/private investments in the City of Sacramento are predicted to increase the need for skilled construction workers. Employers are reporting a decrease in the availability of a skilled workforce due to large numbers of the construction workforce leaving this sector for work in other industries. In addition, many members of the construction workforce are reaching retirement age.

SETA is working with the Sacramento Sierra Building Trades Council, Joint Apprenticeship Training Councils, California Labor Federation, Greater Sacramento Urban League, American River College, Northern California Construction Training, North State Building Industry Foundation, California Human Development Corporation, Center for Employment Training and Empower Advisors to plan and implement strategies to prepare a workforce pipeline to meet the emerging need.

STAFF PRESENTER: Robin Purdy

Workforce Training Opportunities Summary Sector Initiatives in Construction and Energy Efficiency

Objectives for the Construction and Energy Efficiency Sector Initiative: Build the workforce pipeline for upcoming construction and energy efficiency industry initiatives (e.g., Kings Arena, downtown redevelopment, Proposition 39 energy efficiency infrastructure upgrades for schools and colleges, and school infrastructure bonds).

Opportunities:

Proposition 39: The California Clean Energy Jobs Act provides \$550 million annually from the General Fund to the Clean Energy Job Creation Fund for five years beginning with the 2013-14 fiscal year. Grant funds will be used to improve the energy efficiency in California's school infrastructure, in both K-12 school districts and community colleges. SB 73 (Chapter 29, 2013) appropriates \$3 million of these funds to the California Workforce Investment Board (CWIB) to implement a competitive grant program for eligible organizations to prepare disadvantaged youth or veterans for employment in energy efficiency and clean energy fields. CA WIB is expected to give priority to projects that include:

1. Hands-on project work experience linked to a broader occupational training program,
2. Industry recognized credentials and certificates, and
3. Partnership with state-approved apprenticeship programs that promote industry recognized skills through work experience.

Downtown Arena and Redevelopment: Turner Construction (the general contractor for the arena project) is in the process of developing a Community Workforce Agreement with the Sacramento-Sierra Building Trades Council, which will ensure that at least 70% of the apprentices hired for the arena project will be residents of the Sacramento region. The arena will be the centerpiece for an on-going downtown redevelopment effort which will include construction of retail space and a hotel. In addition, the Sacramento Housing and Redevelopment Agency is planning major construction projects to transition the River District-Railyards neighborhood into an active, mixed-use community with retail, commercial, and housing projects planned for the next few years. The City of Sacramento is focusing on hiring a diverse workforce from high unemployment areas of the city for the downtown redevelopment projects.

Strategies:

SETA has entered discussions with collaborative partners representing the building trades, apprenticeship councils, educational entities, community based organizations, business associations and employers to develop strategies to prepare unemployed Sacramento residents for jobs in the construction trades. Strategies that will be used to recruit, train, and employ the talent pool include:

1. Job Fairs: Building Trades Council will conduct job fairs targeted at recruiting and educating job seekers about the construction trades, application minimum

requirements, types of work, and provide panels with successful apprentices talking about their work, and hands-on demonstrations using tools and demonstrating work tasks.

2. Pre-apprenticeship training. SETA is working with American River College to provide pre-apprenticeship training program at ARC's satellite site on Grand Avenue and Northern California Construction Training in South Sacramento. Greater Sacramento Urban League and other SETA providers will be used to provide case management, support services, and GED preparation.
3. Skills Training and Apprenticeship: SETA will fund training in occupational skills that will prepare individuals for emerging jobs in construction and energy-efficiency and co-enroll students in DAS approved Joint Apprenticeship Training programs.
4. Subsidized Employment: SETA will work with SETA OJT/subsidized employment providers including North State Building Industry Foundation, to develop subsidized employment opportunities (wage subsidies for employers who agree to train employees on the job) with construction and energy efficiency companies and subcontractors for the arena, downtown redevelopment, SHRA housing projects, and energy efficiency and bond projects funded by local school districts.

Conclusion:

This "learn and earn" approach of employing an integrated program of occupational training in conjunction with hands-on paid project experience is expected to "cement" learning concepts with students and increase probability that trainees will be placed into career track jobs. It will also benefit the construction and energy efficiency industries by filling the workforce pipeline with well-trained workers with practical hands-on field-experience.

ITEM IV-C - INFORMATION

COVERED CALIFORNIA OUTREACH AND EDUCATION PROGRAM UPDATE

BACKGROUND:

SETA was awarded a \$1 million dollar grant to implement the Covered California Outreach and Education project to reach out to the diverse populations in Sacramento County, inform uninsured individuals about the availability and benefits associated with obtaining health care coverage, help address barriers that prevent the purchase of health insurance, refer to enrollment resources, and motivate those eligible to take the next step to enroll in Covered California programs.

SETA is the lead entity and fiscal agent to a partnership that is comprised of five (5) community-based organizations that possess the cultural and language capacity to reach Covered California's targeted populations, have existing links and trusted relationships with rural and underserved communities, and extensive experience in conducting outreach and education activities. Partners to this project are Community Resource Project, Child Action, Inc., Folsom-Cordova Community Partnership, La Familia Counseling Center and South County Services.

From August 1, 2013, through October 31, 2013, SETA and its partners have participated in 68 community events throughout the county and conducted numerous orientations and workshops at agency sites. The total number of individuals provided information and education on Covered California programs exceeds 18,000.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM IV-D - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Loretta Su

MEMORANDUM

TO: Ms. Karen Malkiewicz **DATE:** October 18, 2013
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of
 EGUSD Adult & Community Education

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	Out-of-School Youth	\$190,000	7/1/12-6/30/13	7/1/12-6/30/13
WIA	Universal Services Youth	\$71,500	7/1/12-6/30/13	7/1/12-6/30/13
WIA	One Stop Service Adult	\$418,163	7/1/12-6/30/13	7/1/12-6/30/13
WIA	Dislocated Worker	\$139,388	7/1/12-6/30/13	7/1/12-6/30/13
WIA	25% DW Discretionary	\$30,000	7/1/12-6/30/13	7/1/12-6/30/13

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 10/8-10/9/13

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

Program Operator: EGUSD Adult & Community Education

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2012 to June 30, 2013 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. James Shelby **DATE:** October 29, 2013
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Greater Sacramento Urban League

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	US/Youth	\$ 71,500	1/1/13-12/31/13	1/1/13-5/30/13
WIA	OSS/Adult	\$ 203,291	1/1/13-12/31/13	1/1/13-5/30/13
WIA	OSS/DW	\$ 67,764	1/1/13-12/31/13	1/1/13-5/30/13
CSBG	Safety Net	\$ 24,200	1/1/13-12/31/13	1/1/13-5/30/13

Monitoring Purpose: Initial X Follow-Up Special Final
Date of review: April 22-24, 2013 and various follow up dates

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

MEMORANDUM

TO: Mr. James Shelby **DATE:** October 29, 2013
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Greater Sacramento Urban League

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	US/Youth	\$ 71,500	7/1/11-6/30/12	3/1/12-6/30/12
WIA	OSS/Adult	\$ 197,370	7/1/11-6/30/12	3/1/12-6/30/12
WIA	OSS/DW	\$ 65,790	7/1/11-6/30/12	3/1/12-6/30/12
CSBG	Safety Net	\$ 24,200	1/1/12-12/31/12	1/1/12-12/31/12

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: April 22-24, 2013 and various follow up dates

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

Program Operator: Greater Sacramento Urban League

Findings and General Observations:

The total costs as reported to SETA for WIA and CSBG have been traced to the subgrantee's fiscal records. The recorded expenditures were not all verifiable, resulting in a disallowed cost to the Dislocated Worker grant. The staff was unable to locate corresponding documentation to support certain training costs charged to this grant. This is likely due to recent turnover to staff in key accounting positions.

GSUL is also currently experiencing a significant cash flow problem. According to their Statement of Financial Position, the Cash and Cash Equivalents as of June 30, 2012 was \$68,574. The Profit and Loss Statement as of February 28, 2013 reflected a negative net income of <\$165,907> and GSUL was unable to produce a Balance Sheet. Due to the cash flow problem, GSUL's ability to timely meet its financial obligations is questionable.

Recommendations for Corrective Action:

1. Produce the documentation to support the charges or issue SETA a check for the corresponding amount of \$1,242.95.
2. Implement internal controls or other actions to accurately document all costs.
3. Implement internal controls or other actions that address the cash flow issues and produce a current Balance Sheet.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Rick Larkey **DATE:** September 13, 2013
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of River City Food Bank

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OJT/DW	\$72,252	7/1/12-6/30/13	7/1/12-6/30/13
WIA	NEG 775	\$53,582	7/1/12-9/30/12	7/1/12-9/30/12
WIA	OSY	\$187,110	7/1/12-6/30/13	7/1/12-6/30/13
WIA	NEG 338	\$524,358	7/1/12-6/30/13	7/1/12-6/30/13

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 8/26, 8/27, & 8/28

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

Program Operator: North State Building Industry Foundation

Findings and General Observations:

1. The total costs as reported to SETA for the contract year of July 1, 2012 to June 30, 2013 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Elnor Tillson **DATE:** September 11, 2013

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of
Traveler's Aid Emergency Assistance Agency

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$70,000	1/1/12-12/31/12	9/1/12-12/31/12
CSBG	Safety Net	\$70,000	1/1/13-12/31/13	1/1/13-3/31/13

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 8/29/13

	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: Traveler's Aid Emergency Assistance Agency

Findings and General Observations:

1. The total costs as reported to SETA from September 1, 2012 to March 31, 2013 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-E - 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.

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

**Employer Activity Report
July 1 - October 22, 2013**

EMPLOYER	CRITICAL CLUSTERS	JOB	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
ADT Security	1	High Volume Residential Installer	2
	1	Small Business Security System Installer	2
Allied Custom Upholsterers	10	Furniture Upholsterer	1
Alsco, Inc.	1	Account Sales Consultant (ASC)	1
	7	Maintenance Technician	1
	9	Route Relief/Utility RSR	1
	8	Utility Laundry Worker	10
Alternatives Unlimited	1	Enrollment Team Member	5
American Council of Engineering Companies	1	Office Assistant	1
Atlas Disposal Industries	7	Diesel Mechanic	1
Babe's Famous for Ribs	8	Cashier Host/Hostess	2
Bath Fitter Northern California	10	Canvasser	3
California Association for Health Services at Home	1	Registration Assistant	1
California Association of School Business Officials	1	Bookkeeper	1
California Association of Winegrape Growers	1	Administrative Assistant	1
California Department of Fish & Wildlife	10	Fish and Wildlife Seasonal Aide	1
California Primary Care Association	1	Senior Administrative Assistant	1
Center for Employment Training		Business Office Technology Instructor/Advisor	1
	1	Medical Assistant Instructor/Advisor	1
Cenveo	1	Adjuster	2
	1	Adjuster Trainee	2
	7	Machine Operator	1
Certified Employment Group	1	Customer Service Representative (CSR)	30
Child Action	5	Bi-lingual Case Manager (Vietnamese)	1
City of Roseville	10	Meter Reader	1
Community Link Capital Region	10	Chief Executive Officer (CEO)	1
CPC Logistics, Inc.	9	Class A Driver	10
Crossroads Diversified Services	1	Adult Education Instructor	1
Daniel B. Dunleuy, M.D., Inc.	1	Receptionist	1
Diamond Personnel Services	10	Political Phone Surveyor	10
	1	Spanish Bi-Lingual Outreach Members	10
Dickeys Barbecue	1	Cashier	20
	8	Food Service Counter Clerk	20
Direct Marketing Specialists (DMS)	1	Residential Account Executive	15
Donor Development Strategies	1	Grassroots Canvassing and Field Managers in Training	5
DSV Inc.	9	Equipment Operator with Class A License	1
DuctTesters, Inc.	7	HERS II Rater	1
Elk Grove Food Bank Services	1	Administrative Assistant	1

**Employer Activity Report
July 1 - October 22, 2013**

Fairytale Town	1	Education & Program Assistant	1
	1	Part-Time Grounds Keeper	1
Francis House Center	1	Job Development Center Manager	1
Energy	7	Permit Technician / HERS Rater Trainee	1
General Produce Company	1	Accounting Assistant	1
	9	Commercial Drivers	4
	9	Delivery Route Truck Driver	3
	9	Order Selector	5
Greater Sacramento Urban League	1	Case Manager for 25% Dislocated Worker Program	1
	1	Case Manager for Adult and Dislocated Worker Program	1
	1	Case Manager for Youth Program	1
	1	Employment Developer	1
	1	Intake Specialist	1
Gold Country Water	1	Customer Service/ Driver and Delivery	1
Golden State Overnight	1	Customer Service Representatives	5
Hobby Town USA Folsom	1	Retail Hobby Sales Clerk & Cashier	2
Hupp Draft Services, Inc.	7	Beer Line Cleaning Technician	1
International Homestay America	10	Homestay Host Family	25
Island Angels	1	Book Keeper	1
J & C Custom Cabinets	1	Office Assistant	1
KVIE	1	Fundraising Events Specialist	1
Kyle's Rock & Redi-Mix, Inc.	10	Yard Laborer	1
L-3 Narda Microwave-West	1	Inspection Specialist	1
	9	Process Engineer	1
LCA Services	1	Case Manager	1
	5	Program Monitor	1
Lighthouse Counseling and Family Resource Center	1	Part-Time Bi-Lingual Office Manager/Administrative Assistant	1
	1	Development Associate	1
Los Rios Community College District	1	Account Clerk II	1
	1	Account Clerk III	1
	1	Administrative Assistant I	2
	1	Administrative Assistant II	1
	1	Assistant Financial Aid Officer	
	1	Associate Vice Chancellor of Information Technology	1
	1	Associate Vice President of Instruction and Student Learning	1
	1	Athletic Trainer	1
	1	Automotive Collision Technology Adjunct Professor Pool	1
	1	Chemistry Assistant Professor	1
	1	Clerk II	1
	1	Clerk III	1
	4	College Nurse	1
	1	College Police Sergeant	2
	1	Communications and Public Information Officer	1
	1	Confidential Administrative Assistant I	1
	1	Confidential Human Resources Specialist I	1
	1	Custodian	2
	1	Dean of Instruction - Workforce Development, Kinesiology,	1
	1	Dean of Student Services	1

**Employer Activity Report
July 1 - October 22, 2013**

Los Rios Community College District	1	Educational Media Design Specialist	1
	1	Facilities Management Operations Supervisor	1
	1	Financial Aid Clerk II	1
	1	Grant Coordination Clerk	1
	1	Groundskeeper	3
	1	Instructional Assistant - Accounting	1
	1	Instructional Assistant - Biology	1
	1	Instructional Assistant - Chemistry	1
	1	Instructional Assistant - Learning Resources	1
	1	Instructional Assistant - Math	1
	1	Instructional Assistant - Mechanical/Electrical Technology	1
	1	Instructional Services Assistant I	1
	1	Instructional Services Assistant II	1
	1	Interpreter, American Sign Language (ASL)	1
	1	Lifeguard	1
	7	Maintenance Technician II	1
	1	Occupational Therapy Assistant (OTA) Assistant Professor	1
	1	Outreach Clerk	1
	1	Payroll Clerk I	1
	1	Persian Adjunct Assistant Professor Pool	1
	10	President, American River College	1
	1	Special Projects - Human Resources Training (Temporary)	1
	1	Student Personnel Assistant - Student Services	1
1	Vice President, Administrative Services and Student Support	1	
Mathiot Group Homes	1	Youth Counselor	7
Matrix Absence Management	1	Clerical Assistant	1
	1	Workers' Compensation Claims Assistant	1
Mid Valley Funding	1	Mortgage Loan Processor	1
NAMI California	1	Programs Administrative Assistant	1
	1	Program Coordinator	1
Nonprofit Resource Center	1	Administrative Assistant	1
Northern Sheets LLC	1	Customer Service Representative (CSR)	1
Pacific Crest Trail Association	1	Volunteer Programs Assistant	1
Pacific Protection INC	1	Unarmed Security Officer	4
Premier Healthcare Services	4	Licensed Vocational Nurse	1
Prime Flight Aviation Services	10	Cabin Service Cleaner	3
Relationship Skills Center	1	Flourishing Families Program Instructor	6
	10	REact Coordinator	1
Rim Hospitality	8	Bistro Server	1
	8	Housekeeping Inspector	1
Sacramento Covered	1	Community Outreach Workers	8

Employer Activity Report

July 1 - October 22, 2013

Sacramento Employment and Training Agency	1	Associate Teacher III	1
	1	CFS Administration Program Officer	1
	1	Head Start Coordinator	1
	6	Information Technology Engineering Analyst	1
	1	Site Supervisor	1
Sacramento Housing Alliance	1	Executive Director	1
Sacramento Loaves & Fishes	1	Part-Time Student Resource Specialist	1
Sacramento Regional Transit District	1	Clerk II	1
	1	Customer Service Supervisor	1
	4	Facilities Maintenance Mechanic	1
	7	Mechanic A (Bus Maintenance Department)	1
	7	Service Worker (Bus and/or Light Rail)	2
Safety Center Incorporated	1	Program Staff III Marketing Coordinator	1
Salvation Army Sac Metro	9	Driver (On-Call)	1
Seavers and Family	1	Lawn Care Helper/General Laborer	1
Sentinel Fire Equipment Company	1	Shop Helper	1
Sheet Metal Workers Local 104	1	Executive Secretary	1
Society for the Blind	1	Part-Time Administrative Assistant	1
SolarCity	1	Inside Solar Sales Specialist	25
Southgate Recreation & Park District	7	Maintenance Assistant (Seasonal)	1
Staffing Network LLC	9	Production Workers	10
Stroppini Enterprises	7	Machinists	3
Support For Home	4	Home Care Aide	1
SVS Group, Inc.	3	Construction Laborer in El Dorado Hills	2
	7	Electrical Technician	5
	10	General Laborer	50
	1	Landscape Laborer	2
The Fresh Market	10	Assistant Deli Manager	1
	10	Assistant Front End Manager	1
	10	Assistant Grocery Specialist	2
	10	Assistant Produce Manager	2
	10	Baker	4
	10	Bulk Specialist	4
	10	Candy/Coffee Specialist	4
	10	Cheese Specialist	4
	10	Gift/Floral Specialist	4
	10	Meat Cutter	4
10	Seafood Specialist	4	
Transglobal Solutions, LLC.	9	Class A Commercial Truck Driver	20
Tony's Fine Foods, Inc.	1	Buyer	2
	1	Category Manager Coordinator	1
	10	Order Selector - Truckee	1
	10	Order Selector - West Sacramento	4
	9	Regional Route Driver	1
Trillium Staffing	3	Laborer	5
Visiting Angels Senior Home Care	1	Appointment Scheduler/Office Assistant	1
Two Star Personnel	1	Accounting Assistant	1
Walt's Auto Service	7	Heavy Duty Mechanic	1
Western Propane Gas Association	1	Part-Time Administrative Assistant	1
Wind Youth Services	5	Director of Development	1
Windwalker Security Patrol, Inc.	1	Security Guard	4
Youth Development Network	5	Youth Development Trainer Specialist	1
TOTAL			520

ITEM IV-F – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

This report covers the fiscal year beginning July 1, 2013.

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2013/2014

The following is an update of information as of October 29, 2013 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Official	7/1/2013	AT&T 7405 Greenhaven Drive Sacramento, CA 95831	9/1/2013	97	8/26/2013
Official	7/9/2013	Point Walker, Inc. dba Lucky Derby Casino 7433 Greenback Lane Citrus Heights, CA 95610	7/29/2013	113	7/25/2013
Unofficial	8/5/2013	Orchard Supply Hardware 6124 San Juan Ave. Citrus Heights, CA 95610	8/31/2013	48	8/11/2013
Unofficial	8/9/2013	Sears 1200 Blumfeld Dr. Sacramento, CA 95815	8/30/2013	20	8/21/2013
Unofficial	9/6/2013	Fresh & Easy 2540 Watt Ave. Sacramento, CA 95821	9/6/2013	72	9/16 - 19/2013
Official	9/6/2013	Bimbo Bakery 7125 Governors Cir. Sacramento, CA 95823	9/6/2013	100	9/24/2013
Unofficial	10/1/2013	Cenveo 9950 Mills Station Rd. Sacramento, CA 95827	12/30/2013	46	11/5/2013
			Total # of Affected Workers	496	

ITEM IV-G – INFORMATION

UNEMPLOYMENT DATA ACCORDING TO ZIP CODES FROM THE
EMPLOYMENT DEVELOPMENT DEPARTMENT

BACKGROUND:

Attached is a copy of unemployment data broken down according to local ZIP codes.

Staff will be available to answer questions.

STAFF PRESENTER: Robin Purdy

Labor Force Characteristics of Selected Sacramento County ZIP Codes
 August 2013, Data are Not Seasonally Adjusted

Zip Code	August 2013 Labor Force	August 2013 Labor Force Employment	August 2013 Labor Force Unemployment	August 2013 Unemployment Rate
95608	34,418	32,120	2,298	6.7%
95610	26,531	25,030	1,501	5.7%
95621	24,176	22,519	1,657	6.9%
95624	23,335	22,030	1,305	5.6%
95632	12,362	10,840	1,523	12.3%
95641	1,160	1,020	140	12.1%
95660	15,239	13,041	2,198	14.4%
95662	19,386	18,238	1,148	5.9%
95670	27,810	25,726	2,084	7.5%
95673	7,487	6,606	881	11.8%
95758	27,604	26,228	1,376	5.0%
95814	9,048	7,561	1,487	16.4%
95815	11,990	10,177	1,813	15.1%
95816	12,255	11,590	665	5.4%
95817	7,121	6,079	1,041	14.6%
95818	13,042	11,956	1,086	8.3%
95819	11,162	9,999	1,163	10.4%
95820	16,914	14,621	2,294	13.6%
95821	19,318	17,232	2,086	10.8%
95822	20,647	18,270	2,377	11.5%
95823	33,090	29,011	4,079	12.3%
95824	12,396	10,349	2,047	16.5%
95825	19,588	17,849	1,738	8.9%
95826	24,611	23,078	1,533	6.2%
95827	11,518	10,479	1,040	9.0%
95828	27,502	24,525	2,977	10.8%
95829	6,681	6,378	302	4.5%
95830	294	279	15	5.2%
95831	27,102	25,772	1,330	4.9%
95832	3,265	2,699	566	17.3%
95833	19,341	17,632	1,709	8.8%
95834	4,993	4,531	463	9.3%
95835	429	404	25	5.8%
95836	0	0	0	-
95838	15,106	13,262	1,843	12.2%
95841	12,206	11,247	959	7.9%
95842	17,875	16,050	1,825	10.2%
95843	21,554	20,126	1,428	6.6%
95864	13,256	12,537	719	5.4%

The zip code data is the most detailed breakout of areas that we have. The zip code data are calculated by applying each area ratio (2000 Census) to the County labor force data. It is an estimate only, and assumes that the levels of employment and unemployment are constant. August 2013 data is preliminary and therefore subject to future revisions.
 Source: EDD, Labor Market Information Division, Current Economic Statistics Group.

ITEM IV-H – 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
- Quality Assurance Reports

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, August 27, 2013
9:00 a.m.

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

Mr. Nse Akang called the meeting to order at 9:13 a.m. and read the Thought of the Day. Mr. Justin Fietzek, MAAC, was seated.

Ms. Colleen Fietzek was asked to serve as Secretary and called the roll; a quorum was established.

Members Present:

Sarah Proteau, San Juan Unified School District
Carolyn Wilson, Twin Rivers Unified School District
Annette Duran, WCIC/Playmate
Teresa Jay, SETA-Operated Program
Mayra Partida, SETA-Operated Program
Alicia Kafka, SETA-Operated Program (seated at 9:25 a.m.)
LaTasha Windham, SETA-Operated Program
Marshaun Tate, SETA-Operated Program
Colleen Fietzek, Home Base Option
Toni Espinoza, Home Base Option
Ana Calderon, Early Head Start (SETA)
Nse Akang, Foster Parent Representative

Members Absent:

Dominique Rios Farias, Sacramento City Unified School Dist. (excused)
Steven Wormley, Sacramento City Unified School District (excused)

- Introduction of Newly Seated Representatives
Mr. Justin Fietzek, a new MAACC, representative introduced himself and spoke briefly of his experience in Head Start.

II. Consent Item

- A. Approval of the Minutes of the July 30, 2013 Special Meeting

The minutes were reviewed; no questions or corrections

Moved/Wilson, second/J. Fietzek, to approve the July 30, 2013 minutes.
Show of hands vote: Aye: 10, Nay: 0, Abstentions: 2 (Akang and Espinoza)

III. **Action Items:** No items.

IV. **Information Items**

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Akang reviewed the End-Of-Year Parent Appreciation Dinner. A sign-in sheet was distributed.
- Parent/Family Support Unit Events and Activities: See calendar.
- Parent/Staff Recognition: None.
- Community Resources: Ms. Partida announced that “Just Between Friends” will be held at the Sacramento Convention Center. This is an opportunity for parents to buy or sell gently used children’s items. This event will be held September 13-15 at the Placer County Fair in Roseville and September 18-20 in Elk Grove. Ms. Partida will be passing out flyers.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson reviewed expenditures as of July 31, which is the end of the fiscal year. Ms. Patterson reported that there is \$130,000 left over but there are still expenditures coming in; staff is expecting to be 100% spent by the end of the month. Administrative costs are at 9.82% and the non-federal share is at 26.5%. A final report will be prepared once all of the expenditures are in.

Ms. Partida asked about the \$14,000 expenditures for the Scantrons. Scantrons are used in a lot of different areas within the program. The FLIP in-kind reports are all on Scantrons. The Scantron machine was very old and needed to be replaced.

The program fiscal year ended July 31 and the new fiscal year began August 1. A lot of the bills do not come in by August 1. Staff has 90 days to close out the grants and clear out all of the Head Start expenditures.

Ms. Windham inquired about the purchase made at Things Remembered for \$282. These expenditures are for long-term employee recognition gifts. It has been standard practice for employees here for long period of times to receive a gift. Employees have an opportunity to choose a gift at Things Remembered within a certain dollar range.

Ms. Lee stated that the Scantrons are also utilized to assess children’s entry scores, mid-point scores, and end of year scores.

Ms. Kafka was seated at 9:25 a.m.

B. Governing Board Minutes of June 20, 2013: No questions.

V. **Committee Reports**

A. Executive Committee: Mr. Akang reviewed the most recent meeting critique.

- B. Budget/Planning Committee: Ms. Partida discussed an application that will be submitted for Program improvement for health. The committee discussed the e-rate program which is a phone rebate that returned \$140,000. Committee members discussed possible increases in retirement and health care.
- C. Personnel/Bylaws Committee: Ms. Wilson reported that quite a few committee members attended the most recent meeting. A lot of changes were made to the bylaws. Another committee meeting is scheduled done on August 30, 9:30 a.m. Ms. Kafka reported that the committee members voted to keep PAC meetings during summer months (June – August) although there is very low attendance.
- D. Social/Hospitality Committee: Ms. Annette Duran stated that the budget to be used for decorations and committee members are working to determine prices. The guest list is still being discussed. Ms. Calderon reported that committee members also did the wording for the staff certificates and the committee members' certificates. It was decided that "Perfect Attendance" would be considered attending meetings for six months in a row.
- E. Parent Ambassador Committee: Ms. Windham reported it was a very good meeting; attendees stuffed envelopes and they enjoyed talking with each other. There was a mailing of SETA/Head Start information for grandparents, foster parents, and past parents to get involved. This information was also sent to local churches.

VI. Other Reports

- A. Executive Director's Report: None.
- B. Head Start Deputy Director's Report: Ms. Denise Lee provided a correction about Program Improvement funds. If a program has left over Program Improvement funds, often the federal government will take the left over Program Improvement funds, put it into a pot, and allow other programs to apply for those funds. If any funds are available, SETA will definitely submit an application.

Ms. Lee is hoping that the Parent Ambassador Committee will take on the Dollar Per Child Campaign, which is a lobbying group for Head Start. This campaign works to raise two dollars for every child in the Head Start community. The funds are shared with National Head Start Association to continue being the voice and activist for Head Start. There are guidelines involved for this program which will be passed along to the Parent Ambassador Committee.

Ms. Lee thanked all board members for their attendance; this is very much appreciated. Programs will be fully enrolled and ready for services as of September 9. Under enrollment is very serious because the federal government will lower the budget if they deem our program is not serving the population. Anyone wanting to enroll their child in the Head Start program is asked to call 263-3804 for enrollment information.

- C. Head Start Managers' Reports

- ✓ Brenda Campos: Grantee Program Support Services: Ms. Campos stated that the final Program Information Report is being reviewed before it is sent off to ACF. Next month, the board members will receive the cumulative report which includes all delegates and the SOP.

Ms. Campos reviewed the Quality Assurance report. Every month, the board members will be receiving this report based on prior months' summary of the Quality Assurance team's findings. This month the team is reviewing delegates' EHS program and the program design and management portion. Focusing on the areas below the 90th percentile; 90 is a threshold to determine where our program stands; this is a high threshold.

Ms. Duran stated that the Home Base program does not have all of the information. Ms. Campos replied that the Home Base option can be a challenge for many of our families for many reasons. The goal is to assist the family to get the services needed. Children at the centers are required to meet community care licensing requirements which are much more stringent than those of the Home Base program.

Ms. Calderon asked if information would be provided about the Affordable Care Act. Ms. Campos stated that information will be provided but she wants to wait until the information is more solidified. Ms. Lee stated that perhaps a presentation can be made with the understanding that the information will change.

Ms. Fietzek asked how this will affect those with SNAP benefits and Ms. Campos stated that there were some cuts but she is not sure as to the extent of the cuts.

- ✓ Lisa Carr: Parent/Family Support Unit: There will be a monthly topic for all parent meetings beginning with the new school year. This month's topic is pedestrian safety. Parents will be receiving a Scantron questionnaire asking how comfortable parents are about kindergarten transition, or career incentive information. There will be a pre-program questionnaire, and one done mid-program. The findings will be presented to the boards later in the year. The report will provide a look at information as a county, or delegate agency, and as a classroom to see where the gaps in information are. In September, a grandparent/foster parent evening will be held. Staff is working on a date. Tell everyone about Head Start; word of mouth is the best way to get more families into Head Start.
- ✓ Karen Gonzales: Child Development & Education Services: Ms. Gonzales stated that county-wide attendance is very important, especially the first 45 days. Staff is in the process of doing developmental screenings including behavior, developmental, and speech screening. On September 10, staff will meet for an education content meeting. Staff will be talking about the new Individualized Development Plan, which is based on the kids' assessment results. Elk Grove Unified School District and WCIC will be trained on this new process on

September 13. A county-wide social/emotional curriculum training will be provided on September 27. Elk Grove, Sacramento City USD, and SETA will participate in this full-day training.

Ms. Kafka asked what kind of training substitute teachers receive. Ms. Gonzales replied that teachers receive an orientation about our policies and procedures, and basic practices in the classroom. We do not hire anyone without a minimum of six units in Early Childhood Education. Ms. Kafka noticed that there is a lack of training for substitute teachers at her center.

Ms. Windham stated that it appears that all of the teachers are practicing the same type of training in the classroom. Ms. Gonzales stated that this is the first year that the program has had universal classroom expectations. The staff went through the training for expectations in the classroom.

Ms. Partida asked how the staff tailors classroom training for second year children so they are challenged. Ms. Gonzalez replied that there are some materials geared toward the second year child.

Ms. Proteau stated that her daughter was in Head Start for three years, and the teachers typically know what the kids need. Teachers also have the older kids work with the younger kids. Ms. Proteau reported that her daughter was SO ready for kindergarten after three solid years of Head Start.

Mr. Akang asked if cultural training was provided and Ms. Gonzales replied that this needs to be done.

- D. Chair's Report: None.
- E. Open Discussion and Comments: No comments.
- F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 10:23 a.m.

Head Start Monthly Report

October 2013



SETA Operated Program

Program Support Services Unit

Quality Assurance and Monitoring. The following SOP sites were monitored for September; Galt, Mather, Sharon Neese, North Ave., Freedom Park. Consensus meeting is being held and final report will be completed in second week of October. Exit Meetings were held for SCUSD EHS Home-based Program and SCOE EHS Program on September 27, 2013.

Countywide Content Meetings. First quarter Content Meetings were held in the month of September: Education and Disabilities Content meeting on September 10; Health, Nutrition, Safe Environments Content Meeting on September 13; Governance Meeting on September 20; Mental Health and Family Partnerships Meeting on September 24, 2013. Countywide Content Meetings are held to ensure all programs have most updated information on program issues and consistent guidance and expectations. Topics included in September meetings were PIR 2013, OHS Triennial Review; Parent Family and Community Engagement Survey, Countywide QA Monitoring Trends for 2012-2013 and new IDP forms.

Self-Assessment and Quality Assurance Follow-Up QA Unit staff assigned as delegate liaison for each delegate agency has received updated policies and procedures and other evidence of correction pertaining to Self-Assessment and Quality Assurance Monitoring findings. Onsite visits will be held in October to close out items requiring file review to verify completion.

Program Operations Unit

September is upon us and that brings a very important time of year. We are now implementing the second packet in our new Home Visit/ Parent Conference series. This packet is appropriately called Building Relationships. Teachers and parents are meeting to discuss the family background more in depth as well as discussing ways for parent to be involved in the classroom. Teachers are providing the Parent Volunteer Information sheet and the Value of Children's Activities handouts as guiding tools. These resources point out the important development that occurs in each area of the classroom as well as ways that adults in the classroom can support that learning. An example would be:

Blocks and Building: This area offers creative construction, the opportunity for eye-hand and muscle coordination, balance, recognition of basic 3-dimensional shapes, math concepts and stimulates imagination and dramatic play.

Parent Participation in Blocks and Building: Guide building into areas that blocks are accessible, keep area clear and safe, discuss different sizes and shapes, describe what they are building.

This packet also looks at the developmental, speech and behavioral screening results and identifies a child's temperament and learning style. All of this information is key for teachers and families as they work together to individualize learning experiences for children

Elk Grove Unified School District

Education Services Update

Karen Gonzales, Education and Child Development Manager from the Sacramento Education and Training Agency (SETA), presented training on how to take anecdotal notes for the Desired Results Developmental Profile (DRDP) assessment at the PreK Teacher In-service on September 13. She showed examples of a number of methods that could be used to collect notes. Teachers were given the opportunity to read several vignettes and discuss which measures in the DRDP were addressed in each of them. The presentation was well received with many teachers commenting that they appreciated the opportunity to review this assessment with such a knowledgeable person.

Enrollment

The Elk Grove Unified School District Head Start Program is fully enrolled with 420 students in the program. Average Daily Attendance (ADA) for the month of September was 91%.

Disabilities Services and Mental Health Services Update

Our program educators and clerks have worked closely with Florence Oneto, PreK social worker and with Teresa Gannon, PreK psychologist, to place students with an active IEP into the Head Start program. There are 48 students with active IEPs being served which is eleven percent (11%) of our Head Start student population.

Health Services Update

Parents of children who need immunizations are being contacted and files are being monitored to assure that all students who needed to be rescreened for vision and hearing have had this completed.

USDA Meals/Snacks

In September, 12,058 meals were served to our Head Start students. This month's Elk Grove Meals/Snack calendars are attached.

Fiscal Update

This month's Fiscal report is attached.

Family and Community Partnerships Update

Family education activities are offered in conjunction with the School Readiness grant funded by First 5 California. Class offerings are dictated in part by the desires and needs of families expressed in a yearly survey and in part by the School Readiness grant. Parents are notified of classes at monthly meetings, by publication of a monthly newsletter, and individually by teachers when a teacher knows that a workshop will be of particular benefit to a family.

“Junior Amazing Reader”, a workshop designed to help parents understand the importance of reading with their children and the link between reading with children and brain development,

vocabulary development, and future school success, was presented at Samuel Kennedy, David Reese, Herman Leimbach, and Florin Elementary Schools during the first two weeks of September. These workshops took place in the classroom at the beginning or end of class periods in order to maximize parent participation. An average of fifty parents attended from each of the sites.

“Discover Art”, was presented in partnership with KVIE, Sacramento at Samuel Kennedy Elementary on September 18, at David Reese Elementary on September 19, and at Herman and at Florin Elementary School on September 23. Twenty-three parents attended the class held at David Reese Elementary, thirteen parents attended the class held at Samuel Kennedy Elementary School, and twenty-six parents attended the class held at Florin Elementary School. Discover Art is designed to help parents learn the importance of art as a form of expression, creativity and problem solving in their child’s life. Parents participate in hands-on art experiences that they can do with their children at home.

Recruitment

Individual registrations are taking place and students are being placed on a waiting list. There is a waiting list at each of the school sites.

Sacramento City Unified School District

Teaching and Learning

On September 9, teachers started the first day with a “slow start” schedule, which helped to transition children and families into their new classrooms. The teachers also conducted the first IDP Orientation Home Visits or Parent Conferences with parents during September.

During Professional Learning, the teaching staff received training on two topics; Teaching Pyramid/CSEFEL Strategies, which was presented by Social Workers and Resource Teachers, and the CLASS Instructional Support domain, presented by Liz Aguilar, Education Consultant for SETA. These two trainings will help teachers establish a strong foundation for supporting children’s social emotional development and promote children’s thinking and cognitive skills.

Health and Nutrition

Nurses Victoria Benson and Lisa Stevens presented Blood-borne Pathogens and Universal Precautions training to the Child Development Staff at the Pre-Service (Orientation) on August 28.

Nurses Espie Millendez, Lisa Stevens and Victoria Benson are busy performing sensory screenings at their various preschool sites in order to meet the 45-day sensory screening deadline.

Tammy Sanchez, Nutrition Content Lead, arranged the first meeting of the year with the Child Development Department Health/Nutrition team and SCUSD Nutrition Services personnel. Agenda items included feedback to new menus, special diet procedures for preschoolers, adult meals in the Head Start classrooms, Head Start policy regarding food preferences, medical statements of food allergies and food intolerance.

Nurses Lisa Stevens and Victoria Benson presented a review of Head Start Hygiene Policy and Procedures, especially as it related to tooth-brushing and hand-washing, at the first Child Development Professional Learning meeting on September 21, 2013.

School Nurse Victoria Benson chaired the first Child Development Health and Nutrition Committee meeting of the year on September 26, 2013. Some of the agenda items discussed at this meeting included PIR Summary review, monitoring our Action Plan, Three-Year Goals, Walking Groups and Bridging the Information Gaps with Parents, and Meal Modeling in Head Start classrooms and TB serum shortage issue.

School Nurse Victoria Benson attended the first Internal Monitoring Meeting on September 23. In attendance were Child Development Department personnel from the Education, Health, and Special Needs/Disabilities content areas. Primary issues addressed were the timely completion of sensory and educational screenings, data entry discrepancies and ways to correct any possible inconsistencies.

Special Needs

As of the end of September, the SCUSD Child Development Department has served 102 Head Start preschool children with special needs and 12 Early Head Start infant/toddlers with special needs.

Mental Health

Social Workers are in the process of collecting the Family Worksheets from teachers and are currently following up on the needs of families.

Social Workers have started conducting parent workshops on Child Discipline at various school sites.

Early Head Start

Early Head Start had the privilege of having guest speaker, Officer Michael Bradley, come from the California Highway Patrol. He spoke at a socialization event and at a center-based parent meeting on the topic of Pedestrian Safety. The families received helpful tips to stay safe while walking in the street, riding bikes and driving. In addition, he provided important information on the laws regarding cell phone usage while driving a vehicle.

EHS families received reading materials and flyers on important resources available to the community.

The EHS Social Worker has revised the Family Partnership Agreement Process and will be reviewing this process with staff.

SETA monitored the EHS Home-Based program during the summer months. The Social Worker wrote corrective actions for the Family Partnerships and Family Partnership Building compliance area.

The Teen Parent Education Program is in full swing at American Legion High School. Expectant and parenting teen students, including EHS parenting students, are attending.

San Juan Unified School District

Education Services Update

Teachers are using a new pacing guide strategy to keep the collection of evidence ongoing and will complete their first DRDP assessment on November 1. Lead teachers will support teachers in this new strategy. By the first third of an assessment period, teachers should have gathered evidence for approximately 15 measures, and by the 2/3 mark of this assessment period, another 15 measures (for a total of 30) should have documented evidence.

Disabilities Services Update

Since school has started, the registration and support teams have been busy making sure any “stragglers” have completed the developmental screeners and that the info has been input into Child Plus. Teaching staff was reminded to have parents sign any referral forms that were already placed in the cumulative files before teachers picked them up. The teachers then gave the referrals to the appropriate Special Education staff member to begin the 2 week timeline to complete the screening on the special education end. If further assessment was deemed necessary, the process was begun right away.

Several new students already have IEPs scheduled due to this expedient process. Teachers have settled in with their classes and the Disabilities Specialist has received a few requests to come out and observe students and to make recommendations for accommodations and/or proper placement. It has been a good start to the 2013-14 school year.

Mental Health Services Update

Mental Health Therapists have given talks to staff, teachers, and parents on the Mental Health Referral Process, Positive Parenting Tips, Limit Setting, and Stress Management. The MHT focus continues to be on providing support and referrals for children whose social and emotional functioning is lacking. Also, teachers continue to be given support on implementation of the Operations Guide mental health criteria.

After meeting at SETA to review the Health and Safe Environments checklist, attention is being given to the Special Diets information. Menu production records (the CACFP form) will be used to document food substitutions with a specific column indicating the variety of milk substitutions available. Staff will be trained on this form in October.

Nutrition Services Update

Health screening was three days a week for the first week in September, and then it dropped to one day a week on Tuesdays in the centralized screening room. Health is reviewing incoming students' health, nutrition, & immunization status, completing health screenings, and counseling families in various health areas as needed. The School Nurse is completing Individualized Student Health Plans for those who have health concerns as well as working on the State Immunization Report for submittal to the State.

Health Services Update

Health screening was three days a week for the first week in September, and then it dropped to one day a week on Tuesdays in the centralized screening room. Health is reviewing incoming students' health, nutrition, & immunization status, completing health screenings, and counseling families in

various health areas as needed. The School Nurse is completing Individualized Student Health Plans for those who have health concerns as well as working on the State Immunization Report for submittal to the State.

Family and Community Partnerships Update

This month the representatives from the 2012-2013 school year convened for the last time. Approval of personnel was handled, Head Start Job opportunities were distributed and the monthly SETA report was reviewed. A good-bye was said to Diane Delaney who is retiring. Many thanks as well as certificates of appreciation were given to reps for their hard work this year in support of the Policy Committee.

Transition Services Update

School is well underway. The children are settled in their classrooms and building community and friendships. The parents have had their first parent meeting and are adjusting well to the culture of attending school. The first round of assessments are coming due and parent conferences are close behind. The children are experiencing self help skills, practicing safe behaviors, taking part in various physical activities and working in small and large groups. All of these activities are the building blocks of a successful school readiness experience.

Program Support/Staff Training Update

Teachers were trained on the new IDP form obtained from SETA, which is structured around the five School Readiness domains. Teachers will fill this form out with the parents at the time of their parent conference. The resource, "A Parent's Guide to School Readiness," will be used by the parent to help them create a home strategy and to offer parent input in the IDP process.

Teachers and Assistants were trained on the strategy of authentic observations where a staff member observes a group of children during Free Choice for no more than two minutes and writes a narrative of the observation. Teams practiced with two short clips on loan from CPIN, and were excited about the 13-15 measures for which evidence was found.

Fiscal Update

Several things occurred in the month of September in addition to the usual activities. All fiscal reports were submitted on time. The Head Start and Early Head Start Monthly Fiscal, Attendance and In-Kind Report for August was submitted by the September 10. Currently both programs are within acceptable spending trends and in line with the budget. The End of the Month Report for August was submitted by September 5.

All programs are now up and running with Head Start classes beginning September 5. Early Head Start programs began in August with Full Year Center Based programs starting August 1 and Center Based/Home Based programs beginning August 15. This was for EHS programs that end their center based operation the first of June and have a Home Based program until August 15.

September also brought its challenges as Fiscal began to prepare for the anticipated federal review. The date of the federal review is unknown at this time, but could be as soon as October 1. In the next couple of weeks, SETA, the Grantee, will be reviewing in-kind documentation and proceed on with other fiscal areas.

Early Head Start

The Staff Development Plan has begun with a Collaborative Café model to review the questions from the OHS monitoring tool in preparation for the federal review. The implementation of this plan will continue for the federal review preparation in the upcoming months. Mental Health site visits are continuing by the consultant, Rich Lougy. Mr. Lougy is establishing relationships with staff and families, and is also working with CSUS to recruit new interns to provide direct services to EHS families through his referral process. The MCHAT autism screening tool has been implemented in all centers as well as in the Home Based program. The annual Self Assessment process has begun in addition to the annual update of the Service Area Plans.

Twin Rivers Unified School District

Events

This month the Head Start programs hosted their annual Back to School Nights for all students and families. Both sites displayed student work and informally met with parents about the program's rules and classroom expectations. Families were introduced to a host of community agencies who provided information and resources for services such as health care, dental hygiene, physical education and nutritional eating habits. The events also included free books to support the program's literacy goals as well as a delicious yogurt bar.

Professional Development

On September 12, the Head Start teaching staff participated in a Professional Development Workshop with the rest of the ECE Department of TRUSD. The training workshop included additional information about Second Step Curriculum focused on social/emotional concepts and behavior management. The Head Start teaching staff also reviewed the Positive Climate domain of the CLASS assessment in preparation for the upcoming Federal Review Visit.

Components

The Nutrition Component Leader provided a food activity along with physical education games for the classrooms. The tracking of lead, hemoglobin and lead risk continues along with inputting the information into the Childplus database for tracking purposes. The growth assessments have been completed and parents are being given information about their child's progress.

Students participated in hearing, vision, dental screening and dental varnishings with the Health Component Leader on various dates in September 9, 11, 12, 16, 17, 18 and 23. The reviewing of students' files for medical concerns as well as data inputting into the Childplus database continues on a daily basis.

The School Social Worker/Counselor is providing in classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. Teaching staff participated in Preventive PreSAP process in which teachers identified students with challenges and a multidisciplinary team provided insightful strategies and interventions for improved success in the classroom. Classroom observations to assist with intervention strategies and behavioral techniques for all classrooms are also being provided by the Social Worker.

The Community Liaison continues completing FPA and FPP during parent orientations. The Community Liaison and Social Worker also continue the plan and facilitate the monthly meetings in each of the Morey Avenue classrooms and at Oakdale.

The Speech and Language Pathologist finished all screenings and continues to provide direct services to students who have IEPS already at both sites. Parents are also being notified of their child's screening results.

The Education Component Leader continues facilitating the parent orientations with the Social Worker and Community Liaison. Classroom observations to assist with behavior management by the Education Resource Teacher continues and planning for the monthly Education Component meetings. Teaching staff continue working on the first DRDP assessment and collecting evidence for their student's portfolio.

The ERSEA Component Leaders are continuing to review files for accuracy. Both sites are completely full and a wait list is being maintained. Fliers for local business and community based agencies have been delivered for recruitment purposes. The Program Design and Management component leaders have updated the personnel files. The HS Director continues to collect missing personnel information. Staff is also working on their Individualized Staff Development Plan for 2013-2014.

Policy and Parent Committees

The election was completed for all elected and alternate members for the 2013-2014 Policy Committee. New members participated in a fun Meet and Greet event on September 12. All members were given information binders with the Performance Standards, Written Area Service Plans, PIR report and Bylaws in it. The first meetings with the new Policy Committee and Parent Committee were held on September 19 and September 23 with all new members present.

Parent Trainings

The monthly parent meeting focused on Back to School including healthy habits and how to help your student be successful in preschool.

Fiscal

ECERS and DRDP assessment will be completed in October and teachers will begin ordering supplies and materials based on their assessment data.

Women's Civic Improvement Club (WCIC)

Program Design and Management and Human Resources Monitoring

The WCIC/Playmate Head Start Program was monitored by SETA's Quality Assurance Unit in late August. Results from the monitoring show that WCIC was compliant in all content areas.

Enrollment

During the month of September 2013 WCIC's Enrollment Team continued non-stop to maintain 100% Enrollment.

Safe Environment Trainings

WCIC/Playmate Head Start Program staff received CPR/First Aid from Get Ready Gear, Inc. Trainers on September 6, 2013. All staff is CPR/FA certified and valid for an additional two years.

WCIC/Playmate Head Start Program staff and parents received a Pedestrian Safety Training by Officer Adrian Quintero from California Highway Patrol on September 18, 2013. Officer Quintero addressed the Parents and Staff on Pedestrian Safety and Seat Belts. Officer Adrian Quintero stated there are many different types of car seats. Children under the age of one must be facing the rear when in the back seat of the car. The law states children under eight years old and less than 60 pounds must be in a car seat. Officer Quintero demonstrated how the harness should always be over the heart level of the child. Infants should not be wearing layers of clothing when placed in a car seat. The new car seats have expiration dates and should last anywhere from six to ten years. Officer Quintero passed out CHP Chipper and His Pals Talk about Safety handouts. Officer Quintero stated people need to make eye contact with drivers. If there is no eye contact, the driver probably did not see you. Tinted windows on vehicles are what pedestrians need to be familiar with. Pedestrians cannot see the driver. Never assume they see you when walking. Officer Quintero also stated that pedestrians should always walk facing the traffic.

Education Training

WCIC/Playmate Head Start Program teaching staff received The Individual Developmental Plan (IDP) Training by Karen Gonzales, Program Manager from SETA on September 13, 2013. Ms. Gonzales gave a brief overview of the Individual Developmental Plan and discussed the following: Orientation; Kindergarten Transition Plan; Preschool Information Sheet; Parent Observations (Sets A and B); Help your Child Succeed in School: Build the Habit of Good Attendance Early; Parent Participation Agreement; All through the Day; and The Value of Children's Activities. Staff will use the forms for the 2013-2014 School Year.

Recent Program Instruction or Information Memos from Administration for Children and Families (ACF) None to report for this month.

Sacramento County Head Start/Early Head Start Delegate Monthly Enrollment Report

September, 2013 - Revised

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded
Elk Grove USD	420	420	100
Sacramento City USD	1,292	1,292	100
SETA	1,974	1,963	99
San Juan USD	693	693	100
Twin Rivers USD	211	211	100
WCIC/Playmate Head Start	120	120	100

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded
Sacramento City USD	147	147	100
SETA	328	331	101
San Juan USD	161	161	100

(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.



SETA Head Start Food Service Operations Monthly Report *September 2013

September 3rd - Wendy Tanner visited the Central Kitchen to evaluate the ergonomic status of the computer work stations.

September 6th - Minimum Day Preschool & EHS Full Day (C) Classes.
Traditional Centers closed.

September 10th - WCIC reopens with 3 AM & 3 PM Traditional Classes.

September 19th - PAC Field Trip to the Central Kitchen.

September 25th - Cilantro sent as this month's Food Enhancement to the Head Start Centers

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
38,454	22,742	25,284	40

Total Amount of Meals and Snacks Prepared 86,520

Purchases:

Food \$75,144.48

Non - Food \$8,697.76

Building Maintenance and Repair: \$1,100.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$988.52

Vehicle Gas / Fuel: \$1,719.13
Normal Delivery Days 20

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 09/30/13)

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)	6 (3 %)	N/A
Elk Grove USD (420)	48 (11%)	N/A
Sacramento City USD (1292)(147)	103 (8 %)	13 (9 %)
San Juan USD (693) (161)	66 (10 %)	15 (9 %)
WCIC (120)	4 (3 %)	N/A
SETA (1974) (345)	117 (6 %)	34 (10 %)
County (4710)* (653)**	344(7 %)	62 (9 %)

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and Governing Board members
 RE: Quality Assurance/Monitoring Results – September 2013

Agency	Program	# of EHS Educators	# of Files	Monitoring Purpose
River Oak Center for Children (partner)	Early Head Start Home Base and Socialization Activity	5	15	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Documentation of services was clear, coherent and easy to read. Files were neat and orderly.
- Socialization event was well-attended and rapport between staff and families was very evident in their interactions.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	74%	1-Heights, weights and head circumferences were not graphed within timelines or procedures for graphing the results were not followed consistently 2-Insufficient follow up documentation by staff on subsequent assessment results that were missing or not provided by parents 3-No oral health hygiene information was provided to parents
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	95%	
Services to Pregnant Women/New Mothers <i>(Prenatal Services, New Mother Services)</i>	100%	
Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	97%	

Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	100%	
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	87%	1-Not all screenings were completed in a timely manner 2-Inaccurate data entry in ChildPlus for ASQ/ASQ SEs
Written Individualization <i>(Assessments, Individual Development Plans, Transition)</i>	85%	1-Some anecdotal observations were questionable due to inconsistencies with dates used 2-Individual Development Plans not completed in a timely manner
Home Based Option <i>(Group Size, Home Visits, Socializations)</i>	87%	1-Some missed home visits were not rescheduled by staff 2-Some home visit plans were incomplete in required sections 3-Some home visits were more teacher directed than parent directed
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	94%	

*Scores between 90-99% will be addressed by the program but do not require a formal Monitoring Response Plan. Scores less than 90% require a written Monitoring Response Plan. Thresholds will be adjusted in the future when historical data is available.

Corrective Action Plans:

The program has 30 days to submit a written Monitoring Response Plan for areas under 90%. Follow-up visits will be scheduled within 120 days or less.



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and Governing Board members
 RE: Quality Assurance/Monitoring Results – September 2013

Agency	Program	# of EHS Educators	# of Files	Monitoring Purpose
Sacramento County Office of Education (partner)	Early Head Start Home Base and Socialization Activity	3	6	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Child file organization and recordkeeping is neat and orderly which allows for any reader to understand the comprehensive services provided to child and family.
- Home visits were implemented well. Joint planning with parent at home visits was evident

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	60%	1-Not all heights, weights and head circumferences were graphed within timelines. 2-Not all immunizations were up to date or complete for child's age. 3-Not all Well-Baby Checks were up to date. 4-Not all results and follow-up on blood lead level, hemoglobin and hematocrit levels were on file. 5-ChildPlus data did not match contents of the child's file
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	50%	1-Not all nutrition concerns from history form and growth assessment results were addressed.
Services to Pregnant Women/New Mothers <i>(Prenatal Services, New Mother Services)</i>	N/A	
Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	84%	1-Strategies to achieve goals were not clearly identified including appropriate timetable. 2-Limited follow-up on requests for immediate services and on goals.

Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	100%	
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	96%	
Written Individualization <i>(Assessments, Individual Development Plans, Transition)</i>	68%	1-Not all assessments were done on schedule. 2-Not all IDPs contained parent input and not all children had completed IDPs. 3-Joint planning was observed at home visits but Home Visit Plans did not adequately reflect this.
Home Based Option <i>(Group Size, Home Visits, Socializations)</i>	96%	
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	96%	

* Scores between 90-99% will be addressed by the program but do not require a formal Monitoring Response Plan. Scores less than 90% require a written Monitoring Response Plan. Thresholds will be adjusted in the future when historical data is available.

Corrective Action Plans:

The program has 30 days to submit a written Monitoring Response Plan for areas under 90%. Follow-up visits will be scheduled within 120 days or less.



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and Governing Board members
 RE: Quality Assurance/Monitoring Results – August 2013

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
SETA Operated Program	Phoenix Park New Helvetia EHS Bright Beginnings Hopkins Northview Norma Johnson	12 9 Head Start 3 Early Head Start	33 27 Head Start 6 Early Head Start	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Outstanding collaboration with local neighborhood (e.g. partnership with SCOE; working with SCUSD school administrators in helping families affected by school closures)
- Teamwork among staff members
- Strong relationships with families

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	71%	1-Inaccuracies found between data in the child's file and the ChildPlus Tracking System. 2- Not all health screenings, examinations and follow-up were completed and/or completed in a timely manner. 3- Hand washing, tooth-brushing and disaster drill procedures not followed at all times. 4-Confidentiality procedures not adhered to at all times.
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	90%	
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	89%	1-Not all required postings were available. 2-Some restrooms, classroom sinks and outdoor environments were not routinely cleaned or clear of clutter/debris. 3-Outdoors space is in need of repair/replacement, including uneven ground, worn rubber ground cover and

		playground equipment that is not age appropriate.
Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	76%	1-Not all family partnership agreements and follow-up was completed and/or completed in a timely manner. Evidence that partnerships exist but documentation was not evident in each file
Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	92%	
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	85%	1-Not all Individual Development Plans were thoroughly completed and/or completed in a timely manner. 2-Not all assessment observations were clearly linked to domains/curriculum.
Written Individualization <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i>	67%	1-Not all assessments were completed in a timely manner.
Curriculum/Implementation of Individualization <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i>	91%	1-More cultural diversity materials are needed in the classroom. 2-Limited teacher-child interactions during outdoor time.
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	88%	1-Inaccuracies between data in the child's file and Childplus Tracking System 2-Some enrollment paperwork was incomplete.

*Scores between 90-99% will be addressed by the program but do not require a formal Monitoring Response Plan. Scores less than 90% require a written Monitoring Response Plan. Thresholds will be adjusted in the future when historical data is available.

Corrective Action Plans:

The program has 30 days to submit a written Monitoring Response Plan for areas under 90%. Follow-up visits will be scheduled within 120 days or less.



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members
 RE: SETA Quality Assurance/Monitoring Results – September 2013

Agency	Program	# of EHS Educators	# of Files	Monitoring Purpose
Sacramento City Unified School District	Early Head Start Home Base and Socialization Activity	6	14	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- The socialization event was implemented well.
- Overall, home visit sessions revealed positive and affirming relationships between families and Home Educators/Visitors. Parents’ competency was reinforced, with staff acknowledgment of parents’ personal growth and any observed positive changes at home. All developmental needs of children were addressed.
- The program has passionate and dedicated staff who provide program services with joyful and enthusiastic attitudes.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	62%	1-Consent forms were missing or not fully completed. 2-Not all screenings were completed within 45-days or on file. 3-Not all immunization cards were completely filled out. 4-Missing well-child checks on file. 5-Child Plus data did not reflect file content. 6-No evidence of oral health and hygiene information provided to all parents.
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	92%	
Services to Pregnant Women/New Mothers <i>(Prenatal Services, New Mother Services)</i>	100%	

Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	91%	
Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	100%	
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	77%	1-Some IDPs did not have clearly written strategies.
Written Individualization <i>(Assessments, Individual Development Plans, Transition)</i>	74%	1-Observation dates were not consistent with other dates in file challenging the validity of written observations.
Home Based Option <i>(Group Size, Home Visits, Socializations)</i>	89%	1-Some missed home visits were not adequately documented 2-Home Visit Plans were not thoroughly completed with missing date for the next scheduled visit.
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	82%	1-Files contain incomplete or inconsistent enrollment information.

*Scores between 90-99% will be addressed by the program but do not require a formal Monitoring Response Plan. Scores less than 90% require a written Monitoring Response Plan. Thresholds will be adjusted in the future when historical data is available.

Corrective Action Plans:

The program has 30 days to submit a written Monitoring Response Plan for areas under 90%. Follow-up visits by the SETA Quality Assurance team will be scheduled within 120 days or less.



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and Governing Board members
 RE: SETA Quality Assurance/Monitoring Results – September 2013

Agency	Program	# of EHS Educators	# of Files	Monitoring Purpose
San Juan Unified School District	Early Head Start Home Base and Socialization Activity	4	8	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Overall, home visits were conducted well, characterized by observed joint planning with parents and home environment was integrated in the lessons. Parent competencies were reinforced during the home visit experience.
- Socialization events were very good. Children were provided opportunities to experience preschool in a center-based setting.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	68%	1-Not all heights, weights and head circumferences were graphed within timelines or procedures for graphing the results were not followed consistently. 2-Not all Well-Child Checks and follow-up were completed or completed on time. 3-Not all children have 1 st year and 2 nd year lead risk assessment completed or in file. 4-Blood lead level and hemoglobin/hematocrit results for files reviewed were not in file or not recorded within appropriate time frame of 90 days.
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	94%	
Services to Pregnant Women/New Mothers <i>(Prenatal Services, New Mother Services)</i>	67%	

Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	94%	
Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	100%	
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	79%	1-Not all screenings were completed within 45 days.
Written Individualization <i>(Assessments, Individual Development Plans, Transition)</i>	72%	1-Not all assessments were completed according to the assessment schedule and/or missing anecdotal observations 2-In-kind activities did not always link back to curriculum on home visit plans.
Home Based Option <i>(Group Size, Home Visits, Socializations)</i>	93%	
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	99%	

*Scores between 90-99% will be addressed by the program but do not require a formal Monitoring Response Plan. Scores less than 90% require a written Monitoring Response Plan. Thresholds will be adjusted in the future when historical data is available.

Corrective Action Plans:

The Head Start/Early Head Start program has 30 days to submit a written Monitoring Response Plan for areas under 90%. Follow-up visits by the SETA Quality Assurance team will be scheduled within 120 days or less.

ITEM IV - 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.