



GOVERNING BOARD

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County of Sacramento

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, October 1, 2015

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 employee: **Lisa Jones Ball**,
Workforce Development Professional II (20 years)

➔ Presentation on Workforce Innovation and Opportunity Act
(WIOA) (Roy Kim)

II. Consent Items

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B. WORKFORCE DEVELOPMENT DEPARTMENT

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Community Services Block Grant: None

One Stop Services

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C. CHILDREN AND FAMILY SERVICES

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

VI. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Pursuant to Government Code Section 54956.8. The Governing Board may discuss negotiations concerning the following property(ies) and person(s):

Address: 925 Del Paso Boulevard, Sacramento

Agency Negotiator: Kathy Kossick

Negotiating Party: McCuen Acoma Street Investors, LP

Under Negotiation: Price and Terms of Payment for Extension of Existing Lease

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, SEPTEMBER 24, 2015

ITEM II-A - CONSENT

MINUTES OF THE SEPTEMBER 3, 2015 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the September 3, 2015 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, September 3, 2015
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:10 a.m.; no quorum was achieved.

Members Present:

Sophia Scherman, Vice Chair, Governing Board; Public Representative
Patrick Kennedy, Member, Board of Supervisors
Allen Warren, Councilmember, City of Sacramento (arrived at 10:18 a.m.)

Members Absent:

Jay Schenirer, Councilmember, City of Sacramento
Don Nottoli, Chair, Governing Board; Member, Board of Supervisors

- ➔ Recognition of long-term employees: Manager Ms. Brenda Campos recognized **Judy Weber**, Quality Assurance Analyst for her 25 years of service to SETA. Manager Ms. Karen Gonzales recognized **Betsy Uda**, Education Program Officer, also for her 25 years of service to SETA.
- ➔ Recognition of Retiring Head Start Manager Brenda Campos: Ms. Denise Lee acknowledged Ms. Brenda Campos for her 31 years at SETA. The EHS Child Care Partnership is a great testimony of Brenda's commitment to children and families in Head Start.
- ➔ Presentation on Workforce Innovation and Opportunity Act (WIOA): continued to the October meeting.

II. **Consent Items**

- A. Minutes of the August 6, 2015 Regular Board Meeting
B. Approval of Claims and Warrants
C. Approval to Modify California Capital FDC's Vendor Services (VS) Contract

Mr. Thatch noted a correction to the minutes

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

- A. Approve the August 6, 2015 minutes as corrected.

- B. Approve the claims and warrants for the period 7/28/15 through 8/26/15.
- C. Approve the recommendation to modify California Capital's Vendor Services contract.

Roll Call Vote:

Aye: 3 (Kennedy, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 2 (Nottoli and Schenirer)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Changes to the SETA Personnel Policies and Procedures

Mr. John Allen reviewed the recommended changes to the personnel policies and procedures.

A public hearing was opened; there were no speakers

Moved/Warren, second/Kennedy, to close the public hearing and approve the above noted changes in the SETA Personnel Policies and Procedures.

Roll Call Vote:

Aye: 3 (Kennedy, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 2 (Nottoli and Schenirer)

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Job Classification Revisions of Workforce Development Professional (I, II and III)

Mr. Allen stated that the proposed changes will bring the job specs in line with the apprenticeship program standards.

A public hearing was opened; there were no speakers.

Moved/Warren, second/Kennedy, to close the public hearing and take action to approve the revised job classifications of Workforce Development Professional I, II, and III.

Roll Call Vote:

Aye: 3 (Kennedy, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 2 (Nottoli and Schenirer)

3. Approval of Retiree Medical Insurance Subsidy for Calendar Year 2016

Ms. Kossick offered to answer questions.

Moved/Kennedy, second/Warren, to approve Option A for the next calendar year effective January 1, 2016.

Roll Call Vote:

Aye: 3 (Kennedy, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 2 (Nottoli and Schenirer)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services:

1. Approval of Staff Funding Extension Recommendations for Refugee Social Services (RSS), Targeted Assistance (TA), RSS Set-Aside, and TA Discretionary Programs, Program Year (PY) 2015-2016

Ms. O’Camb offered to answer questions; there were no questions.

Moved/Warren, second/Kennedy, to approve the funding extensions for the Refugee Social Services (RSS), Targeted Assistance (TA), Refugee Social Services (RSS) Set-Aside, and Targeted Assistance Discretionary (TAD) programs for PY 2015-16 effective October 1, 2015, as indicated in the attached charts.

Additionally, approve the following funding stipulations:

1. If final TA, RSS Set-Aside and TAD allocations are different than anticipated, SETA will adjust the amounts allocated to Refugee Program providers proportionately.
2. TA and TAD funds will be allocated in two increments. The first increments will cover program services from October 1, 2015 through April 30, 2016. The second increments will be allocated contingent upon receipt of funds from ORR, and will cover program services from May 1, 2016 through September 30, 2016.
3. PY 2015-16 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 service providers must allocate a minimum of 10% of their awards 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 per day, from October 1, 2015, through September 30, 2016.
7. Refugees receiving resettlement or Match Grant employment services from IRC are not eligible to participate in IRC's RSS-funded VESL/ES program.

Roll Call Vote:

Aye: 3 (Kennedy, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 2 (Nottoli and Schenirer)

Community Services Block Grant:

2. Approval of the Community Services Block Grant (CSBG) Request for Proposals for the 2016 Program Year

Ms. Julie Davis-Jaffe offered to answer questions.

Moved/Warren, second/Kennedy, to approve the CSBG Request for Proposals for the 2016 Program Year.

Roll Call Vote:

Aye: 3 (Kennedy, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 2 (Nottoli and Schenirer)

One Stop Services

3. Approval to Accept Workforce Innovation and Opportunity Act (WIOA) Discretionary Funds from the California Workforce Investment Board and Authorize the Executive Director to Execute the Agreement, any Subgrants or Other Documents Required by the Funding Source

Moved/Warren, second/Kennedy, to accept WIOA Discretionary funds from the CWIB and authorize the Executive Director to execute the agreement, any subgrants or other documents required by the funding source.

Roll Call Vote:

Aye: 3 (Kennedy, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 2 (Nottoli and Schenirer)

C. CHILDREN AND FAMILY SERVICES:

1. Approval of the Submission of the Amendment Application for the Early Head Start-Child Care Partnership (EHS-CCP) Program to the Office of Head Start

There were no questions or comments.

Moved/Kennedy, second/Warren, to approve the submission of the Early Head Start-Child Care Partnership and Expansion Amended Application to the Office of Head Start in the amount of \$918,735 including Basic and Training/Technical Assistance.

Roll Call Vote:

Aye: 3 (Kennedy, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 2 (Nottoli and Schenirer)

2. Approval of the SETA Early Head Start-Child Care Partnership Health and Safety Screener Summary Report

Mr. Warren requested a quick summary of this item. Ms. Denise Lee stated that this is a requirement of the new EHS grant. Four centers were reviewed, which includes 11 classrooms. Part of it is to raise the quality of the services to Head Start standards.

Moved/Warren, second/Kennedy, to approve and certify the SETA Early Head Start-Child Care Partnership Health and Safety Screener results.

Roll Call Vote:

Aye: 3 (Kennedy, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 2 (Nottoli and Schenirer)

IV. Information Items

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

E. Head Start Reports: No questions.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: No report.

C. Deputy Directors: No report.

D. Counsel: No report.

E. Members of the Board: Ms. Scherman inquired how long Mr. Thatch has been here. Mr. Thatch replied he has served 37 years. November 1 is his anniversary date.

F. Public: No comments.

VI. Adjournment: Meeting was adjourned at 10:52 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 8/27/15 through 9/24/15, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 8/27/15 through 9/24/15.

STAFF PRESENTER: Kathy Kossick

ITEM II-C – CONSENT

APPROVAL TO ACCEPT THE “WELDFORCE” APPRENTICESHIP FUNDS FROM THE LOS RIOS COMMUNITY COLLEGE DISTRICT

BACKGROUND:

On September 9, 2015, the Department of Labor (DOL) announced an award of a 5-year, \$5 million federal grant to fund the Northern California Community College American Apprenticeship Initiative (NCCCAAI). The Partnership consists of five California Community Colleges, the Sacramento Employment and Training Agency and Siemens Transportation.

The NCCCAAI is a public private partnership that is intended to bring about a sustainable and appropriate solution for bridging the use of American Apprenticeships within the Advanced Manufacturing industry cluster of the Greater Sacramento Region.

The “*Weldforce Consortium*” will collaborate to offer a multi-faceted approach for the U.S. Department of Labor’s American Apprenticeship Initiative with the following key features:

- **Sector strategies** focused on Welding;
- **A flexible and sustainable training model** that includes a *Pre-apprenticeship Boot Camp*, followed by an *Advanced Training Module* that feeds into formal apprenticeship. Participants arriving with advanced skills or experience are able to move directly into Advanced Training. Those accepted into formal apprenticeships are hired by employer partners, earning while they receive additional specialty training;
- **Career pathways** connecting pre-apprenticeship students and apprentices to a wide range of related two- and four-year degree and certificate programs;
- **Outreach and recruitment focused on underrepresented populations**, including women and veterans;
- **Student success best practices** that lead to high rates of retention and program completion; and
- **Policy development** aimed toward promoting apprenticeships and public-private partnerships.

RECOMMENDATION:

Accept funds from the Los Rios Community College in the amount of \$288,600 to provide case management for the Northern California Community College American Apprenticeship Initiative and authorize the Executive Directive to sign the agreement.

STAFF PRESENTER: William Walker

ITEM II-D - CONSENT

APPROVAL TO ADD ONE MORE CHANCE, TAD GRANTS, AND
ACADEMIC RECORDS EVALUATION CENTER TO SETA'S
VENDOR SERVICES (VS) LIST

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 youth in an effort to prepare them for participation in the labor force and to expand SETA's VS List. Since that time, the SETA Governing Board has approved several amended releases of the RFQ to expand the selection of Adult and Youth Workforce Development services. Vendor services are fee-for-service activities that provide additional options for adults and youth who face a myriad of challenges to academic success and/or gainful employment.

All vendors recommended for inclusion on SETA's VS List have demonstrated that the services proposed are justified and align with SETA's programs.

Staff is seeking approval of the attached recommendations.

RECOMMENDATION:

Approve the attached recommendations to add One More Chance, TAD Grants, and Academic Records Evaluation Center to SETA's VS List.

STAFF PRESENTER: Marianne Sphar

Vendor Services (VS) List

Staff Recommendation

Applicant: One More Chance

Location: 2440 Rotterdam Drive
Elverta, CA 95626

Applicant's Background:

One More Chance, founded in December 2014, is a private-for-profit organization that promotes change in the lives of those previously incarcerated by facilitating a smooth assimilation back into society. This is accomplished through transitional housing and/or comprehensive counseling services.

As a vendor, One More Chance will provide drug and alcohol abuse, and anger management counseling services to individuals previously incarcerated. Counseling services will provide the necessary informational and educational tools for clients to develop life skills, enter the workforce, remain substance abuse free and become productive members of the community.

Activity	Individual Rate	Group Rate
Counseling*: <ul style="list-style-type: none">Substance AbuseAnger Management	\$75 per two hour session (12 session max., or \$900)	6 – 12 clients 2 hour session - \$250 (24 session max., or \$6,000)
	\$75 per two hour session (12 session max., or \$900)	6 – 12 clients 2 hour session - \$250 (12 session max., or \$3,000)

*Services subject to prior management approval.

Vendor Services (VS) List

Staff Recommendation

Applicant: TAD Grants

Location: 2920 Leta Lane
Sacramento, CA 95821

Applicant's Background:

TAD Grants, founded in 2008, specializes in providing grant writing, training and evaluation services for, State and Local Governments, Non-Profit and Tribal Organizations. TAD has extensive experience in providing training for staff in the areas of workforce development, social services, and re-entry programs for parolees and probationers.

As an approved vendor, TAD Grants will provide In-Service Training to SETA and partner staff to enhance their skills and abilities in serving adult and youth customers of the Sacramento Works America's Job Center (SWJC) system.

Activity2	Individual Rate	Workshop Rate
In-Service Training* – <ul style="list-style-type: none">• Employment Preparation and Placement• Employer Engagement• Effective Case Management/Follow up and Retention• Conflict Resolution and Partnership Development• Time and Data Management	\$75 per hour (2 hour minimum; 6 hour maximum)	4 Hour Workshop: 6 – 50 participants @ \$275 per hour or \$1,100 8 Hour Workshop: 6 – 50 participants @ \$250 per hour or \$2,000

*All services subject to prior management approval.

Vendor Services (VS) List

Staff Recommendation

Applicant: Academic Records Evaluation Center (AREC)

**Location: 828 University Avenue
Sacramento, CA 95825**

Applicant's Background:

AREC is a credential evaluation service with more than 20 years of experience in evaluating foreign educational credentials from all over the world. Approved by the California Board of Accountancy, AREC has provided evaluations for American River and Sierra College. Services offered include the verification of accreditation of foreign institutions, level of the education received, and verification of authenticity of foreign credentials and documents.

As an approved vendor, AREC will provide Foreign Transcript Evaluation Information services to customers of the Sacramento Works America's Job Center (SWJC) system to meet minimum qualifications and/or salary placement.

Activity	Individual Rate
Foreign Transcript Evaluation*: <ul style="list-style-type: none">• General Evaluation• General and Course-by-Course Evaluation <i>(Translation of Documents)</i> <ul style="list-style-type: none">• High School Placement Evaluation• Credential/Document Report• Course Listings Report• Validation of non-U.S. Certified Translation	\$160 \$270 \$60 \$30 \$100 \$60

*All services subject to prior management approval.

ITEM III-A - 1 – ACTION

APPROVAL OF USE OF FUND BALANCE

BACKGROUND:

During August, 2015 the Agency determined that the calculation of the monthly vehicle allowance for three management employees had been incorrectly applied. This miscalculation has resulted in underpayments to these three employees. In addition, it was determined that a management employee has not been receiving the approved technology allowance. Some of these costs are being absorbed by current grants, but the remaining costs must be absorbed by the Agency fund balance since grants are closed.

Total costs to be charged against fund balance are \$3,494.49, consisting of \$2,442.38 technology allowance costs and \$1,052.11 vehicle allowance costs. These costs include applicable payroll taxes.

RECOMMENDATION:

Approve the use of Agency fund balance of \$3,494.49 to correct underpayments of the vehicle allowance and technology allowance.

STAFF PRESENTER: Loretta Su

ITEM III-A - 2 - ACTION

APPROVAL OF MODIFICATIONS TO JANITORIAL SERVICES AGREEMENTS
FOR FISCAL YEAR ENDING JUNE 30, 2016, AND AUTHORIZE THE EXECUTIVE
DIRECTOR TO SIGN THE AGREEMENTS

BACKGROUND:

On June 4, 2015, the Governing Board approved the extension of janitorial services agreements for fiscal year ending June 30, 2016, and authorized the Executive Director to sign the agreements. Upon further review, staff realized there was a calculation error in the total dollar amount for two of the four contractors as posted in the board item and approved by the board on June 4th. The monthly payment amounts charged and billed were correct and in accordance with the service agreements, however the aggregate totals were incorrect. No additional resources were/are being provided to contractors.

Details are as follows:

Amounts approved on June 4		Correct Amounts	Difference
Contractor	Amount		
Custom Hi Tech Maintenance	\$14,975	Correct as approved	\$0
MCH Janitorial Services	\$52,000	\$68,800	\$16,800
New Generation Building Services	\$127,161	Correct as approved	\$0
TEE Janitorial & Maintenance	\$67,080	\$68,980	\$1,900

Staff is available to answer questions.

RECOMMENDATION:

Approve the modification of the service agreements with the correct total dollar amounts for MCH Janitorial Services and TEE Janitorial and Maintenance for janitorial services for an additional year, ending on June 30, 2016, and authorize the Executive Director to sign the agreements.

STAFF PRESENTER: Denise Lee

ITEM III-B – 1 – ACTION

APPROVAL TO TRANSFER WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) DISLOCATED WORKER FUNDS TO ADULT FUNDS, PROGRAM YEAR (PY) 2015-16, AND AUTHORIZE STAFF TO SUBMIT A REQUEST TO THE STATE OF CALIFORNIA, EMPLOYMENT DEVELOPMENT DEPARTMENT

BACKGROUND:

This item addresses the transfer of Workforce Innovation and Opportunity Act (WIOA) Dislocated Workers funds to Adult funds for Program Year (PY) 2015-16. WIOA, signed into law July 22, 2014, allows Local Workforce Development Boards (LWDBs), with approval from the Governor, to transfer up to and including 100 percent of the funds allocated for Adult and Dislocated Worker programs in order to maximize customer service and provide local boards with greater flexibility to respond to changes in their local labor markets and the demonstrated needs of each unique population. WIOA funds transfer limitations can be found in WIOA, Section 133(b)(4), and WIOA Notice of Proposed Rulemaking (NPRM), Section 683.130.

Each year, approximately 30 percent of eligible dislocated workers are served under SETA's adult funding stream. By alleviating SETA staff of the labor-intensive eligibility, data collection, accounting and reporting procedures required when serving customers under the dislocated worker funding stream, more effort can be focused on training and job development services.

California Workforce Development Board (CWDB) discussions indicate that the State's policy will allow local areas to transfer at least up to 75 percent of Dislocated Worker funds to the Adult program. Consistent with this indication and contingent upon CWDB's final policy on fund transfers, staff is recommending that the Board authorize the transfer of up to 75 percent of the WIOA dislocated worker formula allocation to the adult program for PY 2015-16.

The amount of dislocated worker funds to be transferred to the adult allocation for PY 2015-16 will be up to \$2,977,341. Before effecting transfer, SETA will obtain written approval from the State of California, Employment Development Department (EDD), Workforce Services Division, which has been delegated authority to act on behalf of the Governor.

RECOMMENDATION:

Approve the transfer of up to \$2,977,341 in WIOA dislocated worker formula funds to the WIOA adult formula funding stream for PY 2015-16, and authorize staff to submit a request to the State of California, EDD.

STAFF PRESENTER: Michelle O'Camb

ITEM III-C - 1 – ACTION

APPROVAL AND CERTIFICATION OF THE SETA HEAD START/EARLY HEAD START HEALTH AND SAFETY SCREENER SUMMARY REPORT

BACKGROUND:

This agenda item provides the opportunity for the Governing Board to review and certify the results of the SETA Head Start/Early Head Start Health and Safety Screener.

As a condition to the Head Start/Early Head Start grant, grantees must comply with the terms and conditions for the project award period. Included in the conditions is a requirement to conduct a screening of the health and safety environment of each Head Start and Early Head Start center (countywide) where services are provided. Screeners must be completed within 45 days (September 14, 2015) of the start of the project period and/or within 45 calendar days of services starting at each new location. Certification of the Health and Safety Screener is required by the Policy Council and Governing Board within 75 calendar days (October 14, 2015) of the start of the program.

During the months of August and September, SETA staff performed a health and safety review at each Head Start and Early Head Start location within the grantee and its delegate agencies. Summary results of the review are attached.

Staff will be available to answer questions.

RECOMMENDATION:

That the Governing Board approves and certifies the SETA Head Start/Early Head Start Health and Safety Screener results.

STAFF PRESENTER: Denise Lee



**Health and Safety Screener 2015-2016
August-September 2015
Summary: Areas of Improvement/Action Items**

Overview:

During the months of August and September 2015 (within 45 days of the program start date), SETA staff performed a health and safety review at each Head Start and Early Head Start location within the grantee and its delegate agencies. During the review, the quality assurance team reviewed 107 centers/outdoor environments and 211 classrooms. The review team utilized the OHS-prescribed Health and Safety Screener (tool) which is comprised of 40 indicators in the areas of Environments, Health and Safety Procedures and Supervision. Transportation questions were excluded from the review since Sacramento County programs do not provide transportation to Head Start/Early Head Start children.

Overall, the program has no significant findings or non-compliance areas. A summary of the reviews is provided below. A corrective plan of action will be developed for each area of improvement and will be followed-up by the SETA Quality Assurance Analyst for clearance.

Program Strengths:

- Environments for infants/toddlers are free of choking hazards; materials are cleaned and sanitized as needed between use by individual children
- Fire extinguishers are available, accessible, tested and services regularly
- Cleaning supplies and other potentially hazardous materials are no accessible to children
- Classrooms meet/exceed minimum square footage required
- Necessary accommodations and modifications are made to ensure the safety, comfort and participation of children with disabilities
- Child accessible electrical outlets have covers, are tamper-resistant or have safety plugs
- Safety and supervision procedures and practices
- Indoor/outdoor environments are free from molds and pollutants, including smoke, lead, pesticides and herbicides, as well as soil and water pollutants
- All staff have criminal background checks, initial health exams, and TB screenings
- All staff are trained in mandated reporter responsibilities

- Agency policies and procedures protect children with allergies and from known allergens
- Staff notify parents when children are sick or injured
- Children, including sleeping children, are supervised by staff at all times
- Children in outdoor areas do not have access to unsafe or unsupervised areas (i.e. body of water, roads, parking lots, or other hazards)
- Redundant procedures are in place to ensure that no child is left alone
- Required staff to child ratios are maintained at all times per local, state and Head Start regulations, whichever is more stringent

Areas of Improvement:

SETA-Operated Program (SOP):

Number of Centers/Outdoor Environments: 30

Number of Classrooms: 98

- Outdoor play areas have debris, trash and tripping hazards
- Toilet cleanliness (dirt/grime)
- Medication procedures not consistently followed
- Emergency lights/flashlights not maintained; Overdue dates for fire extinguishers annual testing
- Evacuation maps not properly labeled (position of map reader, and where evacuation meeting location is)
- CCL postings not updated with current staff names

Elk Grove Unified School District (EGUSD):

Number of Centers/Outdoor Environments: 13

Number of Classrooms: 17

- Outdoor play equipment in some school sites are for 5-12 years old; some for 2-5 years old which pose potential hazards and require active supervision at all times. Lay out of school yards in some sites require strategic zoning for adequate supervision.
- Outdoor premises have debris and have structures that need maintenance (e.g. fence, dry rot, etc.)
- Bathroom maintenance/cleanliness (rusty bolts, old caulking)
- Evacuation maps posted but blocked; clutter in some classrooms

Sacramento City Unified School District (SCUSD):

Number of Centers/Outdoor Environments: 40

Number of Classrooms: 54

- Evacuation maps not at all exit doors, not specific to the classroom or not properly labeled
- Missing fire extinguishers

- Outdoor play equipment concerns and maintenance

San Juan Unified School District (SJUSD):

Number of Centers/Outdoor Environments: 20

Number of Classrooms: 30

- Clutter on classroom counters
- Emergency lights/flashlights not maintained
- Medication procedure concerns
- Outdoor premises at some centers need maintenance

Twin Rivers Unified School District (TRUSD):

Number of Centers/Outdoor Environments: 3

Number of Classrooms: 9

- CCL postings are not updated with current staff names; some classrooms have old and new forms displayed on wall.
- Not all evacuation maps are properly labeled for meeting location.
- Bathroom maintenance/cleanliness (old caulking, heavily stained linoleum, daily cleaning)
- Clutter on classroom counters (potential hazards) and cleaning supplies accessible to children
- Outdoor premises need maintenance

Women's Civic Improvement Club (WCIC):

Number of Centers/Outdoor Environments: 1

Number of Classrooms: 3

- No concerns

ITEM IV-A - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Loretta Su

MEMORANDUM

TO: Rachel Rios **DATE:** September 1, 2015
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of La Familia Counseling Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	US	\$ 61,500	7/1/14-6/30/15	7/1/14-2/28/15
WIA	OOS	\$ 293,940	7/1/14-6/30/15	7/1/14-2/28/15
WIA	AD /TC	\$ 76,911	7/1/14-6/30/15	7/1/14-2/28/15
WIA	CW/ABE	\$ 74,430	7/1/14-6/30/15	7/1/14-2/28/15
WIA	OJT/Adult	\$ 331,644	7/1/14-6/30/15	7/1/14-2/28/15
WIA	OJT/CW	\$ 286,487	7/1/14-6/30/15	7/1/14-2/28/15
CSBG	FSS	\$ 55,000	1/1/15-12/31/15	1/1/15-2/28/15
DHHS	Covered CA	\$ 135,733	7/1/13-12/31/14	1/1/14-12/31/14

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: March 19-20, 2015

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

MEMORANDUM

TO: Rachel Rios **DATE:** September 1, 2015
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of La Familia Counseling Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	US	\$ 71,500	7/1/13-6/30/14	1/1/14-6/30/14
WIA	OOS	\$ 293,940	7/1/13-6/30/14	1/1/14-6/30/14
WIA	TC/GED	\$ 37,215	7/1/13-6/30/14	1/1/14-6/30/14
WIA	TC/ABE	\$ 22,329	7/1/13-6/30/14	1/1/14-6/30/14
WIA	TC/AD/ABE	\$ 54,000	7/1/13-6/30/14	1/1/14-6/30/14
WIA	TC/DW/ABE	\$ 18,914	7/1/13-6/30/14	1/1/14-6/30/14
WIA	TC/DW	\$ 6,000	7/1/13-6/30/14	1/1/14-6/30/14
WIA	OJT/Adult	\$ 303,355	7/1/13-6/30/14	1/1/14-6/30/14
WIA	OJT/Adult	\$ 37,890	7/1/13-6/30/14	1/1/14-6/30/14
WIA	OJT	\$ 243,727	7/1/13-6/30/14	1/1/14-6/30/14
WIA	TC/OJT	\$ 34,560	7/1/13-6/30/14	1/1/14-6/30/14
CSBG	FSS	\$ 55,000	1/1/14-12/31/14	1/1/14-12/31/14

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
Date of review: March 16-18, 2015

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

Program Operator: La Familia Counseling Center

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 verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Desli Beckman **DATE:** September 1, 2015

FROM: Tammi L. Kerch, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Sacramento Self Help Housing

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS	\$ 20,000	1/1/14-12/31/14	1/1/14-12/31/14
Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final <u>X</u>				

CSBG	FSS	\$ 20,000	1/1/15-12/31/15	1/1/15-2/28/15
Monitoring Purpose: Initial <u>X</u> Follow-Up ___ Special ___ Final ___				

Date of review: 3.20.15, follow up in July.

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

Memorandum

Fiscal Monitoring Findings

Page 2

Program Operator: Sacramento Self Help Housing

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Shawn Harrison **DATE:** September 2, 2015
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of
 Soil Born Farm Urban Agriculture Project

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	In-School Youth	\$20,000	7/1/14-9/30/14	7/1/14-9/30/14

Monitoring Purpose: Initial _____ Follow-up _____ Special _____ Final X
Date of review: 8/20/15

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

Program Operator: Soil Born Farm Urban Agriculture Project

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2014 to September 30, 2014 for the WIA In-School Youth program have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Vasseliki Vervilos **DATE:** September 1, 2015
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
TAD	VESL/ES	\$ 5,166	9/30/14-4/30/15	9/30/14-2/28/15
RESS	VESL/ES	\$ 103,385	10/1/14-9/30/15	10/1/14-2/28/15
TA	ES	\$ 41,466	10/1/14-4/30/15	10/1/14-2/28/15

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: March 23-27, 2015

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

MEMORANDUM

TO: Vasseliki Vervilos **DATE:** September 1, 2015
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
TAD	VESL/ES	\$ 7,610	9/30/13-9/29/14	4/1/14-9/29/14
RESS	VESL/ES	\$ 97,248	10/1/13-9/30/14	4/1/14-9/30/14
TA	VESL/ES	\$ 10,804	10/1/13-9/30/14	4/1/14-9/30/14
TA	ES	\$ 69,000	10/1/13-9/30/14	4/1/14-9/30/14

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
Date of review: March 23-27, 2015

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

Program Operator: Twin Rivers Unified School District

Findings and General Observations:

The total costs as reported to SETA for RESS, TA, and TAD have been traced to the subgrantee's fiscal records.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

ITEM IV-B – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

Staff at Sacramento Works Training 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	CRITICAL CLUSTERS	JOBS	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			
Barnes & Noble	1	Barista/Cafe Server	2
	1	Bookseller	2
	1	Head Cashier	1
BBC Services, Inc.	3	Carpenter	10
Bozzuto Insurance Agency	1	Insurance Sales Agent	1
CBS13/CW31	1	Administrative Assistant	1
Child Action	1	Human Resources Analyst	1
	5	Assessment Unit Clerk (Bilingual)	1
Children's Law Center of California	1	Scanning Clerk	1
	1	Secretary	1
City of Sacramento	1	Out of School Time Leader	29
Cokeva, Inc.	10	Sales Executive	1
	3	Technician II	1
Comcast	10	Individual Direct Sales	1
	1	Xfinity Sales Associates	9
Core Commercial	1	Marketing/Graphic Design/Office	1
Crossroads Facility Services	1	Senior Accountant	1
	1	Youth Specialist	1
Culinary Staffing America	1	Food Service Workers	40
Dayles Diesel & Genrtr Repair	7	Generator Mechanic	1
eVerifile	1	Team Manager	4
First Security Services	1	Security Officer	10
Frito-Lay	10	Detailer	1
	9	Route Sales Representative - General	1
Greater Sacramento Urban League	1	Youth Specialist	1
GRID Alternatives North Valley	1	Outreach Coordinator	1
	3	SolarCorps Construction Fellows	2
	1	SolarCorps Outreach Fellow	1
H&R Block	1	Office Manager/Lead	20
	1	Tax Professional	20
Horizon Personnel Services	9	Order Puller	10
Hunter Douglas Fabrication	9	Production Associate/Assembler	9
Kair In-Home Social Svc	1	Foster Family Agency Administrator, Social	1
Leukemia & Lymphoma Society	1	Part Time Outreach Assistant	15
LG Electronics	7	Field Service Technician - Appliances and HVAC	1
Liberty Tax Service #8097	1	Tax Preparer	1
Los Rios Community College	1	Administrative Secretary I	1
	1	Admissions/Records Clerk II	2
	1	Campus Operations Director - Sutter County Center	1
	1	Clerical Assistant	1
	1	Clerk II	1
	1	Clerk III	1
	1	Control Center Technician	1
	1	Custodian	1
	1	Dean, Kinesiology and Athletics	1
	1	Facilities Planning and Engineering Specialist	1
	1	Faculty Diversity Internship Program Pool	1
	1	Financial Aid Clerk II	1
	1	Financial Aid Officer	1
	6	Information Technology Systems/Database Administrator Analyst II	1
	1	Instructional Assistant - Foreign Language	1
	1	Instructional Assistant - Learning Resources	1
	1	Instructional Assistant - Sign Language Studies	1
	1	Instructional Assistant - Writing/English/Reading	1
	1	Instructional Services Assistant I	1
	1	Laboratory Technician - Science	1
	1	Philosophy Instructor	1
	1	Physical Education/Athletic Attendant	1
	1	Police Communication Dispatcher	1
	6	Senior Information Technology Systems/Database Administrator Analyst	1
	6	Senior IT Technician - Lab/Area Microcomputer Support	1
	1	Student Personnel Assistant - Assessment/Testing	1

EMPLOYER	CRITICAL CLUSTERS	JOBS	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			
Los Rios Community College	1	Student Personnel Assistant - Career & Job Opportunity Services	1
	1	Student Personnel Assistant - Outreach Services	1
	1	Student Personnel Assistant - Student Life	1
	1	Student Personnel Assistant - Student Services	1
	1	Student Personnel Assistant - Temporary Assistance to Needy Families (TANF)	1
	1	Student Success and Support Program (SSSP) Faculty Coordinator	1
Markstein Beverage Co.	1	Merchandiser	1
	9	Night Warehouse Associate	
Merryhill School	1	Preschool Teacher	2
Modis IT Staffing	6	Group Level Processor	20
National Audubon Society	1	Contracts and Government Grants Manager	1
Northern Sheets LLC	9	Production Workers	3
Pacific Health & Home	3	Masonry Installer	2
	3	Skilled Tradesman/Craftsman	2
Pacific Protection INC	1	Unarmed Security Officer	10
Package One	9	Class A Truck Driver	1
Pep Boys	7	Technicians and Mechanics	10
PrideStaff	3	Machine Operator and Woodworking Craftsman	10
	9	Production and Manufacturing Technician	10
Quality Driver Solutions	9	Commercial Truck Drivers	20
Restoration Hardware	1	Client Service Center Supervisor	2
	1	Project Leader	2
Sacramento Employment and Training Agency	1	Early Head Start Educator	1
	1	Site Supervisor	1
Sacramento Metro Chamber-Cmmrc	1	Accounting Clerk	1
Sacramento Regional Transit District	1	Assistant General Manager - Administration	1
	7	Maintenance Supervisor - Wayside	1
	1	Community Bus Services (CBS) Dispatcher/Supervisor	1
	3	Network Operations Engineer	1
Serenity Respite	4	Respite Care Provider	10
Slingshot Connections	10	Outside Sales	5
Smartguard	1	Security Officer/Patrol Officer	6
SolarCity	1	Call Center Concierge (Project Specialist)	20
South Side Art Center	1	Ceramic Lead Artist Instructor	1
Staff Management	1	Area Manager	30
Starbucks Corporation	1	Barista	7
Stations	9	Installer	4
SVS GROUP, INC.	1	Event Staff & Security Guards	30
Teledyne Microwave Solutions	9	Assembler 1	1
	3	Electronic Engineer 2	1
	1	Senior Contracts Administrator	1
	1	Trade Compliance Support Administrator 1	1
	7	Calibration Lab Technician	1
	1	Senior Contracts Administrator	1
Therapeutic Pathways	4	Behavior Technician	20
Timco Construction Inc	3	General Construction Estimator	1
Trinity Fresh	9	Class B Truck Driver	4
	9	Warehouse Loader	2
	1	Police Communication Dispatcher	1
Villara Building Systems	9	Class A and Class C Driver	1
	9	Driver	1
	7	Duct Blaster	1
	7	Fire Sprinkler Installer	1
	1	Human Resources Bilingual Receptionist	1
	7	HVAC Apartments Installer	1
	7	HVAC Commercial Installer	1
	7	HVAC Retro-Fit Lead	1
	7	HVAC Sheet Metal Installer	1
	7	HVAC Start-Up Technician	1
	7	HVAC Warranty and Paid Service Technician	1
	7	Plumbing Finish/Service	1
	7	Plumbing Installer	1
	7	Quality Control Load Master/Inspector	2

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
<small>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</small>			
Visiting Angels Senior Home Care	4	Caregiver	10
Western States Fire Protection	7	Alarm & Detection Technician	1
	7	Fire Alarm/Fire Sprinkler Inspector	1
	7	Fire Sprinkler Designer	1
	1	Service Administrator	1
Woodmack Products, Inc.	9	Entry-Level Production Machine Operator	1
	9	Entry Level Production Welder	1
	9	Janitor & Machine Operator	1
Yuba Community College District	1	Nursing Instructor	1
	1	Site Supervisor - Child Development Center	1
Total			521

ITEM IV-C – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2015/2016

The following is an update of information as of September 1, 2015 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County.

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Official	5/8/2015	Sutter Medical Foundation 8170 Laguna Blvd Elk Grove, CA 95758	7/1/2015	15	6/25/2015
Official	6/11/2015	Intel 1900 Prairie City Rd. Folsom, CA 95630	7/15/2015	152	Declined
Official	6/26/2015	Raley's 4551 Mack Road Sacramento, CA 95823	9/12/2015	60	Pending
Official	6/15/2015	Insync 3712 Douglas Blvd. Roseville, CA 95661	9/30/2015	148	7/1/2015 8/14/15
Official	7/27/2015	Hank Fisher Properties, Inc. 610 Fulton Avenue Suite 100 Sacramento, CA 95825	9/30/2015	243	10//15/15
			Total # of Affected Workers	618	

ITEM IV-D – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of August was 5.7%.

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

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA
(MSA)
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)
Leisure and hospitality continued to post year-over increase in jobs**

The unemployment rate in the Sacramento-Roseville-Arden Arcade MSA was 5.7 percent in August 2015, down from a revised 6.0 percent in July 2015, and below the year-ago estimate of 7.2 percent. This compares with an unadjusted unemployment rate of 6.1 percent for California and 5.2 percent for the nation during the same period. The unemployment rate was 5.3 percent in El Dorado County, 4.9 percent in Placer County, 5.9 percent in Sacramento County, and 5.9 percent in Yolo County.

Between July 2015 and August 2015, combined employment located in the counties of El Dorado, Placer, Sacramento and Yolo increased by 3,500 to reach 926,200 jobs.

- Government was up 2,200 jobs from last month. The largest increases were seen in local government education services, which added 1,000 jobs, and state government education services, which gained 700 jobs.
- Leisure and hospitality added 1,300 jobs compared to July. This industry has gained 9,800 jobs since April 2015.
- Trade, transportation, and utilities grew by 800 jobs. Retail trade accounted for one-half of the increase, with a gain of 400 jobs.
- Four industries experienced month-over decline. Education and health services lost 100 jobs, other services cut back 300 jobs, construction declined by 400 jobs, and total farm decreased by 700 jobs.

Between August 2014 and August 2015, total jobs in the region increased by 24,600, or 2.7 percent.

- Leisure and hospitality continued to lead year-over job growth, adding 9,800 jobs. Food services and drinking places led the growth with a gain of 8,100 jobs.
- Professional and business services increased by 5,600 jobs over the year. Professional, scientific, and technical services accounted for an increase of 2,900 jobs.
- Construction ticked up by 1,000 jobs from last year. Specialty trade contractors accounted for 600 jobs, and construction of buildings added 400 jobs.
- Three industries declined compared to August 2014. Mining and logging and total farm each lost 100 jobs, and information was down 300 jobs.

Data Not Seasonally Adjusted

	Aug 14	Jun 15	Jul 15 Revised	Aug 15 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,050,000	1,061,900	1,065,300	1,063,500	-0.2%	1.3%
Civilian Employment	974,900	1,002,300	1,001,700	1,002,900	0.1%	2.9%
Civilian Unemployment	75,100	59,600	63,600	60,600	-4.7%	-19.3%
Civilian Unemployment Rate	7.2%	5.6%	6.0%	5.7%		
(CA Unemployment Rate)	7.6%	6.2%	6.5%	6.1%		
(U.S. Unemployment Rate)	6.3%	5.5%	5.6%	5.2%		
Total, All Industries (2)	901,600	930,500	922,700	926,200	0.4%	2.7%
Total Farm	10,500	10,300	11,100	10,400	-6.3%	-1.0%
Total Nonfarm	891,100	920,200	911,600	915,800	0.5%	2.8%
Total Private	670,800	685,800	691,600	693,600	0.3%	3.4%
Goods Producing	84,500	83,700	85,600	85,500	-0.1%	1.2%
Mining and Logging	600	500	500	500	0.0%	-16.7%
Construction	48,100	48,000	49,500	49,100	-0.8%	2.1%
Construction of Buildings	10,600	10,700	10,800	11,000	1.9%	3.8%
Specialty Trade Contractors	31,700	32,400	32,700	32,300	-1.2%	1.9%
Building Foundation & Exterior Contractors	8,400	8,800	9,000	8,900	-1.1%	6.0%
Building Equipment Contractors	12,000	12,300	12,500	12,500	0.0%	4.2%
Building Finishing Contractors	7,300	7,200	7,300	7,500	2.7%	2.7%
Manufacturing	35,800	35,200	35,600	35,900	0.8%	0.3%
Durable Goods	24,800	25,200	25,200	24,900	-1.2%	0.4%
Computer & Electronic Product Manufacturing	6,700	6,700	6,700	6,600	-1.5%	-1.5%
Nondurable Goods	11,000	10,000	10,400	11,000	5.8%	0.0%
Food Manufacturing	4,400	3,400	4,000	4,500	12.5%	2.3%
Service Providing	806,600	836,500	826,000	830,300	0.5%	2.9%
Private Service Providing	586,300	602,100	606,000	608,100	0.3%	3.7%
Trade, Transportation & Utilities	143,700	146,900	147,900	148,700	0.5%	3.5%
Wholesale Trade	24,600	24,500	24,500	24,600	0.4%	0.0%
Merchant Wholesalers, Durable Goods	13,100	13,100	13,300	13,200	-0.8%	0.8%
Merchant Wholesalers, Nondurable Goods	9,100	9,400	9,300	9,300	0.0%	2.2%
Retail Trade	95,300	99,200	99,400	99,800	0.4%	4.7%
Motor Vehicle & Parts Dealer	12,700	13,100	13,100	13,200	0.8%	3.9%
Building Material & Garden Equipment Stores	7,900	8,300	8,300	8,200	-1.2%	3.8%
Grocery Stores	18,500	18,700	18,600	18,700	0.5%	1.1%
Health & Personal Care Stores	5,200	5,200	5,200	5,200	0.0%	0.0%
Clothing & Clothing Accessories Stores	7,000	6,800	6,900	7,000	1.4%	0.0%
Sporting Goods, Hobby, Book & Music Stores	4,200	4,200	4,300	4,400	2.3%	4.8%
General Merchandise Stores	20,000	20,300	20,600	20,700	0.5%	3.5%
Transportation, Warehousing & Utilities	23,800	23,200	24,000	24,300	1.3%	2.1%
Information	13,800	13,500	13,500	13,500	0.0%	-2.2%
Publishing Industries (except Internet)	2,500	2,400	2,400	2,400	0.0%	-4.0%
Telecommunications	6,600	6,500	6,500	6,500	0.0%	-1.5%
Financial Activities	48,900	48,600	49,100	49,200	0.2%	0.6%
Finance & Insurance	35,200	35,000	35,200	35,200	0.0%	0.0%
Credit Intermediation & Related Activities	12,100	12,000	12,200	12,200	0.0%	0.8%
Depository Credit Intermediation	7,300	7,100	7,200	7,200	0.0%	-1.4%
Nondepository Credit Intermediation	2,600	2,600	2,700	2,600	-3.7%	0.0%
Insurance Carriers & Related	19,100	19,000	19,100	19,300	1.0%	1.0%
Real Estate & Rental & Leasing	13,700	13,600	13,900	14,000	0.7%	2.2%
Real Estate	10,500	10,200	10,400	10,500	1.0%	0.0%
Professional & Business Services	119,700	123,900	125,000	125,300	0.2%	4.7%
Professional, Scientific & Technical Services	53,600	56,200	56,800	56,500	-0.5%	5.4%
Architectural, Engineering & Related Services	9,100	9,300	9,600	9,800	2.1%	7.7%
Management of Companies & Enterprises	10,500	10,600	10,700	10,800	0.9%	2.9%
Administrative & Support & Waste Services	55,600	57,100	57,500	58,000	0.9%	4.3%
Administrative & Support Services	52,800	54,100	54,400	54,900	0.9%	4.0%
Employment Services	20,200	21,100	21,000	20,900	-0.5%	3.5%
Services to Buildings & Dwellings	11,500	11,700	11,800	11,800	0.0%	2.6%

Data Not Seasonally Adjusted

	Aug 14	Jun 15	Jul 15	Aug 15	Percent Change	
			Revised	Prelim	Month	Year
Educational & Health Services	135,100	137,400	136,300	136,200	-0.1%	0.8%
Education Services	12,100	13,700	12,800	12,800	0.0%	5.8%
Health Care & Social Assistance	123,000	123,700	123,500	123,400	-0.1%	0.3%
Ambulatory Health Care Services	42,500	43,400	43,100	43,000	-0.2%	1.2%
Hospitals	23,600	23,700	23,800	23,900	0.4%	1.3%
Nursing & Residential Care Facilities	16,100	16,500	16,600	16,600	0.0%	3.1%
Leisure & Hospitality	94,100	100,500	102,600	103,900	1.3%	10.4%
Arts, Entertainment & Recreation	14,800	15,700	15,900	15,800	-0.6%	6.8%
Accommodation & Food Services	79,300	84,800	86,700	88,100	1.6%	11.1%
Accommodation	8,900	9,400	9,600	9,600	0.0%	7.9%
Food Services & Drinking Places	70,400	75,400	77,100	78,500	1.8%	11.5%
Restaurants	66,900	71,600	73,400	73,600	0.3%	10.0%
Full-Service Restaurants	32,400	35,400	36,000	36,200	0.6%	11.7%
Limited-Service Eating Places	34,500	36,200	37,400	37,400	0.0%	8.4%
Other Services	31,000	31,300	31,600	31,300	-0.9%	1.0%
Repair & Maintenance	8,800	8,900	8,900	8,900	0.0%	1.1%
Government	220,300	234,400	220,000	222,200	1.0%	0.9%
Federal Government	13,800	13,600	13,700	13,800	0.7%	0.0%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	206,500	220,800	206,300	208,400	1.0%	0.9%
State Government	111,400	116,400	112,200	113,400	1.1%	1.8%
State Government Education	26,100	29,700	26,000	26,700	2.7%	2.3%
State Government Excluding Education	85,300	86,700	86,200	86,700	0.6%	1.6%
Local Government	95,100	104,400	94,100	95,000	1.0%	-0.1%
Local Government Education	49,300	57,500	47,400	48,400	2.1%	-1.8%
Local Government Excluding Education	45,800	46,900	46,700	46,600	-0.2%	1.7%
County	18,200	18,700	18,400	18,400	0.0%	1.1%
City	10,300	10,600	10,600	10,600	0.0%	2.9%
Special Districts plus Indian Tribes	17,300	17,600	17,700	17,600	-0.6%	1.7%

Notes:

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

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

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Elizabeth Bosley 530/741-5191 or Luis Alejo 530/749-4885

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

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REPORT 400 M
Monthly Labor Force Data for California
Counties and Metropolitan Statistical Areas
August 2015 - Preliminary
Data Not Seasonally Adjusted

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,071,900	17,905,300	1,166,600	6.1%
ANAHEIM-SANTA ANA-IRVINE MD (Orange Co.)	9	1,604,400	1,532,500	71,900	4.5%
BAKERSFIELD MSA (Kern Co.)	60	399,100	362,000	37,000	9.3%
CHICO MSA (Butte Co.)	40	102,400	95,300	7,000	6.9%
EL CENTRO MSA (Imperial Co.)	64	78,900	60,200	18,700	23.7%
FRESNO MSA (Fresno Co.)	58	448,700	408,700	40,000	8.9%
HANFORD CORCORAN MSA (Kings Co.)	59	57,700	52,400	5,300	9.1%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	42	5,040,000	4,688,800	351,200	7.0%
MADERA MSA (Madera Co.)	57	63,200	57,600	5,600	8.8%
MERCED MSA (Merced Co.)	61	113,500	102,500	11,000	9.7%
MODESTO MSA (Stanislaus Co.)	54	244,200	223,400	20,800	8.5%
NAPA MSA (Napa Co.)	7	76,000	72,900	3,200	4.2%
OAKLAND HAYWARD BERKELEY MD	11	1,375,300	1,308,600	66,700	4.8%
Alameda Co.	11	823,600	784,300	39,400	4.8%
Contra Costa Co.	15	551,600	524,300	27,300	5.0%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	25	428,500	403,700	24,800	5.8%
REDDING MSA (Shasta Co.)	44	75,400	70,000	5,400	7.2%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	39	1,944,100	1,812,500	131,600	6.8%
Riverside Co.	42	1,024,000	952,200	71,800	7.0%
San Bernardino Co.	34	920,100	860,300	59,800	6.5%
SACRAMENTO ROSEVILLE ARDEN ARCADE MSA	23	1,063,500	1,002,900	60,600	5.7%
El Dorado Co.	19	89,800	85,000	4,800	5.3%
Placer Co.	14	178,900	170,200	8,700	4.9%
Sacramento Co.	26	691,100	650,200	40,900	5.9%
Yolo Co.	26	103,700	97,600	6,200	5.9%
Yuba Co.	29	230,200	216,500	13,700	6.0%
SALINAS MSA (Monterey Co.)	29	230,200	216,500	13,700	6.0%
SAN DIEGO CARLSBAD MSA (San Diego Co.)	16	1,575,700	1,494,700	80,900	5.1%
SAN FRANCISCO REDWOOD CITY SOUTH SAN FRANCISCO MD	2	1,004,700	970,000	34,700	3.5%
San Francisco Co.	4	555,500	535,700	19,800	3.6%
San Mateo Co.	1	449,300	434,400	14,900	3.3%
SAN JOSE SUNNYVALE SANTA CLARA MSA	6	1,069,600	1,025,700	44,000	4.1%
San Benito Co.	34	30,100	28,100	1,900	6.5%
Santa Clara Co.	5	1,039,500	997,500	42,000	4.0%
SAN LUIS OBISPO PASO ROBLES ARROYO GRANDE MSA (San Luis Obispo Co.)	10	139,500	132,900	6,600	4.7%
SAN RAFAEL MSA (Marin Co.)	2	144,400	139,400	5,100	3.5%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	31	143,600	134,800	8,800	6.1%
SANTA MARIA SANTA BARBARA MSA (Santa Barbara Co.)	11	222,800	212,100	10,700	4.8%
SANTA ROSA MSA (Sonoma Co.)	8	261,800	250,400	11,300	4.3%
STOCKTON LODI MSA (San Joaquin Co.)	51	313,300	287,400	25,900	8.3%
VALLEJO FAIRFIELD MSA (Solano Co.)	26	206,800	194,600	12,200	5.9%
VISALIA PORTERVILLE MSA (Tulare Co.)	63	198,000	176,200	21,800	11.0%
YUBA CITY MSA	55	73,900	67,500	6,300	8.6%
Sutter Co.	56	45,500	41,500	4,000	8.7%
Yuba Co.	51	28,400	26,000	2,400	8.3%
Alpine Co.	51	470	430	40	8.3%
Amador Co.	29	14,850	13,950	890	6.0%
Calaveras Co.	32	20,760	19,480	1,280	6.2%
Colusa Co.	62	11,260	10,110	1,150	10.2%
Del Norte Co.	48	9,840	9,030	810	8.2%
Glenn Co.	48	12,910	11,850	1,060	8.2%
Humboldt Co.	22	61,800	58,300	3,500	5.6%
Inyo Co.	21	9,230	8,730	500	5.4%
Lake Co.	37	31,010	28,980	2,040	6.6%
Lassen Co.	33	10,780	10,090	690	6.4%
Mariposa Co.	19	8,760	8,290	470	5.3%
Mendocino Co.	16	41,700	39,570	2,130	5.1%
Modoc Co.	45	3,480	3,230	250	7.3%
Mono Co.	23	7,860	7,410	450	5.7%
Nevada Co.	18	48,300	45,790	2,520	5.2%
Plumas Co.	46	8,730	8,070	660	7.6%
Sierra Co.	34	1,520	1,430	100	6.5%
Siskiyou Co.	48	17,390	15,960	1,430	8.2%
Tehama Co.	46	25,340	23,410	1,920	7.6%
Trinity Co.	40	5,130	4,780	360	6.9%
Tuolumne Co.	38	21,640	20,200	1,450	6.7%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2014 benchmark and Census 2010 population controls at the state level.

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 August 2015 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Unemp
Sacramento County	691,100	650,200	40,900	5.9%	1.000000	1.000000
Arden Arcade CDP	44,400	41,400	3,000	6.7%	0.063708	0.073225
Carmichael CDP	29,900	27,900	2,000	6.7%	0.042896	0.049253
Citrus Heights city	43,800	41,100	2,700	6.2%	0.063202	0.066743
Elk Grove CDP	77,100	73,600	3,500	4.6%	0.113216	0.085809
Fair Oaks CDP	16,500	15,700	800	5.1%	0.024089	0.020444
Florin CDP	19,800	18,000	1,800	9.1%	0.027683	0.043810
Folsom city	35,500	34,100	1,400	3.8%	0.052468	0.033253
Foothill Farms CDP	15,900	15,000	1,000	6.1%	0.023006	0.023675
Galt city	11,000	10,200	800	7.0%	0.015711	0.018695
Gold River CDP	4,100	4,000	100	2.5%	0.006200	0.002541
Isleton city	300	300	0	10.4%	0.000411	0.000751
La Riviera CDP	5,700	5,400	400	6.3%	0.008235	0.008869
North Highlands CDP	17,700	16,700	900	5.3%	0.025707	0.022985
Orangevale CDP	17,300	16,200	1,000	6.0%	0.024970	0.025527
Rancho Cordova City	32,800	30,700	2,200	6.6%	0.047165	0.052545
Rancho Murieta CDP	2,800	2,700	100	3.7%	0.004112	0.002552
Rio Linda CDP	6,700	6,300	400	5.7%	0.009698	0.009363
Rosemont CDP	11,500	10,800	700	5.7%	0.016685	0.015989
Sacramento city	229,700	215,300	14,400	6.3%	0.331159	0.351507
Vineyard CDP	12,600	12,000	600	4.5%	0.018491	0.013869
Walnut Grove CDP	600	600	100	10.5%	0.000889	0.001656
Wilton CDP	1,700	1,700	100	2.9%	0.002610	0.001224

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2013 Census.

Notes:

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

Methodology:

Monthly city and CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the employment and unemployment shares (ratios) of each city and CDP at the time of the 2013 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

Data Not Seasonally Adjusted

Area Name	Labor Force	Employ- ment	Unemployment Number	Rate	Census Ratios	
					Emp	Unemp

City and CDP unrounded employment and unemployment are summed to get the labor force. The unemployment rate is calculated by dividing unemployment by the labor force. Then the labor force, employment, and unemployment are rounded.

This method assumes that the rates of change in employment and unemployment, since 2013, are exactly the same in each city and CDP as at the county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

ITEM IV-E – 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
- Program Information 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, June 23, 2015
9:00 a.m.

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

Ms. Lynda Williams called the meeting to order at 9:03 a.m. The Pledge of Allegiance was recited. Ms. Jasmine Jamison read the Thought of the Day. Ms. Amanda Self called the roll.

Members Present:

Linda Litka, San Juan Unified School District
Lynda Williams, San Juan Unified School District
Robin Blanks, Elk Grove Unified School District
Tawana Craig, Women's Civic Improvement Club
Todd Woods, SETA-Operated Program
Sabrina Lovelady, SETA-Operated Program
Amanda Self, Home Base Option
Kenneth Tate, Past Parent Representative
Jenna Kline, KVIE Public Television
Calvin Sheppard, Men's Activities Affecting Children Committee
Nicole Chilton, Birth and Beyond
Jasmine Jamison, Past Parent

Members Absent:

Feuy Saelee, Sacramento City Unified School District (excused)
Tyrone Broxton, Elk Grove Unified School District (unexcused)
Brian Short, Women's Civic Improvement Club (excused)
Sonia Torres, Sacramento City Unified School District (unexcused)

New Members to be Seated:

Joe Morales, Twin Rivers Unified School District

New Members to be Seated but not Present:

Brenda Cruz, Sacramento City Unified School District (unexcused)
Stacy Wilson, Twin Rivers Unified School District (unexcused)

II. Consent Item

A. Approval of the Minutes of the May 26, 2015 Regular Meeting

A correction was noted regarding the vote on Section b, page 6 of the minutes; the correction was noted by the Clerk.

Moved/Jamison, second/Blanks, to approve the minutes of the May 26 meeting as corrected.

Show of hands vote:

Aye: 12 (Blanks, Chilton, Craig, Jamison, Kline, Litka, Lovelady, Morales, Self, Sheppard, Tate, Woods)

Nay: 0

Abstention: 1 (Williams)

III. Action Item

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

The board went into closed session at 9:11 a.m.; the board went back into open session at 9:15 a.m. Ms. Williams reported that during closed session, the following eligible lists were approved: Health/Nutrition Specialist.

IV. Information Items

- A. Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) Training – Ms. Monica Avila stated that amendments have been made to the Head Start regulations. Part of the amendment to the regulations was an a requirement to train the members of the Policy Council and Governing Board on the regulations. One change was a new definition for enrollment; Ms. Avila reviewed this and other changes. Enrolled means that the child came to class or a home visit or received some sort of service.

Ms. Lee asked parents to pass along the information to other site parents as to how important it is for their child to come to school regularly. It is important during the enrollment process that a relationship be built between parents and staff. Enrollment is the first point of contact.

B. Standing Information Items

- PC/PAC Calendar of Events: Ms. Williams reviewed the calendar of events.
- Parent/Staff Recognitions: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson reviewed the fiscal report for the end May. The expenditures are slightly under in the SETA operated program. The ACF budget modification was approved. The administrative expenses are well below the 15% allowable limit. There will not be a Budget/Planning Committee in July.
- Parent Leadership Institute Reports: Mr. Tate appreciated the panel participants, some of whom now work for Head Start; Ms. Debra Crumpton was an excellent trainer. Mr. Sheppard introduced panel members in the audience: Mr. Joshua Stewart, Tamara Knox, and Ms. Shondell Fleming. Ms. Desha thanked and recognized all parent leaders, and staff who had not received certificate of

recognition at the Parent Leadership Institute training: Ms. Denise Nelson, Ms. Tracy Camille, Ms. Katherine Yaipen-Faulter, Ms. Tamara Knox, Mr. Joshua Stewart, Ms. Belinda Malone, Ms. Jessica Rainey, Ms. Olga Mercado, Ms. Stevie Caplinger, Ms. Vanessa Diego, Mr. Olegario Contreras, Mr. Rodrigo Guterrez, Angie Cristobal, and Ms. Jasmine Gonzalez.

- PC/PAC Joint Parent Activity Reports: Ms. Amanda Self reported attendees visited the Railroad Museum and took lots of pictures. It was a great tour and great to be around everyone. Ms. Robin Blanks stated that it was a great bonding experience. The brunch was great also. It was a wonderful experience all around. Mr. Sheppard stated that through he is a native Sacramentan, it was a first for him to go to the museum, go on the light rail, and get on a city bus.
 - Toastmasters Training: Ms. Jamison reported on the last training; she and Ms. Litka did a speech where they were evaluated. It was a really great experience. The next Toastmaster Training will be in August. Participants are coming to the end of the Toastmaster training book.
 - Community Resources-Parents/Staff: Ms. Williams reviewed the flyers that were distributed to parents. Ms. Amanda Self spoke of the Junior Giants; registration is on-going especially for 8-13 year old kids. This is a free program. Ms. Blanks reported that the library has a summer reading program and the kids can put their names in for a prize. Every time kids read a book, they can put their name in for a chance to win a prize. San Juan Unified School District is offering a free breakfast/lunch program that goes through August 6. There is no enrollment fee, paperwork, or money required; any child 18 years and under can eat for free. The Swanston Splash Park has installed a new sprinkler systems; go on line: www.morpd.com for more information. There is a free concert in the Park at Gibbons Park. Ms. Williams will send out a link for outside free movies and events in the community. Ms. Williams stated that 'Readaloud.org' is a great place to go to find books.
- C. Governing Board Minutes of April 30, 2015: This is an open meeting and all are welcome.

V. Committee Reports

- A. Executive Committee: Ms. Williams reviewed the critique.
- B. Budget/Planning Committee: Ms. Blanks reported that Ms. Patterson had already reviewed most of the recent meeting.
- C. Personnel/Bylaws Committee: Mr. Tate reported on the May meeting. Attendees completed the reading of the bylaws and a partial reading of the PAC bylaws. There may be some modifications to the bylaws. The next meeting is on Friday.
- D. Men's Activities Affecting Children Committee: Mr. Calvin Sheppard reported that there had been a Daddy and Me fishing trip last Saturday; there were around 50 people there. It was great and his sons had fun. There is a plan to do a BBQ sometime in August or early September.

- E. Social/Hospitality Committee: Ms. Linda Litka reported that committee members are choosing the theme and colors. The end-of-year celebration will be a breakfast event. Ms. Jamison reported that the theme will be ***HS/EHS Sowing Seeds Together***.
- F. Parent Ambassador Report: Ms. Jamison went over the button recall.
- G. Maternal, Child and Adolescent Health Advisory Board: The next meeting is September 8.
- H. Sacramento Medi-Cal Dental Advisory Committee: Ms. Self reported that attendees went over Liberty Dental billing and some sort of incentive program so more dentists will offer their services. Access is also trying to get an incentive program. The next meeting is on Thursday. Ms. Williams stated that there was discussion of the fact that some dentists offer their services but are not compensated. Ms. Campos is a huge advocate on how to help get their children an appointment. She is holding parents accountable so less federal money needs to be used unnecessarily.
- I. Community Reports: Ms. Jenna Kline bought information on Oh Noah; most of it is geared toward teaching your children Spanish. She also has summer material, book marks, and other things to help children read. In addition, Channel 6 (Public Broadcasting System) has their own reading book list posted on their website. There is a Spanish language, Channel 6.4, which is a tool to assist children to learn Spanish.

Ms. Nicole Chilton reported that they still have their summer half day camp going on. There have been a lot of people interested and there is a wait list. Contact her if board members are interested in participating. Birth and Beyond recently offered CPR training that provided certification to interested clients. This event had only one person show up for the event. They will be hosting another CPR training and will change it so there is a small refundable registration fee. It will be Friday, July 24. Come to the site and prepay the \$10.00. Ms. Chilton thanks Head Start; this is a great body to be a part of. She acknowledged Ms. Katherine Yaipen-Faultner for her outstanding work as a home visitor. She also worked very hard to become a citizen.

- J. Community Action Board: The next meeting is July 8.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick distributed information on the Sacramento Promise Zone. It's important for a community to have this designation. Sacramento is one of eight new Promise Zones selected by the Obama Administration. The Administration will provide federal support to communities with high poverty and economic disadvantages. The Sacramento Housing and Redevelopment Agency and key partner's goals include an interest to increase economic activity, improve educational opportunities, improve health and wellness, and facilitate neighborhood revitalization. The Sacramento Promise Zone includes some of the economically hardest hit neighborhoods in the city. This is a positive move in getting money into our communities.

- B. Chair's Report: No report.
- C. Head Start Deputy Director's Report: Parker Avenue has been closed for eight months undergoing a renovation. They will be reopening soon and there will be an open house Tuesday, June 30. The tour will be at 9 a.m. with ribbon cutting at 10 a.m. The program is expanding from 53 to 85 kids.

Ms. Lee reported that the EHS partnership grant program is a center based year round program. SETA is moving along with KinderWorld and Sacramento City USD but the other partner, National Human Development Foundation (NHDF) decided to pull out of the program. The Sacramento County Office of Education will continue working as the primary Partner to support KinderWorld. This new partnership program will be operational by July 1st. KinderWorld will serve 36 children and the eight slots from National Human Development Foundation will be assigned elsewhere.

Ms. Lee reported that the feds recently released new proposed regulations; they are allowing the public to make comments. Staff is hoping to host a countywide meeting for a unified voice on feedback in July. Programs/individuals have until August 18 to offer comments on the regulations. The proposed full making shows there is more energy being invested in school readiness. There are new ways to look at what is school readiness. There will be a shift in the thought process as to what it takes to get a child school ready. Classes will be held six hours a day or more, and the four hour program will no longer be available. The new regulations are proposing to do away with the home base model (without special approval) and move everything toward the center based model. The handout will be provided at the next meeting so parents can see what is coming up and they can participate in the public comment period. Each delegate director has received this information and they will share with their parents.

Ms. Amanda Self asked what will happen to all of the Home Base families. Ms. Lee replied that the feds are expecting children to go to the center based program. Special permission will be needed from the government if there are families requesting Home Base services. The plan is to use \$1.1 billion to support the proposed changes, including the six-hour, center based program days. They are talking a lot more about quality rather than quantity. These proposed changes may force programs to reduce enrollment to implement the new requirements.

Ms. Lee will continue to keep parents informed regarding these proposed changes and make sure that the message is clear regarding what Washington, D.C. is planning. It is up to parents to decide whether or not to contact their elected members. Staff can also provide information to parents where they can go to provide feedback on the impact of the changes .

Ms. Lee stated that the changes are complimentary to the public school system since the State already provides a six-hour program. The public comment time is

open right now and parents interested in providing comments can send them directly to the Office of Head Start via their feedback page.

Ms. Lee stated that it will take a while for the feds to respond to every single comment regarding the proposed regulation changes. It may take up to two years before the changes are in effect.

Ms. Denise Lee extended thanks for the panel sharing their stories at the Parent Leadership Institute.

- D. Head Start Managers' Reports
 - ✓ Brenda Campos: No report.
 - ✓ Lisa Carr: No report.
 - ✓ Karen Gonzales: Ms. Gonzales distributed information on recent benchmark results for children.

Ms. Lovelady excused at 11:05 a.m.

- E. Open Discussion and Comments: Ms. Williams stated that low income and disabled persons can go to the federal or state parks website to locate low entrance fee.
- F. Public Participation Ms. Terri McMillin stated that she is grateful for participating in the Head start activities. She was the person that brought the possibility of visiting the Sacramento Railroad Museum to her site supervisor. She thanked the board for allowing her to participate.

VII. Adjournment: The meeting was adjourned at 11:09 a.m.

Monthly Head Start Report

September 2015

SETA Operated Program

Family Engagement

We are very pleased that the SETA operated programs stayed fully enrolled for the month, even though we had many children transitioning to kindergarten. The sites have been full with new children getting used to being away from their parents, and anxious parents leaving their babies with new people. August always brings new and exciting changes for staff, children and parents.

Last month we had the opportunity to forage some new partnerships. We will be working closer with HUD and their clients who have recently moved from homelessness, into some stable housing. HUD has a legislative directive to work with Head Start programs in order to increase the availability of birth to five services for those families with the most need. We look forward to seeing how we can collaborate to ensure families whether in transitional housing or in more stable housing are able to enroll their children into Head Start and Early Head Start programs. We are also looking at a way to increase access and awareness of Head Start and Early Head Start services to foster youth/young adults who are parents. This is a populations that increasingly needs services for their young children.

During August we were able to participate in Phoenix Park's National Night out, the District 2 Multi-Cultural Faire and the grand opening of the Blue Line Lite Rail at Cosumnes River College. This gave our parent ambassadors and our recruitment staff an opportunity to present to interested parties about the services SETA offers.

Program Support Services

Program Information Report (PIR 2015) - Delegate PIR Reports were reviewed and approved by Grantee for final submission to Office of Head Start by August 31, 2015 due date. A thorough review and verification process at the Grantee level is completed each year for accuracy.

School Readiness Goals (SRG) - Grantee participated in a conference call with ACF Program Specialist on 8/24/2015 to discuss SRG outcomes for 2014-2015 and action plans for upcoming year. With the release of the new Head Start Early Learning Outcomes Framework: Ages 0-5 and the roll-out of the DRDP 2015, our countywide School Readiness Goals are being revised using a stakeholder review and approval process.

Countywide Health and Safety Screenings 2015 - Required screening for all classrooms started in August (continuing until September 17) to meet new Head Start 5-year grant requirements. A summary report will be submitted to the Policy Council and Governing Board for approval in order to submit necessary certification to Office of Head Start.

Program Operations

Teachers went through the training to transition from the DRDP 2010 to the DRDP 2015 (Desired Results Developmental Profile.) This new assessment tool for children combines the previous preschool, infant-toddler and special education documents into one assessment that looks at the continuum of birth-5 for all children.

This California state tool is aligned with the Head Start Early Learning Outcomes Framework which sets the expectations for children's development. The assessment will measure learning across the domains of Approaches to Learning, Social and Emotional, Language, Literacy, Mathematics, Cognitive, Science, and Motor and Perceptual in our toddler and preschool classrooms. The program will use the data gathered from this assessment to make curriculum changes and improvements.

Governance

The Policy Council and Parent Advisory Committee members are diligently engaged with many activities. The bylaws committee is finished with revisions and is ready to present them to the boards for consideration.

The End of Year Parent Appreciation Brunch will be held at Shriners Hospitals for Children on Wednesday, October 14th at 10:30 a.m. The event theme is "*Head Start/Early Head Start Sowing Seeds Together.*" Event colors orange, lime green and yellow. The keynote speakers are Ms. Jackie Bates and Ms. Alma Walton-Hawkins.

A special thank you and recognition is extended to the following parents for participating in Head Start/Early Head Start HR application screening and oral exams: Ms. Robin Blanks, Mr. Brian Short, Ms. Amanda Self, and Ms. Deanna Yee.

Toastmaster training for the board members continues to be well-liked. The parents are now facilitating the meetings with assistance from Ms. Jackie Bates, DTM (Distinguished Toastmaster), facilitator.

The Parent Ambassadors are a group of PC/PAC board members who in addition to receiving public speaking training also attend events in the community. These recruitment events provide information about Head Start/Early Head Start services from the parents' point-of-view. The enthusiasm from the Parent Ambassadors has enhanced our recruitment efforts. Thank you:

- Ms. Linda Litka and Mr. Todd Woods – August 22nd District 2 Multi-Cultural Faire in Hagginwood Park
- Ms. Sabrina Lovelady and Mr. Todd Woods – September 12th Rio Linda Country Faire
- Ms. Robin Blanks and Ms. Linda Litka – September 26th Fairytale Town Book Faire
- Mr. Joe Morales and Ms. Sabrina Lovelady – October 3rd Sleep Train Arena - Healthy Kids Day

PC/PAC Community Representative (Past Parent, Grandparent and Foster Parent) recruitment information went out to SOP Early Learning Centers via courier last week. Mr. Tyrone Broxton, PC member and Ms. Tamora Smith, Parent Intern, sorted, organized and distributed letters, memos and flyers within two days. This was a big project and their assistance was greatly appreciated.

Elk Grove Unified School District

Education Services Update

A half-day pre-service was held in the Board Room at Florin Elementary School on August 5. Jo Ellen Kauble, school nurse for EGUSD, presented information regarding how to use an EpiPen, how to handle bee stings, and the proper use of an inhaler. She explained the importance of having the EGUSD Medication form filled out before administering any medications to students.

Sneh Nair, operations manager, EGUSD's Food and Nutrition Services, spoke to teachers about food safety and handling, guidelines regarding portion sizes, serving meals family style, and the proper posting in the classroom for students with special dietary needs.

Catherine Barbero, PreK social worker, gave a presentation on mandated reporting of child abuse and neglect. She reminded teachers that it was their legal responsibility to report any suspected abuse.

A full-day pre-service was held at James McKee Elementary School on August 6. Claudia Charter and Mikako Fisher, and Kimberly Potter, PreK program specialists, presented information and distributed documents needed to start the school year.

Claudia Charter trained teachers on how to fill out the student file review spread sheet. Teachers and para-educators were given two and a half hours to work together to review the files of their incoming students and to familiarize themselves with the families they would be working with prior to doing their home visits.

Teachers and para-educators spent August 10-14 visiting families in their homes and setting the groundwork for a successful transition into the school setting.

Enrollment

The Elk Grove Unified School District Head Start Program is fully enrolled with 440 students in the program. Average Daily Attendance for the month of August was 91%.

Disabilities Services and Mental Health Services Update

The program educators and clerks have worked closely with the PreK social worker, Catherine Barbero, and with the PreK psychologist, Dr. Valero-Kerrick, to place students with an active IEP into the Head Start program. There are 26 or 5.9% students with active IEPs being served at all PreK sites.

Health Services Update

Height and Weight measurements for each student were completed by para-educators. Program educators are in the process of graphing each child's information and contacting the parents with health concerns related to underweight or overweight issues.

USDA Meals/Snacks

In August, 7,138 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.

Recruitment

EGUSD's Pre-K Team has been focused on filling our classes and compiling waiting lists. Individual registrations have been held at all sites to increase the number of students on our waiting lists.

Sacramento City Unified School District

Mental Health/Family & Community Engagement

Social workers continue to consult with teaching staff and home visitors regarding children and families.

The Family Development Credentialing classes have ended and the social workers are now following up with students to finalize their credentialing requirements.

Early Head Start resource team is developing home visitation safety protocols.

Education

During August, Child Development provided training on the DRDP 2015 tool which is to be implemented by fall. There was also a workshop on Meaningful Observation and How to Relate the Data to the DRDP 2015.

The 12-month programs have started their 45-day screenings and parent orientation home visits and conferences.

Special Education

During August, Child Development has served 7 Preschoolers with IEPs and 11 Early Head Start students with IFSPs, including 2 children in the expansion program.

Child Development is actively enrolling students in collaboration with SCUSD's special Education Department and SCOE, and Sacramento County Office of Education, to fully include students with disabilities in our preschool and infant toddler programs for the upcoming 2015-2016 school year.

The Head Start full-inclusion classrooms will continue collaborative programs at Edward Kemble, Earl Warren, Isador Cohen, Hiram Johnson, and Ethel I Baker, as in previous years, serving children with mild to moderate and moderate to severe special needs. Children with disabilities are fully included throughout the Early Head Start program options.

Early Head Start & Home-Based

Early Head Start Home-Base families indulged in two very exciting socializations. The Nurses have collaborated with the Food Literacy Program to provide a hands-on cooking experience for families and children.

The parents participated in preparing healthy organic meals such as salsa and bean and cheese burritos. The families were provided with information on nutritious meals and how to easily prepare them in their own homes.

The second socialization was focused on pedestrian and car seat safety. A county police officer came and spoke with families on the new car seat laws for infants and toddlers. The officer used a car seat to demonstrate how to properly install a car seat. Resources were also provided to the families on availability of car seats to the public.

We also welcomed two new staff to the program, as one of our home visitors retired. Anna Rodriguez replaced Rona Hammond and Sandra Gonzalez is the new Itinerant teacher that supports the new expansion classrooms.

San Juan Unified School District

Education Services Update

Teachers started their Home Visits August 20th and they ran through August 31st. Head Start classes begin on September 1st. Teachers open with the *Beginning of the Year* study from *The Creative Curriculum*. This unit has a focus on building class community, establishing class routines and class rules, and becoming familiar with their individual class campuses. They also begin the year with the social emotional curriculum entitled *Second Step*.

Disabilities Services Update

The Screening Center has been a buzz of activity during the month of August. Over 400 children have come through with their families to complete the developmental and the behavioral screeners. From that group, 14 referrals have been written and placed in childrens' Cumulative files awaiting parents' signatures, so the teacher may then submit the referral to the appropriate special education staff member. There are over 50 IEPs in place and ready for services to kick in when school begins on September 1st. Almost all of the 20 Full Inclusion spaces are filled and classroom staffs in the 5 Inclusion classrooms are preparing to welcome those students into the classes. These programs have been so successful that the Special Education department has been negotiating for more of those spaces. It's going to be a great year.

Mental Health Services Update

As parents continued the screening process for fall enrollment, families/children with identified needs were contacted by the Mental Health Therapist for needed mental health services and follow up intervention. The Mental Health Therapist will provide Mandated Reporting training to all staff at the September 4th professional development training.

Health & Nutrition Services Update

Health continued reviewing students' health, nutrition, and immunization status, as well as completing and reviewing health files for the 2015-16 school year. For returning students, files were reviewed to see what they will need for the start of the 2015-16 school year. The School Nurse worked on completing and updating Individualized Student Health Plans for those who have health concerns. Health continued screening children on Tuesdays, Wednesdays, and Thursdays during the month of August. The School Nurse will also conduct a staff training for the health issues of the children on September 4th.

Family and Community Partnerships Update

This month, the August 11th, 2015 Policy Committee meeting was rescheduled to August 20th, 2015 to accommodate parent needs and staff transition. A quorum was established at that meeting to conduct closed session business. Also during the meeting, the Community Services representative from Barnes and Noble Bookstore shared stories about the successful community event held at the Arden store. She commented that she saw many San Juan families at the event. The next scheduled event will be held in September, with more information to follow at the next Policy Committee meeting.

Transition Services Update

Many families have been introduced to the Early Childhood Education Department of San Juan Unified by way of the registration and screening departments. Families have been greeted and guided through the process with the help of enrollment technicians, secretaries, school community workers, health team and others all willing and ready to help families transition into EHS and HS. As teachers and classroom staff returned to work from summer break, they began preparing their rooms for orientations, home visits and soon busy feet and hands. Home visits began on Friday the 21st. Cum files keep rolling out and teachers continue to contact parents in order to get the classes full.

Program Support/Staff Training Update

On August 21st, Teachers and Child Development Assistants attended a DRDP 2015 training presented by First Five coach Ramee Serwanga. Teachers received a new Education Binder containing extensive resources for the new DRDP 2015 tool and accompanying 2015 assessment system.

This new assessment system was created by the Assessment Committee of teachers who met through the month of July. They reviewed the DRDP 2015 documents available online and made changes where they thought they were necessary to meet the needs of the agency programs.

Fiscal Update

HS/EHS year 5 wrapped up at the end of July and the Fiscal Team is in the final stages of preparing the reports for year-end close. The new year is off to a great start and SJUSD ECE is working through the changes as the new design is rolled out. The fiscal staff is shorthanded again which creates additional work for those remaining. They are grateful for everyone picking up part of the load.

Early Head Start

This month, the Early Head Start classroom and Home Base teachers, along with the support staff, participated in two full day trainings to kick off the new school year. The group was pleased to hear a keynote presentation from noted local author and Early Childhood Education advocate Mary Jane Maguire-Fong. Her keynote presentation focused on the theme of "Teaching and Learning with Infants and Toddlers", and involved group discussions and reflection as part of the presentation. That afternoon, all I/T staff rotated through breakout sessions focused on program updates and mandated annual training topics.

During the all staff training day, all staff also received copies of two books that will be used in the program this year as a training and reflection focus—*Teaching and Learning with Infants and Toddlers: Where Meaning-Making Begins* by our keynote speaker, Mary Jane Maguire-Fong and *Gracious Space: A Practical Guide For Working Better Together* by Patricia M. Hughes. Information and reflective questions from the second book have also been incorporated into this year's staff calendar, which has a continuing theme of focusing on reflective practice. Further reflective practice work will occur at each of the upcoming monthly staff meetings to reinforce the skills and practices established last school year.

The second full day of I/T staff training was devoted to a focus on DRDP 2015, the updated assessment tool that encompasses birth through 5 years old and is inclusive of children with special needs. Ramee Serwanga, a certified DRDP 2015 trainer and manager with the Sacramento County Office of Education, led the EHS classroom teachers and support staff through a variety of activities, discussions and reflective exercises designed to acquaint participants with the new features of the DRDP assessment tool.

In addition this month, several Infant/Toddler staff openings were filled with experienced teaching staff from other parts of the program, some of whom had previous experience with the I/T program. The hiring included permanent and Limited Term classroom teaching positions as well as a Home Based teacher position. Finally this month, the new combined program parent handbook and calendars were distributed to new, returning and continuing families.

Twin Rivers Unified School District

Events

Students returned to school for the 2015-16 school year on August 20^h at all three sites: Morey Avenue, Rio Linda and Oakdale Head Start. All sites welcomed back our returning students and a host of new faces. Prior to the start of school, parents participated in parent orientations which provided information on the Head Start program rules and procedures, and presented an opportunity to meet the teaching staff and get tours of the preschool classrooms. Parents also attended pedestrian safety as a part of the parent orientations and completed ASQ assessments with the teaching staff.

Professional Development

On August 19^h, the entire district participated in the annual Preservice Professional Development Day. After the Welcome Back Rally with Superintendent Martinez, the Head Start staff focused on training related to SUPERVISION ratio/supervision policy, new ASQ questionnaire as well as the new file system for student information. Staff also reviewed and revised the playground schedule, reviewed the staff handbook and discussed expectations for the school year.

Components

At the start of the school year, the program has one vacant Community Liaison position and one Community Liaison on maternity leave until mid-September. The short staffed Community Liaisons are continuing to assist with parent orientations and begin scheduling for the completion of the Family Partnership Agreement. Community Liaisons are also beginning the tracking of blood lead results, hemoglobin and lead risk. The inputting of information will begin after the file review. Plans are also underway to begin growth assessments within the next 2 weeks to measure the heights and weights of all students.

Students participated in hearing screenings with the Health Component Leader on August 31st at Oakdale. The dental screenings for all sites will occur on the 8th, 15th and 16th of September. Vision screenings will also occur on September 29th and 30th. The reviewing of students' files for medical concerns as well as data inputting into the Childplus database continues on a daily basis. All staff will complete Medical training on September 10th related to bloodborne pathogens, epipens and inhalers etc.

Our School Social Worker/Counselor is providing in classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. Classroom observations to assist

with intervention strategies and behavioral techniques for all classrooms are also being provided by the Social Worker. All teaching staff will participate in a refresher training with the Social Worker to review the Student Assistant Plan (SAP) and how to refer students with possible behavior concerns on September 24th. Our first case staffing will occur on September 17th to determine which students may require additional support from staff related to academic, behavioral or health concerns.

The Community Liaison completed many FPPs during parent orientations. The Community Liaisons also begin to plan the monthly meetings for all three sites that will occur during the third week of September with a focus on pedestrian safety.

The Head Start programs has a newly assigned Speech and Language Pathologist (SLP) who has begun screening student that have come to our attention from parent referrals during enrollment/intake process. Services for students with IEPs also started during the week of August 31st.

The Education Component Leader continues assisting with parent orientations with the Community Liaisons. Classroom observations to assist with academic strategies and teacher coaching by the Education Resource Teacher continues and planning for the monthly Education Component meetings.

The ERSEA Component Leaders and Community Liaisons are very busy calling families and recruiting families to get the program fully enrolled. Fliers for local business and community based agencies have been delivered for recruitment purposes. The ERSEA Component Leaders are busily enrolling to ensure fully enrollment of all sites is reached as soon as possible and the program is 80% full. The Program Design and Management component leaders will begin updating the personnel files.

Policy and Parent Committees

Parents were provided preliminary information about the Parent and Policy Committees during parent orientations. Information sessions will be held on September 8th, 9th, 16th and 17th at all sites to solicit parents for the PC for 2015-16. The September meeting will be held at Morey on September 30, 2015 with a meet and greet training opportunity on September 23, 2015. The agenda will include monthly reports from August 2015. The PC elections will be held in the third week of September so new members can attend the first meeting and be seated.

Parent Trainings

The classroom parent meetings for September 2015 will focus on information regarding pedestrian safety. Parents will learn tips to keep the students safe while driving and walking.

Fiscal

The HS Budget Analyst completed the end-of-the-year closeout for 2014-2015.

WCIC

Enrollment

During the month of August 2015, WCIC's Enrollment Team was busy enrolling 120 children to meet Funded Enrollment for the 2015-2016 Program Year. The goal was accomplished!

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

None to report



SETA Head Start Food Service Operations Monthly Report *August 2015

August 3rd to 25th - Marina Vista Classes held at Alder Grove due to construction.

August 3rd - The Food Service Committee toured the Central Kitchen.

August 11th - Central Valley Fire Control serviced all ANSIL systems and fire extinguishers at all the kitchens.

August 24th & 25th - Marina Vista closed - Reopens August 26th.

August 28th - Marina Vista closed in the afternoon due to plumbing problems.

Meetings & Trainings:

Food Service Meeting held at Plaza del Paso August 4th, all Food Service Staff in attendance.

Connie attended CPR Training on August 13th.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
35,400	21,392	22,850	300

Total Amount of Meals and Snacks Prepared **79,942**

Purchases:

Food	\$63,385.96
Non - Food	\$16,109.47

Building Maintenance and Repair: **\$1,442.00**

Janitorial & Restroom Supplies: **\$0.00**

Kitchen Small Wares and Equipment: **\$0.00**

Vehicle Maintenance and Repair : **\$2,310.80**

Vehicle Gas / Fuel: **\$1,484.91**
 Normal Delivery Days **21**

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(June 30, 2015)

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 (243)	26 (10.6 %)	N/A
Elk Grove USD (480)	47 (9.8 %)	N/A
Sacramento City USD (1312)(144)	162 (12.3 %)	17 (11.8%)
San Juan USD (700) (160)	95 (13.3%)	27 (17 %)
WCIC (120)	12 (10 %)	N/A
SETA (2002) (349)	244 (12 %)	84 (24%)
County (4857)* (653)**	589 (12%)	128 (19.2%)

*AFE = Annual Funded Enrollment

**% AFE = Percentage of Annual Funded Enrollment

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
August 2015**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 8/31/15	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	436	99	91
Sacramento City USD	1,211 (144)	144*	100	82
SETA	2,028	2,363	117	70
San Juan USD	668 (0)	Not in Session*	N/A	N/A
Twin Rivers USD	233	203	87	77
WCIC/Playmate	120 (0)	Not in Session*	N/A	N/A
Total	4,700 (2,845)	3,146		

*Some programs were closed or had reduced enrollment during the month of August.

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 8/31/15	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	144	100	68
SETA	369	370	100	79
San Juan USD	160	151	94	71
Total	673	665		

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30 day allowable period.
- (b) If enrollment is less than 100%, agency includes corrective plan of action.
- (c) Average Daily Attendance for month, excluding Home Based

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals
Administration							
Total Funded Enrollment	2002	480	1312	700	243	120	4857
Actual Enrollment	2858	549	1545	787	307	151	6197
# Enrolled < 45 days	212	18	122	30	10	9	401
# Total staff	397	66	174	93	38	16	784
# of classes	93	24	61	37	17	6	238
Age: 2 years old	8%	0%	1%	0%	9%	0%	4%
Age: 3 years old	40%	32%	38%	45%	46%	52%	40%
Age: 4 years old	43%	68%	59%	55%	45%	48%	51%
Age: 5 years old	9%	0%	2%	0%	0%	0%	5%
Hispanic	49%	46%	48%	44%	31%	33%	47%
Non -Hispanic	51%	54%	52%	56%	69%	67%	53%
Am. Indian/Alaska Native	1%	30%	1%	0%	1%	1%	3%
Asian	7%	18%	17%	6%	15%	5%	11%
Black or African America	29%	19%	26%	18%	36%	51%	27%
Native Hawaiian/Pac.Islander	2%	1%	2%	1%	5%	1%	2%
White	16%	19%	46%	67%	16%	3%	30%
Bi-racial/Multi-racial	7%	11%	3%	5%	6%	6%	6%
Other or Unspecified	38%	2%	5%	3%	21%	33%	21%
English	64%	60%	62%	66%	76%	67%	64%
Spanish	28%	24%	25%	23%	13%	28%	26%
Native Central/South Am.	0%	0%	0%	0%	0%	0%	0%
Middle Eastern/Indic	2%	5%	2%	5%	0%	1%	2%
East Asian	4%	9%	10%	1%	11%	3%	6%
Native No.American/Alaska	0%	0%	0%	0%	0%	0%	0%
Pacific Islander	0%	0%	1%	1%	0%	0%	0%
European/Slavic	1%	1%	0%	2%	0%	0%	1%
African	0%	0%	0%	0%	0%	0%	0%
Other or Unspecified	1%	1%	0%	2%	0%	1%	1%
# of Families	2647	538	1472	763	285	139	5844
# of One Parent Families	53%	41%	51%	41%	53%	63%	50%
# of Two Parent Families:	47%	59%	49%	59%	47%	37%	50%
..1 or both Employed	34%	43%	36%	47%	29%	37%	37%
..In School/Job Training	13%	2%	4%	10%	3%	4%	6%
..Unemployed/Retired/Disabled	28%	16%	13%	13%	17%	0%	13%
# Families on active military duty	1%	0%	0%	1%	0%	1%	1%
Health							
Med. Screenings Complete	93%	100%	96%	96%	95%	100%	95%
Needing Med. Treatment	1%	2%	0%	4%	1%	5%	1%
Rec'd Med. Treatment	50%	100%	100%	100%	75%	100%	86%

	SOP	Elk	Sac City	San	Twin	WCIC	County
Dental							
Up to date on oral health care	89%	93%	78%	94%	92%	100%	88%
Needing Dental Treatment	1%	55%	13%	26%	18%	21%	14%
Dental Treatment Rec'd	86%	74%	81%	100%	86%	100%	85%
Immunization							
Complete/up to date/exempt	96%	98%	98%	97%	99%	94%	97%
Health insurance							
Children with medical home	99%	99%	100%	100%	100%	100%	100%
Children with health insurance	99%	100%	99%	100%	100%	100%	99%
Staff Qualifications							
# of Teachers							
..Teachers with AA degree	49%	0%	19%	0%	20%	0%	27%
..Teachers with BA or higher	51%	100%	81%	100%	80%	100%	73%
# of Teacher Assistants							
..Teacher Assistants with permit	54%	5%	39%	0%	58%	33%	40%
..Teacher Assistants w/AA degree	20%	48%	11%	29%	25%	33%	22%
..Teacher Assistants with BA degree or higher	17%	33%	0%	17%	17%	0%	13%
ERSEA							
# over income	7%	2%	8%	3%	9%	0%	6%
# income below 100% poverty	63%	59%	52%	67%	67%	49%	60%
# children in foster care	3%	3%	2%	1%	1%	2%	2%
# families in homeless status	0%	0%	0%	0%	2%	1%	0%
# families receiving TANF	27%	36%	38%	29%	21%	48%	32%
Disabilities							
% Diagnosed	13%	10%	12%	14%	10%	10%	12%
# of Health Impairments	3%	2%	1%	2%	0%	0%	2%
# Speech/language impairments	77%	51%	81%	79%	96%	100%	77%
#Intellectual disabilities	7%	21%	1%	1%	0%	0%	5%
Hearing impairment, include deaf	1%	0%	0%	1%	0%	0%	1%
Orthopedic impairment	1%	2%	1%	2%	0%	0%	1%
Visual impairment, include blind	0%	0%	0%	3%	0%	0%	1%
Special learning disability	2%	0%	0%	0%	0%	0%	1%
Autism	7%	6%	6%	4%	4%	0%	6%
Non-categorical/develop. delay	3%	0%	1%	6%	0%	0%	2%
Multiple disabilities	0%	17%	9%	1%	0%	0%	4%
Deaf-blind	1%	0%	0%	0%	0%	0%	1%
Family Partnership							
% families receiving Family Services	99%	55%	82%	82%	100%	100%	88%
Education Screenings/Assessments							
# Completed Ed. Screenings	96%	97%	82%	100%	91%	100%	93%
Mental Health							
# of M.H.Consultations of kids	10%	15%	9%	12%	15%	0%	10%
# of Individual M.H. Assm'ts	214	66	162	15	22	0	479
# Referred outside for M.H.	183	13	69	8	2	0	275
# of Volunteers	2329	654	430	443	196	198	4250

	SOP	Sac City	San Juan	County Totals
Administration				
Total Funded Enrollment	352	144	160	656
Actual Enrollment	624	241	258	1123
Of enrollees, # Pregnant Women	11	32	14	57
# Enrolled < 45 days	36	22	37	95
# Total staff	82	23	45	150
# of classes	14	3	11	28
Age: under 1	22%	36%	22%	24%
Age: 1 years old	36%	27%	33%	34%
Age: 2 years old	40%	35%	39%	39%
Age: 3 years old	2%	2%	6%	3%
Hispanic	37%	69%	39%	44%
Non -Hispanic	63%	31%	61%	56%
Am. Indian/Alaska Native	1%	0%	0%	1%
Asian	7%	9%	3%	7%
Black or African America	40%	14%	18%	29%
Native Hawaiian/Pac. Islander	1%	2%	1%	1%
White	24%	10%	64%	30%
Bi-racial/Multi-racial	4%	16%	6%	7%
Other or Unspecified	23%	49%	8%	25%
English	77%	55%	61%	68%
Spanish	16%	37%	24%	22%
Native Central/South Am.	0%	0%	0%	0%
Middle Eastern/Indic	1%	1%	7%	2%
East Asian	6%	7%	1%	5%
Native No.American/Alaska	0%	0%	0%	0%
Pacific Islander	0%	0%	0%	0%
European/Slavic	1%	0%	4%	2%
African	0%	0%	0%	0%
Other or Unspecified	0%	0%	3%	1%
# of Families	560	193	222	975
# of One Parent Families	59%	58%	39%	54%
# of Two Parent Families:	41%	42%	61%	46%
..1 or Both Employed	27%	30%	46%	32%
..In School/Job Training	6%	11%	16%	9%
..Unemployed/Retired/Disabled	14%	12%	15%	14%
# Families on active military duty	1%	0%	1%	1%
Health				
Med Screenings Complete	99%	70%	90%	91%
Needing Med. Treatment	2%	47%	6%	10%
Rec'd Med. Treatment	70%	100%	100%	97%
Dental				
Up to date oral health care	95%	69%	90%	89%
Immunization				
Complete/up to date/exempt	86%	87%	73%	83%

	SOP	Sac City	San Juan	County
Health insurance				
Children with medical home	95%	100%	95%	95%
Children with health insurance	99%	100%	98%	99%
Staff Qualifications				
# of Teachers				
..Teachers with AA degree	32%	50%	14%	26%
..Teachers with BA or higher degree	46%	50%	38%	43%
# of Teacher Assistants				
..Teacher Assistants with permit	90%	0%	0%	90%
..Teacher Assistants with AA degree	0%	0%	0%	0%
..Teacher Assistants with BA or higher	0%	0%	0%	0%
% Over Income				
# income below 100% poverty	55%	65%	79%	63%
# children in foster care	7%	2%	2%	5%
# families in homeless status	1%	0%	0%	1%
# families receiving TANF	33%	31%	17%	28%
Disabilities				
% Diagnosed	19%	10%	16%	16%
% receiving special services	100%	100%	100%	100%
Family Partnership				
% Families receiving Family Services	86%	95%	53%	80%
Education Screenings/Assessments				
# Completed Ed. Screenings	85%	74%	87%	84%
Mental Health				
# of M.H.Consultations of kids	8%	5%	7%	7%
# of Individual M.H. Assm'ts	48	2	6	56
# Referred outside for M.H.	38	2	0	40
Services to Pregnant Women				
# of Pregnant Women				
Prenatal Health-1st trimester	0%	28%	7%	18%
Prenatal Health-2nd trimester	18%	25%	43%	29%
Prenatal Health-3rd trimester	82%	47%	50%	57%
# with medical insur.	100%	100%	100%	104%
# rec'd professional dental exam	9%	16%	0%	19%
# identified medically high risk	9%	44%	43%	38%
Pregnant Women receiving the following services				
prenatal health care	64%	100%	100%	96%
postpartum health care	45%	50%	57%	53%
mental health interventions	18%	50%	14%	36%
substance abuse prevention	18%	25%	100%	43%
substance abuse treatment	9%	0%	0%	2%
prenatal education on fetal develop.	64%	100%	100%	96%
info. on benefits of breastfeeding	-64%	100%	100%	94%
# of Volunteers	240	196	14	450

Indicators		SETA	SJUSD	SCUSD	County wide	National	RegionIX
1	Percentage EHS children that are up to date on a schedule of preventative and primary health care	98.43%	97.33%	91.39%	95.72%	91.00%	96.00%
3	Percentage EHS children that have received or are receiving treatment that were diagnosed by a health care professional as needing medical treatment.	89.39%	100.00%	66.67%	85.35%	96.00%	97.00%
4	Percentage of EHS children that have completed dental exams						
6	Percentage of HS children diagnosed as needing dental treatment that have received or are receiving dental treatment						
13	Percentage of teachers that have ECE related degree, CDA or state certificate	100.00%	100.00%	100.00%	100.00%	86.00%	95.00%
23	Percentage of funded enrollment reported as children with disabilities	33.33%	21.71%	20.00%	25.01%	18.00%	17.00%
25	Percentage of families that participated in a goal-setting process leading to a Family Partnership Agreement (FPA)	77.96%	100.00%	80.83%	86.26%	92.00%	97.00%
C.6 Medical home- at end of year /with source of continuous medical care		95.66%	100.00%	98.33%	98.00%	95.00%	98.00%
Mental Health - percentage of children referred for mental health services that received or are receiving those services		88.89%	0.00%	50.00%	69.45%	73.00%	70.00%

ITEM VI - 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.