



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

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Board of Supervisors
County of Sacramento

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City of Sacramento

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**SPECIAL MEETING OF THE
SETA GOVERNING BOARD**

DATE: Monday, April 30, 2012

TIME: 10:00 a.m.

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

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

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DISTRIBUTION DATE: FRIDAY, APRIL 27, 2012

ITEM II-A - CONSENT

MINUTES OF THE APRIL 5, 2012 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the April 5, 2012 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, April 5, 2012
10:00 a.m.

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

Members Present:

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

Jimmie Yee, Member, Board of Supervisors

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

Jay Schenirer, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the March 1, 2012 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Sacramento Works Youth Council Member
- D. Approval of Staff Recommendations for the Adult Vendor Services (VS) List
- E. Approval of Staff Recommendation for the Adult Vendor Services (VS) List –Pay-for-Performance On-the-Job Training/Subsidized Employment (OJT/SE)
- F. Approval of Selection Criteria for Enrollment in Early Head Start or Head Start

The consent items were reviewed; no questions or corrections.

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

- A. Approve the March 1, 2012 minutes.
- B. Approve claims and warrants for the period 2/24/12 through 3/29/12.
- C. Appoint Mr. Zak Ford to the Sacramento Works Youth Council.
- D. Approve the recommendations for the Adult VS Lists: **Think Feel Know USA, LLC**, and the **Center for Fathers and Families**.
- E. Approve the recommendation of SOAR, Inc. for the provision of Pay-for-Performance OJT/SE services to eligible CalWORKs recipients.
- F. Approve the Early Head Start Selection Criteria and the Head Start Selection Criteria for Sacramento County as outlined in the board packet.

Voice Vote: Unanimous approval.

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

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Out-of-State Travel to Attend the National Head Start Association Conference

Ms. Pannell asked if there was money in the budget for this conference; Ms. Kossick assured Ms. Pannell that the agency does have the funding.

Moved/Pannell, second/Yee, to approve out of state travel to the National Head Start Association Conference in Nashville, Tennessee for three staff.
Voice Vote: Unanimous approval.

2. Approval of Modification to the SETA Personnel Policies and Procedures: Addition of Section 11.15 Head Start Uniform Policy

Mr. Rod Nishi reviewed the uniform policy which will create a professional face for Head Start centers. This policy covers the use of the Agency provided logo shirts and the replacement procedure. This final product is being recommended for approval to be included in SETA personnel policies and procedures.

Moved/Yee, second/Pannell, to approve the modifications to the SETA Personnel Policies and Procedures: Addition of Section 11.15 Head Start Uniform Policy.
Voice Vote: Unanimous approval.

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of New Job Classification of Web Innovation Engineer

Mr. Nishi explained that this is a new classification that requires expert information on dealing with the World Wide Web. The Agency has been relying on a consultant to provide these services. It is the desire of the Agency to develop this new classification and fill the position with a regular employee. One person will be hired.

In response to a question from Mr. Yee, Mr. Nishi explained that the Board approved the pay for performance broadband system. Zone 1 captures the salary range and responsibilities for chief positions and deputy directors. Zone 2 is a second level for management positions and network engineers. Within the broadband structure, there is a tiering of salaries. Staff in Zone 2 does not automatically go into Zone 1.

Moved/Yee, second/Pannell, to adopt the modification to the Agency classification plan to add the classification of Web Innovation Engineer.
Voice Vote: Unanimous approval.

The board reviewed items 4-6 in a block.

4. Ratification of the Submission of the Proposal to the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance and Office for Victims of Crime for the "Enhanced Collaborative Model to Combat Human Trafficking" Grant and Authorize the Executive Director to Execute the Cooperative Agreement and any Modifications or Other Documents Required by the Funding Source

Staff is seeking approval to once again collaborate with the existing partners of the Rescue and Restore Victims of Human Trafficking Program, with the Sacramento Sheriff's Department, and with other local organizations committed to combating human trafficking, and submit an application seeking up to \$500,000 under the Enhanced Collaborative Model to Combat Human Trafficking grant. The application will be submitted jointly with the Sacramento Sheriff's Department.

5. Approval to Submit a Proposal to the U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime for the "Services for Victims of Human Trafficking" and Authorize the Executive Director to Execute the Cooperative Agreement and any Modifications or Other Documents Required by the Funding Source

Ms. Jennings stated that this is essentially the same proposal but is for services only. This proposal was prepared at the request of the Office for Victims of Crime. This proposal requests \$400,000 for a two year period.

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

6. Approval to Submit a Continuation Application to the U.S. Department of Health and Human Services (DHHS), Administration for Children and Families (ACF), Office of Refugee Resettlement (ORR) for the Rescue & Restore Victims of Human Trafficking Regional Program Grant, and Authorize the Executive Director to Execute the Modification to the Cooperative Agreement and any Other Documents Required by the Funding Source

In March, 2012, the Office of Refugee Resettlement invited SETA to submit an application for the continuation of its Rescue & Restore Regional Program. The continuation application is due on April 16, 2012. This proposal is requesting \$287,412 year funding for a one year period.

Mr. Yee asked why these items were not put on the consent calendar. Ms. Kossick explained that when it comes to money items, it should go on the action agenda. Mr. Thatch stated that the Agency likes to document votes on roll call items; roll call items are generally not put on the consent calendar. In addition, items that go to the City Council or BOS for approval are also separated out.

Moved/Yee, second/Schenirer, to approve Items 4-6 as follows:

4. Ratify the submission of the proposal to the U.S. DOJ / BJA / OVC requesting up to \$500,000 for a two-year (24 month) project period, and authorize SETA's Executive Director to execute the cooperative agreement, modifications and any other documents required by the funding source.

- and -

5. Approve the submission of an application to the U.S. Department of Justice, Office for Victims of Crime requesting up to \$400,000 for a two-year (24 month) project period, and authorize SETA's Executive Director to execute the cooperative agreement, modifications and any other documents required by the funding source.

- and -

6. Approve the submission of the continuation application to the U.S. Department of Health and Human Services (DHHS), Administration for Children and Families (ACF), Office of Refugee Resettlement (ORR) requesting a second year of funding in the amount of \$287,412 for the Rescue and Restore Regional Program, and authorize SETA's Executive Director to execute the modification to the cooperative agreement and any other documents required by the funding source

Voice Vote: Unanimous approval.

7. Approval of the Acceptance of National Emergency Grant (NEG) Funds and the Augmentations of NEG Funds to On-the-Job Training (OJT) Providers

Ms. Michelle O'Camb reported that this item requests \$150,000 from the state to serve an additional 21 clients. It will bring the total allocation for the funding source \$550,000 to serve 150 clients. Although LaFamilia is a current NEG OJT provider, they have declined additional funding at this time.

The cost per participant overall is \$7,000 per person which includes supportive services and case management. There have been 82% entered employment rates for this OJT program; a lot of money is being funneled into this program because of the high entered employment rate.

Staff follows the customers in real time data. Ms. O'Camb reported that the Department of Human Assistance does provide some funding toward these customers. Mr. Nottoli stated that once the employer takes the person on and the person moves off from Calworks, the real test is where the person stays with the employer and the employer picks up the entire cost of the employee. Ms. Kossick replied that SETA staff will talk with DHA to see what is being done in regard to tracking the success of the employee/employer stability.

Ms. O’Camb stated that staff will be bringing extensions for this program and additional information to the board.

Moved/Nottoli, second/Yee, to approve the acceptance of an additional \$150,000 in NEG OJT funding from the State, EDD. In addition, approve the augmentation recommendations of NEG OJT funds as reflected in the funding chart included in the board packet.

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

8. Approval of Subcontract for Legal Services Regarding Uninsured Workers’ Compensation Claim

Mr. Thatch offered to answer questions on this item; no questions or comments.

Moved/Yee, second/Nottoli, to authorize Legal Counsel to subcontract with Ms. Stallknecht and the law firm of Haworth Bradshaw Stallknecht & Barber in handling the defense of this claim.

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

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services

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

Ms. O’Camb reviewed this item which requests approval to allocate additional WIA funds for the provision of \$205,000 utilized at the career centers. Ms. O’Camb reviewed the funding allocations.

Moved/Schenirer, second/Pannell, to approve the augmentation of talent development scholarships and supportive services funds to SWCCs for Program Year 2011-12, as indicated in the board packet.

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

2. Approve the Submission of an Application to the PG & E Foundation and Accept WIA Governor’s 15% VEAP Funding for the PG&E PowerPathways Program and Authorize the Executive Director to Accept the PG&E Foundation Funding and Execute the Agreements, Modifications and any other Required Documents

Mr. William Walker reviewed this item. This is the third very successful program. This program would add the gas line worker which PG & E has requested. SETA will be partnering with American River College and PG & E to train 80 veterans.

Ms. Scherman asked where are the veterans coming from and Mr. Walker replied that staff is working with the Sacramento Veteran's Resource Center and the veterans organizations throughout the county.

Ms. Pannell asked how this program could be included in Cosumnes River College. Mr. Walker replied that CRC has to have a Power Pathways program. Mr. Walker will be working with CRC.

Moved/Pannell, second/Yee, to approve the submission of an application for \$500,000 in funding to provide services to 80 veterans. Authorize the SETA Executive Director, if awarded, to execute the agreements, modifications and any other documents required by the funding sources.

Voice Vote: Unanimous approval.

Community Services Block Grant

3. Approval to Ratify the Submission of an Application to the State Department of Community Services and Development for Community Services Block Grant Discretionary Targeted Initiatives and Innovative Projects Funding

Mr. Victor Bonanno reviewed this item. The application requesting \$100,000 will benefit low income individuals. The due date was 3/31. Two categories of funding were available. This application requested funds in the direct client services category and will focus on employment for homeless individuals.

The funds will be leveraged with other funds (CSBG and WIA). The Department of Rehabilitation will assist to subsidize some of the OJT costs; they will be willing to assist with an additional two months' funding.

Mr. Chi Cheng spoke of Sacramento Steps Forward which has a very active employment committee and a lot of partners in the community. This organization works with a lot of partnering agencies to do pre-employment workshops and life-skills training.

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

Voice Vote: Unanimous approval.

C. CHILDREN AND FAMILY SERVICES

1. Approval to Authorize Negotiations for Head Start Janitorial Services

Mr. Nishi reported that the Agency received 17 proposals in response to the RFP for janitorial services. This notice was distributed to the county vendor list; an offerors' conference was held on March 18. Potential vendors visited the various

child care centers to see the work that needs to be done. Mr. Nishi expects the services to begin in June.

Proposals being recommended for funding are selected because:

- Unique understanding of the environment
- Costs were low
- Looked at technical experience and on-going and current training they are providing to staff.
- Each submitted a list of references.

Staff is requesting the authority to begin negotiations with the top seven proposers. Two of the three current providers are on the list to move forward. Care Free is not being recommended due to their poor performance.

Staff is also requesting authority to negotiate better pricing to perhaps fine tune proposal costs. Staff will come back at the June 7 meeting for final approval. There is a list of things vendors need to provide the SETA contracts department. Staff is not sure right now how many vendors will be presented for final approval.

Mr. Schenirer thinks this item would be more appropriate for the consent calendar since it is a matter of how the business is run. It is staff's job to get the best price for a qualified organization.

Moved/Yee, second/Scherman, to authorize staff to enter into negotiations with the seven proposers listed above.

Voice Vote: Unanimous approval.

IV. Information Items

A. Update on Regional Workforce Investment Board Strategic Plan

The Sacramento Workforce Investment Board has been working with the neighboring WIAs for the last six months to bring together priorities and develop a strategic plan that includes action plans to implement each of the following goals:

1. Conducting regional outreach to employers
2. Providing high quality services through the One Stop Career Center system
3. Preparing youth to thrive and succeed
4. Getting ready for future changes in workforce development policy

Mr. Nottoli stated that it appears that NCCC has one of the highest unemployment rates in the state. He asked what sort of strategies are being looked at to assist the higher unemployed counties? Ms. Purdy replied that NCCC and NORTEC are very rural. These WIAs will be focusing on outreach to smaller business employers and self-employment.

The youth action teams will be bringing the Youth Councils together and strengthen how the Youth Councils are doing their work on their local WIBs. Each WIB has a Youth Council that reviews policies and funding decisions of the youth funding.

- B. Final Results of the On-Site Head Start Program Triennial Monitoring Review: No questions.
- C. Fiscal Monitoring Reports: No questions.
- D. Employer Success Stories and Activity Report: No questions.
- E. Dislocated Worker Update: No questions.
- F. Unemployment Update/Press Release from the Employment Development Department

Ms. Pannell asked if there is any indication that there has been an improvement and Ms. Purdy replied that there are indications that the economy is improving. The Career Centers are always busy!

Ms. Pannell asked about an upcoming job fair at the Pannell Center. Mr. Walker met with Ms. Pannell's staff regarding logistics. The focus will be on adults but there will be a youth component. Staff is working with EDD to recruit employers and get training providers there.

- G. Head Start Reports

Ms. Denise Lee distributed an overview of the activities being prepared for the 30 year anniversary celebration. A copy of the current Head Start annual report was distributed.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick thanked board members for reading or otherwise participating in the 30 Year festivities.
- C. Deputy Directors: Ms. Purdy stated that there are leadership changes in some of the SETA-funded programs. Ms. Rachel Rios is the Executive Director of La Familia Counseling Center, and Ms. Stephanie Nguyen has taken leadership of Asian Resources.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No comments.

III. **Action Items** (continued)

A. **GENERAL ADMINISTRATION/SETA** (continued)

9. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
(Subdivision (a) of Section 54956.9)

UNITED STATES OF AMERICA, *ex rel.* MAUREEN DERMOTT-MORRISON v. SACRAMENTO EMPLOYMENT TRAINING AGENCY, et al.

U.S. District Court, Eastern District of California Case No. 2:10-CV02048 KJM
GGH

The board went into closed session at 11:30 a.m. The board returned to open session at 11:43 a.m. Mr. Thatch reported that the Governing Board voted to defend the litigation and to defend and indemnify Ms. Kathy Kossick.

VI. **Adjournment:** The meeting was adjourned at 11:44 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 3/30/12 through 4/18/12, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 3/30/12 through 4/18/12.

STAFF PRESENTER: Roy Kim

ITEM II-C - CONSENT

APPROVAL OF ANNUAL SELF ASSESSMENT FOR 2011-2012
AND RESULTING PROGRAM IMPROVEMENT PLAN
SETA OPERATED PROGRAM

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to review and approve the results of the Head Start/Early Head Start Annual Self Assessment.

In January 2011, eighteen teams were assembled for the 2011-2012 self assessment process. Each was composed of both parents and staff and was led by an appointed team leader to facilitate the process. Teams reviewed and analyzed nineteen service areas, including Program Governance, Planning, Communication, Record-keeping/Reporting, On-going Monitoring, Human Resources, Fiscal, Prevention/Early Intervention, Tracking/Follow-up, Disabilities, Individualization, Family Partnerships, Parent Involvement, Community Partnerships, Eligibility/Recruitment/Selection/ Enrollment/Attendance, Safe Environments, Child Outcomes, Education and Early Intervention.

While many positive outcomes and strengths were noted during the review, staff continues to strive for excellence. As part of the 2011-2012 Program Improvement Plan, staff will focus on a few areas of improvement, including school readiness/child outcomes, family and community outcomes, human resources and staff development opportunities.

A summary report and resulting Program Improvement Plan are attached for review and approval.

Staff will be available to answer questions.

RECOMMENDATION:

Approve Program Year 2011-2012 Self Assessment and resulting Program Improvement Plan.

STAFF PRESENTER: Denise Lee

Self Assessment Summary of Results 2011-2012

Project Background:

During the fall of 2011, SETA Head Start/Early Head Start developed a self assessment plan that included parents, administrative and field staff, as well as management. The self assessment process resulted in an in-depth review of the quality and compliance of the SETA Head Start/Early Head Start program.

To conduct the self assessment, the teams utilized the *2012 OHS Monitoring Protocol*, the *Head Start Self Assessment: Your Foundation for Building Program Excellence* tool and the *SETA Head Start/Early Head Start Monitoring Tool*. Each team developed an in-depth, cross-combination tool for their use and team leaders trained all staff, parents and volunteers to ensure they were clear on the protocols. The teams conducted site visits during early January. All Early Learning Centers were visited by at least one self assessment team. Team reviews included, but were not limited to the following: children's files, on-going monitoring reports, program information reports, policies and procedures manuals, Human Resource and fiscal documents, monthly reports, *Childplus* reports, self assessment results, goals and objectives, classroom observations, ECERS, ITERS, and CLASS results, indicators from Community Childcare Licensing (CCL) and the Child and Adult Care Food Program (CACFP), home visit observations, etc. Additionally, many teams performed interviews with staff, parents, and community partners for the self assessment. Results from the self assessment were analyzed in February and resulted in a detailed Self Assessment Program Improvement Plan (PIP).

Team Composition:

A total of eighteen teams were assembled for the Self Assessment. Each team had an appointed team leader to facilitate the process and was composed of both parents and staff. Some parents and staff may have served on more than one team. The teams were as follows:

Program Governance	Individualization
Planning	Disabilities
Communication	Family Partnerships
Record Keeping & Reporting	Parent Involvement
Ongoing Monitoring	Community Partnerships
Human Resources	ERSEA
Fiscal	Safe Environments
Prevention & Early Intervention	Child Outcomes
Tracking & Follow-up	Education and Early Childhood Development

Summary of Program Strengths: SETA Head Start/Early Head Start has many notable strengths, including some of the following:

School Readiness/Child Outcomes:

- Staff developed a comprehensive approach to school readiness/child outcomes systems and training to ensure teachers are well prepared to analyze and appropriately use data to individualize for children
- Strong partnerships with SCOE, River Oak Center for Children, and local school districts facilitate service delivery to students with disabilities.
- Team approach to providing support to families who have a child with a disability gives them a network of resources.
- Teaching styles and classroom routines are modified to assist children with disabilities.
- New education tracking system facilitates monitoring of home visits and parent conference due dates.
- Diverse staff reflects the cultures and languages of the children and families served.
- Strong evidence of individualization for all children in lesson plans and in the children's files; staff can articulate how and why, they individualize for children.
- Curriculum is well documented and implemented consistently across sites.
- Behavior plans are used for children with challenging behaviors.
- Classrooms are rich with materials for children to work independently.
- DRDP and HELP assessment reporting systems provide quality feedback.
- Consistent parent conference.

Family and Community Outcomes:

- Overall, parents seem very pleased with the quality of services that they are receiving and can articulate the services their children receive.
- Family Service Workers have good rapport with their families and are knowledgeable of available community resources.
- Excellent parent and staff interaction was observed during site visits.
- Centers contain well developed parent areas that are inviting and useful.
- Monthly parent meetings are focused on topics identified in the Family Partnership Agreements.
- Regular communication between parents and site staff during pick up/drop off times and monthly parent meetings.
- Strong connection with a variety of community partners. Regular meetings with community agencies allow for ongoing collaboration.

Health/Early Intervention and Nutrition Services:

- Health and safety continues to be a priority at the child development centers. Staff is knowledgeable about and practice safety procedures.
- Staff implemented a multi-pronged approach and aggressive campaign to address follow-up and parent education regarding low blood lead levels, including training for parents, children, and staff.
- Health and Nutrition materials are available in multiple formats and languages.

- Staff developed and implemented “Health-a-Palooza,” a fantasy character (i.e. Snow White, Alice in Wonderland, Jasmine and Belle) presentation for children on health, nutrition, and safety.
- Food Services provides high quality meals which meet the individual nutritional needs of the children.
- A comprehensive disaster preparedness program is in place for each center.

Program Design and Management:

(including Planning, Communications, Record-Keeping/Reporting, On-going Monitoring, Governance, ERSEA, Fiscal and Human Resources):

- Intensive strategic planning process with SETA management, leadership and center-based staff during the 2011-2012 program year.
- Comprehensive and well documented planning process that includes parents, board members, content experts, staff, and management.
- Program decisions are driven by community data.
- Both PC and PAC members are well versed on Head Start governance and are actively engaged in program decision-making.
- Parents and staff work together on shared governance decision-making committees
- Regular communication between staff (within groups of staff and with management) during regular meetings and via e-mail communication.
- Excellent communication and collaboration between program and fiscal staff.
- Strong system of internal fiscal controls.
- Monitoring data is used for program improvement and corrective action plans.
- Site level recordkeeping procedures and information are consistent with reports received at administrative level.
- Implementation of electronic tracking system for children’s attendance (EZ ID)
- Staff receives ongoing trainings to increase their competency, including day long all-staff training meetings that are offered regularly.
- Ongoing tuition reimbursement program for all staff.

Summary of Program Growth Opportunities: During the Self Assessment process, teams identified areas for improvement and opportunities for growth. Areas of improvement do not necessarily indicate systemic issues and/or areas of non-compliance. Below is a summary of some of the highlighted areas. A complete Program Improvement Plan (PIP) with action steps, timelines, and staff responsible is attached.

School Readiness/Child Outcomes:

- Interactions between teacher and child in the area of instructional support were lower than other CLASS domains.
- Math and literacy activities for toddlers and math activities for preschoolers could be strengthened.
- Creative art activities that support the Creative Arts Learning Framework domain could be strengthened
- Limited parent input on children’s IDPs.

- Not all staff could clearly articulate agency-level school readiness goals and/or how curriculum goals or how curriculum is used to meet Head Start Framework and State Preschool Foundations.
- More training opportunities needed for staff to support children with disabilities.

Family and Community Outcomes:

- Fragmented documentation regarding parent meetings at centers.
- Limited parent involvement on board, advisory committees and in monthly center meetings.
- In several of the files, there was insufficient or untimely documented follow-up on goals in the Family Partnership Agreement. Some of the files also lacked clear strategies for reaching the set goals.
- The Family Partnership Agreement lacks a place to address immediate needs.
- Some parents reported that they did not receive a site orientation and/or have a staff member review the parent handbook with them.

Health/Early Intervention and Nutrition:

- Health screens are completed, but not always within 45 days.

Program Design and Management:

(including Planning, Communications, Record-Keeping/Reporting, On-going Monitoring, Governance, Fiscal and Human Resources):

- Varying levels of competency in writing skills, computer skills and organizational skills among staff in regard to tracking and follow-up.
- Inconsistent, infrequent and/or limited documentation of follow-up in files (i.e. Family Contact forms, failed health events, medical/dental homes, home visits, parent conferences.
- Applications are sometimes incomplete and/or inaccurate
- More staff input needed on agendas for FSW and Site Supervisor meetings.
- Limited follow-up to staff training on new tools/materials
- More training and on-site visits needed in the EHS classrooms for on-going support and quality enhancements
- The Routings and Referrals system needs to be updated for more timely routing and follow-up.
- Case management is not occurring regularly with proper documentation.
- Employee performance evaluations are completed, however, not always in a timely manner for all employees.

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self Assessment Program Improvement Plan (PIP)
2011-2012**

<i>Action Steps:</i>	<i>Responsible Person/Department</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<i>SCHOOL READINESS/CHILD OUTCOMES</i>				
<i>Goal: Continue to support teacher's growth and development regarding CLASS, DRDP and data analysis</i>				
Continue to build teacher knowledge and skills in CLASS/Instructional Support domain	Karen Gonzales, Manager Program Officers (ED) Education Coordinators	April 2012	Regional Training/Staff Development scheduled	
Continue to strengthen teacher's use of the Houghton Mifflin curriculum	Karen Gonzales, Manager Program Officers (ED) Education Coordinators	April 2012	Regional Training/Staff Development scheduled	
Continue to develop teacher knowledge on the interconnectedness of the newly developed School Readiness Goals, Child Outcomes, Preschool Foundations, the Early Learning Framework and Desired Results.	Karen Gonzales, Manager Program Officers (ED) Education Coordinators	May 2012	Regional Training/Staff Development scheduled	
Increase effectiveness of math and literacy activities for toddlers	Karen Gonzales, Manager Program Officers (ED) Education Coordinators	May 2012	Regional Training/Staff Development scheduled	
Develop data reports to support analysis of various programming, such as attendance, full-day/part-day, program options, demographics, etc. Produce a new variety of results-oriented reports for the boards.	Karen Gonzales, Manager Denise Lee, Deputy Director Donald Schmidt, ITA	July 2012	DRDP data is gathered 3X/year. New reports will be developed to analyze various data sets.	

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self Assessment Program Improvement Plan (PIP)
2011-2012**

<i>FAMILY AND COMMUNITY OUTCOMES</i>				
<i>Goal: Increase parent/child participation</i>				
Increase parent participation in PC and PAC board activities and sub-committees.	Marie Desha, SS/PI Coordinator PAC/PC Executive Committee SS/PI Specialists	June 2012	PAC/PC Orientation took place in January which included approval processes. Surveys will be sent to parents to see how the program can improve overall parent participation.	
Increase child daily attendance in each center. Develop a program to educate parents on the importance of attending school as it relates to school readiness and encourage their daily participation.	Lisa Carr, Manager Program Officers (SS/PI)	April 2012	A subcommittee is in place and in the process of designing a new system.	
Ensure monthly parent meetings are well documented, organized and available to all parents at each center. Ensure parent officers have been chosen so that parents can run their own meeting.	Lisa Carr, Manager SS/PI Specialists	April 2012		
Ensure that parent orientation is occurring at all centers and that the parent handbook is being reviewed.	Lisa Carr, Manager SS/PI Specialists	July 2012		
<i>Goal: Continue to strengthen family case management and internal monitoring systems to ensure high quality family outcomes are documented</i>				
Continue to provide staff development for Family Service Workers in the areas of case management /documentation, customer services, goal setting strategies, time management and follow-up services	Lisa Carr, Manager Program Officers (SS/PI)	March 2012	Monthly professional development strands have been developed and are in progress	

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self Assessment Program Improvement Plan (PIP)
2011-2012**

<i>RECORD-KEEPING AND REPORTING</i>				
<i>Goal: Improve efficiency and effectiveness of record-keeping and reporting systems</i>				
Create and implement a new monitoring tool for on-going program and systems monitoring	Brenda Campos, Manager Program Officer (Admin) Quality Assurance Specialists	April 2012	The QA Unit is in the process of developing a tool. A pilot of the tool will be launched in June 2012	

ITEM II-D - CONSENT

APPROVAL TO SUBMIT THE CONTINUATION APPLICATION FOR TARGETED ASSISTANCE DISCRETIONARY GRANT FUNDS TO SERVE NEWLY ARRIVED REFUGEES, PY2012-2013

BACKGROUND:

The Office of Refugee Resettlement (ORR) announced the availability of continuation funding under the Targeted Assistance Discretionary (TAD) grant. This funding provides services to newly arrived refugees and specific refugee populations with compelling situations who have for various reasons been unable to make the transition to economic self-sufficiency. The California Department of Social Services—Refugee Programs Bureau (RPB) will be submitting a single state continuation application to ORR. The refunding level for California will be \$350,000. If approved, RPB will allocate the additional TAD funds to refugee-impacted counties, including Sacramento County, to continue to deliver services to assist newly arrived refugees reach economic self-sufficiency.

Preliminary estimates are that Sacramento County would receive approximately \$40,778 in second-year funding. In order to prepare the state's continuation application, RPB has requested that SETA provide an updated summary of its local program, including a detailed program narrative, outcomes/measures, and a budget. Staff will prepare the required documents and submit them to RPB by the required deadline of April 27, 2012.

SETA discussed the proposed continuation of the project with the local refugee service providers, which, if funded, will continue to complement and expand existing employment services provided to Sacramento County's newly arrived refugees, resulting in economic self-sufficiency and reduced dependency on public assistance. Services proposed for continuation will be delivered through the following four (4) contracted refugee program service providers who are either meeting or exceeding current TAD contractual service levels:

- ✓ Asian Resources, Inc.
- ✓ Twin Rivers Unified School District
- ✓ Bach Viet Association, Inc.
- ✓ Sacramento Occupational Advancement Resources

Staff is seeking approval to submit the TAD continuation application to the RPB for year-two funding.

RECOMMENDATION:

Approve the submission of the continuation application for Discretionary Targeted Assistance Discretionary Grant Funds to serve newly arrived refugees who have been unable to achieve economic self-sufficiency, PY2012-2013.

STAFF PRESENTER: Mary Jennings

ITEM II-E - CONSENT

RATIFICATION OF THE SUBMISSION OF A PROPOSAL TO THE U.S. DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS, BUREAU OF JUSTICE ASSISTANCE FOR "ANTI-HUMAN TRAFFICKING TRAINING AND TECHNICAL ASSISTANCE FOR TRIBAL LAW ENFORCEMENT" GRANT AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE COOPERATIVE AGREEMENT AND ANY MODIFICATIONS OR OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) is seeking applicants for funding to support training and technical assistance that will assist Indian tribes through tribal, federal, or local law enforcement in identifying and rescuing victims of human trafficking within tribal communities or native villages. This project furthers the Department's mission by enhancing Indian tribes' response, through tribal law enforcement, to human trafficking victims of tribal communities or native villages. The funding of this grant will cover a 12 month period and the maximum award amount is \$305,000.

SETA has partnered with Lt. John Vanek, formally of the San Jose Police Department and recognized expert in training for law enforcement, and Ben Greer, a Special Deputy Attorney General at the California Attorney General's Office, who is currently co-chairing the California Office of the Attorney General Human Trafficking Work Group in a volunteer capacity, to apply for the grant. Over the 12 month proposed project period, SETA and its partners will conduct research and develop and test training curriculum that will be utilized to develop and enhance the capacity of tribal, federal, and local law enforcement in the identification and rescuing of victims of human trafficking within tribal communities and native villages. The California Indian Manpower Consortium, Inc. will also partner in this project acting as an advisor in the development of the training curriculum. The proposed project also has the support of the California Office of Native American Affairs in the Attorney General's Office.

Staff is seeking ratification of its submission of the proposal for the Anti-Human Trafficking Training and Technical Assistance for Tribal Law Enforcement grant for \$305,000. The proposal was due on April 10, 2012 and was submitted April 9, 2012.

RECOMMENDATION:

Ratify the submission of the proposal for the Anti-Human Trafficking Training and Technical Assistance for Tribal Law Enforcement grant to U.S. DOJ / OJP / BJA requesting \$305,000 for the one year (12 month) project period and authorize SETA's Executive Director to execute the cooperative agreement, modifications and any other documents required by the funding source.

STAFF PRESENTER: Mary Jennings

ITEM III-A – 1 – ACTION

APPROVAL TO RELEASE A REQUEST FOR PROPOSALS FOR
A PAYROLL SOFTWARE SYSTEM

BACKGROUND:

On July 1, 2010, the SETA Governing Board approved a non-competitive procurement of proprietary payroll services from High Line Corporation. This action was based upon the emergency resulting from the closure of Ingentra HR Services, Inc. Ingentra, an independent payroll services provider that utilized the High Line Corporation's payroll software, was closed due to an investigation of fraud, resulting in the eventual conviction of its President.

Due to the emergency need to continue to maintain payroll, SETA contracted directly with the High Line Corporation to provide hosting services and authorized access to its payroll software for a period of two (2) years. The Governing Board action was taken with the understanding that the contract with High Line was an interim solution until SETA could retain a new payroll services contractor through a formal procurement process.

SETA payroll staff has worked diligently for the past two years to maintain the Agency payroll every two weeks, to assume many of the payroll responsibilities previously performed by Ingentra, and to customize the High Line payroll software to the Agency's needs.

This RFP solicits proposals from providers of payroll software systems designed to meet the Agency's current and projected needs.

A copy of the RFP will be sent under separate cover.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the release of a Request for Proposals (RFP) for a payroll software system.

STAFF PRESENTER: Rod Nishi

ITEM III-A – 2 - ACTION

APPROVE AUGMENTATION FOR SAFE COMMUNITY PARTNERSHIP STREET
OUTREACH SERVICES.

BACKGROUND:

SETA is partnering with the City of Sacramento Police Department, Area Congregations Together (ACT) and other community partners to implement the City of Sacramento's Safe Community Partnership strategy using the Operation Ceasefire model. Both SETA and the City of Sacramento have received funding to focus on the Sacramento Safe Community Partnership (SCP) Initiative and have applied for ongoing funding. The Safe Community Partnership is an evidence-based community and law-enforcement driven concept that encourages youth to step away from violence by providing successful alternatives. The City contracted with SETA to coordinate the procurement and delivery of most of the direct services including training, employment services and case management; Street Outreach; mentoring and life coaching; and substance abuse and mental health counseling.

SETA currently contracts with The Effort for the Street Outreach services. Although the contract for these services is through June 30, 2012 (with a one-year renewal option), the Effort expects to fully expend the current allocation of \$150,000 by mid-May 2012. The City of Sacramento and SETA have identified \$16,200 in available funds to meet this need. The RFP for these funds stipulated the potential increase in the original funded award. Both the City of Sacramento and SETA have applied for ongoing funding for the Safe Community Partnership strategy and services. Results of these applications will be awarded later this spring and summer.

RECOMMENDATION:

Approve the augmentation of \$16,200 to The Effort for Safe Community Partnership Street Outreach services.

STAFF PRESENTER: Christine Welsch

ITEM III-C - 1 – ACTION

APPROVAL OF FISCAL YEAR 2012-2013
HEAD START/EARLY HEAD START BUDGET

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Head Start/Early Head Start Budget for Fiscal Year 2012-2013 in the amount of \$50,410,127, which includes Basic, including supplemental funding; Training and Technical Assistance, and a .72% Cost of Living Adjustment. Budget details are as follows:

Head Start Basic (serves 5,539 children)	\$42,327,143
Head Start Training and Technical Assistance	\$ 394,361
Cost of Living Adjustment (COLA)	\$ 304,755
Early Head Start Basic (serves 653 children)	\$ 7,152,278
Early Head Start Training and Technical Assistance	\$ 180,094
Cost of Living Adjustment (COLA)	<u>\$ 51,496</u>
TOTAL	<u>\$50,410,127</u>

The Budget/Planning Committee met weekly during February with Ms. Denise Lee, Deputy Director, Head Start Children and Family Services; Mr. Roy Kim, Fiscal Chief; Mr. Roger Bartlett, Fiscal Manager; Head Start Managers Ms. Brenda Campos, Ms. Lisa Carr and Ms. Karen Gonzales; Governance/Social Services/Parent Involvement Coordinator, Ms. Marie Desha and Head Start parents to provide input on the budget.

A copy of the 2012-2013 Head Start/Early Head Start Budget and Budget Narrative will be sent under separate cover.

The Policy Council will take action on this item at their April 24 meeting. Ms. Denise Lee, Deputy Director, will be available to answer questions.

RECOMMENDATION:

Approve the Fiscal Year 2012-2013 Head Start/Early Head Start Budget in the amount of \$50,410,127 for Basic, Training/Technical Assistance and Cost of Living Adjustment (COLA).

STAFF PRESENTER: Denise Lee

ITEM III-C - 2- ACTION

APPROVAL OF FISCAL YEAR 2012-2013
HEAD START/EARLY HEAD START REFUNDING APPLICATION

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Fiscal Year 2012-2013 Head Start/Early Head Start Refunding Application.

A copy of the Fiscal Year 2012-2013 Head Start/Early Head Start Refunding Application will be sent under separate cover. A listing of SETA-Operated Program and delegate agency center locations, part of the refunding application, is attached for your review.

The Policy Council will take action on this item at their April 24 meeting. Ms. Denise Lee will be available to answer questions.

RECOMMENDATION:

Approve the Fiscal Year 2012-2013 Head Start/Early Head Start Refunding Application.

STAFF PRESENTER: Denise Lee

**SETA OPERATED
HEAD START
PROGRAM**
Funded enrollment:
2796 (2838)

Administrative Office:
925 Del Paso Blvd.,
Suite 100
Sacramento, CA 95815
(916) 263-3804

Auberry Park
8120 Power Inn
Sacramento, CA 95828
563-5000 (60)

Bannon Creek
2775 Millcreek Drive
Sacramento, CA 95833
563-5005 (80)

Bright Beginnings
10487 White Rock
Road, P52
Rancho Cordova, CA
95670
563-5090 (160)

Broadway
263 Seavey Circle
Sacramento, CA 95818
563-5119 (80)

Country Wood Apts.
5700 Mack Rd.
Sacramento, CA 95823
563-5011 (120)

Crossroad Gardens
7322 Florinwood Dr.
Sacramento, CA 95823
563-5015 (100)

Elkhorn
5249 Elkhorn Blvd.
Sacramento, CA 95660
563-5353 (120)

Freedom Park
6015 Watt Ave., S #5
North Highlands, CA
95660
563-5125 (180)

Fruitridge
5746 40th Street
Sacramento, CA 95824
563-5020 (80)

Galt
615 2nd Street
Galt, CA 95632
(209) 745-6458 (180)

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

Hillsdale
5665 Hillsdale Ave.,
Bldg. 4
Sacramento, CA 95842
563-5360 (200)

Hopkins Park
2317 Matson Drive
Sacramento, CA 95822
563-5035 (120)

Illa Collin Center
3530 41st Avenue
Sacramento, CA 95824
563-5368 (60)

Job Corps
3100 Meadowview
Sacramento, CA 95832
563-5038 (20)

Kennedy Estates
6501 Elder Creek
Sacramento, CA 95824
563-5044 (60)

LaVerne Stewart
5545 Sky Parkway
Sacramento, CA 95823
563-5055 (60)

Mather
Mather Air Force Base
10546 Peter A. McCuen
Rd.
Mather, CA 95655
563-5057 (120)

Nedra Court
#60 Nedra Court
Sacramento, CA 95822
563-5066 (80)

New Helvetia II
816 Revere Street
Sacramento, CA 95818
563-5069 (40)

**Norma Johnson
Early Learning Center**
3265 Norwood Avenue
Sacramento, CA 95838
563-5372 (60)

**North Avenue Elem.
School**
1281 North Avenue
Sacramento, CA 95838
(160)

Northview
2401 Northview
Sacramento, CA 95833
563-5375 (120)

Parker Avenue
4516 Parker Avenue
Sacramento, CA 95820
563-5071 (16)

Phoenix Park
4400 Shining Star Dr.
Sacramento, CA 95823
563-5075 (60)

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

Solid Foundation
7505 Franklin Blvd.
Sacramento, CA 95823
563-5080 (80)

Strizek Park
3829 Stephen Drive
North Highlands, CA
95660
563-5383 (60)

Vineland
6450 20th Street
Rio Linda, CA 95673
563-5385 (60)

Walnut Grove
14273 River Road
Walnut Grove, CA
95690
776-4939 (40)

Whispering Pines
7610 Amherst Street
Sacramento, CA 95823
262-3143 (40)

**SETA Home Base
Program (102)**

**TWIN RIVERS USD
ECD CENTER
HEAD START**
Funded Enrollment:
211

Morey Avenue
155 Morey Avenue
Sacramento, CA 95838
(916) 643-8680 (187)

**Oakdale Preschool
Center**
3708 Myrtle Avenue
North Highlands, CA
95660 (24)

**ELK GROVE UNIFIED
SCHOOL DISTRICT
HEAD START**
Funded Enrollment:
420

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

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

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

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

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

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

SACRAMENTO COUNTY HEAD START/EARLY HEAD START SITE LOCATIONS 2012-2013

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

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

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

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

Union House Elementary
7850 Deer Creek Dr.
Sacramento, CA 95823
424-3510 (20)

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

**SACRAMENTO CITY
UNIFIED SCHOOL
DISTRICT HEAD
START
Funded Enrollment:
1,292**

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

Abraham Lincoln Children's Center
3324 Glenmoor Drive
Sacramento, CA 95827
228-5867 (24)

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

Bear Flag Children's Center
6620 Gloria Drive
Sacramento, CA 95831
433-2747 (24)

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

Bret Harte Children's Center
2761 9th Avenue
Sacramento, CA 95818
277-6932 (26)

Capital City (Ext Day) Elementary
7220 24th Street
Sacramento, CA 95823
264-3950 (20)

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

Charles A. Jones Skills Children's Center
5451 Lemon Hill Ave.
Sacramento, CA 95824
433-2655 (48)

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

Collis P. Huntington Children's Center
5917 26th St.
Sacramento, CA 95822
433-5438 (36)

Earl Warren Elementary
5420 Lowell Street
Sacramento, CA 95820
382-6038 (34)

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

Edward Kemble Children's Center
7495 29th Street
Sacramento, CA 95822
433-2813 (24)

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

Elder Creek Children's Center
7800 Lemon Hill Ave.
Sacramento, CA 95824
382-5979 (32)

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

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

Fr. Keith B. Kenny
3525 MLK Jr. Blvd.
Sacramento, CA 95817
277-6780 (24)

Fremont (Wrap Around) Elementary
2420 N Street
Sacramento, CA 95816
277-6615 (24)

Fruitridge Elementary
4625 44th Street
Sacramento, CA 95820
277-6288 (20)

Golden Empire Elementary (Ext Day)
9045 Canberra Drive
Sacramento, CA 95826
228-5848 (24)

H. W. Harkness Elementary (Wrap Around)
2147 54th Avenue
Sacramento, CA 95822
433-5045 (24)

Hiram Johnson Family Education Center
3535 65th Street
Sacramento, CA 95820
277-6767 (17)

Hiram Johnson (Wrap Around) Elementary
3535 65th Street
Sacramento, CA 95820
277-6767 (24)

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

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

Jedediah Smith Elementary (Wrap Around)
401 McClatchy Way
Sacramento, CA 95818
264-4181 (24)

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

John Bidwell Elementary
1730 65th Avenue
Sacramento, CA 95822
433-5049 (24)

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

John Sloat Elementary
7525 Candlewood Way
Sacramento, CA 95822
433-5054 (20)

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

SACRAMENTO COUNTY HEAD START/EARLY HEAD START SITE LOCATIONS 2012-2013

Lisbon
7555 S. Land Park Dr.
Sacramento, CA 95831
433-5057 (24)

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

**Marian Anderson
Children's Center**
2850 49th Street
Sacramento, CA 95817
277-7139 (24)

**Marian Anderson
(Wrap Around)**
2850 49th Street
Sacramento, CA 95817
277-6259 (40)

**Mark Hopkins
Elementary**
2221 Matson Dr.
Sacramento, CA 95822
433-7317 (16)

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

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

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

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

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

**Parkway Children's
Center**
4720 Forest Parkway
Sacramento, CA 95823
433-2842 (24)

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

**Susan B. Anthony
Elementary
(Ext Day)**
7864 Detroit Blvd.
Sacramento, CA 95832
433-5356 (47)

**Washington
Elementary
(Wrap Around)**
520 18th Street
Sacramento, CA 95814
264-4163 (32)

**Washington
Children's Center**
530 18th Street
Sacramento, CA 95814
264-4364 (20)

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

Woodbine
2500 52nd Ave.
Sacramento, CA 95822
433-5318 (24)

**Home-Based Program
(48)**

**SAN JUAN UNIFIED
SCHOOL DISTRICT
HEAD START
700**

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

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

Coleman Elementary
6545 Beach Avenue
Orangevale, CA 95662
986-2207 (80)

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

**Dom Way Primary
Center**
1500 Dom Way
Sacramento, CA 95864
575-2346 (54)

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

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

Garfield
3700 Garfield Avenue
Carmichael, CA 95608
575-2432 (54)

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

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

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

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

Marvin Marshall
5309 Kenneth Avenue
Carmichael, CA 95608
971-7380 (94)

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

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

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

**WOMEN'S CIVIC
IMPROVEMENT
CLUB/ PLAYMATE
HEAD START
Funded Enrollment:
120**

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

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

Playmate #2
3555 3rd Avenue
Sacramento, CA 95817
457-8661 (20)

**SETA OPERATED
EARLY HEAD START
Funded enrollment:
345**

**SETA Early Head Start
Administrative Office:**

925 Del Paso Blvd.,
Suite 100
Sacramento, CA 95815
263-3804

Broadway

263 Seavey Circle
Sacramento, CA 95818
563-5119 (8)

Crossroad Gardens

7322 Florinwood Dr.
Sacramento, CA 95823
563-5015 (8)

Elkhorn

5249 Elkhorn Blvd.
Sacramento, CA 95660
563-5353 (16)

Grizzly Hollow

805 Elk Hills Drive
Galt, CA 95632 (8)
(209) 744-7728

Job Corps

3100 Meadowview
Sacramento, CA 95832
563-5038 (16)

Mather Air Force Base

10546 Peter A. McCuen
Rd.
Mather, CA 95655
563-5057 (8)

New Helvetia I

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

**Norma Johnson
Early Learning Center**

3265 Norwood Avenue
Sacramento, CA 95838
563-5372 (8)

Northview

2401 Northview
Sacramento, CA 95833
563-5375 (8)

Phoenix Park

4400 Shining Star Dr.
Sacramento, CA 95823
563-5075 (8)

**Sharon Neese
Early Learning Center**
925 Del Paso Blvd., S. 300
Sacramento, CA 95815
263-5470 (16)

**SETA Early Head Start
Home Base (225)**

**SACRAMENTO CITY USD
EARLY HEAD START
Funded Enrollment:
147**

**Sacramento City USD
Administrative Office**

Hiram Johnson Family
Education Center
3535 65th Street
Sacramento, CA 95820
(916) 277-6767

American Legion

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

**Hiram Johnson Family
Education Center**

3535 65th Street
Sacramento, CA 95820
277-6767 (28)

Capital City

7220 24th Street
Sacramento, CA 95823
264-3950 (74) (12)

Home Base (87)

**SAN JUAN USD EARLY
HEAD START
Funded Enrollment:
161**

**San Juan Unified School
District Early Head Start
Administrative Office**

5309 Kenneth Avenue
Carmichael, CA 95608
(916) 971-7375

**Dom Way Primary
Center**

1500 Dom Way
Sacramento, CA 95864
575-2346 (16)

**Encina Infant/Toddler
Center**

1400 Bell Street
Sacramento, CA 95825
921-9714 (41)

**Fair Oaks Infant/Toddler
Center**

10700 Fair Oaks Blvd.
Fair Oaks, CA 95628
971-5873 (16)

**Marvin Marshall Toddler
Center**

5309 Kenneth Avenue
Carmichael, CA 95608
971-7380 (16)

**San Juan Infant/Toddler
Center**

7551 Greenback Lane
Citrus Heights, CA 95610
725-6125 (24)

Home Base (48)

ITEM III-C – 3 – ACTION

APPROVAL OF FISCAL YEAR 2012-2013 HEAD START/EARLY HEAD START TRAINING/TECHNICAL ASSISTANCE GRANT APPLICATION TO BE IN ALIGNMENT WITH ESTABLISHED THREE-YEAR GOALS

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Fiscal Year 2012-2013 Head Start/Early Head Start Training/Technical Assistance Plan in the amount of \$394,361 for Head Start, and \$180,094 for Early Head Start. The Budget/Planning Committee met several times with Ms. Denise Lee, Deputy Director, Head Start Children and Family Services; Mr. Roy Kim, Fiscal Chief; Mr. Roger Bartlett, Fiscal Manager; Head Start Managers Ms. Brenda Campos, Ms. Lisa Carr and Ms. Karen Gonzales; Governance/Social Services/Parent Involvement Coordinator, Ms. Marie Desha and the parents to provide input on the plan and correlating budget.

The Policy Council will take action on this item at their April 24 meeting Ms. Denise Lee, Deputy Director, will be available to answer questions.

RECOMMENDATION:

Approve the Fiscal Year 2012-2013 Head Start/Early Head Start Training/Technical grant application as aligned with established three-year goals.

STAFF PRESENTER: Denise Lee

TRAINING AND TECHNICAL ASSISTANCE PLAN 2012-2013

PHILOSOPHY

PHILOSOPHY

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

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

PLANNING PROCESS

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

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

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

The Training and Technical Assistance Plan was the direct result of an exhaustive and highly collaborative partnership between Head Start Grantee staff, parents, and delegate agencies. Finally, the T/TA plan was submitted to Seta's assigned GPSS who reviewed the document and provided feedback on the plan. The feedback provided by the GPSS was incorporated into this T/TA plan.

TRAINING AND TECHNICAL ASSISTANCE PLAN 2012-2013

APPROACH TO TRAINING, TECHNICAL ASSISTANCE AND PROGRAM IMPROVEMENT

Adjustments to the Training and Technical Assistance Plan (T/TA) proposed for PY 2012-2013 reflect the combined needs identified and prioritized by 1) parents on the Refunding Grant Application Planning Committee, 2) parents on the Budget/Planning Review Committee, and 3) the resulting goals established in the 2011-2012 Self Assessment Action Plan through careful analysis of results from: PIR, Community Assessment, countywide goals, on-going monitoring, DRDP-r, and ERSEA reports.

A systematic approach was taken to ensure that our 2012-2013 Self Assessment Action Plan, and associated budget, would reflect current needs identified through a) on-going monitoring, b) PIR results, c) committee reviews of the existing T/TA Plan, as well as the continuing Three Year Goals and Objectives.

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

OUTCOMES AND TIMETABLES

Outcomes and timetable attainment of the Program Improvement Plan will be tracked and measured on a monthly basis. Leadership Team and Management meetings are conducted weekly with specific agenda content. Agendas will include status reports and check-ins on a bi-weekly basis. This process will allow for careful tracking of progress as it relates to timetables and outcomes attainment in the defined priorities and sub-groups: Early Intervention and Prevention; Record Keeping and Reporting; Planning; Communication; Human Resources/Staff Development/Training and Health and Nutrition Services.

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2012-2013**

[NOTES LEGEND: M=Mandated; G/O= Goals and Objectives; PIP= Program Improvement Plan; SA=Self Assessment]

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/ T & TA Budget Source	Notes
					HS EHS	
1. Priority: Program Design and Management						
A. ERSEA - Strengthen paperwork system						
Cluster Training	Range 3 FSW	ERSEA Program Officer	Staff fully trained and proficient in data entering applications into the Child Plus System	August 2012	Minimal	Minimal Job requirement
Cluster Training	FSWS, Site Supervisors, EHS Educators Home Visitors	ERSEA Program Officer	Staff fully trained on income calculations and accurate completion of application	August 2012	Minimal	Minimal Job requirement
B. Recordkeeping and Reporting – Strengthen recordkeeping and reporting system						
Cluster Training	Range 1 & 2 FSWS, EHS Educators	Internal Staff	Staff will improve their organizational skills, and set up a system to ensure timely follow-up	August 2012	Minimal	Minimal PIP
Cluster Training	Site Supervisors, Teachers, Social Workers, Home Visitors, and Special Ed Field Techs	Education Program Officers and H/N Staff	Review the routing and referral procedure for special education and mental health. Conduct follow up training to ensure compliance	September 2012	Minimal	Minimal PIP

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2012-2013**

45 day Educational Screening Training	All Teaching Staff and FSWS	Program Operations Program Officers and Family Support Program Officers	Conduct follow-up training on timelines associated with mandated screenings. This will ensure that 45 day mandates are met and files are complete.	September/ October 2012	Minimal	Minimal	SA
C. Human Resources - Strengthen Human Resources Systems							
Career Incentive Plan	All Staff	Community colleges, 4 year colleges/universities	Staff will receive up to \$1,500 per grant year to return back to school to continue their education and meet Head Start/Early Head Start requirements	August 2012 and on-going	\$28,466	\$9,466	Best Practice
New Employee Orientation	All new staff	Education Coordinators, Program Officers, Staff Training officer, other staff as needed	New staff will understand agency policies and procedures and Head Start/Early Head Start requirements	On-going as new staff are hired	Minimal	Minimal	Best Practice
Conferences (NHSA, CHSA, WIPFLI, CAEYC, CDPI, Zero to Three) and other identified staff development opportunities	Staff, Parents	Conference Presenters	Ensure staff and parents are exposed to updated information on changes to HS/EHS; parents and staff will demonstrate increased knowledge and skill, maintain connections to regional, state and national HS/EHS agencies.		\$4,800	\$4,800	Job Knowledge
In-service training	All Head Start and Early Head Start staff	Outside trainers	Staff will have opportunities to develop new skills, gain knowledge on three year goals and objectives and best practices in their field	December 2012 Spring 2013	\$15,000	\$5,000	G/O

TRAINING AND TECHNICAL ASSISTANCE PLAN
2012-2013

D. On-going Monitoring - Strengthen On-going Monitoring Systems							
Development of Scanner system	FSWS, Home Visitors, EHS Educators	I/T Staff	Identified staff will become knowledgeable about how and why documents to be scanned. This will allow of internal monitoring for compliance.	August 2012	Minimal	Minimal	Job Knowledge
Countywide Training on new internal monitoring tool	Countywide staff	QA Team	All countywide staff will have opportunities to attend training on the new internal monitoring tool used to ensure compliance.	October 2012 and ongoing	\$2573	\$805	M
E. Program Support - Strengthen Delegate and Partner Support							
Delegate Kick off	Delegate staff, Delegate Support team, Grantee managers and Deputy Director	Deputy Director, Program Support Manager	Roll out of the new SETA Monitoring tool. Continue to build supportive relationships	October 2012	\$3,000	Minimal	M
Content Coordinator Meetings	Content Coordinators from Delegate Agencies	SOP Content Coordinators	All Head Start staff will increase their knowledge of service delivery methods, develop county-wide systems to bring to their agencies	August 2012 on-going monthly	Minimal	Minimal	Best Practice

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2012-2013**

Career Incentive for Delegate Staff	All delegate staff	Community colleges, 4 year colleges and universities	Staff will receive up to \$750 per grant year to return back to school to continue their education and meet reauthorization requirements	August 2012 and on-going	\$6,000		Best Practice
Child Plus Training	Delegate and Partner staff	Outside Consultant	Delegate and Partner staff will have opportunities to continue to increase skills in all aspects of Child Plus entry and knowledge	TBA	\$6,000	\$2,000	Job Knowledge
F. Program Governance - Strengthen Program Governance							
PAC/PC Training	PAC/PC members	SS/PI Coordinator and SS/PI staff	Demonstrate increased knowledge of roles and responsibilities of members, including Robert's Rules of Order, Brown Act, and parliamentary procedures	October 2012	Minimal	Minimal	M
Parent Leadership Training	PAC/PC members	SS/PI Coordinator and Keynote speaker	Deeper understanding of leadership roles parents play in HS/EHS and deepen relationship with parents	April 2013	\$9,000	\$1,520	M
Governing Board Training	Governing Board members, PAC/PC Chairs	Deputy Director, SS/PI Coordinator	Demonstrate deeper understanding of the roles and responsibilities the Governing Board has in relation to the HS/EHS programs, and how the PC fits into that relationship	January 2013	Minimal	Minimal	M

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2012-2013**

Ethics Training	PAC/PC members	Workforce Development staff	Members will be trained in the topic of ethics and responsibility. Members will be made aware of their ethical responsibilities in regards to serving on PAC/PC.	February 2013	Minimal	Minimal	M
Local Conferences- parents	Parents	Local conferences	Parents will achieve greater awareness of the process of becoming an advocate, and how the state and local budgets affect child care funding	Spring 2013	\$2,000	\$1,000	Best Practices
CHSA Parent Conference	Parents	CHSA	Parents will have an opportunity to network with other HS/EHS parents and bring back information and training to other parents	January 2013	\$6,000	\$1,200	Best Practices
H. Program Planning - Strengthen Planning Systems							
Strategic Planning Follow up	Strategic Planning Team	Outside Consultant	Team will reconvene to provide updates on progress of Strategic plan, and to reevaluate goals and objectives.	Fall 2012	\$1,000	Minimal	Best Practice

TRAINING AND TECHNICAL ASSISTANCE PLAN
2012-2013

2. PRIORITY: Improve Service Delivery (Develop a comprehensive Parent Education Program to promote self-sufficiency, improve the quality all Head Start/ Early Head Start delivery service methods to ensure all Performance Standards are being met.)

A. HEALTH & SAFETY

BBP/ Universal Precaution Training	All Staff	Program Support Manager, Health/Nutrition Specialists/ Identified outside trainers	All staff will be trained on Blood Borne Pathogens and other mandated training including Child Abuse and food safety.	September 2012 and April, 2013	Minimal	Minimal	M
CPR Training	Teaching Staff	Health/Nutrition Specialists	Teaching staff certified in Pediatric CPR and First Aide	Monthly	Minimal	Minimal	M
Pedestrian Training	Parents	FSWS, Health/Nutrition Specialists, Teaching Staff	Increased knowledge of health and safety issues and of pedestrian safety	September 2012 and on-going	\$1,000	\$1,000	M

B. NUTRITION

Nutrition and Child Obesity	Parents	Health Nutrition Specialists	Parents will demonstrate increased knowledge on ways to combat childhood obesity and how to increase physical activity at home.	September 2012 and on-going at parent meetings and countywide training	\$7,250	\$3,500	G/O
Parent Aide Training	Parents	SS/PI and Head Cook	Parents will gain knowledge and skills in the areas of employment and food service. Parents will work in the classrooms to prepare food, and to become on-call	August 2012 and on-going monthly	\$20,000	\$1,600	G/O

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2012-2013**

			cook/drivers				
School Readiness Aide Training	Parents	Family Support Manager, Education Coordinator	Parents will gain knowledge and skills in the area of child development, how to provide classroom support to individual children in the areas of school readiness preparation	September 2012 initial training and bimonthly after that	\$25,000		G/O
Health Advisory/CPAC	Community	Outside professionals	Health professionals and staff will come together to discuss and strategize best practices and to ensure consistency on health related topics throughout Sacramento County	Annually	\$1,500	\$500	M
<i>C. MENTAL HEALTH</i>							
CSEFEL Workshops- Positive Solutions for Families	Parents	Parent Support Manager	Parents will be offered a series of parenting classes dealing with the issues of addressing challenging behaviors as identified on the FPA.	January 2013 and May 2013	Minimal	Minimal	G/O
Parent Education Workshops	Parents	Mental Health Specialists, SS/PI staff	Parents will increase their knowledge in the areas of stress management, healthy eating and the relationship to mental health or other mental health services identified on the FPA	Ongoing monthly at parent meetings at the Early Learning Sites	Minimal	Minimal	On-going monitoring
CSEFEL Training-	Staff		Staff will be trained to implement the CSEFEL techniques into their classrooms. This will reduce the amount of conflict and stress in the classroom.	Two Head Start classes to be identified	\$3,000		G/O

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2012-2013**

<i>D. DISABILITIES</i>							
Special Education Workshops (teachers)	Teachers	Disabilities Coordinator, Special Education Staff, SCOE Staff	Staff will gain knowledge on types of disabilities, identification of children with disabilities, accessing services and implementing general education adaptations	Spring 2013	\$3,000	\$1,650	M
Special Education Workshops (Parents)	Parents	Disabilities Coordinator, Special Education Staff,	Parents will increase their knowledge of typical child development, interpretations of child screenings, disability services available, and transition in and out of HS/EHS	On-going at parent meetings and socializations	Minimal	Minimal	M
<i>E. School Readiness</i>							
Best Practices in Caring for Children Birth-5	EHS Educators, Teaching staff	Identified outside trainers	Staff will gain increased knowledge in the areas of best practices in EHS care	Spring 2013		\$1,000	M
CLASS Training –	All classroom teachers and identified Delegate Staff	Educational Program Officers	Staff will receive ongoing training in the CLASS instrument and techniques to enhance teacher effectiveness	On-going	\$4,000		M
Regional Site Supervisor Meetings	Site Supervisors	Program Operations Unit Program Officers	Site Supervisors will meet monthly to discuss best practices in the ECE field, implementation of the new oral language curriculum, and the new classroom assessment tool, updated policies/procedures/practices	Monthly	Minimal	Minimal	M
Early Head Start Best practices	Early Head Start Staff	Outside trainers	Early Head Start staff will be offered multiple training sessions on topics including CLASS for Toddlers, school readiness, communication and increasing cognition in infants and toddlers	Monthly		\$9,716	Best Practices

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2012-2013**

Dual Language Learners	All teaching staff	Program Operations Unit Program Officers, Identified outside training experts	All teaching staff will receive on-going teacher training to support their increased competence in working with dual language learners	Bi-monthly beginning in Feb 2013	\$4,000	\$1,000	Best Practices
Mentor Coaches	All teaching staff	Mentor Coach	Staff will be given the opportunity to work one-on-one with a Mentor Coach to increase teacher CLASS scores and improve intentional teacher activities. Staff will also be offered opportunities to participate in monthly teacher forums to increase ideas for curriculum implementation.	Bi-monthly beginning September 2012 for Teacher Forums. On-going for Mentor Coach	\$20,000		Best Practices
ECERS/ITERS Consultants	Identified Classrooms	ECERS/ITERS Consultants	Consultants will be hired to provide the ECERS/ITERS to selected classrooms. Will work with staff to develop environmental plans for anything that is not at a 5	July 2013	\$16,500	\$7,500	Best Practices
Training for EHS Home Base staff	EHS educators	West Ed	Staff will receive follow up training from Program For Infant/Toddler Caregivers on implementation of best practices with infants and toddlers	To be determined	0	\$5,000	Best Practices
<i>F. FAMILY SERVICES AND COMMUNITY PARTNERSHIPS</i>							
Parent Education Workshops	Parents-county-wide	SS/PI Staff, FSWS, outside presenters	Parents will be offered a variety of topics related to needs identified on the FPA. Training will happen at monthly parent meetings, monthly countywide training	Summer 2012 and monthly	\$5,000	\$1,200	G/O

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2012-2013**

			and other modes as identified as successful				
Parent and staff education on the importance of attendance	Parents and staff	SS/PI staff, FSWS and teaching staff	Parents and staff will implement gain greater knowledge about the importance of regular attendance and their role in encouraging regular attendance	Fall 2012 Spring of 2013	\$5,000	\$1,000	Best Practices
Male Involvement Services	Parents, staff	SS/PI Staff	Fathers will gain greater knowledge around health issues, child development, literacy development in children, and how to strengthen the parent/child bond. Staff will increase knowledge of how to increase male involvement at the site level, and to develop activities that are designed for men	September 2012 and monthly	\$4,759	\$816	Best Practices
Family Literacy Involvement Project (FLIP)	Parents	SS/PI staff, teaching staff	Children's books will be given out monthly to each family enrolled in HS/EHS along with an activity to enhance the book. Families will gain knowledge of methods to foster school readiness.	Monthly	\$16,350	\$1,950	G/O
Grandparent/Foster Parent services	Grandparents, foster parents, parents	SS/PI staff, community representatives	Grandparents and foster parents will increase knowledge of services available to them, and obtain support. Workshops will be offered on topics identified by	Monthly	\$4,000	\$1,900	M

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2012-2013**

			grandparents/foster parents through the support meeting held monthly				
Best Practices in the Social Service Field	FSWS. EHS Educators, Home Visitors, SS/PI staff	Outside agencies to be determined	Staff will gain greater understanding and competency in their chosen field	January 2013 and as needed	\$4,000	\$2,000	G/O
Parent Activity Projects	Parents	SS/PI staff, Employment Service Specialist, Health/Nutrition staff and outside guest speakers as identified	Parents will choose educational workshops to attend based on their interests. Topics will be discussed and voted on at parent meetings and socializations	On-going	\$9,400	\$1,000	Best Practices
Parent Conference	Parents	Outside guest speakers	Parents will be offered a countywide parent conference on a variety of topics. Collaboration will occur with the Male Involvement committee and the Grandparent/Foster Parent committee	Spring 2013	Basic	Basic	Best Practices
Parent Career Incentive Program	Parents	Various learning institutes	Parents will be reimbursed up to \$600 per grant year to attend college, vocational education or adult education	On-going	\$3,500	1,500	M

ITEM III-C - 4 - ACTION

APPROVAL OF FISCAL YEAR 2012-2013 SETA OPERATED PROGRAM TRACKS

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve Fiscal Year 2012-2013 SETA Operated Program Tracks.

The Policy Council will take action on this item at their April 24 meeting Staff will be available to answer questions.

RECOMMENDATION:

Approve Fiscal Year 2012-2013 SETA Operated Program Tracks.

STAFF PRESENTER: Denise Lee



SETA TRACK DESCRIPTION

The SETA Operated Head Start Program offers services using a Track system which allows for year-round services to children and families for FY 2012-2013. The Track system has been very successful in meeting the needs of children, families, and staff by:

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

HEAD START ACCOUNTABILITY:

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

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

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

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

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

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

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

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

Age of Children 1305.4(a)

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

Fiscal Compliance

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

SETA PROGRAM YEAR OPTIONS/TRACKS:

FY 2012 - 2013

August 2012 - August 2013

Program Year January 2013 - September 2013 TRACK I			Program Year September 2013 - June 2014 TRACK II			Program Year April 2012 - January 2013 TRACK III			Program Year August 2012 - July 2013 TRACK V			Year Round Early Head Start		
Auberry	PD	20	Auberry	PD	20	Auberry	PD	20	Parker	PD	16	Broadway	FD/CS	8
Bannon	FD/S	20	Bannon	FD/S	20	Bannon	PD	40	Walnut Grove	PD	20	Crossroads	FD/CS	8
Bright Beginnings	PD	80	Bright Beginnings	PD	80				Home Base	HB	12	Elkhorn	FD/CS	16
Broadway	FD/CS	20	Broadway	FD/CS	20	Broadway	PD	20				Grizzly Hollow	FD/CS	8
Country Woods	PD	40	Country Woods	PD	40	Country Woods	PD	40				Job Corp	FD/CS	16
Crossroads	PD	20	Crossroads	PD	20	Crossroads	PD	40				Mather	FD/CS	8
	FD/CS	20		FD/CS	20		FD/CS	20				New Helvetia I	FD/CS	16
Elkhorn	PD	20	Elkhorn	PD	20	Elkhorn	PD	60				Norma Johnson	FD/CS	8
							FD/S	20				Northview	FD/CS	8
Freedom Park	PD	20	Freedom Park	PD	20	Freedom Park	PD	60				Phoenix	FD/CS	8
	FD/S	40		FD/S	40							Sharon Neese	FD/CS	16
Fruitridge	PD	20	Fruitridge	PD	20	Fruitridge	PD	40						
Galt	PD	60	Galt	PD	60	Galt	PD	60				Subtotal EHS CB		120
Grizzly Hollow	PD	20	Grizzly Hollow	PD	20	Grizzly Hollow	PD	20				Home Base EHS		129
Hillsdale	PD	40	Hillsdale	PD	40	Hillsdale	PD	40				River Oak		60
	FD/S	40		FD/S	40							SCOE		36
Hopkins	PD	40	Hopkins	PD	40	Hopkins	PD	40				Subtotal EHS HB		225
Illa Collin	PD	20	Illa Collin	PD	20	Illa Collin	PD	20	TOTAL		48	TOTAL EHS		345
Job Corp	FD/CS	20	Job Corp	FD/CS	20				KEY					
Kennedy	PD	20	Kennedy	PD	20	Kennedy	PD	20						
La Verne	PD	20	La Verne	PD	20	La Verne	PD	20						
Mather	PD	20	Mather	PD	20	Mather	PD	20						
	FD/CS	20		FD/CS	20		FD/CS	20						
Nedra Court	PD	20	Nedra Court	PD	20	Nedra Court	PD	40						
						New Helvetia II	PD	40						
Norma Johnson	FD/CS	20	Norma Johnson	FD/CS	20	Norma Johnson	FD/CS	20				SUMMARY		
North Avenue	PD	40	North Avenue	PD	40	North Avenue	PD	40						
	FD/S	20		FD/S	20									
Northview	PD	20	Northview	PD	20	Northview	PD	20				Center Based/Full Day @ 720		EHS Center Base @ 120
	FD/S	20		FD/S	20		FD/S	20				Center Based/Part Day @ 2016		EHS Home Base @ 225
Phoenix Park	FD/CS	20	Phoenix Park	FD/CS	20	Phoenix Park	FD/CS	20				Home Base @ 102		
Sharon Neese	FD/CS	20	Sharon Neese	FD/CS	20	Sharon Neese	FD/CS	20						
Solid Foundation	PD	20	Solid Foundation	PD	20	Solid Foundation	PD	40						
Strizek Park	PD	20	Strizek Park	PD	20	Strizek Park	PD	20						
Vineland	PD	20	Vineland	PD	20	Vineland	PD	20						
Whispering Pines	PD	20	Whispering Pines	PD	20									
Subtotal		900	Subtotal		900	Subtotal		900						
Home Base		30	Home Base		30	Home Base		30						
TOTAL		930	TOTAL		930	TOTAL		930						
Full Day Totals		280	Full Day Totals		280	Full Day Totals		160				GRAND TOTAL SOP HEAD START	2796 (2838)	+42
Part Day Totals		620	Part Day Totals		620	Part Day Totals		740				GRAND TOTAL SOP EHS		345

HEAD START PROGRAM TRACKS

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

Sum of Enrolled	TRK				
FY	1	2	3	5	Grand Total
26	950	950	950	72	2922
27	950	950	950	32	2882
28	940	940	940	24	2844
29	930	930	930	24	2814
30	930	930	930	16	2806
31	930	930	930	48	2838
32					
33					
Grand Total	5630	5630	5630	216	17106

Funding	Period	FY
1-Aug-12	31-Jul-13	31-Jan
1-Aug-11	31-Jul-12	30
1-Aug-10	31-Jul-11	27
1-Aug-09	31-Jul-10	28
1-Aug-08	31-Jul-09	27
1-Aug-07	31-Jul-08	26

HEAD START PROGRAM TRACKS

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

ITEM III-C – 5 - ACTION

APPROVAL OF FISCAL 2012-2013 SACRAMENTO COUNTY PROGRAM
OPTIONS/GRANTEE AND DELEGATE AGENCIES

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve Fiscal Year 2012-2013 Sacramento County Program Options/Grantee and Delegate Agencies.

The Policy Council will take action on this item at their April 24 meeting Staff will be available to answer questions.

RECOMMENDATION:

Approve Fiscal Year 2012-2013 Sacramento County Program Options/Grantee and Delegate Agencies.

STAFF PRESENTER: Denise Lee

HEAD START

SACRAMENTO COUNTY HEAD START PROGRAM OPTIONS /GRANTEE & DELEGATE AGENCIES FY 2012-2013

PROGRAM OPTIONS

AGENCY	Total Funded Enrollments	OPTION 1 (CB) Full-Day Collab. 5 days/ week 8 hrs/day 46 weeks	OPTION 2 (CB) Full-Day Collab. 5 days/week 10 hrs/day 46 weeks	OPTION 3 (CB) Full-Day 5 days/week 8-9 hrs/day 33-35 weeks	OPTION 4 (CB) Full-Day 5 days/week 9-10 hrs/day 33-35 weeks	OPTION 5 (CB) Full-Day 5 days/week 8-9 hrs/day 46-48 weeks	OPTION 6 (CB) Full-Day 4-5 days/week 6.5 hrs/day 47 weeks	OPTION 7 (CB) Part-Day 4-5 days/week 3.5 hrs/day 32-35 weeks
SETA	2,796*			580	100	20		
Elk Grove	400							
Sacramento City	1,292	49	49					
San Juan	700						200	160
Twin Rivers	211			24				
WCIC (Playmate)	120					20		
TOTALS	5,519	49	49	604	100	40	200	160

Comments

* SETA's actual enrollment totals are 42 more than total funded enrollment due to SETA's Track System.

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

HEAD START

SACRAMENTO COUNTY HEAD START PROGRAM OPTIONS /GRANTEE & DELEGATE AGENCIES FY 2012-2013

PROGRAM OPTIONS

AGENCY	Total Funded Enrollments	<u>OPTION 8</u> (CB) Wrap 5 days/week 6 hrs/day 32-33 weeks	<u>OPTION 9</u> (CB) Part Day 5 days/week 6 hrs/day 48 weeks	<u>OPTION 10</u> (CB) Part-Day 5 days/week 4 hrs/day 35-36 weeks	<u>OPTION 11</u> (CB) Part-Day 4 days/ week 3.5 hrs/day 32-36 weeks	<u>OPTION 12</u> (HB) Home Base 32-47 weeks		
SETA	2,796		16	2020		102		
Elk Grove	400				400			
Sacramento City	1,292	535			611	48		
San Juan	700				340			
Twin Rivers	211				187			
WCIC (Playmate)	120			100				
TOTALS	5,519	535	16	2,120	1,538	150		

Comments

* SETA's actual enrollment totals are 42 more than total funded enrollment due to SETA's Track System.

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

EARLY HEAD START

SACRAMENTO COUNTY PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES						
FY 2012-2013						
PROGRAM OPTIONS						
AGENCY	Total Funded Enrollments	<u>OPTION 1</u> Full Day 5 days/week 7.5 hrs/day 34 weeks	<u>OPTION 2</u> Full Day 5 days/week 8-10 hrs/day 48 weeks	<u>OPTION 3</u> (CO) 5 days/week 7.5-8 hrs/day 34-36 weeks	<u>OPTION 4</u> (CO) 1 day/week 8 hrs/day 7 weeks	<u>OPTION 5</u> (HB) 47-48 weeks
SETA	345		120			225
Sacramento City	147			52*	8**	87
San Juan	161	72		41		48
TOTALS	653	72	120	93	8	360
Comments	<p>*For center based option, 178 center-based service day are offered, then the option becomes a home-based model; this program option provides a total of 235 service days.</p> <p>**For combination option, 37 center-based days are offered during the school year, bi-weekly home visits are offered during the school year and weekly visits are offered during the summer.</p>					

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

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

I. ENROLLMENT BY PROGRAM OPTION

Head Start

Early Head Start

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

1. Funded child enrollment by program option:		2. Number of pregnant women enrolled for EHS: N/A	
Center-based enrollment	<u>2736</u>		
Home-based enrollment	<u>102</u>		
Combination option enrollment			
Family child care enrollment			
Other option enrollment			
 Total child enrollment	 <u>2838*</u>		

II. PROGRAM SCHEDULE

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

Complete #1-3 for all groups of children

1. Program schedule number	1	2	3	4	5	6	
2. Program option identification	CB/FD	CB/FD	CB/FD	CB/PD	CB/PD	HB	
3. Funded enrollment	100	260	360	16	2000	102	

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

4a. Number of classes/groups/family child care settings	5	13	18	1	100	N/A	
4b. Double session, enter D	N/A	N/A	N/A	N/A	N/A	N/A	
5. Number of hours of classes/groups/FCC settings per child, per day	10	9	8	6	4	N/A	
6. Number of days of classes/groups/FCC settings per child, per week	5	5	5	5	5	N/A	
7. Number of days of classes/groups/FCC settings per child, per year	165	165	165	247	165	N/A	
8. Number of home visits per child, per year	2	2	2	**	2	N/A	
9. Number of hours per home visit	1.5	1.5	1.5	**	1.5	N/A	

Complete #10-13 for home-based options

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

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

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

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

1. Funded child enrollment by program option: Center-based enrollment <u> 120 </u> Home-based enrollment <u> 225 </u> Combination option enrollment Family child care enrollment Other option enrollment Total child enrollment <u> 345 </u>	2. Number of pregnant women enrolled for EHS: <u>Varies (#'s included in home base)</u>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------

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

Complete #1-3 for all groups of children

1. Program schedule number	1	2	3	4	
2. Program option identification	CB/FD	CB/FD	CB/FD	HB	
3. Funded enrollment	8	32	80	225	

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

4a. Number of classes	1	4	10		
4b. Double session, enter D	0	0	0		
5. Number of hours of classes, per day	10	9	8		
6. Number of days of classes, per week	5	5	5		
7. Number of days of classes, per year	247	247	247		
8. Number of home visits per child, per year	2	2	2		
9. Number of hours per home visit	1.5	1.5	1.5		

Complete #10-13 for home-based options

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

Comments:

ITEM IV-A - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

MEMORANDUM

TO: Stephanie Nguyen **DATE:** March 23, 2012
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Asian Resources, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OSS/DW	\$ 277,020	7/1/10-6/30/11	7/1/10-3/31/11
WIA	OSS/ADULT	\$ 277,020	7/1/10-6/30/11	7/1/10-3/31/11
WIA/CW	OJT	\$ 276,000	10/1/10-6/30/11	10/1/10-3/31/11
WIA/NEG	OJT	\$ 52,588	10/1/10-6/30/11	10/1/10-3/31/11
WIA	AD/OJT	\$ 73,000	10/1/10-6/30/11	10/1/10-3/31/11
WIA	US	\$ 58,000	7/1/10-6/30/11	7/1/10-3/31/11
WIA	OSS/DISC	\$ 147,394	7/1/09-9/30/11	7/1/09-3/31/11
WIA	OOS/YOUTH	\$ 319,579	7/1/10-6/30/11	7/1/10-3/31/11
DOJ	JUVENILE JUST	\$ 87,410	6/1/10-5/30/11	6/1/10-3/31/11
RESS	VESL	\$ 34,612	10/1/10-9/30/11	10/1/10-3/31/11
TA	ES	\$ 74,800	10/1/10-9/30/11	10/1/10-3/31/11
TA	VESL/ES	\$ 76,988	10/1/10-9/30/11	10/1/10-3/31/11

Monitoring Purpose: Initial X Follow-Up Special Final
Date of review: April 18-22, 2011

	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				
12	Equipment Records	X			

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: Asian Resources, Inc.

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Melvin Demoff **DATE:** April 13, 2012

FROM: D’et Patterson, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Bach Viet Association, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA/ARRA	OJT – Adult	\$92,000	10/4/10-6/30/11	5/1/11-6/30/11
WIA	OJT – CalWorks	\$253,000	10/1/10-6/30/11	5/1/11-6/30/11
WIA	OJT – NEG	\$71,622	10/1/10-6/30/11	5/1/11-6/30/11
WIA	OJT – Dislocated Worker	\$21,446	4/7/11-6/30/11	4/7/11-6/30/11
WIA	OJT – CalWorks	\$203,634	7/1/11-6/30/12	7/1/11-12/31/11
WIA	OJT – NEG	\$75,600	10/6/11-6/30/12	10/6/11-12/31/11
WIA	OJT – Adult	\$102,692	7/1/11-6/30/12	7/1/11-12/31/11
RESS/TA	RESS – VESL/ES	\$74,774	10/1/10-9/30/11	5/1/11-9/30/11
RESS/TA	TA – VESL/ES	\$67,726	10/1/10-9/30/11	5/1/11-9/30/11
RESS/TA	TA – ES	\$75,168	10/1/10-9/30/11	5/1/11-9/30/11
RESS/TA	RESS – VESL/ES	\$114,300	10/1/11-9/30/12	10/1/11-12/31/11
RESS/TA	TAD – VESL/ES	\$4,830	9/30/11-9/29/12	9/30/11-12/31/11
RESS/TA	TA – ES	\$67,000	10/1/11-9/30/12	10/1/11-12/31/11
RESS/TA	TAD – ES	\$2,685	9/30/11-9/29/12	9/30/11-12/31/11

Monitoring Purpose: Initial Follow-up Special Final

Date of review: 3/12-13/2012

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

Program Operator: Bach Viet Association, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA from April 7, 2011 to December 31, 2011 for the WIA OJT programs and from May 1, 2011 to December 31, 2011, 2011 for the Refugee programs have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Lorenda Sanchez **DATE:** March 21, 2012
FROM: D'et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of California Indian Manpower Consort.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	Out of School Youth	\$145,650	7/1/11-6/30/12	7/1/11-12/31/11

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 3/20/12

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

Program Operator: California Indian Manpower Consortium

Findings and General Observations:

- 2) The total costs as reported to SETA from July 1, 2011 to December 31, 2011 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Nilda Valmores **DATE:** April 11, 2012
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of My Sister's House

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG/ARRA	FSS	\$ 47,040	7/01/09-12/31/09	7/01/09-12/31/09
CSBG	FSS	\$ 32,750	1/01/09-12/31/09	1/01/09-12/31/09
ORR	VOHT	\$ 35,040	5/07/09-4/29/10	5/07/09-4/29/10
ORR	VOHT	\$ 45,254	4/30/10-4/29/11	4/30/10-4/29/11
CSBG	SN	\$ 34,000	1/01/10-12/31/10	1/01/10-12/31/10
CSBG	SN	\$ 34,000	1/01/11-12/31/11	1/01/11-10/31/11

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: November 17, 2011

	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	Supportive Services/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
Fiscal Monitoring Findings
Page 2

Program Operator: My Sister's House

Findings and General Observations:

The total costs as reported to SETA for CSBG and VOHT 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. John Orr **DATE:** April 6, 2012
FROM: D'et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of North State BIF

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OJT DW	\$337,310	7/1/11-6/30/12	12/1/11-2/29/12
WIA	OJT NEG	\$75,600	10/6/11-6/30/12	12/1/11-2/29/12
WIA	OJT CEWTP	\$40,000	7/1/11-2/29/12	7/1/11-2/29/12
WIA	Out of School Youth	\$160,380	7/1/11-6/30/12	12/1/11-2/29/12

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 3/19/2012

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

Program Operator: North State BIF

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2011 to February 29, 2012 for all WIA programs have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Bill Meehan **DATE:** April 10, 2012
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Northern CA Construction Training

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Cal Trans	Construct	\$ 56,257	10/20/09-5/31/10	10/20/09-5/31/10

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
Date of review: February 21, 2012 desk audit

Cal Trans	Construct	\$ 80,000	6/1/11-4/30/12	6/1/11-1/30/12
Green Innovation	Construct	\$ 30,000	8/1/11-12/30/12	6/1/11-1/30/12

Monitoring Purpose: Initial X Follow-Up ___ Special ___ Final ___
Date of review: February 21, 2012 desk audit

	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		N/A		
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: Northern California Construction Training

Findings and General Observations:

The total costs as reported to SETA for WIA and Cal Trans 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. David Blicker **DATE:** April 10, 2012
FROM: D’et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Opening Doors, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Rescue & Restore	Victims of Human Trafficking	\$70,000	7/1/11-6/30/12	7/1/11-12/31/11
Monitoring Purpose: Initial <input checked="" type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final <input type="checkbox"/>				
Date of review: 3/27/12				

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

Program Operator: Opening Doors, Inc.

Findings and General Observations:

1. The total costs as reported to SETA from July 1, 2011 to December 31, 2011 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

ITEM IV-D – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

Staff at Sacramento Works Career Centers and internal Employer Services staff work with local employers to recruit qualified employees. Attached is a listing of employers recently assisted. This report covers the fiscal year beginning July 1, 2011.

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

Employment Activity Report

3/18 - 4/16/12

Employer	Jobs	No of Positions
Aamcom	Customer Service Representative	7
Accentcare	CAN/Caregiver	55
ACS Roofing	Bookkeeper/Accountant	1
	Window Cleaner - Gutter Cleaner	1
Adecco Employment Services	Process Support	10
Aerotek	General Laborer	1
ALSCO, Inc.	Accounts Receivable	1
Ahern Rentals	Class A CDL Driver	1
	Field Mechanic	1
	Outside Sales Representative	1
American Exposition Services, Inc.	Customer Care Specialist	1
American River Parkway Foundation	Chemical Plant Mechanic	1
	Marketing Fundraising Coordinator	1
	Plant Supervisor	1
AppleOne	Bilingual Customer Service Representative	18
Apria Healthcare	Billing Representative	1
Area 4 Agency on Aging	Snr. Employment Program Manager	1
Art Institute	Receptionist	20
AXA Advisors	Financial Services Professional	9
Baygell Properties	Commercial Property Manager	1
Besam Entrance Solutions	Installation Coordinator	1
Berkeley Farms	Truck Driver Class A	1
Bissell Brothers	Cleaner	1
Bread of Life	Office Manager	1
Brookside Restaurant and Bar	Bartender/Server Position	2
CA Society of Association Executives	Membership & Events Assistant	1
California Assisted Living Association	Administrative Assistant	1
California Employers Association	Warehouse Manager	1
California Green Clean	Housekeeper/Cleaner	1
California Redevelopment Association	Member Services Associate PT	1
Campbell Soup Company	Certified Forklift Driver	14
Capitol Autism Services	Behavior Tutor	10
Carmellia Network	Accounting and Executive Assistant	1
Carmichael Oaks Assisted Living	Caregiver	1
	Concierge/Receptionist	1
	Medication Aide	1
Centerplate	Barista	2
	On-Call Cook	1
	On-Call Steward	20
Child Care Careers	Infant/Preschool/School-Age Teachers	10
Circle K Stores	Store Manager	5
Citrus Heights Career Center	Shop Foreman	1
City of Sacramento	Health Access Specialist	1
CLAS Information Services	Online UCC Search Specialist	1
Coast-to Coast Career Fairs	Customer Service Representative	100
Cosmic Kids Consulting	Adaptive Skills Trainer/Behavior Consultant	4
Crocker Art Museum	Marketing and Communication Coordinator	1
	Museum Store Manager	1

Employment Activity Report

3/18 - 4/16/12

Crossroads Diversified Services	Community Support Coordinator	1
	Community Support Specialists	1
CVL Inc. dba Folsom Lake RV	Parts Manager	1
Del Oro Caregiver Resource Center	Project Manager	1
Downtown Sacramento Partnership, Inc.	Administrative Assistant to the DSPI	1
Dr. Pepper Snapple Group	Forklift Operator	2
	Full Service Driver	1
	Loader-Warehouse	5
	Merchandiser	10
	Production Supervisor	1
	Quality Control Technician	1
	Quality Supervisor	1
	Relief Account Manager	1
El Hogar Community Services,	Administrative Assistant	1
	Service Coordinator	1
Fairytale Town	Guest Services Representative Program	1
Folsom Cordova Community Partnership	Employment Services Case Manager	1
Foltz Ophthalmology	Optician	1
	Optician Manager	1
Fresh & Easy Neighborhood Market	Team Leader	4
	Customer Assistant	10
	Kitchen Table/Bakery Coordinator	3
Frontline Marketing, Inc.	Entry Level Management Trainee	15
	Entry Level Marketing	15
	Entry Level Sales	15
FRSTeam	Restoration Technician	1
G & K Services	General Laborer	1
	Route Manager	1
General Produce Company	Inside Sales Representative	1
	Receptionist	1
	Repacker	1
Geolog Inc	Driver/Shop Technician	1
	Data Digitizer/Marketing	1
Global Blue DVBE, Inc.	Claims Service Representative	25
Goodwill Industries	Assistant Manager	1
	Key Holder/Supervisor	1
	Manager in Training	1
	Program Manager	1
	Receptionist/Office Clerk	1
Green Haven Capital, Inc.	Loan Officer	3
	Real Estate Agent	50
Greener Solutions	Construction Office Manager	1
	Executive Assistant	1
	Production Manager	1
	Sales Associate	1
Grindco, Inc.	Concrete Grinding Specialist	1
H & R Block	Client Services Professional	15
	Office Manager	20
	Tax Professional	20

Employment Activity Report

3/18 - 4/16/12

HR to Go	Administrative Support	1
Hand Biomechanics Lab, Inc	Manufacturing Operations/FDA Regulatory Compliance	1
Hialeah Terrace	Caregiver	1
Indecare Home Care & Living Assistance	Caregiver	10
J & L Staffing	Legal Assistant	1
Jack Frost Design	Administrative Assistant	1
Kelley Amerit Fleet Services	Fleet Maintenance Manager	1
KVIE	Leadership Giving Officer	1
KlickNation	3D Animator/Rigger	1
	Controller	1
	Data Analytics Specialist	1
	Producer	1
Knorr Systems, Inc.	Field Service Technician, Aquatic	1
L-3 Narda Microwave-West	Engineering Technician	1
	Inspection Specialist	1
	New Product Introduction+B202 Manager	1
	Quality Assurance Administrative	
	Quality Assurance Administrative Assistant	1
	RF Technician	1
La Tapatia Tortilleria, INC.	System and Network Administrator	1
	Delivery Driver/Vendor	1
Labor Ready	Construction Laborers	10
LexisNexis		
LexisNexis	General Clerk I	15
Los Rios Community College District	Account Clerk II	2
	Accountant	1
	Accountant Clerk I	1
	Administrative Service Analyst	1
	Admissions/Records Clerk	1
	Admissions/Records Evaluator I	1
	Anthropology Assistant Professor	1
	Associate Vice President of Enrollment and Student Services	1
	Athletic Trainer	1
	Audio/Visual Production Technician	1
	Business Assistant Professor	1
	Business/Business Law Assistant Professor	1
	Campus Patrol On Call	1
	Chief of Police	1
	Chemist Assistant Professor	1
	Clerk III	2
	Clerk III PT	1
	College Safety Officer	1
	College Safety Officer (Temporary)	1
	Confidential Chancellor's Executive Assistant	1
	Confidential Administrative Assistant I	2
	Confidential Deputy Chancellor's Executive Assistant	1
	Cooperative Work Experience and Internship Coordinator	1
	Counselor	1
	Custodian	1
	Dean, Behavioral and Social Science	1
	Dean, Business Division	1

Employment Activity Report

3/18 - 4/16/12

Los Rios Community College District	Dean, Communication, Visual and Performing Arts	1
	Dean, Counseling and Student Services	1
	Dental Hygiene Assistant Professor	1
	Diagnostic Medical Sonography Program Coordinator	1
	Director of College Advancement	1
	Director of Human Resources	1
	Director of Technical Services Information Technology	1
	Early Childhood Education Assistant Professor	1
	Economics Assistant Professor	1
	Electronic Calibration & Repair Technician	1
	English Assistant Professor	2
	Environmental Technician	1
	Environmental Technician-Water Management	1
	Financial Aid Clerk	1
	Financial Aid Officer	1
	Fiscal Services Accounting Specialist	1
	Graphic Designer	1
	Groundskeeper	1
	Healthcare Interpreting Adjunct Professor	1
	HVAC Mechanic	1
	Information Technology Assistant III	1
	Instructional Assistant - Learning Resources	1
	Instructional Asst. - Foreign Language	1
	Instructional Asst. - Sign Language Studies	1
	Instructional Asst.-Microcomputer Laboratory for Assistive Technology	1
	Instructional Development Coordinator	1
	Interim Director, Diagnostic Medical Sonography	1
	Laboratory Technician - Science (Biology)	1
	Learning Resources Center Coordinator	1
	Librarian Adjunct Pool	
	Library Media Technical Asst.	1
	Mathematics Assistant Professor	2
	Mechanical Electrical Technology Assistant Professor	1
	Nursing (RVN/LVN) Assistant Professor	1
	Operations Technician	1
	Outreach Clerk	1
Philosophy Assistant Professor	1	
Physical Education/Athletic Attendant	1	
Physics/Astronomy Assistant Professor	1	
Police Communication Dispatcher	1	
President, Folsom Lake College	1	
Project Assistant	1	
Psychology Assistant Professor	1	
Purchasing Supervisor	1	
Recruitment Training Officer	1	

Employment Activity Report

3/18 - 4/16/12

Los Rios Community College District	Sociology Assistant Professor	1
	Special Project Assistant to Exec. Director	1
	Srn. Information Technology Technician	3
	Student Personnel Asst. - Career Job Opportunity Center	1
	Student Personnel Asst. - Davis Outreach Program	1
	Student Personnel Asst. -Student Services	1
	Snr. Information Technology Technician	1
	Student Personnel Asst. - Disables Student Programs & Services Center	1
	Student Personnel Asst. -Student Affairs	1
	Theater Arts Assistant Professor	1
	Vice Chancellor, Resource and Economic Development	1
	Welding Adjunct Asst. Professor	1
Loving Companions Senior Services	Caregiver	20
Magnetic Consulting Group, Inc.	Entry Level Sales & Customer Service	1
	Customer Service & Sales	10
Mallicoat Electric, Inc	Electrical Apprentice	1
Manpower	Production Packager	5
	General Laborer	2
Mathnasium of Elk Grove	Instructor	2
Mettler-Toledo, inc.	Retail Field Service Technician	1
Mori Seiki Manufacturing USA Inc.	Procurement Specialist	1
	Receptionist	1
Mountain West Financial	Document Technician	2
	Loan Officer	2
Nestlé Waters North America	Production Technician	24
Northern Sheets, LLC.	Industrial Electro Mechanic	1
On My Own	Direct Service Provider	10
Opening Doors, Inc.	Survivors of Human Trafficking Program Associates	1
Paramount Equity	Financial Specialist	1
	Legacy Accountant Manager	1
Paramount Solar	Solar Sales Canvasser	1
	Solar Sales Specialist	1
PMSR Technologies	Line Operator	5
Progressive Insurance	Customer Service Representative	10
Prometic Testing	Test Center Administrator	2
Public Relations Specialists	Communications Manager	1
Quality First Home Improvement Inc.	Sales, Solar-Coating-Telemarketing	20
REC Solar, Inc.	Events Coordinator	1
Red Dog Shred	Document Shredder	1
Red Rover	Program Assistant	1
Relationship Skills Center	Case Manager	2
	Operations Coordinator	1
Rezolve Group, Inc.	Communications Manager	1
	Sales Specialists	14
	Environmental Geologist-Professional Geologist Registration Required	1
Risk-Based Decisions, Inc.	Geologist Registration Required	1
Rite Aid	Shift Supervisor	3
S-N-T Company	Window Installer	1
	Receptionist/Bookkeeper	1
Sacramento CASA	Case Manager	1
	Family Finding Social Worker	1

Employment Activity Report

3/18 - 4/16/12

Sacramento Children's Home	Maintenance Supervisor	1
Sacramento Container Corporation	Corrugate Experience Machine Operators & Asst. Operators	3
	Forklift Operator	1
Sacramento Housing Alliance	Regional Equity Coordinator	1
Sacramento Metro Chamber	Sr. Event Manager	1
Sacramento Native American Health Center, Inc.	Custodian	1
	Human Resources Manager	1
Sacramento Region Community Foundation	Accountant	1
Salvation Army Sac Metro	Employment Specialist	1
	Kitchen Aide	1
	Monitor	1
	Office Assistant	1
	Program Aide	1
Samarrah Independent Living Services	Independent Living Specialist	1
Self Storage	Part-time Manager	1
	Accountant I	1
SETA	Children and Family Services Quality Assurance Analyst	1
	Facilities Coordinator	1
	Family Services Worker Range II & III	3
	Head Start Coordinator-Education Supervisory	1
	Head Start Courier/Maintenance	1
	Staff Support Officer	1
	Teacher, Head Start	1
	Web Innovation Engineer	1
	Workforce Development Operational Program Officer	1
	Workforce System Administrator	1
Workforce System Analyst	1	
SFN Group	Customer Service - Call Center	25
Sierra Pacific	Sale Representative	10
Solar Depot	Sales/Order Administrator	1
St. John's Shelter Program for Women and Children	Accounting and Executive Assistant	1
Sullivan Learning Systems	Tutor	25
Sumrall Solutions LLC	Fund Accountant - Associate I	15
Support For Home	Caregiver	10
	Personal Care Aides	10
Surety Solutions Insurance Services, Inc	Customer Service Representative	1
Therapeutic Pathways	Instructional Assistant	1
Tony's Fine Food	Class A Feeder Driver	1
	IT Software Support	1
	Pricing Analyst	1
	Router	1
Tri Tool Inc.	Senior Mechanical Engineer	1
Twining, Inc.	Construction Field Technicians	3
United Way California Capital Region	Front Desk Coordinator	1
	Administrative Manager	1
US Fish and Wildlife Services	Support Assistant	2
Visions Paint Recycling, Inc.	Paint Sorter	3
Vision Service Plan	Vice President Sales and Marketing	1
Volt Staffing Services	Warehouse Person	20
	Warehouse Specialist	20
Wild Hawk Grille	Cart Attendant/Cashier	1
Women's Empowerment	Program Assistant	1
Xerox Corporation	Print Operator and Driver	1
TOTAL		1053

ITEM IV-E- INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

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

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2011/2012

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

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Unofficial	5/9/2011	First Data	8/31/2011	145	6/9/11 6/16/11
Unofficial	5/23/2011	County of Sacramento	7/1/2011	275	6/22-23/11 6/29-30/11
Official	6/2/2011	First Banks, Inc. 110 Woodmere Rd, Ste. 150 Folsom, CA 95630	9/30/2011	20	9/15/2011
Unofficial	6/11/2011	CSAA	7/30/2011	25	7/14/2011
Unofficial	7/19/2011	Borders Books 2765 East Bidwell Folsom, CA		75	6/19/11 8/29-31/11
Official	8/1/2011	Valley Aggregate Transport, Inc. 5121 Hedge Avenue Sacramento, CA	9/27/2011	0	Postponed
Official	8/2/2011	Cisco 2868 Prospect Rd Rancho Cordova, CA	8/19/2011	78	Packets Delivered
Official	8/26/2011	BLT Enterprises of Sacramento, LLC 8491 Fruitridge Rd Sacramento, CA 95826	11/2/2011	0	Rescinded
Official	10/3/2011	Hewlett-Packard Company Rancho Cordova, CA	12/2/2011	76	Declined Services
Official	10/4/2011	Foster Farms Dairy 1221 66th Street Sacramento, CA 95819	12/2/2011	96	12/8/2011
Official	11/7/2011	Hewlett-Packard Company Rancho Cordova, CA	12/2/2011	39	Declined Services
Official	11/1/2011	A1 Door and Building Solutions 4300 Jetway Ct. North Highlands, CA 95660	12/31/2011	97	Declined Services
Official	11/10/2011	PG&E Sacramento, CA	1/9/2012	8	Declined Services
Unofficial	12/2/2011	SCIF 2450 Venture Oaks Drive Sacramento, CA 95833	1/9/2011	200	12/8/11 12/14/11
Official	12/8/2011	BLT Enterprises of Sacramento, LLC 8491 Fruitridge Rd Sacramento, CA 95826	12/30/2011	106	Pending
Official	1/3/2012	Valley Aggregate Transport, Inc. 5121 Hedge Avenue Sacramento, CA	1/17/2012	111	Pending
Official	1/10/2012	Raley's Bel Air Markets 8787 Elk Grove Blvd Elk Grove, CA	3/31/2012	63	Pending
Official	1/31/2012	AMR 1041 Fee Dr. Sacramento, CA 95815	4/1/2012	10	Rescinded
Unofficial	1/31/2012	San Juan Unified School District 3738 Walnut Ave Carmichael, CA	6/30/2012	350	3/22/2012 3/30/12 4/18/12 4/25/12
Unofficial	2/23/2012	Federal Technology Center 4600 Roseville Rd North Highlands, CA	3/12/2012	15	3/8/2012
Unofficial	2/15/2012	Sacramento City Unified School District	6/30/2012	350	5/12/2012
Unofficial	2/24/2012	Sacramento Area Emergency Housing 2411 Alhambra Blvd Sacramento, CA	3/31/2012	10	3/19/2012
	3/30/2012	Verizon 255 Parkshore Dr. Folsom, CA 95630	5/30/2012	188	Pending
			Total # of Affected Workers	2,337	

ITEM IV-F – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

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

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, February 28, 2012
9:00 a.m.

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

Ms. Coventry St. Mary called the meeting to order at 9:08 a.m. and read the Thought of the Day. Ms. Connie Wallace will serve as Secretary and called the roll. Ms. Consuelo Lopez provided translation services.

Members Present:

Nadezhda Ruelas, Sacramento City Unified School District
Coventry St. Mary, San Juan Unified School District
Carolyn Wilson, Twin Rivers Unified School District
Trina Pelton, Twin Rivers Unified School District
Vivian Gutierrez, WCIC
Frank Ybarra, WCIC
Socorro Gutierrez, SETA-Operated Program
Johnny Sanders, SETA-Operated Program was seated.
Connie Wallace, SETA-Operated Program
Lucero Canto, Home Base Option
Blanca Rosales, Home Base Option
Rebecca Lewis, Grandparent Representative
Tamara Knox, Past Parent Representative
Amarjit Gill, Past Parent Representative

New Members Seated:

Ogla Martinez, Sacramento City Unified School District was seated.

New Member to be seated but Absent:

Apryl Strayhand, Elk Grove Unified School District (excused)

Members Absent:

Codie Riddick, Elk Grove Unified School District (excused)
Sarah Proteau, San Juan Unified School District (excused)
Devon McCracken, SETA-Operated Program (excused)
Kiersten Gonzales, Sacramento City Unified School District (excused)
Amber Taylor, SETA-Operated Program (excused)
Reina Florez, Early Head Start (SOP) (excused)
Willie Jean Peck, Foster Parent Representative (excused)

II. Consent Item

A. Approval of the Minutes of the January 24, 2012 Regular Meeting

There was no discussion.

Moved/S. Gutierrez, second/Gill, that the Policy Council approve the minutes of the January 24, 2012 meeting as distributed.

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

III. Other Reports

A. Head Start Deputy Director's Report

✓ Monthly Head Start Report

Ms. Denise Lee reported that there are no major updates for federal or state funding. Any expansion that was received will remain in SETA Head Start's base grant. Staff is in the process of writing the 2012-2013 grants which are due May 1. Staff is working on the narrative part of the grant application, which will be presented to the Policy Council for approval on April 24.

Ms. Lee stated that there is no new information on potential cuts for California Department of Education (CDE) funding for full-day models. There may be a way to adjust the budget if cuts do occur. Staff will know more about the funding later but planning for the next year is being done around full funding.

Ms. Lee reviewed the delegate enrollment report; full enrollment is crucial to full funding. There are times that over-enrollment is allowed but under-enrollment is not good.

The attendance column is also carefully watched. Staffs works with parents to find out what is going on with the children and why they are not in school. Each of the delegates should also be watching attendance. The federal government requires reporting of enrollment but it is not required that attendance be reported; Ms. Lee expects that this will also be required in the future. Staff is always looking at 100% enrollment and at least 85% attendance each day. This ensures that children will be prepared for kindergarten as well as ensure that the funding will continue.

Ms. Lee reviewed the Special Education Report. The Head Start program must have a minimum of 10% children with disabilities enrolled. The children have to be identified with a special need by a clinician. If the number is less than 10%, staff need to look at the number of children that are going through the process of being certified as having a disability.

Ms. Lee reviewed the Food Services Operations report. The delegates' information is not included in this report; it is only for the SETA-Operated

program (SOP). This report provides a general sense of how the program is dealing with the food. This report is prepared by the Food Services Manager Connie Otwell. There are five kitchens providing meals for 3,000 children. There will be a field trip through the kitchen coming up in the next few months.

IV. Action Item

**A. CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957 – and - CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Pursuant to Government Code Section 54957: Dropped from the agenda.**

The board went into closed session at 9:40 a.m. Ms. St. Mary called the meeting back to order at 10:06 a.m. and reported out of closed session that the Policy Council approved the Eligibility List for: 1) Head Start Coordinator (Education) (Supervisory); 2) Program Analyst; 3) Head Start Typist Clerk III; and 4) Family Services Worker, Range I.

Conference reports for the National Head Start Association are available at Ms. Desha's desk. Conference attendees will be given an opportunity to speak of their conference experience at the March meeting.

V. Adjournment: The meeting was adjourned at 10:10 a.m.

SETA Head Start Food Service Operations Monthly Report *March 2012

March 7th - WCIC Kitchen Hood System Serviced By Central Valley Fire Control

March 20th - Central Kitchen Power Outage due to Road Construction.
Hot Food Cooked at the WCIC Kitchen.

March 28th - Kennedy Afternoon Class closed due to bug spraying

Meetings and Trainings:

Food Service Staff Meeting attended by the Food Service Staff - March 2nd & 30th.

The Cook / Driver's attended a Computer Training - March 16 at Plaza Del Paso

Connie Otwell attended The SETA Injury and Illness Prevention Program meeting
on March 20th, at Plaza Del Paso

SYSCO Food Show - March 28th at The Sacramento Convention Center attended
by some of the Food Service Staff

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
43,554	25,850	30,422	240

Total Amount of Meals and Snacks Prepared 100,066

Purchases:

Food	\$76,334.93
Non - Food	\$16,687.48

Building Maintenance and Repair: \$859.77

Kitchen Small Wares and Equipment: \$192.33

Vehicle Maintenance and Repair : \$3,521.21

Vehicle Gas / Fuel:	\$2,479.30
Normal Delivery Days	21

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

March, 2012

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded	Waiting List
Elk Grove USD	420	420	100	343	82	34
Sacramento City USD	1,292	1,304	101	1,141	88	33
SETA	1,874 (2,796)	1,912	102	1,349	72	3,779
San Juan USD	700	706	101	544	78	77
Twin Rivers USD	211	211	100	182	86	83
WCIC/Playmate Head Start	120	120	100	96	80	100

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded	Waiting List
Sacramento City USD	147	147	100	98	67	130
Sacramento Employment and Training Agency	345	346	100	239	69	1,118
San Juan USD	161	168	104	121	75	15

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30 days allowable period.
- (b) If enrollment is less than 100%, agency must include corrective plan of action.
- (c) Attendance on the last day of month

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 03/31/12)

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

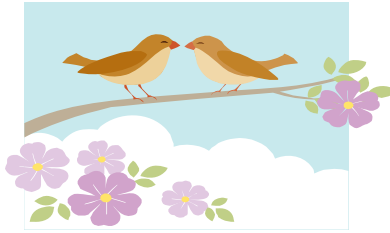
Head Start Program Performance Standards Reference: 1305.6 (c) states that at least 10% of the total number of enrollment in each grantee and delegate agency must be made available to children with disabilities.

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP (% AFE)</u>	
Twin Rivers USD (211)	20	(9%)	N/A	
Elk Grove USD (420)	48	(11%)	N/A	
Sacramento City USD (1292)(147)	157	(12%)	15	(10%)
San Juan USD (700) (161)	71	(10%)	20	(12%)
WCIC (120)	12	(10%)	N/A	
SETA (2796) (345) (1878 Tracks)	186	(10%)	57	(17%)
County (4621)* (653)*	494	(11%)	92	(14%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment



Monthly Head Start Report

April 2012

SETA Operated Program

Education Update:

It is time for the start of the annual Environmental Ratings Scales (ECERS/ITERS) to be completed in both preschool and toddler classrooms. Each year the classrooms are assessed by objective outside evaluators to determine the quality of the learning environments. Classrooms are evaluated on topics such as quantity and quality of diverse and ample materials, room arrangement, health & safety, and provisions for families. Information gathered from these visits is analyzed and the data is used to guide inventory purchases as well as professional development.

Early Head Start staff are being introduced to the newly developed School Readiness Goals for Infants and Toddlers. These goals have been aligned with the domains of the federal learning framework as well as state learning guidelines. These goals have also been developed to provide a continuum of learning objectives for children birth to 5 in the program. Data from assessment can be gathered and analyzed three times per year to measure children's progress for each goal.

Family Partnership Unit:

The Family Service Workers at the Head Start sites have been busy ensuring that they have been meeting with each parent and updating the Family Partnership Agreement. This document gives staff and parents a road map of what parents want to get out of Head Start, and the goals they have for themselves and for their children. This document also allows staff to target training opportunities for parents.

Family Service Workers have also been busy with recruitment opportunities in the community. Since community events really pick up in the spring, staff has a lot of opportunities to ensure that Head Start/Early Head Start's name is out in the community to offer parents the opportunity to enroll their child in a Head Start/Early Head Start option.

Internal staff has been busily planning the Countywide Parent Conference. The Agency is excited to have Ronald Mah presenting at the conference. This is also an opportunity to collaborate with community agencies to offer families workshops and resources that can make a difference in their lives. This year, the conference will be held at the Charles A. Jones Skills Center. Staff is looking forward to a large participation by parents and grandparents.

Elk Grove Unified School District

Education Services Update

Irene Ladd, instructional coach, worked with teachers to assess key findings from the mid-year Desired Results Developmental Profile (DRDP) and to create an action plan to use in their classroom based on the results of the assessment. After looking at key findings and creating an action plan for their classroom, teachers looked at

the DRDP findings from the Head Start program as a whole and created action steps for all teachers to incorporate into their lesson plans. Teachers will focus on using self and parallel talk to teach conflict negotiation and to demonstrate problem solving strategies, will ask recall and open-ended questions during reading activities, and will increase the use of patterning activities during small group time to include sounds, actions, and objects.

Enrollment

The Elk Grove Unified School District Head Start program is fully enrolled with 420 students in the program. Average Daily Attendance for the month of March was 82%.

Disabilities Services and Mental Health Services Update

The program educators and clerks have worked closely with the Pre-K social worker, Florence Oneto and with the Pre-K psychologist, Teresa Gannon, to place students with an active IEP into the Head Start program. There are 48 students with active IEPs being served.

Health Services Update

Program Educators are monitoring files and providing additional support to ensure that children in need of further dental treatment receive those services. Height and weight measurements for each child were completed by the para-educators for the second time this year. Program Educators are in the process of graphing each child's information and contacting parents with health concerns related to underweight and overweight issues.

Family and Community Partnerships Update

"Latino Family Literacy", a class that focuses on teaching Spanish-speaking families specific strategies they can use to assist their children in the area of literacy, was held at Charles Mack Elementary School on March 7, 14, and 28, and at Prairie Elementary School on March 1, 8, and 15. An average of 9 parents attended the classes at Charles Mack and Prairie Elementary Schools.

"Breathe Easy," a workshop designed to help parents understand how to recognize asthma symptoms and triggers, was delivered by Breathe California at Charles Mack Elementary School on March 29. Ten parents attended this class.

"Making Parenting a Pleasure," a class designed to help parents build their parenting skills, was held at Samuel Kennedy Elementary School on March 6, 13, and 20. One parent attended this class.

"Read To Me Daddy," a class designed to teach fathers and male father figures how simple, brief interactions make a big difference in the lives of their children, was held at Charles Mack Elementary School on March 13. Five fathers attended this class.

"Parent Expectations Support Achievement," (PESA) a class for helping parents build their parenting skills, was held each Tuesday during the month of March at Samuel Kennedy Elementary School. There were two parents in attendance at these classes.

Recruitment

The Head Start classes are fully enrolled. Each school has a waiting list and families are notified when space becomes available.

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

Registrations for the 2012-2013 school year are taking place in each of the three regions. Region I, which includes John Reith Elementary, Herman Leimbach Elementary, Charles Mack Elementary, Union House Elementary and Prairie Elementary Schools, has registered 190 families. Region II, which includes Florin Elementary, Isabelle Jackson Elementary, William Daylor High, and Samuel Kennedy Elementary Schools, registered 99 families. Region III, which includes Barbara Comstock Morse Elementary, Maelola Beitzel

Elementary, David Reese Elementary, Franklin Elementary, Florence Markofer Elementary, and James McKee Elementary Schools, registered 100 families. A calendar with registration dates for March through June has been created to ensure sufficient time is allotted to have full enrollment by the end of June for the 2012 -2013 school year.

Sacramento City Unified School District

Education:

Teaching staff attended a Professional Learning workshop on Math Number Sense and Operations, presented by Sharron Krull. The ideas and strategies presented in the workshop will help teachers incorporate engaging math activities and experiences throughout the day. The information presented in this workshop will also support the department's math priority and school readiness goals.

Resource Teachers, Coordinators and Dr. Roundtree are continuing to meet with Dr. Theresa Roberts to evaluate teachers' progress on implementing the Department's Language and Literacy Priorities. Each teacher receives on-site mentoring support from a resource teacher once or twice a month.

Early Head Start:

As part of Child Development's three-year health goals in Early Head Start, the program is focusing on preventing obesity and improving the health of young children by distributing an assessment tool to parents entitled, "Nutrition & Physical Activity Assessment for (1 to 3 year olds)." This document was modified by the State Dept. of Health Care Services CHDP website and is now mainly pictorial form. The document requires parents to circle the foods and activities that their children choose each day.

In addition to the assessment tool, the program has attached information for the parents regarding appropriate nutrition and activities for young children, provided by USDA's *Choose My Plate* and *I Am Moving, I Am Learning* curriculum. The goal is to create a dialogue between parents and their teacher or home visitor about the health of their child. Child Development plans to redistribute the assessment tool next Fall and the following Spring in order to evaluate the child's nutrition and activity status in a progressive sequence.

Health:

Espie Millendez compiled statistics from the dental varnish clinics held during the fall of 2011. One thousand and ninety –two Head Start preschool-aged children received a dental exam and dental varnish by the Dental Hygienist from Smile Keepers. Of these children, 53% were found to have healthy teeth and gums. 26 % of Head Start preschoolers had dental needs identified (such as dental cavities and gum disease). Five percent of the Head Start preschoolers had urgent dental needs identified. Child development is continuing with the dental varnish clinics and will compare data from the fall and spring dental examinations. Nurses continue to follow-up on dental concerns noted by the dental hygienist.

The Early Head Start and Head Start Nurses have worked together with the Registered Dietitian to finalize policies and procedures regarding referrals for nutritional support for Head Start/Early Head Start children and their parents. Karen Ito, Child Development's Registered Dietitian, has already begun working with preschool children and parents regarding nutritional concerns identified by nurses.

Preschool nurses are continuing to provide sensory screenings for new preschool enrollees and are following up on children being referred for medical treatment/evaluation of health concerns noted through sensory screenings and chart reviews.

Preschool nurses have been busy presenting health talks to parents at the monthly Head Start Parent Meetings. Some of the topics that nurses have covered included: "hand-washing and ways to keep healthy during cold and flu season," "obesity in preschoolers," "nutrition and dental health," "how sugars affect our bodies and dental health," and "how to read a nutrition facts label and calculate sugar content."

Nurses Lisa Stevens and Victoria Benson gave a presentation on "Obesity in Preschoolers," at two Staff Development Meetings this month. Espie Millendez created and manned a resource materials display to share health education materials with the Child Development staff.

In March, preschool nurses attended the SETA Health and Nutrition Content Meeting with Mr. Sergio Ochoa Sanchez presenting from the Mexican Consulate. Lisa Stevens and Victoria Benson also attended the SNAP Conference on Pediatric Obesity at the Sacramento Convention Center. Victoria Benson attended the Sacramento Childhood Lead Poisoning Prevention Collaborative Meeting in February. Three preschool nurses attended a Child Plus training this month, which was presented by consultant Kristen Smith.

Mental Health:

David Aleman, John Perez, Valerie Willover, and Janet Love attended CSEFEL Parenting Training provided through West Ed.

Janet Love, Laurie Mayfield, John Perez and David Aleman attended the concluding training for the CSEFEL Trainer of Trainers and the Trainer of Coaches.

Family Partnership Unit:

On March 9, the Family and Community Partnership Program Area and Program Recruitment Meeting reviewed the 2011 – 2012 Forms and Procedures.

- Classroom needs spreadsheets were due March 16
- FPA/MH Central File Review began March 16
- Fruitridge preschool hosted a Male Involvement Parent Meeting on March 22

Staff submitted the last revolving grant application to First Five on April 2, 2012. Staff has already received word that some modifications of the grant are needed. A meeting to discuss modifications of the grant will be held with First Five staff on April 12, 2012

The redesign team members have convened twice thus far. Discussions are still very preliminary.

San Juan Unified School District

Education Services Update:

The analysis of the mid-year Desired Results data showed that scores were on track to meet or exceed expectations for growth in regard to measures related to number sense and mathematical operations. Math was the school readiness focus in the Three-Year Goal document.

Data differences between the WRAP programs (6.5 hours) and part-day programs (3.5 hours) may be attributed to the pilot of project based learning which has been the curriculum focus in the afternoon portion of the WRAP classes. An average of 1.5 hours has been devoted to studies which are a form of project based learning. Measures related to cause and effect, problem solving, memory and knowledge, curiosity and initiative, and engagement and persistence have shown growth in the WRAP programs.

Disabilities Services Update:

During the month of March, the Disability Specialist attended the Disabilities/Education Content meeting at SETA. The new School Readiness Goals were further discussed along with next year's DRDP Scantron changes and a sharing from all county delegates regarding current events within their districts. Early in the month, the Disabilities Specialist also attended the Healthy California Conference. During that conference, the Specialist attended a very informative workshop on physical activity and children with Special Needs.

The final compilation of the Transition Binder updates were completed at a Lead Teacher Meeting, with all Leads obtaining completed new and/or updated binders and ready to distribute to the teachers at their sites. The binders included a section devoted to Transitioning children with Special Needs on to Kindergarten. The month closed out with a screening plan and schedule finalized as new registration and re-registration will begin next month for the 2012-2013 school year.

Mental Health Services Update:

The Mental Health Therapist participated in parent-teacher conferences and home visits to both address specific social-emotional needs of identified children as well as to provide community resources/mental health referral information. The MHT continues to provide interactive trainings program wide for parents on Limit Setting and Stress Management.

Nutrition Services Update:

At the March content meeting, SETA presented a guest speaker, Sergio Ochoa Sanchez from the Mexican Consulate in Sacramento. All the information shared was pertinent to the Mexican community. The consulate issues ID's and passports and also offers programs supporting medical and legal concerns, immigration, labor rights and family services. In addition, the consulate sponsors a free health fair the last Thursday of each month.

Health Services Update:

The Health team provided screening one day each week in the centralized screening room; soon the team will be increasing the days to start re-registration and registration for next school year. Health has continued providing dental screenings with Kate Varanelli. These dental screenings are the second round which includes visiting all the classes. Health Services followed up with the children who have high and low BMI's. Health also followed up with any children who have a blood lead level. The Health staff members have completed their Self-Assessment and Plan of Action.

Family and Community Partnerships Update:

This past month the Policy Committee completed its work on the Self-Assessment concluding the site visits and collating information gleaned from parent surveys. The Policy Committee heard a review of some of the areas of strength and weaknesses as evidenced by the assessment. The Policy Committee representatives were informed about the upcoming county-wide Kinship Conference on April 21, 2012, with the hope of generating a good turn out from San Juan families for this year.

Transition Services Update:

Kindergarten transition events occurred in the preschool program around the district. This exciting event took place in the kindergarten classroom and the guest speakers were the kindergarten teacher, principal and vice principal. Preschool teachers were also present. The parents heard about elementary expectations, class times and uniform policies. The parents were very excited about this event as it provided the opportunity to ask questions and see a kindergarten classroom. Following this event the preschool teacher planned a kindergarten classroom visit during class time and the preschool children were able to experience circle time, small group instruction and 'read-alouds' with kindergarten students. This event helped trade anxiety for excitement as parents and preschool students prepared for entering kindergarten.

Program Support/Staff Training Update:

March professional development topics were Science: Project Based Learning for all teachers and Introduction to the Pre-K CLASS Assessment System (6 hours) for all child development assistants, bilingual teaching assistants and some special education assistants.

Fiscal Update:

The Head Start and Early Head Start Grants were resubmitted to SETA this month adding into the Base Funding a .72% COLA. Head Start received an additional \$32,000 and Early Head Start received an additional \$12,000. These COLA funds will go to the continuing increase in both budgets Health and Welfare Costs (Health Insurance). The increase for fiscal year 2012-2013 is projected to be an 8.4 percent.

Approval for the revised HS/EHS Grant Application with COLA was reviewed by the San Juan Unified School Districts Governing Board on April 10th and by the Parent Committee on April 12th.

Head Start and Early Head Start submitted fiscal reports by the March 10. Both budgets were approximately 11% overspent as of mid-March, but spending plans have been put into motion to bring down expenses within normal ranges.

Early Head Start:

Certificated evaluations have been completed along with the grant submission to SETA. Quarterly Integration of Services case management meetings were held and updated Individualized Development Plans are now in place for all of the children. Transition Plans for preschool are being completed with registration to take place in the next few weeks.

Twin Rivers Unified School District

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

Events

March was a fun and engaging month as the classrooms finished their Creative Curriculum investigation on clothing. This study included classroom activities on how clothing is made, different materials used and the various ethnic clothing worn by diverse populations. Each classroom incorporated the theme into their learning areas including dramatic play areas that were transformed into Laundromats and clothing boutiques. The final celebration of the clothing investigation was the First Annual Fashion Show in which all students strutted their way across the stage with their parents and families cheering wildly for their fancy gear. Photos attached.

Professional Development

The latest district wide professional development day was held on March. Presenters from the Teaching Strategies Department of Creative Curriculum facilitated a training opportunity for teaching staff related to mathematical concepts. The training focused on strategies to integrate math and numerical concepts into all aspects of the curriculum. Teachers were also taught how to expand math lessons in fun and exciting ways so students were engaged and eager to learn math theories.

Preschool staff also participated in the monthly Education Component meeting with the focus of Concept Development, one of the domains from the CLASS observation assessment. SETA Education Consultation provided information on creative ways to increase the rating in this category by challenging students with higher level questions to extend lessons and increase analytical thinking skills.

Components

The Nutrition Component Leader continues the following on hemoglobin and blood lead tests as well as the monthly parents and student nutrition activities. Planning is underway for the annual Family Fitness Day for all students and families during the week of April 10th.

The Health Component Leader continues to follow up on screenings and send parents notification for any needed medical information. Dental awareness demonstrations and teeth varnishing was completed for all preschool students in partnership with Smilekeepers and Carrington College.

The School Social Worker/Counselor continues the Family Partnership Agreement with the incoming families as well as supported classroom teachers with classroom observations and implementation of behavioral strategies/interventions. The Component Leader also continues assessing mental health referrals that have been submitted by the teaching staff and parents for social skills and behavior intervention. The social skills and Friendship groups continue for referred students who need assistance with anger management techniques and social skills.

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

The Education Component Leader continues to support classroom teachers with file management and classroom strategies. Action plans from the DRDP, ECERS and CLASS assessments have been completed for all classrooms as well as an agency action plan for improved school readiness skills.

The ERSEA Component Leaders continue enrolling students and maintaining enrollment files. Data input into the ChildPlus, CDMIS and AERIES school database continues and a wait list has been formed. The component leaders also continue file monitoring to ensure all necessary documents are correctly completed. Planning for next year's enrollment to start on April 10 has also begun.

Policy and parent Committees

The Parent Committees at both Expansion sites held parent meetings. The Policy Committee held the monthly meetings on March 14, 21 and 28. During the meeting, members approved the annual grant application, approved use of the fundraiser funds as well as last meeting minutes. Members received copies of monthly Component reports including the Fiscal Report. The next Policy Committee meeting will be held on April 18, 2012.

Parenting

The parenting classes in collaboration with the Mutual Assistance Network (MANN) began in March 2012 with childcare also being provided. Parents are encouraged to attend the parenting classes.

Fiscal: any information on recent audits, overview of projects and expenditures of ARRA funds as well as basic funds.

Teaching staff completed their final classroom orders based on the results of their ECERS and DRDP-PS action plans. Orders have begun arriving for the various classrooms.

WCIC

Program Design and Management:

WCIC's management continues to value staff development/education, team leadership, team-building, and stability of diverse quality staff. **W.C.I.C. (We're Caring, Involved, and Committed).**

Health Screenings:

Operation DETECT Health Fair Screenings in collaboration with WCIC/Playmate Head Start Programs, The Brickhouse Gallery, Sanofi Aventis, Fortitude Health and Wellness, Inc., and Healing Our Village (HOV) were a success on March 5 through 7, 2012. Head Start parents and community members were screened and received health care handouts.

Early Childhood Education:

WCIC/Playmate Head Start Programs' teaching team received Training on "Learning Through Play/Personal and Social Development" by Liz Aguilar, Education Consultant from Sacramento Employment and Training Agency on March 16, 2012. Children play and learn at the same time. Ms. Aguilar discussed favorite Ooey Goey Art, Science and Sensory Play Activities and recipes. She discussed favorite things teachers can paint with the children and large motor/active games children like to play. She demonstrated how to play games with the children, which included activities such as: Gingerbread Man, Gingerbread Man, Are you hiding behind the ___van? Mickey Mouse, Mickey Mouse, Are you hiding behind the ___truck? Ms. Aguilar gave a brief overview on what activities were appropriate for preschoolers.

WCIC/Playmate Head Start Programs' staff and parents received a "Mental Wellness Training On Laughter" by Alma E. Hawkins, Social Services/Parent Involvement Specialist (Family Partnership Unit) from Sacramento Employment and Training Agency on March 21, 2012. Ms. Hawkins shared information on how laughter affects the brain. The cerebrum controls speech, thoughts and emotions. The average person laughs 17 times a day;

humans are the only species that laugh. There is strong evidence that laughter can actually improve health and help you fight disease; laughter is contagious. Researchers estimate that laughing 100 times is equal to 10 minutes on the rowing machine; laughter also gives your diaphragm and abdominal, respiratory, face, legs, and back muscles workout. Mental Health professionals are suggesting laughter therapy, which teaches people how to laugh and openly cope in difficult situations by using humor. Ms. Hawkins advised everyone to go home and laugh in the mirror!!!

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

ACF-IM-HS-12-02 SF-428 Tangible Personal Property Report
 SF-429 Real Property Status Report

ITEM V - REPORTS TO THE BOARD

- A. CHAIR'S REPORT: The Chair of the SETA Governing Board, on a regular basis, receives numerous items of information concerning employment and training legislation, current programs, agency activities, and miscellaneous articles about human service programs throughout the nation, and attends meetings pertinent to SETA business.

The important information from the material received and meetings attended will be shared with the entire Board and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Board to provide input on items that may require future action.

- B. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal SETA Governing Board Packet.

The Executive Director's Report also allows the opportunity for the SETA Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.

- C. DEPUTY DIRECTORS: This item is set aside to allow the Deputy Directors to report to the Board any items relative to the program operations.

- D. COUNSEL REPORT: The SETA Legal Counsel is the firm of Gregory D. Thatch, Attorney at Law. This item provides the opportunity for Agency Counsel to provide the SETA Governing Board with an oral or written report on legal activities

- E. MEMBERS OF THE BOARD: This item provides the opportunity for SETA Governing Board members to raise any items for consideration not covered under the formal agenda. It also provides the opportunity for Board members to request or to ask that certain items be placed on the next Governing Board agenda.

- F. PUBLIC PARTICIPATION: Participation of the general public at SETA Governing Board meetings is encouraged. The SETA Governing Board has decided to incorporate participants of the audience as part of its agenda for all meetings. Members of the audience are asked to address their requests to the Chairperson, if they wish to speak.