



Sacramento  
Employment and  
Training  
Agency

**GOVERNING BOARD**

**DON NOTTOLI**  
Board of Supervisors  
County of Sacramento

**ALLEN WARREN**  
Councilmember  
City of Sacramento

**JAY SCHENIRER**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

**JIMMIE YEE**  
Board of Supervisors  
County of Sacramento

**KATHY KOSSICK**  
Executive Director

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**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, March 7, 2013

**TIME:** 10:00 a.m.

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

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

**A G E N D A**

**PAGE NUMBER**

- I. Call to Order/Roll Call/Pledge of Allegiance**
- II. Consent Items**
  - A. Minutes of the February 7, 2013 Regular Board Meeting 1-6
  - B. Approval of Claims and Warrants 7
- III. Action Items**
  - A. GENERAL ADMINISTRATION/SETA**
    - 1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Final Reading and Approval of Modification to the SETA Personnel Policies and Procedures: Addition of Section 11.16 Social Media Policy (Rod Nishi) 8-12
    - 2. Approval to Release a Request for Proposals (RFP) for Participant Payroll Services (Michelle O'Camb) 13

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

## **B. WORKFORCE DEVELOPMENT DEPARTMENT**

**Refugee Services:** None.

### **One Stop Services**

1. Approval to Release the WIA Adult/Dislocated Worker Request for Proposals (RFP) for Sacramento Works Training Centers (Robin Purdy) 14-16
2. Approval to Accept WIA Governor's Discretionary Funding, Authorize the Executive Director to Negotiate and Execute the Contract, Augment Sacramento Works Career Centers, Allocate Funds for Individual Training Accounts (ITAs)/Scholarships, and Allocate Funds to the WIA Title I Request for Proposals for Sacramento Works Training Centers (Robin Purdy) 17-18
3. Approval of the Acceptance of the Second Increment of National Emergency Grant (NEG) Funds and the Augmentation of NEG Funds to On-the-Job Training (OJT) Providers (Michelle O'Camb) 19-20

### **Community Services Block Grant**

4. Approval to Ratify the Covered California Application for an Outreach and Education Program Grant (Cindy Sherwood-Green) 21
5. 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 (Cindy Sherwood-Green) 22-23

## **C. CHILDREN AND FAMILY SERVICES**

### **IV. Information Items**

- A. Fiscal Monitoring Reports 24-28  
✓ Asian Resources, Inc. (2 reports)
- B. Employer Success Stories and Activity Report 29-35
- C. Dislocated Worker Update 36-37
- D. Head Start Reports 38-57
  - \* Fiscal Report (Roy Kim)
  - \* Policy Council Minutes
  - \* Program Report

**V. Reports to the Board**

58

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

**VI. Adjournment**

**DISTRIBUTION DATE: THURSDAY, FEBRUARY 28, 2013**

ITEM II-A - CONSENT

MINUTES OF THE FEBRUARY 7, 2013 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the February 7, 2013 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

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

Minutes/Synopsis

*(Minutes reflect the actual progression of the meeting.)*

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

Thursday, February 7, 2013  
10:00 a.m.

**I. Call to Order/Roll Call/Pledge of Allegiance:** Supervisor Jimmie Yee called the meeting to order at 10:07 a.m.

⇒ Welcome of new board member: Councilmember Allen Warren was introduced and gave a brief review of his experience and interests.

⇒ Recognition of outgoing board member: Ms. Kossick reported that Councilmember Bonnie Pannell has served on the SETA Governing Board since 1998 and it has been a privilege to have her on the board. Ms. Pannell is a tireless fighter for her constituents. Ms. Pannell was presented with a plaque in appreciation of her years of service to SETA.

Members Present:

Allen Warren, Councilmember, City of Sacramento  
Jimmie Yee, Vice Chair, Governing Board; Member, Board of Supervisors  
Don Nottoli, Member, Board of Supervisors

Member Absent:

Sophia Scherman, Public Representative  
Jay Schenirer, Councilmember, City of Sacramento

**II. Consent Items**

- A. Minutes of the December 6, 2012 Regular Board Meeting
  - B. Approval of Claims and Warrants
  - C. Receive, Adopt and File Sacramento County Annual Investment Policy of the Pooled Investment Fund Calendar Year 2013
  - D. Approval to Submit Foundation Proposals and Accept Funds to Support the Safe Community Partnership and Authorize the SETA Executive Director to Execute the Sub grant Agreements, Modifications and any Other Documents Required by the Funding Sources
  - E. Approval of Resolution to Endorse the Next Economy Capital Region Prosperity Plan
- There were no questions or comments.

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

- A. Approve the December 6, 2012 minutes.
- B. Approve the claims and warrants for the period 11/29/12 through 1/30/13.

- C. Receive, adopt, and file this Investment Policy for the Pooled Investment Fund for the calendar year 2013.
- D. Approve the submission of proposals to and accept funds from Kaiser Community Benefits Foundation, The California Endowment and The California Wellness Foundation to support additional direct services for the Safe Community Partnership; and, authorize the SETA Executive Director to execute the subgrant agreements, modifications and any other documents required by the funding sources.
- E. Approve a Resolution endorsing the Next Economy Capital Region Prosperity Plan and direct staff to actively engage in the shaping and implementation of this plan so it may be integrated into planning and development activities to the extent it is compatible with the Mission and Vision of SETA.  
Voice Vote: Unanimous approval.

### III. Action Items

#### A. GENERAL ADMINISTRATION/SETA

1. Election of Officers of the Sacramento Employment and Training Agency Governing Board to Complete the Remaining Term of Current Officers

Mr. Larry Larsen stated that because Ms. Pannell was the former chair, the board needs to take action to appoint a new chair and potentially a new vice chair. If it is Mr. Yee, the board would also have to appoint a new vice chair.

Moved/Warren, second/Nottoli, to elect Supervisor Yee as Chair and Councilmember Schenirer as Vice Chair.  
Voice Vote: Unanimous approval.

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** First Reading of the Modification to the SETA Personnel Policies and Procedures: Addition of Section 11.16 Social Media Policy

Mr. Yee opened a public hearing.

Mr. Rod Nishi reviewed the social/media policy recommended to modify the personnel policies and procedures. There were several areas identified for minor proposed edits. On March 7 the final version of the policy will be presented for final approval.

Moved/Nottoli, second/Warren, to receive input on the recommended modification, and continue to March 7, 2013, where the public hearing will be closed and the attached modification to the SETA Personnel Policies and Procedures: Addition of Section 11.16 Social Media Policy will be approved.  
Voice Vote: Unanimous approval.

3. Approval to Extend Audit Services Agreement for Fiscal Year Ending June 30, 2013 and Authorize the Executive Director to Sign the Agreement

Mr. Roy Kim reviewed this item which is requesting the third and final year to extend the audit services agreement with Gilbert and Associates.

Moved/Nottoli, second/Warren, to approve the extension of the agreement with Gilbert Associates, Inc., for audit services for the fiscal year ending June 30, 2013, in the amount of \$51,630, and authorize the Executive Director to sign the agreement.

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

## **B. WORKFORCE DEVELOPMENT DEPARTMENT**

**Refugee Services:** None.

**One Stop Services:** None.

### **Community Services Block Grant**

1. Approval of Resolution to Accept Program Year 2013 Community Services Block Grant (CSBG) Funds and Authorize the SETA Executive Director to Sign the Agreement and any Amendments to the Agreement

Ms. Cindy Sherwood-Green reported that the final amount is expected to be around \$1 million. The Agency has not received an official notice of the final federal Community Services Block Grant award for 2013; the initial amount of \$449,549 has been authorized.

Moved/Nottoli, second/Warren, to approve a resolution to accept program Year 2013 CSBG funds, and authorize the Executive Director to sign the agreement and any amendments to the agreement.

Voice Vote: Unanimous approval.

2. Approval to Submit a Grant Application to Covered California for an Outreach and Education Program Grant

Ms. Cindy Sherwood-Green reported that Covered California released a Request for Proposals (RFP) on January 25, 2013, to solicit applications from interested organizations to participate in the Outreach and Education Program Grant. This board item requests approval to submit an application in the amount of \$1 million. In reply to a question regarding the source of the funds, Ms. Sherwood-Green replied that "Obama care" set up funds to make this grant available.

Mr. Larsen stated that the approval of this item is subject to ratification of the application on March 7.

Moved/Warren, second/Nottoli, to approve the submission of a grant application for up to \$1 million to Covered California to establish and implement a coordinated outreach and education program in Sacramento County over a two

year period. This approval is subject to ratification of the application at the March 7, 2013 Governing Board meeting.  
Voice Vote: Unanimous approval.

**C. CHILDREN AND FAMILY SERVICES**

**IV. Information Items**

- A. Media Coverage Summary for the Period July 1, 2012 – December 31, 2012: No questions or comments.
- B. Summary of Provisions of Pension Reform Bill AB 340: No questions or comments.
- C. Summary of WIA Plan Process

Ms. Purdy stated that over the next several months, staff will be coming to the board with the draft five-year strategic plan and an RFP for dislocated and adult funds. Staff is working to align with the State WIA plan as well as the regional and local WIB plans. The RFP will take the Agency in a different direction. The career center system was developed in the mid-1990s when there were plenty of jobs and a shortage of workers. Staff is proposing changing system from a neighborhood based career center system; the Agency has been heavily invested in the system and it works to a certain extent. There is a need to put more money into areas to increase workers' skills. The Agency is working to align with Next Economy and with the California Workforce Investment Board's plan. The Agency is proposing to use more funds to move from career centers to a system that has comprehensive career centers and funds training centers that provide skills upgrade training and adult education training and training for clusters. The goal is to take underskilled and unemployed workers and work with adult education, apprenticeship and private post-secondary to focus on long-term training. Staff will be coming to the board on March 7 for approval to release an RFP. The funds will be from the WIA and the County Department of Human Assistance to do procurement for Sacramento Works training centers.

Ms. Robin Purdy has talked with the Site Supervisors regarding the possible change to the system; a good number of the centers are already in a position to be a training center. It would shift the services to focus on skill building rather than connecting people to jobs.

- D. Fiscal Monitoring Reports: No comments.
- E. Employer Success Stories and Activity Report: No comments.
- F. Dislocated Worker Update: Mr. William Walker reported that staff has been able to make contact with Hostess and have provided several orientations. The dislocated workers received \$60.00 for their severance package. Hostess is on the list of the state to receive funds.



Ms. Purdy stated that the Agency is anticipating receiving \$4.8 million to Sacramento area to deal with Comcast, Campbell's Soup, and Hostess dislocated workers. All of these people would be eligible to enroll in these retraining services.

- G. Unemployment Update/Press Release from the Employment Development Department: Mr. Warren asked if it was possible to get the data by district or ethnic group. Ms. Kossick will check with the state to see if they can 'shred' it down more specifically.
- H. Head Start Reports: No additional report.

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick welcomed Councilmember Warren to the board. Ms. Kossick acknowledged Supervisor Yee's birthday coming up on Sunday. Mr. Yee stated that it is also Chinese New Year. Ms. Kossick thanked Supervisors Yee and Nottoli for participating in the Head Start self assessment. In March, Ms. Denise Lee will provide a summary of recommendations presented by the review group. The final quote for Workers' Compensation insurance from AIG is almost \$100,000 less than was quoted in December. Ms. Kossick is requesting changing some board meetings in the future. Staff is working to set up a Governing Board meeting on April 29 to approve the Head Start grant application which is due on May 1. In addition, staff is asking to move the June 6 meeting which is funding for the RFP to June 20.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No comments.

**VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION** (subdivision (a) of Section 54956.9)

CONNIE ARNOLD v. ELK GROVE UNIFIED SCHOOL DISTRICT, et al.  
US District Court – Eastern District Case No. 2:12-CV-02431-MCE (GGH)

The board recessed to closed session at 11:23 a.m.

- VII. **Adjournment:** the meeting was adjourned at 11:29 a.m. with no report out of closed session.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 1/31/13 through 2/28/13, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 1/31/13 through 2/28/13.

STAFF PRESENTER: Roy Kim

ITEM III-A – 1 - ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: FINAL READING AND APPROVAL  
OF MODIFICATION TO THE SETA PERSONNEL POLICIES AND PROCEDURES:  
ADDITION OF SECTION 11.16 SOCIAL MEDIA POLICY**

**BACKGROUND:**

The SETA Personnel Policies and Procedures set forth the practices that are followed by the Sacramento Employment and Training Agency (SETA). These policies and procedures apply to all employees. Provisions in recognized and duly adopted Collective Bargaining Agreements that set forth terms and conditions of employment not covered in these Policies and Procedures shall also apply.

Per Section 1.02 Concurrence of Council and Board, both the Head Start Policy Council and the SETA Governing Board must approve modifications to these Personnel Policies and Procedures.

The use of Social Media is growing by leaps and bounds. The Agency is using it; and staff uses it professionally and personally. The purpose of the creation of a policy regarding Social Media is to provide guidance in the expected and proper use from an Agency perspective. All posts are not private and have a life of their own. Therefore it makes good business sense to provide that guidance through a Social Media Policy.

Staff have discussed and reviewed this policy with the Union, AFSCME on December 20, 2012.

On January 22, 2013, the Head Start Policy Council approved the addition of the Social Media Policy.

On February 7, 2013, the SETA Governing Board conducted a first reading of the modification to the SETA Personnel Policies and Procedures: addition to Section 11.16 Social Media Policy; opened a public hearing regarding the proposed modification; and continued the public hearing to March 7, 2013.

Based upon discussions among the Board members and staff, minor proposed edits were made to the proposed policy as shown in the attached modification. Staff will be present to respond to any questions.

**RECOMMENDATION:**

Hear testimony, close the public hearing and approve the attached modification to the SETA Personnel Policies and Procedures: Addition of Section 11.16 Social Media Policy.

**STAFF PRESENTER:** Rod Nishi

Social Media Policy  
Section 11.16

Social Media includes web and mobile-based technologies which are used to turn communication into interactive dialogue among organizations, communities, and individuals. Social media technologies take on many forms including but not limited to, Internet forums, weblogs, social blogs, microblogs, wikis, social networks, podcasts, photographs or pictures, and video. Examples include but are not limited to blogs, Facebook, Twitter, LinkedIn, YouTube, Pinterest, Instagram, and Flickr.

SETA employees may use social media while at work in the following situations:

1. Employee use of official agency interests; for the expressed purpose of communicating the Agency's interest or specific programmatic and policy interest; internal blogs or wikis for collaboration among agency project teams.
2. Employee use for professional interests; for the purpose of furthering their specific job responsibilities or professional duties through an externally focused site; to inform themselves on important issues or to collaborate with their peers; to consume and exchange information; going outside of the internal network of the agency.
3. Employee use for personal interests not related to their job duties; examples (not intended to be comprehensive): checking personal Facebook, send out a personal Tweet, or watch the latest viral YouTube video. **These actions must be done during meal or other designated break time during work hours.**

SETA employees using social media in an official agency interest shall receive approval from their department (Workforce Development, Children and Family Services, Administration, Fiscal, Information Technology) head and shall coordinate through the SETA Public Information Officer (PIO). In addition, employees shall receive training and clearance from the SETA PIO.

It shall be the department's responsibility to maintain the social media site, approve all content published to the site, and notify users and visitors to the social media site that any of the following forms of content shall not be allowed:

- Profane language;
- Sexual content;
- Discriminatory content;

- Comments that are not topically related or out of context;
- Solicitations of commerce; or
- Any content in violation of applicable law.

SETA does not endorse or take responsibility for content posted by third parties. SETA reserves the right to restrict or remove any content that is deemed in violation of these social media guidelines or any applicable law.

Required footnote for all Agency-generated social media sites:

“The views and opinions expressed on SETA’s social media sites do not necessarily represent those of SETA. SETA cannot be held responsible for the accuracy, currency or reliability of information posted by external parties.”

**Any content published in a social media format that relates to SETA business is a public record. The department responsible for maintaining the social media site shall preserve records for purposes of public records retention.**

Wherever possible, all SETA social media sites shall comply with all appropriate SETA Policies and Procedures, including but not limited to the acceptable use of SETA equipment, Internet access, Information Technology Policy, Electronic Communications.

### BRANDING SOCIAL MEDIA

Consistent branding is always an important issue for SETA, but in the social media world it is essential. Social media pages developed by SETA should be branded as “official”. SETA social media pages must include the official logos and a text statement “This is an official SETA social media page”.

### ACCEPTABLE USE

- A. Use of SETA’s name should include a statement that the employee is a SETA employee and that the employee’s views are theirs alone and do not reflect the views of SETA.
- B. Personal use of social media should not be conducted on Agency time.
- C. Professional use of social media may be conducted on Agency time within reasonable time frames related to their specific job responsibilities or professional duties. See guidelines above.
- D. Employees shall represent themselves to be who they really are., so long as the employee can do so without forfeiting their legal rights to engage in concerted or protected activities under the Miles-Milias-Brown Act (MMBA).

- E. Whenever commenting on SETA-related topics via social media channels, employees are requested to:
- a. Use a method of disclosure that makes it easy for the average reader to understand the employee's position, avoid jargon or ambiguous language;
  - b. If an employee chooses to share an opinion on SETA policy, they may do so only if they precede their social media disclosure with a disclaimer acknowledging their personal opinion does not necessarily reflect the opinion of SETA. This requirement is not meant to interfere with their legal rights to bargain collectively or engage in concerted or protected activities under the MMBA, but rather to ensure that others can easily distinguish the official position of SETA or SETA's management from those of SETA employees.

### UNACCEPTABLE USE

- Profane language;
- Sexual content;
- Discriminatory content;
- Comments that are not topically related or out of context;
- Solicitations of commerce; or
- Any content in violation of applicable law.

### RESPECTFULNESS

The same standards, principles and guidelines that apply to SETA employees in the performance of their assigned duties apply to employee social media technology use.

- A. Employees should always be respectful of every individual's legal right to express their opinions, whether those opinions are complimentary or critical.
- B. Whether officially authorized to speak on behalf of SETA or not, employees may be seen by people outside of SETA as representatives of SETA. Employees are encouraged to represent the core values of SETA whenever they make social media disclosures about the Agency or Agency-related topics.
- C. Harassment, threats, intimidation, ethnic slurs, personal insults, obscenity, racial or religious intolerance and any other form of behavior prohibited in the workplace is also prohibited via social media channels.

- D. Employees who choose to make social media disclosures about topics relevant to SETA should always be aware that their disclosures are not private or temporary. Social media disclosures live online indefinitely, and employees should remember that they will be visible to a broad audience and possibly read out of context.
- E. Honor the privacy of SETA employees by seeking their permission before writing about or displaying internal happenings that might be considered to be a breach of their privacy and confidentiality.

ITEM III-A - 2 - ACTION

APPROVAL TO RELEASE A REQUEST FOR PROPOSALS (RFP)  
FOR PARTICIPANT PAYROLL SERVICES

BACKGROUND:

In 2009, the SETA Governing Board approved a contract for payroll services for participants in employment programs funded by SETA with Workforce Investment Act, Recovery Act and other public and private funds. The contract extension for this expires on June 30, 2013. Staff is requesting approval to release a Request for Proposals (RFP) to solicit proposals from qualified applicants to provide participant payroll, act as the employer of record, and provide required worker's compensation insurance for a variety of SETA employment programs.

Staff is recommending that participant payroll be conducted by a third party to reduce costs and streamline processes for the payroll associated with participants engaged in SETA's Work Experience program. Work experience provides a valuable entry into the workforce for under-served populations. This activity is routinely used in SETA-operated employment and training programs. SETA currently administers contracts for employment services that are funded by a variety of funding sources, including the Employment Development Department, City of Sacramento, Sacramento County Department of Human Assistance and regional foundations.

RECOMMENDATION:

Approve the release of a Request for Proposals for participant payroll services. The RFP will be sent under separate cover.

STAFF PRESENTER: Michelle O'Camb



## ITEM III-B – 1 - ACTION

### APPROVAL TO RELEASE THE WIA ADULT/DISLOCATED WORKER REQUEST FOR PROPOSALS (RFP) FOR SACRAMENTO WORKS TRAINING CENTERS

#### BACKGROUND:

Since 1996, twelve (12) Sacramento Works One Stop Career Centers (SWCC) have been strategically located throughout Sacramento County, operating as neighborhood based career centers providing a “no wrong door” approach to meeting the workforce and employment needs of job seekers and employers. In the late 1990’s when this system was created, the economy was expanding, many industries faced labor shortages, and most unemployed workers only needed assistance finding new jobs in which they could use their existing skills.

In today’s economy, workers are facing a much tighter labor market and there is a growing gap between the skills of unemployed workers and the skills required in available job openings. The skills that today’s workers most need to connect to family sustaining wages are increasingly obtained through advanced education and training resulting in industry-recognized credentials and degrees. At the same time, the WIA allocation is shrinking and new state and federal legislation requires a larger percentage of WIA funds to be directed towards training.

Since October 2012, SETA staff and the Planning/Oversight Committee of Sacramento Works Inc. have been holding public input meetings to solicit input from employers, job seekers, community stakeholders, education and training providers, community-based organizations and other interested parties regarding the workforce needs of the region. In addition, 13,000 surveys were sent out in November to job seekers, businesses, and partner agencies to identify the services and activities and services that are most important in assisting job seekers transition to employment. Input received from stakeholders and the public identified a need for:

1. An increase in services targeting vulnerable populations (including limited English speakers, high-school drop-outs, ex-offenders, welfare recipients, veterans, individuals with disabilities, and long-term unemployed) in developing the academic, job readiness and occupational skills necessary to compete in the regional labor market.
2. An entry point for vulnerable populations to the One-stop Career Center System.
3. Centers that focus on the needs of job seekers in low-income, high unemployment neighborhoods and zip codes.

STAFF PRESENTER: Robin Purdy

ITEM III-B – 1 – ACTION (continued)

Page 2

4. An increase in the resources allocated to training activities.
5. An increase in training in occupational clusters/sectors that have high demand and/or the potential for high growth in the region.

In response to the input received, staff is recommending new Five-Year Strategic Workforce Goals and functional changes in the Sacramento Works One Stop Career Center.

**Proposed Five-Year Strategic Workforce Goals:**

1. Meet the workforce needs of high demand sectors of the regional economy and diversify the economy through growth and support of occupational clusters/sectors with high demand and growth potential.
2. Build and Maintain a World-Class Talent Base by:
  - Increasing the number of Sacramentans who obtain a marketable and industry-recognized credential or degree, with a special emphasis on unemployed, underemployed, low-skilled, low-income, veterans, disabled individuals, and other at-risk populations, and
  - Increasing the number of high school graduates and high school drop-outs (with emphasis on at-risk youth and those from low-income communities), who are prepared for postsecondary education and/or a career.
3. Support system alignment, service integration and continuous improvement using data to support evidence-based policymaking.

**Proposed Functional Changes in the Sacramento Works One Stop Career Center system:**

1. Prioritize Training in high demand/high growth Occupational Clusters/Sectors

Staff has reviewed labor market research by the Center for Economic Research, EMSI, Inc., and the EDD Labor Market Information Division and is recommending a focus on

- Next Economy core business clusters that show high growth or replacement potential for occupations requiring 1-2 years of post-secondary education.
- Sectors/clusters including occupations forecast to provide 200 or more jobs, based on absolute growth and replacement demand, and median hourly earnings of \$10.00 or greater.
  - ✓ Administrative and Support Services
  - ✓ Transportation, Production and Manufacturing

STAFF PRESENTER: Robin Purdy

ITEM III-B – 1 – ACTION (continued)

Page 3

- ✓ Installation, Maintenance and Repair
- ✓ Health Services (Life Sciences)
- ✓ Information and Communications Technology
- ✓ Construction/Clean Energy Technology
- ✓ Agriculture, Food and Hospitality

2. Change activities included in the RFP to increase resources available for training.

To respond to the needs of today's employers and unemployed/underskilled workers, SETA/Sacramento Works is seeking to transition away from one-stop career centers and is proposing that the funds allocated in this Request for Proposals be used to fund Sacramento Works Training Centers. Sacramento Works Training Centers will provide training that leads to:

1. a certificate, credential, or associate degree, or
2. the skills or competencies needed for a specific job, occupation, or occupational group in one of the Critical Occupational Clusters approved by Sacramento Works

Training offered through Sacramento Works Training Centers may include:

1. Job readiness training focusing on an approved sector/cluster. Job readiness training includes services that teach skills needed to be successful in the workplace and in a particular occupational cluster.
2. Vocational English As A Second Language, Adult Basic Education, GED Preparation/High School Completion Services and/or literacy activities *provided in conjunction with one or more of the other training services.*
3. Customized training conducted with a commitment by an employer or group of employers to employ, an individual upon successful completion of the training.
4. Occupational Skills Sector Initiatives
5. On-the-job training/Subsidized Employment

The timeline for approval of the RFP process is:

March 8, 2013	Release of Request for Proposals
March 20, 2013	Bidders Conference
April 25, 2013	Proposal Due Date
June 20, 2013	SETA Governing Board Funding Decisions
July 1, 2013	Program year begins

RECOMMENDATION:

Approve the release the WIA Adult/Dislocated Worker Request for Proposals (RFP) for Sacramento Works Training Centers. The RFP will be sent under separate cover.

STAFF PRESENTER: Robin Purdy

ITEM III-B – 2 - ACTION

APPROVAL TO ACCEPT WIA GOVERNOR'S DISCRETIONARY FUNDING, AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE THE CONTRACT, AUGMENT SACRAMENTO WORKS CAREER CENTERS, ALLOCATE FUNDS FOR INDIVIDUAL TRAINING ACCOUNTS (ITAs)/SCHOLARSHIPS, AND ALLOCATE FUNDS TO THE WIA TITLE I REQUEST FOR PROPOSALS FOR SACRAMENTO WORKS TRAINING CENTERS

BACKGROUND:

On February 13, 2013, the California Employment Development Department announced the funding of the California Multi-Sector Workforce Partnership, a statewide collaboration of 13 counties represented by 14 Workforce Investment Boards heavily impacted by mass layoff of employers with over 50 employees. The \$19,049,512 grant will provide job training and job search assistance to 2,497 laid-off workers in Alameda, Colusa, Contra Costa, Glenn, Imperial, Los Angeles, Orange, Sacramento, San Benito, San Joaquin, San Luis Obispo, Sutter, and Yuba counties. The program is funded with the Governor's 25% discretionary portion of the Title I Workforce Investment Act Dislocated Worker Program. The grant applicant and fiscal agent for the WIA 25% Multi-Sector Workforce Partnership is South Bay Workforce Investment Board.

SETA has been allocated \$5,990,400 to serve 832 workers dislocated from the following 16 employers in Sacramento County over the last 12 months:

- Comcast
- Campbell's Soup
- First Data Government Solutions
- Verizon
- Hostess Brands, Inc.
- Raley's/Bel Air
- City of Sacramento
- Micro Semi
- Sacramento City Unified School District
- San Juan Unified School District
- Xyratex
- Foster Farms Dairy
- Bank of America
- Penny Savers
- Volcano
- California Department of Corrections

Staff is recommending an augmentation of \$180,000 (\$30,000 for each of the following Sacramento Works One Stop Career Centers) to add an additional staff at each center through June 30, 2013 to contact affected workers, inform them of the services available, register affected workers in the career center system, conduct skill assessment and career planning and coaching, and identify appropriate training programs to retrain workers in high demand skills:

SWCC – Broadway: Asian Resources, Inc.

SWCC – Citrus Heights: Crossroads Diversified Services, Inc.

STAFF PRESENTER: Robin Purdy

ITEM III-B – 2 - ACTION (continued)  
Page 2

SWCC – Greater Sacramento Urban League  
SWCC – La Familia Counseling Center  
SWCC – Lemon Hill: Sacramento City Unified School District  
SWCC – South County: Elk Grove Unified School District

Staff is also seeking approval to include up to \$2,000,000 of the WIA Dislocated Worker 25% grant funds in the WIA Title 1 Request for Proposals for Sacramento Works Training Centers, and allocate up to \$1,000,000 to Individual Training Accounts/Scholarships for retraining affected workers.

RECOMMENDATION:

Accept WIA Title I Governor's Discretionary Dislocated Worker funds, authorize the Executive Director to negotiate and execute the contract, augment Sacramento Works Career Centers, allocate funds for Individual Training Accounts (ITAs)/Scholarships, and allocate up to \$1,000,000 to the WIA Title I Request for Proposals for Sacramento Works Training Centers.

STAFF PRESENTER: Robin Purdy

## ITEM III-B – 3 - ACTION

### APPROVAL OF THE ACCEPTANCE OF THE SECOND INCREMENT OF NATIONAL EMERGENCY GRANT (NEG) FUNDS AND THE AUGMENTATION OF NEG FUNDS TO ON-THE-JOB TRAINING (OJT) PROVIDERS

#### BACKGROUND:

As a participant in the State of California, Employment Development Department's (EDD) statewide application to the U.S. Department of Labor (DOL) for Workforce Investment Act (WIA) National Emergency Grant (NEG) funds, SETA received formal notification from the State in June, 2010 that funding was awarded. The funding was awarded to provide On-the-Job Training (OJT) opportunities to "prolonged" dislocated workers – those out of work for 21 weeks or more, with priority given to those out of work for 99 weeks or more.

The OJT activity is intended to engage prospective employers in providing appropriate and meaningful training opportunities to eligible individuals. It is designed to place customers into full-time jobs in high skill, high growth occupations. OJT is a "hire first" activity that provides a reimbursement of the wages paid by an employer to an employee during the training period. Wage reimbursement rates under the NEG OJT are provided on a sliding scale based on employer size:

- Up to 90% for employers with 50 or fewer employees
- Up to 75% for employers with 51 to 250 employees
- Up to 50% for employers with 251 or more employees

#### **First Increment of NEG Funding –**

SETA received \$725,462 in the first increment of NEG funding and awarded 103 OJT slots to the SETA OJT providers that were either meeting or exceeding contractual service levels at the time of award. SETA was awarded two augmentations to the first increment of NEG funding in March and August, 2012,

bringing the total allocation to \$1,163,020 to serve 151 participants. The funding became available as a result of State unspent and reclaimed NEG OJT funds. SETA enrolled 146 customers in the first increment (96% of plan) and attained an 84% entered employment rate.

#### **Second Increment of NEG Funding –**

In September, 2011, SETA received formal notification from the State that it had been selected to receive a second increment of NEG OJT funding in the amount of \$400,000.

STAFF PRESENTER: Michelle O'Camb

### ITEM III-B – 3 – ACTION (continued)

Page 2

The funding became available as a result of a \$3.9 million NEG OJT funding augmentation awarded to the State from the U.S. DOL to continue providing OJT opportunities to the “prolonged” dislocated worker population. SETA awarded 57 slots to OJT providers that were either meeting or exceeding contractual service levels at the time of the award.

In August, 2012, SETA was informed by the State that there was an additional \$577,525 available to augment SETA’s second increment of NEG funding. Acceptance of the funds brought SETA’s total allocation of second increment NEG OJT funding to \$977,525 to serve 140 participants. The funding became available as a result of State unspent and reclaimed NEG OJT funds. SETA is well on the way to meeting the enrollment goals of the second increment, having enrolled 81 customers (54% of year-end goals by the end of the second quarter), and achieving an entered employment rate of 85%.

In February, 2013, SETA was informed by the State that there was an additional \$200,000 available to augment SETA’s second increment of NEG funding to serve an additional 28 NEG eligible participants. Acceptance of the funds will bring SETA’s total allocation of second increment NEG OJT funding to \$1,177,525 to serve 168 participants.

Staff is seeking approval to accept the additional \$200,000 in second increment NEG OJT funding to provide OJT opportunities to 28 NEG eligible participants. Additionally, staff is seeking approval to augment the current OJT providers reflected below a total of \$176,400 to serve participants. The remaining funds (\$23,600) will be utilized by SETA for the continued coordination and oversight of the NEG OJT program. The recommended augmentations are based upon their demonstrated performance under the first and second increments of NEG OJT funding:

- Asian Resources, Inc. – 8 OJT slots at \$50,400
- Bach Viet Association, Inc. – 8 OJT slots at \$50,400
- North State Building Industry Foundation – 12 OJT slots at \$75,600

### RECOMMENDATION

Approve the acceptance of an additional \$200,000 in second increment NEG OJT funding from the State of California, EDD, and to augment a total of \$176,400 of the allocation to the OJT providers reflected above to serve an additional 28 NEG eligible participants.

STAFF PRESENTER: Michelle O’Camb

ITEM III-B – 4 - ACTION

APPROVAL TO RATIFY THE COVERED CALIFORNIA APPLICATION  
FOR AN OUTREACH AND EDUCATION PROGRAM GRANT

BACKGROUND:

On February 7, your board approved the submission of a grant application for \$1 million to Covered California to establish and implement a coordinated outreach and education program in Sacramento County for the period of May 1, 2013 through December 31, 2014. At the time of the meeting, the application was in its early stages and partners and the proposed funding levels had not been confirmed. The information was to be provided at the March 7, 2013 meeting.

The proposal has been completed and was submitted on March 4, 2013. The following lists the proposed partners with which the Agency will subcontract and the proposed funding amounts:

✓ Community Resource Project	\$ 80,670
✓ Child Action, Inc.	\$195,252
✓ Folsom-Cordova Community Partnership	\$ 92,508
✓ La Familia Counseling Center	\$135,733
✓ South County Services	\$ 69,866

RECOMMENDATION:

Approve ratification of the Covered California Application to include the proposed subcontractors and funding amounts noted above.

STAFF PRESENTER: Cindy Sherwood-Green



ITEM III-B – 5 - ACTION

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

BACKGROUND:

On February 6, 2013, the State Department of Community Services and Development (CSD) released a Notice of Funding Availability (NOFA) for Community Services Block Grant (CSBG) Discretionary Funding Targeted Initiatives and Innovative Projects. A total of \$1.6 million is available to fund agencies that will implement direct client service programs that benefit low-income individuals, families, and communities. The program period is from June 1, 2013 through June 30, 2014. The maximum award is \$100,000. The application due date was March 6, 2013.

Your approval is requested to ratify the submission of an application in the Youth Services (including employment) category of funding. SETA will partner with Waking the Village to implement a work experience program within Waking the Village's ArtBeast Children's Studio. ArtBeast is an existing, innovative arts center for children aged seven and younger that was created to help fund Tubman House, a free 18-month housing and support program for formerly homeless and parenting youths aged 18-22. Waking the Village has been a SETA partner and subcontractor for the past eight years. It has a proven track record for creating a supporting environment in which young parents and their children thrive. Tubman House partners with each resident to reduce dependency on programs and unhealthy relationships so that each resident is able to sustain housing, a strong parent-child relationship, jobs, and progress toward careers upon graduation. Residents receive intensive case management, parent coaching and educational support, and experience healthy living.

The proposed program will expand the employment component at Art Beast by providing opportunities for 25 current and former residents of Tubman House to participate in a 240 hour work experience training. Duties will include cleaning and restocking supplies in the arts rooms, registering participants, providing customer service, and be trained to teach workshops onsite and at elementary school classes.

If awarded funding, SETA will subcontract with Waking the Village in the amount of \$80,000 to fund a part-time Waking the Village Youth Development Coordinator who will train and supervise the trainees and provide soft-skills training to increase their job readiness and for a part-time Child Care Coordinator to expand capacity at Waking the Village's onsite child care center so participants' children can be cared for in a safe, familiar setting. It will also pay for work experience wages for the 25 participants and

STAFF PRESENTER: Cindy Sherwood-Green

ITEM III-B – 5 – ACTION (continued)

Page 2

support services. Experienced SETA case management staff will work with participants in creating an individualized employment plan, to capitalize on the strengths and interests of participants in the work experience and schedule monthly meetings to review progress and address any challenges.

The following outcome goals are planned by the end of the program year:

- 25 youths will have been hired for a work experience at ArtBeast. Of those, 22 (88%) will work at progressively responsible positions at ArtBeast to include registering new clients and working with the public; 20 (80%) will be giving workshops both within ArtBeast and at area elementary schools.
- Participants will gain an understanding of strengths and interests for specific career tracks.
- Participants will gain valuable job skills and experience.
- Participants will learn to balance responsibilities for work, family, and school in a safe and nurturing environment.
- Participants will gain leadership skills and learn how to apply them to their communities.

RECOMMENDATION:

Ratify the submission of the CSBG Discretionary Grant application to the State Department of Community Services and Development in the amount of \$100,000. Approve funding for Waking the Village in the amount of \$80,000.

STAFF PRESENTER: Cindy Sherwood-Green

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:** January 28, 2013  
**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	\$ 149,380	7/1/11-6/30/12	4/1/12-6/30/12
WIA	OSS/ADULT	\$ 427,141	7/1/11-6/30/12	4/1/12-6/30/12
WIA/CW	OJT	\$ 279,061	7/1/11-6/30/12	4/1/12-6/30/12
WIA/NEG	OJT	\$ 75,600	10/6/11-6/30/12	4/1/12-6/30/12
WIA	OJT	\$ 171,721	7/1/11-6/30/12	4/1/12-6/30/12
WIA	US	\$ 71,500	7/1/11-6/30/12	4/1/12-6/30/12
WIA	OOS/YOUTH	\$ 307,160	7/1/11-6/30/12	4/1/12-6/30/12
TA	ES	\$ 67,000	10/1/11-9/30/12	4/1/12-9/30/12
RESS	VESL	\$ 90,000	10/1/11-9/30/12	4/1/12-9/30/12
TAD	ES	\$ 2,625	9/30/11-9/29/12	4/1/12-9/30/12
TAD	VESL/ES	\$ 4,852	9/30/11-9/29/12	4/1/12-9/30/12
NEG(775)	OJT	\$ 25,000	7/1/11-6/30/12	4/1/12-6/30/12
NEG(775)	OJT carryover	\$ 581	7/1/12-6/30/13	7/1/12-8/31/12

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** Nov 5-9, 2012

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
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			

**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:** Stephanie Nguyen **DATE:** February 4, 2013  
**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	\$ 143,242	7/1/12-6/30/13	7/1/12-10/31/13
WIA	OSS/ADULT	\$ 429,725	7/1/12-6/30/13	7/1/12-10/31/13
WIA	OJT	\$ 231,823	7/1/12-6/30/13	7/1/12-10/31/13
WIA/CW	OJT	\$ 376,732	7/1/12-6/30/13	7/1/12-10/31/13
WIA	US	\$ 71,500	7/1/12-6/30/13	7/1/12-10/31/13
WIA	OOS/YOUTH	\$ 307,160	7/1/12-6/30/13	7/1/12-10/31/13

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** Nov 5-9, 2012

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
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			

**Program Operator:** Asian Resources, Inc.

**Findings and General Observations:**

The total costs as reported to SETA for 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

ITEM IV-B – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

Staff at Sacramento Works Career Centers and internal Employer Services staff work with local employers to recruit qualified employees. Attached is a listing of employers recently assisted.

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker



# Employer Activity Report

July 1, 2012 - February 25, 2013

EMPLOYER	JOBS	NO OF POSITIONS
Aamcom	Customer Service Representative (CSR)	4
ACS Roofing Company	Roofing Installer	2
Academic Advantage	Enrollment Representative	4
Advance Services Inc.	Packing Supervisor	1
Advanced Call Center Technologies	Call Center Representatives	120
	Customer Service & Sales Associates	35
	Customer Service Representatives	10
	Office Assistant	1
	Receptionist	1
	Supervisor II	15
Advantage Resourcing	Assistant Operator	2
ALSCO, Inc.	Accounts Receivable Clerk/Specialist	1
	Accounts Receivable Clerk	1
	Account Sales Consultant	2
	Assistant Production Manager	1
	Maintenance Technician	1
	Utility Laundry Worker	1
Amarr	Manager Trainee	1
American River Package One	Assistant Machine Operator	5
AMERIGAS	Customer Service Agent	32
Americans Helping America	Computer Technician	4
AppleOne Employment Services	Customer Service Representative (CSR)	10
	Sales Consultant	30
Area 4 Agency on Aging	Executive Director	1
Atlas Disposal Industries	Diesel Mechanic	1
Atrium of Carmichael	Housekeeping Worker	3
Berger Steel Corporation	Welders	5
Beutler Corporation	Field Installer	20
	Fleet Mechanic	1
	Low Voltage Alarm and Home Technology Installer	2
	Manufacturing	24
	Plumbers	6
	Warehouse	6
Butler's Environmental Cleaning Services	Truck Wash Technician	5
Capital Christian Center	Human Resources Manager (HR Manager)	1
C&H Sugar Company, Inc.	Maintenance Supervisor	1
	Western Regional Sales Manager	1
	Assistant Buyer	1
Cal Electro, Inc.	Electrical Lineman	1
California Hispanic Chamber of Commerce	Program Specialist	1
Campbell Soup Company	Seasonal Forklift Operators	20
Cayuse Technologies	Computer Programmer	4
Center for Employment Training	Industrial Relations Specialist	1
	Recruiter	1
Cenveo	Facilities Maintenance Technician	1
	Production Supervisor	1
Certified Employment Group	Bilingual Customer Service	100
Child Action	Programmer	1
Child Development Inc.	Associate Teachers	5
Community Link Capital Region	Resource Database Technician	1
Composite Engineering, Inc.	CNC Machinist (Computer Numerically Controlled Machinist)	1
Cover the Kids	Health Program Specialist	1
CR Moving Services	Project Supervisor- Driver/Lead Mover	2
	Load Master/Mover	2
Creating Answers-Powell & Associates	Part-Time Administrative Assistant	1
Crossroads Diversified Services	Dispatcher	1
	Youth Specialist	1

# Employer Activity Report

July 1, 2012 - February 25, 2013

EMPLOYER	JOBS	NO OF POSITIONS
Daryl Pao Farmers Insurance	Marketer Specialist	1
Developmental Disabilities Service Organization	Direct Support Professional	1
DuctTesters, Inc.	HERS Rater II	1
Easy Circulation Promotions	Promotion Specialist	7
	Sales Representative	7
Effie Yeaw Nature Center	Development Associate	1
eVerifile	Customer Service Representative (CSR)	25
	Team Manager	1
Fair Oaks Recreation & Park District	Recreation Leader I (Seasonal)	1
	Recreation Leader III (Seasonal)	1
	Senior Recreation Leader (Camp Director)	1
Fairytale Town	Admissions Cashier	1
	Cafe Cashier/Food Server	1
Folsom OK Tire Stores, Inc.	Auto Mechanic	1
	Tire Technician	1
Foothill Associates	Biologist	1
Fresh Market Inc.	Assistant Deli Manager	3
	Assistant Front End Manager	2
	Assistant Grocery Specialist	2
	Assistant Produce Manager	2
	Baker	2
	Bakery Manager	1
	Bulk Specialist	2
	Cheese Specialist	2
	Coffee/Candy Specialist	1
	Floral/Gift Specialist	2
	Grocery Specialist	2
	Meat Cutter	2
	Seafood Specialist	2
FRSTeam	Marketer	1
General Produce Company	Class A and Class B Delivery Route Drivers	5
	Delivery Route Drivers	5
	Part Time Retail Merchandiser	1
General Truss Company Inc.	Class A Truck Driver	10
	Crane Operator	1
Girl Scouts Heart of Central California	Volunteer Management Specialist	1
Girls on the Run Greater Sacramento, Inc.	Council Director	1
Greener Solutions	Duct Testers - HERS Rater II	1
	Inside Sales Associate	1
Hardware	Outside Sales Representative	1
	Industrial Sales Cashier	1
	Industrial Sales Floor Person	2
Holiday Inn Capitol Plaza- John Q Hammons Hotels, LLC	Dining Room Utility	1
International Line Builders, Inc.	Account Clerk I (Temporary)	1
International Student Support & Educational Services	American Cultural Host	50
J C Penney Portrait Studio	Studio Team Member	10
Jewish Federation of Sacramento Region	Administrative Assistant	1
KidsFirst	Human Resources Manager (HR Manager)	1
L-3 Narda Microwave-West	Machinist	1
	Process Engineer	1
	Top Level Assemblers	3
Lancaster Burns Construction, Inc.	Structural Steel Fabricators/Welders	2
Lewis Group of Companies	Groundskeeper	20

## Employer Activity Report

July 1, 2012 - February 25, 2013

EMPLOYER	JOBS	NO OF POSITIONS
Los Rios Community College	Accountant	1
	Accounting Assistant Professor	3
	Administrative Assistant I	1
	Administrative Assistant I	2
	Admissions/Records Clerk I	1
	Admissions/Records Clerk I (Temporary)	2
	Aeronautics Adjunct Assistant Professor Pool (SCC)	1
	Anthropology Assistant Professor	1
	Art History Adjunct Assistant Professor Pool	1
	Associate Vice Chancellor, Communications & Media Relations	1
	Associate Vice President Workforce Education Development	1
	Biology Assistant Professor	1
	Campus Patrol On-Call Pool (Temporary)	1
	Chemistry Assistant Professor	1
	Chief of Police	1
	Child Development Center Supervisor	1
	Clerk III (75)	1
	College Police Officer	2
	College Receiving Clerk/Storekeeper	1
	Commercial Music Adjunct Assistant Professor Pool	1
	Communications Studies Assistant Professor	1
	Computer Applications (Core Principles/Web Development) Assistant Professor (CIS)	1
	Computer Information Science Assistant Professor (Programming)	1
	Confidential Administrative Assistant III	1
	Cooperative Work Experience Education and Internship Coordinator	2
	Counselor	2
	Custodian	3
	Dean, American River College - Natomas Education Center	1
	Dean, Behavioral and Social Sciences	1
	Dean, Kinesiology and Athletics	1
	Dean, McClellan Center	1
	Early Childhood Education Assistant Professor	1
	Economics Assistant Professor	1
	English as a Second Language Assistant Professor	1
	English Assistant Professor	1
	English Assistant Professor (Writing)	1
	Financial Aid Officer	1
	Financial Aid Supervisor	2
	Funeral Service Education Assistant Professor 60/Coordinator 40	1
	Groundskeeper	1
	Head Coach for Women's Soccer Adjunct Pool	1
	Head Custodian	1
	Heating/Ventilation/Air Conditioning (HVAC)/Plumbing Supervisor	1
	Instructional Assistant - Office Technology (Temporary)	1
	Instructional Assistant - Writing/English/Reading (50)	1
	Instructional Development Coordinator	1
	Journalism Assistant Professor	1
	Lead Maintenance Plumber	1
	Library/Media Technical Assistant (Temporary)	1

# Employer Activity Report

July 1, 2012 - February 25, 2013

EMPLOYER	JOBS	NO OF POSITIONS
Los Rios Community College	Maintenance Technician I	1
	Mathematics Assistant Professor	2
	Mechanical/Electrical Systems Technician	1
	Medical Laboratory Technician Program Assistant Professor, 60/Coordinator, 40	1
	Administrative Assistant	1
	Nursing (RN/LVN) Assistant Professor	1
	Payroll Supervisor	1
	Philosophy Assistant Professor	1
	Physics/Astronomy Assistant Professor	1
	Police Communication Dispatcher	1
	Pre-Apprenticeship Adjunct Assistant Professor	1
	Pre-Apprenticeship Adjunct Assistant Professor (Utility Line Worker and/or Gas)	1
	Pre-Apprenticeship Associate Professor - Commercial and Industrial Construction	1
	Psychology Adjunct Assistant Professor Pool (Biological Psychology Class)	1
	Recruitment Training Officer (RTO) - SRPSTC - Basic Law Enforcement Academy (Temporary)	1
	Senior Buyer/Contract Specialist	2
	Senior Information Technology Technician - Lab/Area Microcomputer Support	1
	Shop/Field Mechanic	1
	Sociology Assistant Professor	1
	Special Projects - Education Coach, College to Career (C2C) (Temporary)	2
	Student Government Adjunct Assistant Professor	1
	Student Personnel Assistant - Student Services (Temporary)	1
	TANF/CalWORKS Specialist (Temporary)	1
Utility Worker	1	
Veterinary (Animal Health) Technology Adjunct Asst. Professor Pool - Introduction to Diagnostic Imaging	1	
Vice President of Student Services	1	
Marthona Home Services	Carpenter	2
MarketSource, Inc.	(Part Time) T-Mobile Wireless Sales Representative	1
Marshalls	Merchandise Associates	21
Mascon, Inc.	Customer Service Specialist	1
Mass Mutual	FINANCIAL SERVICES REPRESENTATIVE	10
Microform Precision	Account Manager	1
	Painter	1
	Shipping Clerk	1
	Shipping Team Leader	1
	Utility Worker	1
	Welder	1
Mojo Distribution	Shipping Receiving Clerk	1
NAMI California	Programs Administrative Assistant	1
Natomas Auto Body & Paint	Dispatcher, Maintenance Services	1
Netbuilds	Lead Construction Working Superintendent	1
Pacific Coast Producers	PLC Technician	1
Pacific Fresh Seafood	Night Warehouse Clerk	1
Pacific Gas and Electric Company	Hydro Utility Worker - GC (Auburn)	1
	PG&E Power Pathway Welding for Veterans	35
	Utility Worker	30
	Utility Worker-Gas	5
	Utility Worker - GC (Angels Camp)	1
Pacific Housing, Inc.	Resident Services Specialist	1
Pacwest Security	Security Officer	14
Paramount Petroleum Corporation	Terminal Operator	1

## Employer Activity Report

July 1, 2012 - February 25, 2013

EMPLOYER	JOBS	NO OF POSITIONS
PETS, INC. dba The Tutoring Center, Roseville	SAT/ACT Instructor	2
	Maintenance Mechanic/Millwright	1
Polar Service Centers	Tank Technician	2
The Pool Doctor	Swimming Pool & Spa Service/Repair Technician	1
Preferred Plumbing and Drain	Plumber and Drain Cleaner	1
Pride Staff	Production and Manufacturing Technician	50
Quick Quack Carwash	Cashier, Checker	10
Relationship Skills Center	Coordinator	1
Sacramento Loaves & Fishes	Accountant/Bookkeeper	1
	Outreach Assistant	1
Sacramento Public Library	General Service Worker / Driver	1
	Professional Custodians	6
	Senior Accounts Payable Technician	1
Sacramento Regional Transit District	Customer Service Representative III	1
	Facilities Maintenance Mechanic	1
	Light Rail Vehicle Technician	1
	Network Operations Technician	1
	Rail Laborer - Internal/External	1
	Service Worker (Bus and/or Light Rail)	1
	Student Intern	1
Sacramento Steps Forward	Full Charge Bookkeeper	1
	Grants Manager	1
Salvation Army Sac Metro	On-Call Property Manager	1
	Receptionist	1
Save Mart Supermarkets	Commercial Driver	12
Scholastic Corporation	Part-Time Warehouse Workers	20
ServiceMaster	Branch Sales Professional/Sales Representative	1
Sierra Pacific	Solar Installer	8
	Solar Pool Heating Thermal Installer	6
Sing Inc.	PT - Member Services Admin	1
	Singing Coach	2
SMUD	Utility Lineman	10
Special Order Systems - SOS	Executive Administrative Assistant	1
	Office Assistant	2
	Project Coordinator	1
	Service Coordinator	1
St. Marks United Methodist Church	Custodian	1
Tony's Fine Foods, Inc.	Account Manager - San Diego	1
	Accounts Payable Specialist	2
	Accounts Receivable Specialist	1
	Administrative Assistant	1
	Class A Route Driver	1
	Class B Driver	1
	Class B Route Driver - Berkeley	1
	Class C Delivery Driver	1
	Facilities Support	2
	Facilities Technicians - Day Shift	1
	Facilities Technicians - Graveyard Shift	1
	Financial Analyst	1
	General Warehouse	1
	Information Technology	1
	IT Software Support	1
	IT Support Specialist	1
	Jr. Financial Analyst	1
	Order Selector	6
	Order Selector - Swing Shift	1
	Pricing Analyst	1
	Pricing Specialist	2
	Receptionist	1
Vehicle Washer	1	

## Employer Activity Report

July 1, 2012 - February 25, 2013

EMPLOYER	JOBS	NO OF POSITIONS
Tree Pros Arboricultural Services, Inc.	Tree Service Groundsman / Climber	2
UPS Store	Sales Associate	1
Vail Resorts	Adult's Ski Instructor Non Certified - Part Time Seasonal - Northstar California	20
	Assistant Store Manager - Village Rental - Northstar	20
	Boot Fitter / Sales Associate - Kirkwood Mountain Sports Village Retail	20
	Cashier, FT Seasonal - Northstar California	20
	Children's Ski Instructor Non Certified - Part Time Seasonal - Northstar California	20
	Dining Staff - Northstar, California	20
	Dishwasher - PT Seasonal - Northstar California	20
	Entry Grounds Crew - FT Seasonal - Northstar California	20
	Head Cashier - Kirkwood Ski Resort	20
	Lead Sales Associate - Kirkwood Mountain Sports Village Retail - Kirkwood, CA	20
	Service Technician - Kirkwood Ski Resort - Tuning Center	20
	Ski Technician - Northstar California	20
	Ski Technician Demo Shop - Northstar California	20
	Summit Deck and Grille Dining Staff - Northstar California	20
	Supervisor - Village Rental - Northstar	20
	Supervisor -Kirkwood Mountain Resorts - Timber Creek Retail	20
	Supervisor -Kirkwood Ski Resort -871 Village Rentals	20
Zephyr Lodge Steward - PT Seasonal - Northstar California	20	
Visiting Angels Senior Home Care	In-home Caregivers	10
Volt Workforce Solutions	Electronic Test Technician	10
Warehouse Markets	Cashier	100
Western & Southern Life Insurance	Sale Representative	10
Wind Youth Services	Development Associate / Part-Time	1
Work Truck Solutions	Regional Customer Success Manager	1
	Regional Inside Sales and Marketing Consultant	1
	Regional Outside Sales and Marketing Consultant	1
	Virtual Office Manager	1
Zaharis Landscaping	Laborer - Landscaping and Groundskeeping	2
<b>TOTAL</b>		<b>1616</b>

ITEM IV-C – INFORMATION  
DISLOCATED WORKER UPDATE

BACKGROUND:

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

This report covers the fiscal year beginning July 1, 2012.

STAFF PRESENTER: William Walker

## Dislocated Worker Information PY 2012/2013

The following is an update of information as of February 25, 2013 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Unofficial	5/16/2012	<b>California Dept. Corrections and Rehabilitation</b> 100 Prison Rd Represa, CA 95671	9/30/2012	90	6/18/2012 1/24/13
Official	6/1/2012	<b>Statewide Safety &amp; Signs, Inc.</b> 7920 Cucamonga Avenue Sacramento, CA 95826	8/14/2012	34	Declined Services
Unofficial	6/14/2012	<b>California State Senate</b> State Capital Sacramento, CA 95814	11/30/2012	250	9/26/2012
Unofficial	7/17/2012	<b>California State Assembly</b> State Capital Sacramento, CA 95814	11/30/2012	450	9/19/2012
Official	8/6/2012	<b>Microsemi</b> 105 Lake Forest Way Folsom, CA 95630	9/30/2012	130	9/25/2012
Official	8/17/2012	<b>Wise Buys Liquidators, Inc.</b> 8457 Elk Grove Blvd. Elk Grove, CA 95758	10/31/2012	20	Packets Delivered
Official	8/23/2012	<b>Xerox State Healthcare, LLC</b> 1501 Capitol Avenue , Suite #71 Sacramento, CA 95814	10/20/2012	4	Declined Services
Official	9/25/2012	<b>Comcast</b> 4450 East Commerce Way Sacramento, CA 95834	11/30/2012	400	10-29-12 11-13-12 ~ 11/20/12
Official	9/27/2012	<b>Campbell Soup</b> 6200 Franklin Boulevard, Sacramento, CA 95824	7/1/2013	700	11/17/12 ~ 1/5/13 additional dates
Unofficial	10/1/2012	<b>RockTenn</b> 4800 Florin Perkins Rd Sacramento, CA 95826	10/5/2012	4	10/8/2012
Official	11/13/2012	<b>Hostess Brands</b> 1324 Arden Way Sacramento, CA 95815	12/1/2012	300	1/22~23/13
Official	11/14/2012	<b>Capital Nursery</b> 4700 Freeport Blvd Sacramento, CA 95822	1/14/2013	unknown	Declined Services
Official	12/10/2012	<b>Sears Repair Department</b> 1200 Blumenfeld Dr. Sacramento, CA 95815	1/18/2013	29	12/19/2012
Official	12/10/2012	<b>TriWest Healthcare Alliance Group</b> 5324 Dudley Blvd, Bldg 98 McClellan Park, CA 95652	2/15/2013	2	Pending
Official	2/7/2013	<b>Bank of America</b> 10850 White Rock Rd. Rancho Cordova, CA 95670	4/1/2013	57	Pending
Official	2/25/2013	<b>PennySaverUSA.com</b> 11311 White Rock Rd. Sacramento, CA 95742	4/27/2013	30	Pending
			<b>Total # of Affected Workers</b>	2,382	



ITEM IV-D – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

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

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

**REGULAR MEETING OF THE HEAD START POLICY COUNCIL**

**Minutes/Synopsis**

*(Minutes reflect the actual progress of the meeting.)*

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

Tuesday, November 27, 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 9:03 a.m.; the Pledge of Allegiance was recited. Ms. Rebecca Lewis read the Thought of the Day. Ms. Rebecca Lewis was asked to serve as Secretary, and Ms. Carolyn Lewis was asked to serve as Parliamentarian.

**Members Present:**

Ogla Martinez, Sacramento City Unified School District  
Coventry St. Mary, San Juan Unified School District  
Carolyn Wilson, Twin Rivers Unified School District  
Frank Ybarra, WCIC  
Connie Wallace, SETA-Operated Program  
Hodari Polk, SETA-Operated Program  
Socorro Gutierrez, SETA-Operated Program (arrived at 9:12 a.m.)  
Tamara Knox, Past Parent Representative  
Amarjit Gill, Past Parent Representative  
Rebecca Lewis, Grandparent Representative

**Members Absent:**

Sarah Proteau, San Juan Unified School District (excused)  
Willie Jean Peck, Foster Parent Representative (excused)

**II. Consent Item**

A. Approval of the Minutes of the October 23, 2012 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Polk, second/Gill, to approve the minutes of the October 23, 2012 meeting.  
Show of hands vote: Aye: 8, Nay: 0, Abstentions: 1 (St. Mary)

**III. Action Items**

A. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Second Reading and Approval of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council

Ms. St. Mary reviewed the modifications to the bylaws. There were no questions or comments.

Moved/Wallace, second/Knox, to close the public hearing and approve the amendments to the Policy Council Bylaws as distributed.

Show of hands vote: Aye: 8, Nay: 0, Abstentions: 1 (St. Mary)

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

Mr. Roger Bartlett reviewed the modification to the Reimbursement Policies and Procedures. There were no questions or comments.

Moved/Lewis, second/Wilson, to approve the modifications to the Policies and Procedures of the SETA Head Start/Early Head Start Policy Council/Parent Advisory Committee as proposed.

Show of hands vote: Aye: 8, Nay: 0, Abstentions: 1 (St. Mary)

Ms. Socorro Gutierrez arrived at 9:12 a.m.

**IV. Information Items**

B. Standing Information Items

➤ Parent/Staff Recognition: Ms. St. Mary presented Mr. Frank Ybarra, Ms. Carolyn Wilson, Ms. Tamara Knox, and Mr. Hodari Polk with perfect attendance awards. Ms. Rebecca Lewis presented Ms. St. Mary with a perfect attendance award and expressed her appreciation for her outstanding leadership. Although absent, a plaque of appreciation for Ms. Sarah Proteau was read; Ms. Proteau also received a certificate of appreciation.

➤ Committee Reports

✓ Executive Committee: Ms. St. Mary reviewed the critique of the last meeting.

✓ Budget/Planning Committee: The next meeting is scheduled for December 11, 9 a.m. in the Oak Room. Ms. Connie Wallace reported on the last meeting. Went over the end-of-year budget report; everything is on track.

✓ Health Services Advisory Committee Report: The minutes of the last meeting were distributed.

➤ Seating of New Policy Council Members (2012-2013): New members were seated. Members termed out: Coventry St. Mary, Rebecca Lewis, Tamara Knox, and Ms. Connie Wallace. Ms. Wallace, Ms. Gutierrez, Mr. Ybarra, Mr. Polk, Ms. Knox, and Ms. Oglia Martinez stepped down.

Ms. St. Mary will continue to serve until elections are held in December.

Ms. Lewis was asked to continue to serve as secretary; Ms. Wilson was asked to continue serving as Parliamentarian.

The following members will remain for an additional year: Sarah Proteau, Amarjit Gill and Carolyn Wilson.

The following new representatives were seated:

- ❖ Victoria Billoups, Elk Grove Unified School District
- ❖ Dominique Rios-Farias, Sacramento City Unified School District
- ❖ Carolyn Wilson, Twin Rivers Unified School District
- ❖ Annette Duran, WCIC/Playmate Child Development Center
- ❖ Sandres Germany, WCIC/Playmate Child Development Center
- ❖ Ana Calderon, Early Head Start (SETA)
- ❖ Amarjit Gill, Past Parent Representative
- ❖ Nse J. Akang, Foster Parent Representative
- ❖ Toni Espinoza, Home Base Option
- ❖ Gina Roberson, Sacramento Birth & Beyond Family Resource Centers
- ❖ Teresa Jay, SETA-Operated Program
- ❖ Allen Smith, SETA-Operated Program
- ❖ Iyshiah Lacey, SETA-Operated Program
- ❖ Mayra Partida, SETA-Operated Program
- ❖ Anthony Nelson, SETA-Operated Program

New Policy Council representatives absent:

- \* Mr. Omar Batool, Sacramento City Unified School District (resigned)
- \* Ms. Elesia Morris, Sacramento City Unified School District (unexcused)
- \* Ms. Sarah Proteau, San Juan Unified School District (excused)
- \* Ms. Brandy Revis, Elk Grove Unified School District (unexcused)
- \* Ms. Melissa Morgan, Twin Rivers Unified School District (excused)
- \* Ms. Mai Yang, Early Head Start (Sac. City) (unexcused)
- \* Ms. Morgan Aguilar, Early Head Start (San Juan) (unexcused)

➤ Introduction of Policy Council Members: Board members introduced themselves and what center they represent.

➤ Introduction of Staff: Staff introduced themselves.

Ms. Nicole Castrejon, Family Services Worker, was introduced. Ms. Castrejon serves as the translator for board members requiring Spanish translation.

➤ How to Present and Make Motions: Ms. St. Mary reviewed the process by which motions are made during meetings.

➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett reported that the agency has a \$50 million Head Start budget; \$17 million is distributed to delegate agencies and the rest is for SETA. SETA provides Head Start program services, Early Head Start program services, and training/technical funding. Expenditures are made for administration and program expenditures for

the provision of services to children and families. The Agency is required to provide in-kind support from non-federal sources. The California Department of Education provides in-kind support and the remainder is from parent participation at the board level or in the classrooms. Right now, the in-kind is at 12.8% but there is a month's lag in the reporting of data. Questions were asked about petty cash expenditures and field trips. Mr. Bartlett replied that the petty cash report is provided to the PAC and delegates can decide whether to provide field trips or not. Ms. Lee stated that many delegates provide on-site entertainment for children. The Budget/Planning Committee is a very important part of the board; this committee assists in the preparation of the budget for the next fiscal year. In January, work will begin on the 2013-2014 Head Start budget. Approximately 80% of the budget is for personnel costs and rent and facilities and approximately 10% of the budget that can be utilized for other programs.

Ms. LaTasha Windham arrived at 10:09 a.m. and was seated as a SOP representative.

➤ Board Procedures

- ✓ Reimbursements & Budget/Planning: Mr. Bartlett reported that SETA will reimburse mileage at the federal rate calculated from home to SETA and back. Child care is reimbursed at \$8.00 per hour up to \$30.00 per day. Reimbursement will not be made for child care provided by significant other or spouse. Every effort will be made to have reimbursements available as soon as possible. Questions were answered regarding when training expenses are reimbursed.
- ✓ Personnel: Ms. Bonnie Bilger stated that parent participation is required for Head Start personnel transactions. Every time a new Head Start employee is hired, parents have to serve in the process. The first opportunity is either by screening the applications to determine who meets minimum qualifications or **servi**ng on the committee that scores the applicants' the oral examinations. The second way parents have input into personnel transactions is once the hiring exams are done, the applicants that pass are placed on an eligibility list; this list will be brought to the PC for approval. The third way is the approval of employee terminations that come through discipline. These are done during closed sessions. A sign in sheet was distributed for parents interested in working in the personnel area. Staff will call and work with the parent regarding their availability. Parents will be trained on the process.

A. 'Breathe California' Program for Asthmatic Children

Ms. Brenda Campos provided information on a program for asthmatic children. The grant provides asthma education for parents. This provides an opportunity for one-on-one training on asthma prevention. Fruitridge, Country Wood, and Freedom Park are the centers that were selected for this program.

Ms. Lacey asked if this training would be expanded to other centers? Ms. Campos replied that the Program Information Report (PIR) identifies the number of children with asthma; the program was provided to the centers that had the top three highest number of asthmatic children. Ms. Campos stated that if there is any opportunity expand the program, staff will look at the data to see what other centers can be targeted.

Mr. Allen Smith ask whether training was provided to staff how to respond to asthma attacks and whether a defibrillator is available? Ms. Campos replied that an individual care plan is done for children that have been identified with medical issues. The staff will be trained to ensure the safety of the children in the classrooms. All of the staff is certified in CPR and first aid training. Staff are trained to dial 911 if an emergency is indicated.

➤ Board Procedures (continued)

- ✓ Conflict of Interest: Ms. Nancy Hogan reviewed the conflict of interest policy. All board members are required to file statements during their tenure on the board.

➤ Officer Elections: Ms. St. Mary stated that officer elections will be held at the special Policy Council meeting scheduled for Thursday, December 20, 2012. At least 51% of officers must be current parents.

➤ Calendar of Events and Activities, Parent/Family Support Unit: The calendar was reviewed.

➤ PC/PAC Calendar of Events: No questions.

➤ Community Resources: Parents/Staff: Health Services Advisory Committee minutes were distributed. Ms. Campos reported that this committee is comprised of physicians, nurses, dieticians, public health and parents. The Committee meets twice a year to share information on critical health issues for children from 0-5 years of age.

C. Governing Board Minutes for the September 7, 2012 Meeting: No questions.

D. Fiscal Monitoring Reports: No questions or comments.

**VI. Other Reports**

A. Executive Director's Report: Ms. Kathy Kossick welcomed the new board members. The SETA web site has been updated and Ms. Kossick urged board members to go to [www.seta.net](http://www.seta.net) for information on all of the SETA and Head Start programs. SETA is a joint powers agency, a governmental entity, with a \$83 million budget. There are around 600 employees with 400 employees in Children and Family Services. SETA works with a number of entities in the community on a collaborative basis.

- B. Head Start Deputy Director's Report: Ms. Denise Lee reported that a new member orientation will be held in January and board members will be provided with a binder of resources. A questionnaire was distributed. Ms. Lee asked parents to fill out and return the form with feedback about services and need of services for children aged 0-5 years of age. Ms. Lee reviewed reports included in the board packet. The SETA Head Start program serves 6,500 children county-wide. The Agency is required to serve 10% or more disabled/special needs children.
- C. Head Start Managers' Monthly Reports
- Brenda Campos: Grantee Program Support Services
    - ✓ Program Self Assessment: Ms. Robyn Caruso spoke of the upcoming agency self-assessment for the SETA-Operated agency. The delegates will be doing their own assessments. This is a very comprehensive process reviewing all parts of the program. This is an excellent opportunity for parents to become involved in the program. Parents working on this program will be provided a tool to do the assessment; all parents will be trained on January 8 in the Oak Room.
  - Lisa Carr, Parent/Family Support Unit: Ms. Carr invited parents to attend a planning meeting for the Parent Conference Committee scheduled for Thursday, December 6, 9:00 a.m. This committee works to prepare for the County-wide Parent Conference. It is hoped that the Conference will be held on Saturday, April 27. There are a lot of things to do and Ms. Carr urged parents to participate. Ms. Carr's unit provides county-wide parent trainings. A Positive Discipline training program was recently completed. After the first of the year, a six-week workshop called Single Mothers Raising Sons will be offered; the dates have not yet been finalized. Board members will be notified of this workshop availability. Ms. Carr asked board members to notify staff what type of trainings they are interested in. The Male Involvement Program will have a "Bring Your Dad to School Day". Mr. Bob Silva is the staff person organizing this event and parents are urged to call him at 263-3809 for additional information. A career incentive program is available for all parents in the SOP and delegate programs. There is tuition/book reimbursement for parents wanting to go back to school. As long as parents are not already receiving financial aid, there is up to \$300 per year available. SETA/Head Start can also work with community colleges for parents wanting to take ESL or GED classes. Contact Ms. Belinda Malone at 263-4078 for these programs. Ms. Carr can be reached at 263-8123. Staff will assist parents to work through the process of enrollment and financial aid.
  - Karen Gonzales: No report.
- D. Chair's Report: Ms. St. Mary reviewed the reimbursement form. The form is to be completed in blue or black in only and turned in at the end of the meeting. The reimbursements need to be picked up as soon as possible.
- ✓ Parent Meeting Attendance Incentive: Next month, board members will sign up for the committee meetings. After each meeting, attendees will receive a ticket. Take the ticket and staple it to the agenda. A drawing will be held and a prize will be distributed at the end of the year.

- E. Open Discussion and Comments: Ms. Gina Robeson offered to provide a Birth and Beyond presentation. They have a parent cabinet that can provide information on the services offered.
  - F. Public Participation: Mr. Hodari Polk addressed the board and urged new members to confer with staff with any issues they may have.
- VII. Adjournment:** The meeting was adjourned at 12:01 p.m.



# SETA Head Start Food Service Operations Monthly Report \*January 2013

January 1st - Holiday - Happy New Year!

January 7th - Fruitridge Center Closed due to lack of heat

January 7th, 8th & 9th - Some of North Avenue Classes closed due to lack of heat

January 8th - Crossroads Center closed due to lack of water.

January 21st - Holiday - Martin Luther King Day

January 23rd - Some of North Avenue Classes closed due to lack of heat

**Total Number of Meals and Snacks Prepared for All Kitchens**

Lunch	PM Snack	Breakfast	Field Trips
42,388	25,130	29,168	260

**Total Amount of Meals and Snacks Prepared** **96,946**

**Purchases:**

Food	\$73,643.81
Non - Food	\$15,197.37

Building Maintenance and Repair:	\$2,370.02
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Kitchen Small Wares and Equipment:	\$0.00
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Vehicle Maintenance and Repair :	\$2,274.27
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Vehicle Gas / Fuel:	\$1,843.09
Normal Delivery Days	21

# SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start  
(As of 1/31/13)

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

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

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP ( % AFE)</u>	
Twin Rivers USD (211)	21	(10%)	N/A	
Elk Grove USD (420)	48	(11%)	N/A	
Sacramento City USD (1292)(147)	133	(10%)	14	(10%)
San Juan USD (700) (161)	86	(12%)	9	(6%)
WCIC (120)	8	(7%)	N/A	
SETA (2796) (345) (1878 Tracks)	152	(8%)	44	(13%)
<b>County (4621)* (653)*</b>	<b>448</b>	<b>(10%)</b>	<b>67</b>	<b>(10%)</b>

\* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

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

## January, 2013

### Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Elk Grove USD	420	420	100	353	84
Sacramento City USD	1,292	1,302	101	1,077	83
SETA	1,880 (2,796)	1,918	102	1,493	79
San Juan USD	700	702	100	547	78
Twin Rivers USD	211	211	100	177	84
WCIC/Playmate Head Start	120	120	100	93	78

### Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Sacramento City USD	147	147	100	84	57
SETA	345	349	101	235	68
San Juan USD	161	169	105	97	60

- (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



# Head Start Monthly Report

## February, 2013

### **SETA Operated Program**

#### **Program Support Services:**

School Readiness Goals (SRG) Plan: Delegates and Grantee met in December 2012 to discuss updates on countywide School Readiness Goals. Aggregated Fall 2012 assessment results are now available and delegates have individual action plans for program improvement and specific goals for next assessment in their respective programs. Education Coordinator Alicia Barron met with individual delegates to discuss specific plans. Directors and Administrators discussed various ways to analyze assessment data, and identified types of reports that can be useful for program planning.

Training and Technical Assistance Activities: Various support services were provided to Delegates and Partners in December 2012: (1) Presentations on Parent, Family and Community Engagement (PFCE) Framework at WCIC Head Start Policy Committee Meeting (12/19/2012) and at SCUSD Head Start In Service/Professional Development Training(12/21/2012) by Program Officer Melanie Nicolas; (2) EHS Partners Supervisors' Quarterly Meeting (12/11/2012); and (3) Follow-Up Monitoring Visit/Training at TRUSD Head Start (12/12/2012) on referral process and record keeping systems by Disabilities Coordinator Beverly Sanford and Program Officer Melanie Nicolas.

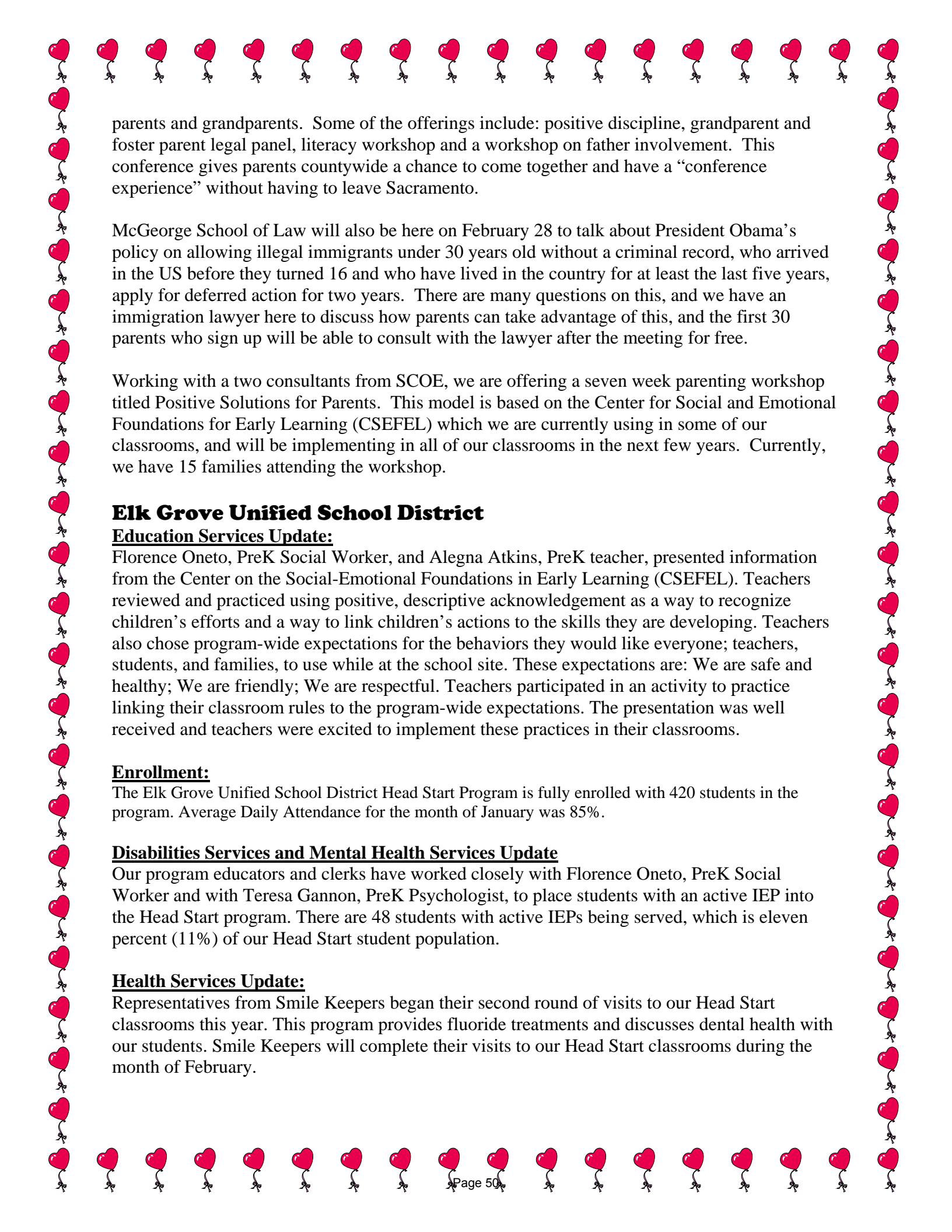
#### **Program Operations:**

The month of December was a very brief and busy time for the Program Operations Unit. All of our reliable CLASS observers have been out at the centers conducting classroom observations followed by immediate feedback sessions to provide staff with the specific support they need. We also provided training to all site teaching staff on the topic of "Dual Language Learners". In addition, the Program Operations Unit also put a great deal of work into making changes to the Home Visit/Parent Conference process, with plans to begin piloting the new process in March of 2013. It is our belief that these changes will make a more meaningful experience for both teachers and families. Last but not least, our centers were full of rich parent engagement activities throughout the month of December 2012.

#### **Family Engagement Unit:**

Program Officers, Social Service/Parent Involvement Staff and four parents spent two days in San Diego at the California Head Start Association Family Engagement conference. Staff and parents were able to network and learn from other Head Start staff and parents on how their agency is implementing family engagement. Everyone came back full of ideas and excited about new things they learned.

April 27 is the date for the countywide parent and grandparent conference. Ruthie Bolton, former Sacramento Monarchs basketball player, will be the key note speaker, and the conference committee has been working on some very informative and interesting workshops for both



parents and grandparents. Some of the offerings include: positive discipline, grandparent and foster parent legal panel, literacy workshop and a workshop on father involvement. This conference gives parents countywide a chance to come together and have a “conference experience” without having to leave Sacramento.

McGeorge School of Law will also be here on February 28 to talk about President Obama’s policy on allowing illegal immigrants under 30 years old without a criminal record, who arrived in the US before they turned 16 and who have lived in the country for at least the last five years, apply for deferred action for two years. There are many questions on this, and we have an immigration lawyer here to discuss how parents can take advantage of this, and the first 30 parents who sign up will be able to consult with the lawyer after the meeting for free.

Working with a two consultants from SCOE, we are offering a seven week parenting workshop titled Positive Solutions for Parents. This model is based on the Center for Social and Emotional Foundations for Early Learning (CSEFEL) which we are currently using in some of our classrooms, and will be implementing in all of our classrooms in the next few years. Currently, we have 15 families attending the workshop.

## **Elk Grove Unified School District**

### **Education Services Update:**

Florence Oneto, PreK Social Worker, and Alegna Atkins, PreK teacher, presented information from the Center on the Social-Emotional Foundations in Early Learning (CSEFEL). Teachers reviewed and practiced using positive, descriptive acknowledgement as a way to recognize children’s efforts and a way to link children’s actions to the skills they are developing. Teachers also chose program-wide expectations for the behaviors they would like everyone; teachers, students, and families, to use while at the school site. These expectations are: We are safe and healthy; We are friendly; We are respectful. Teachers participated in an activity to practice linking their classroom rules to the program-wide expectations. The presentation was well received and teachers were excited to implement these practices in their classrooms.

### **Enrollment:**

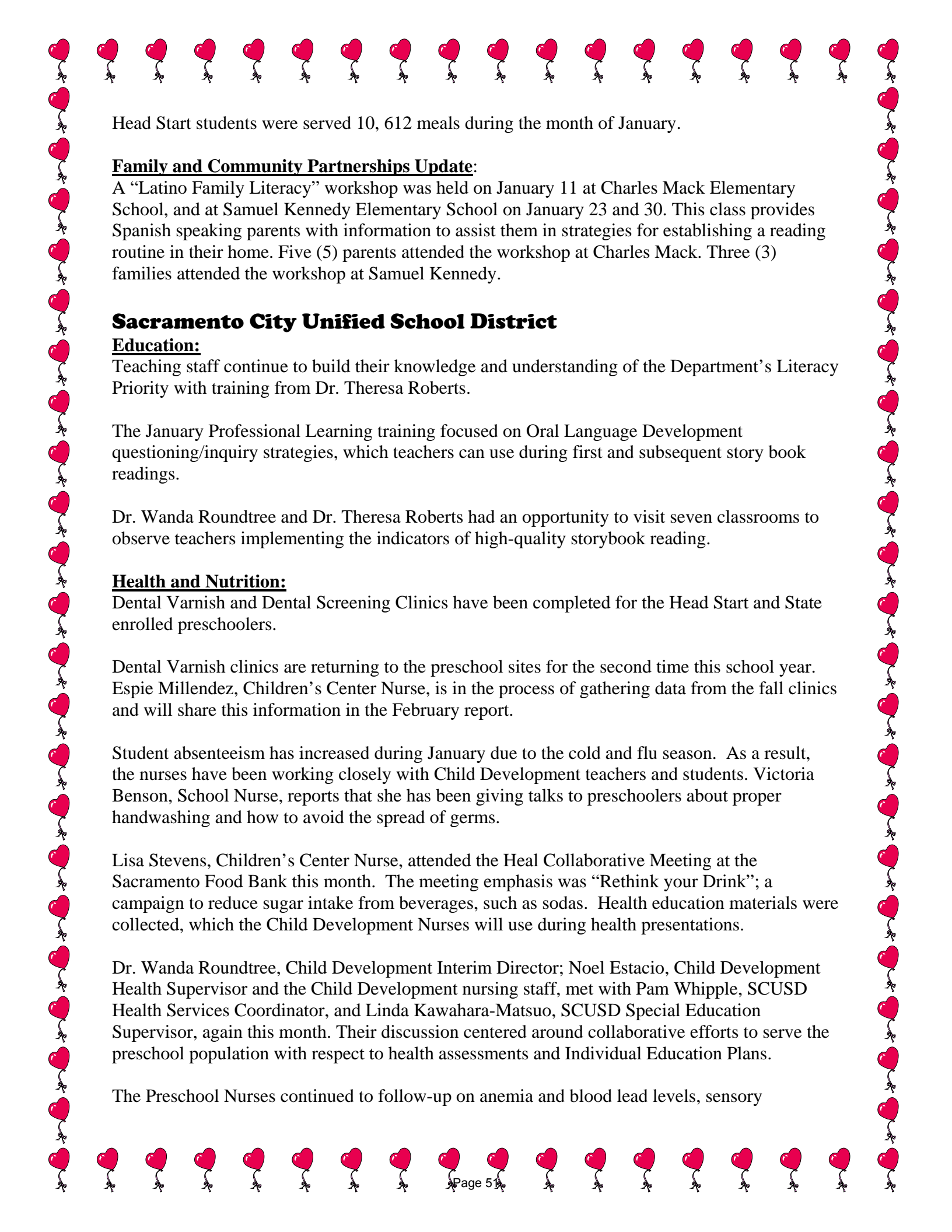
The Elk Grove Unified School District Head Start Program is fully enrolled with 420 students in the program. Average Daily Attendance for the month of January was 85%.

### **Disabilities Services and Mental Health Services Update**

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

### **Health Services Update:**

Representatives from Smile Keepers began their second round of visits to our Head Start classrooms this year. This program provides fluoride treatments and discusses dental health with our students. Smile Keepers will complete their visits to our Head Start classrooms during the month of February.



Head Start students were served 10, 612 meals during the month of January.

**Family and Community Partnerships Update:**

A “Latino Family Literacy” workshop was held on January 11 at Charles Mack Elementary School, and at Samuel Kennedy Elementary School on January 23 and 30. This class provides Spanish speaking parents with information to assist them in strategies for establishing a reading routine in their home. Five (5) parents attended the workshop at Charles Mack. Three (3) families attended the workshop at Samuel Kennedy.

**Sacramento City Unified School District**

**Education:**

Teaching staff continue to build their knowledge and understanding of the Department’s Literacy Priority with training from Dr. Theresa Roberts.

The January Professional Learning training focused on Oral Language Development questioning/inquiry strategies, which teachers can use during first and subsequent story book readings.

Dr. Wanda Roundtree and Dr. Theresa Roberts had an opportunity to visit seven classrooms to observe teachers implementing the indicators of high-quality storybook reading.

**Health and Nutrition:**

Dental Varnish and Dental Screening Clinics have been completed for the Head Start and State enrolled preschoolers.

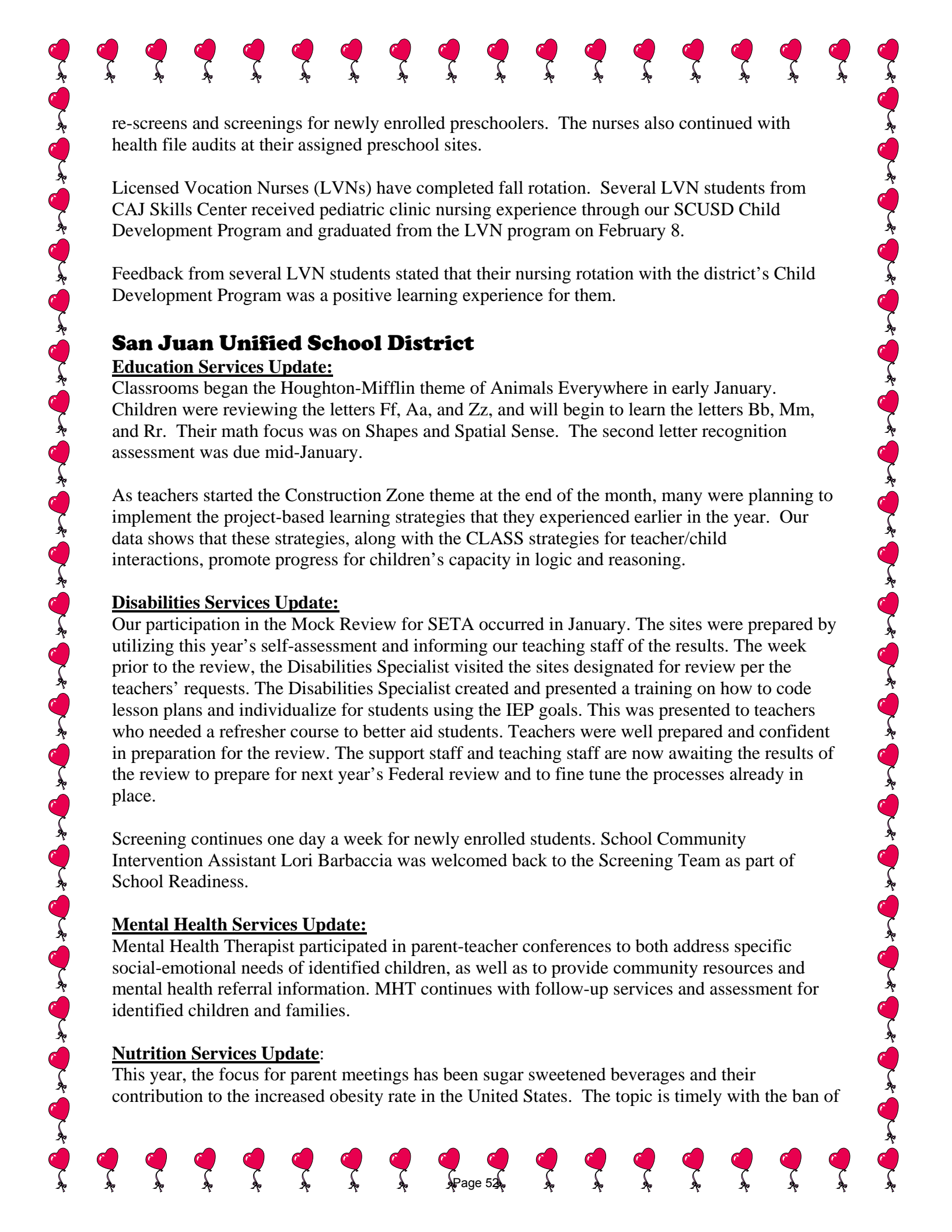
Dental Varnish clinics are returning to the preschool sites for the second time this school year. Espie Millendez, Children’s Center Nurse, is in the process of gathering data from the fall clinics and will share this information in the February report.

Student absenteeism has increased during January due to the cold and flu season. As a result, the nurses have been working closely with Child Development teachers and students. Victoria Benson, School Nurse, reports that she has been giving talks to preschoolers about proper handwashing and how to avoid the spread of germs.

Lisa Stevens, Children’s Center Nurse, attended the Heal Collaborative Meeting at the Sacramento Food Bank this month. The meeting emphasis was “Rethink your Drink”; a campaign to reduce sugar intake from beverages, such as sodas. Health education materials were collected, which the Child Development Nurses will use during health presentations.

Dr. Wanda Roundtree, Child Development Interim Director; Noel Estacio, Child Development Health Supervisor and the Child Development nursing staff, met with Pam Whipple, SCUSD Health Services Coordinator, and Linda Kawahara-Matsuo, SCUSD Special Education Supervisor, again this month. Their discussion centered around collaborative efforts to serve the preschool population with respect to health assessments and Individual Education Plans.

The Preschool Nurses continued to follow-up on anemia and blood lead levels, sensory



re-screens and screenings for newly enrolled preschoolers. The nurses also continued with health file audits at their assigned preschool sites.

Licensed Vocation Nurses (LVNs) have completed fall rotation. Several LVN students from CAJ Skills Center received pediatric clinic nursing experience through our SCUSD Child Development Program and graduated from the LVN program on February 8.

Feedback from several LVN students stated that their nursing rotation with the district's Child Development Program was a positive learning experience for them.

## **San Juan Unified School District**

### **Education Services Update:**

Classrooms began the Houghton-Mifflin theme of Animals Everywhere in early January. Children were reviewing the letters Ff, Aa, and Zz, and will begin to learn the letters Bb, Mm, and Rr. Their math focus was on Shapes and Spatial Sense. The second letter recognition assessment was due mid-January.

As teachers started the Construction Zone theme at the end of the month, many were planning to implement the project-based learning strategies that they experienced earlier in the year. Our data shows that these strategies, along with the CLASS strategies for teacher/child interactions, promote progress for children's capacity in logic and reasoning.

### **Disabilities Services Update:**

Our participation in the Mock Review for SETA occurred in January. The sites were prepared by utilizing this year's self-assessment and informing our teaching staff of the results. The week prior to the review, the Disabilities Specialist visited the sites designated for review per the teachers' requests. The Disabilities Specialist created and presented a training on how to code lesson plans and individualize for students using the IEP goals. This was presented to teachers who needed a refresher course to better aid students. Teachers were well prepared and confident in preparation for the review. The support staff and teaching staff are now awaiting the results of the review to prepare for next year's Federal review and to fine tune the processes already in place.

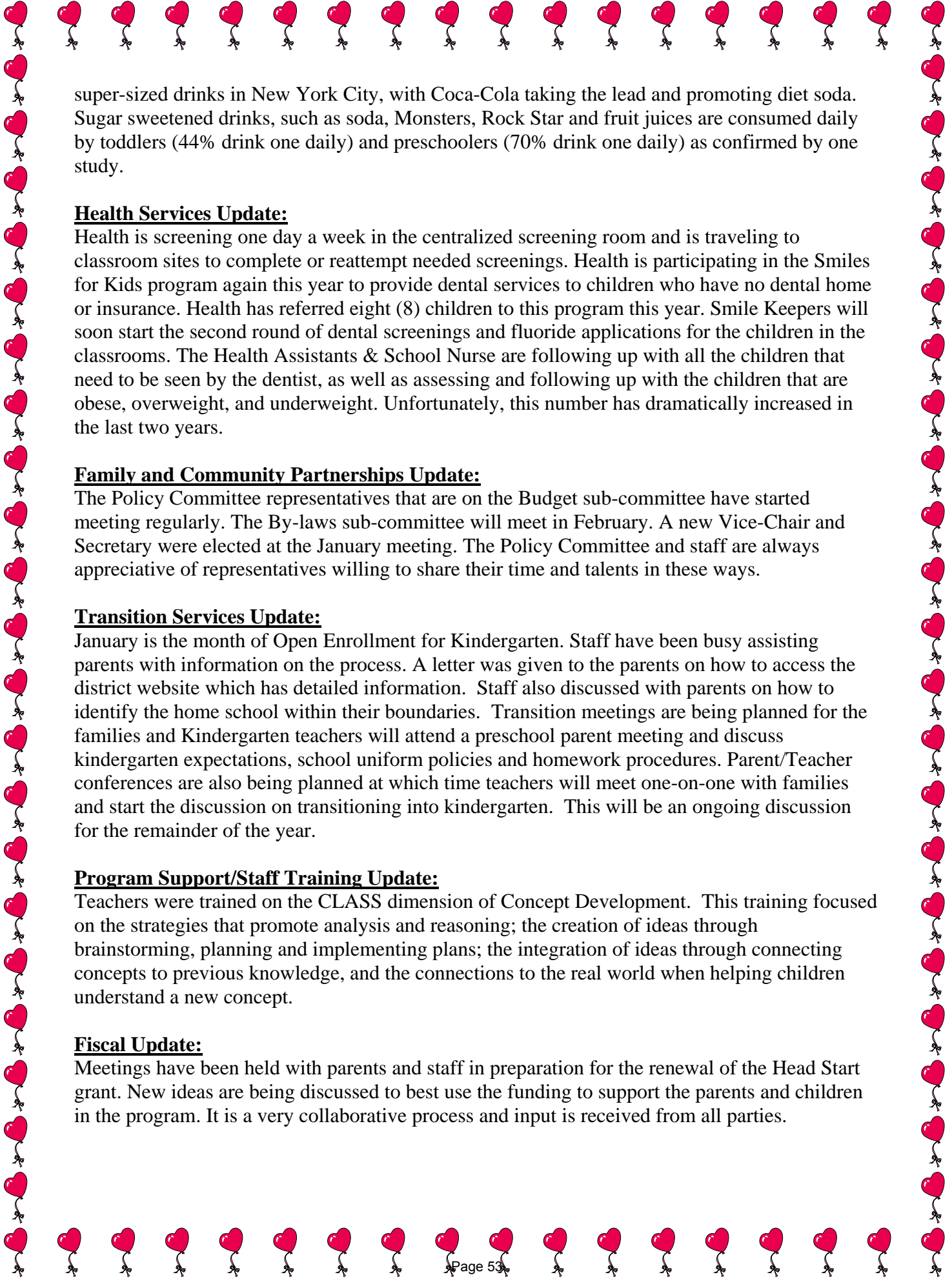
Screening continues one day a week for newly enrolled students. School Community Intervention Assistant Lori Barbaccia was welcomed back to the Screening Team as part of School Readiness.

### **Mental Health Services Update:**

Mental Health Therapist participated in parent-teacher conferences to both address specific social-emotional needs of identified children, as well as to provide community resources and mental health referral information. MHT continues with follow-up services and assessment for identified children and families.

### **Nutrition Services Update:**

This year, the focus for parent meetings has been sugar sweetened beverages and their contribution to the increased obesity rate in the United States. The topic is timely with the ban of



super-sized drinks in New York City, with Coca-Cola taking the lead and promoting diet soda. Sugar sweetened drinks, such as soda, Monsters, Rock Star and fruit juices are consumed daily by toddlers (44% drink one daily) and preschoolers (70% drink one daily) as confirmed by one study.

**Health Services Update:**

Health is screening one day a week in the centralized screening room and is traveling to classroom sites to complete or reattempt needed screenings. Health is participating in the Smiles for Kids program again this year to provide dental services to children who have no dental home or insurance. Health has referred eight (8) children to this program this year. Smile Keepers will soon start the second round of dental screenings and fluoride applications for the children in the classrooms. The Health Assistants & School Nurse are following up with all the children that need to be seen by the dentist, as well as assessing and following up with the children that are obese, overweight, and underweight. Unfortunately, this number has dramatically increased in the last two years.

**Family and Community Partnerships Update:**

The Policy Committee representatives that are on the Budget sub-committee have started meeting regularly. The By-laws sub-committee will meet in February. A new Vice-Chair and Secretary were elected at the January meeting. The Policy Committee and staff are always appreciative of representatives willing to share their time and talents in these ways.

**Transition Services Update:**

January is the month of Open Enrollment for Kindergarten. Staff have been busy assisting parents with information on the process. A letter was given to the parents on how to access the district website which has detailed information. Staff also discussed with parents on how to identify the home school within their boundaries. Transition meetings are being planned for the families and Kindergarten teachers will attend a preschool parent meeting and discuss kindergarten expectations, school uniform policies and homework procedures. Parent/Teacher conferences are also being planned at which time teachers will meet one-on-one with families and start the discussion on transitioning into kindergarten. This will be an ongoing discussion for the remainder of the year.

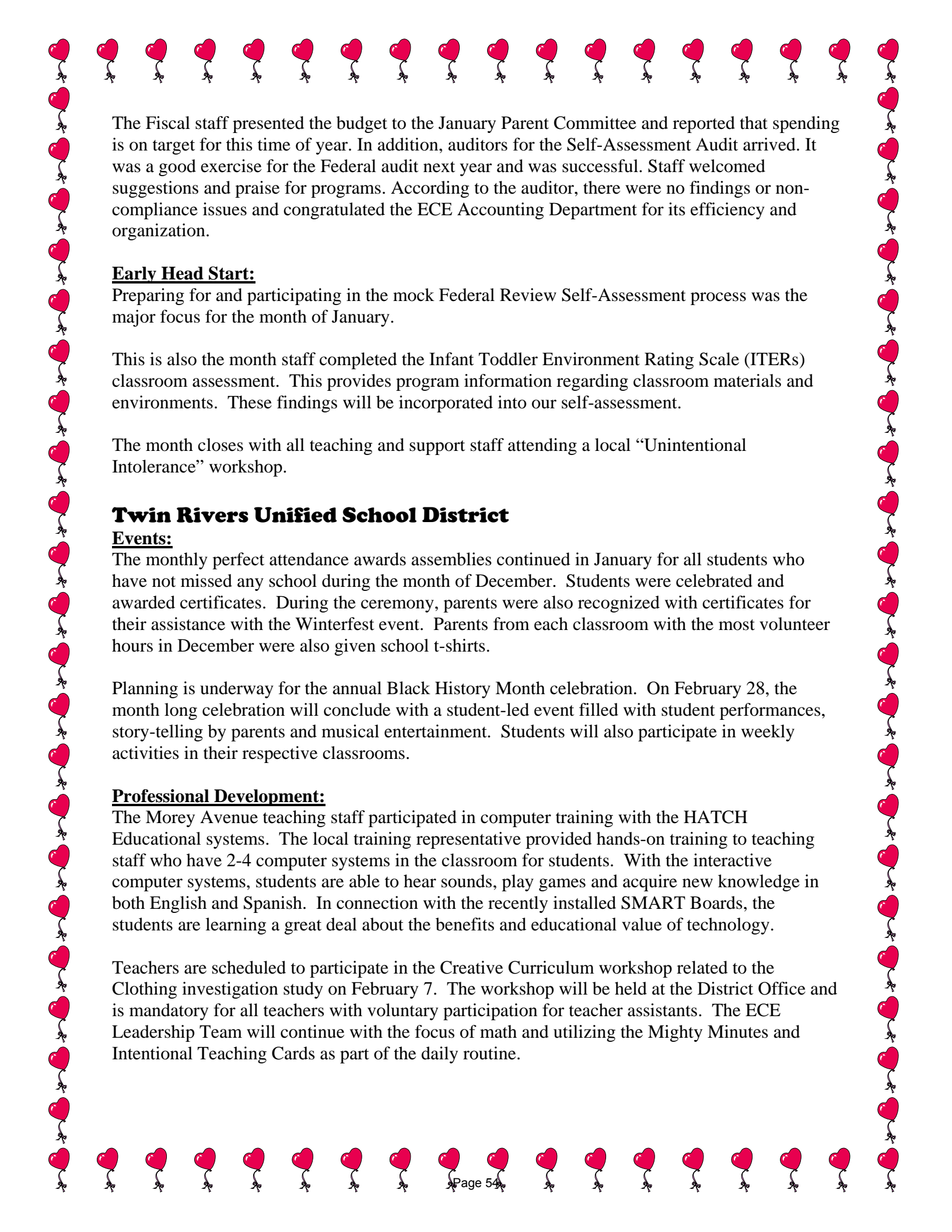
**Program Support/Staff Training Update:**

Teachers were trained on the CLASS dimension of Concept Development. This training focused on the strategies that promote analysis and reasoning; the creation of ideas through brainstorming, planning and implementing plans; the integration of ideas through connecting concepts to previous knowledge, and the connections to the real world when helping children understand a new concept.

**Fiscal Update:**

Meetings have been held with parents and staff in preparation for the renewal of the Head Start grant. New ideas are being discussed to best use the funding to support the parents and children in the program. It is a very collaborative process and input is received from all parties.





The Fiscal staff presented the budget to the January Parent Committee and reported that spending is on target for this time of year. In addition, auditors for the Self-Assessment Audit arrived. It was a good exercise for the Federal audit next year and was successful. Staff welcomed suggestions and praise for programs. According to the auditor, there were no findings or non-compliance issues and congratulated the ECE Accounting Department for its efficiency and organization.

**Early Head Start:**

Preparing for and participating in the mock Federal Review Self-Assessment process was the major focus for the month of January.

This is also the month staff completed the Infant Toddler Environment Rating Scale (ITERS) classroom assessment. This provides program information regarding classroom materials and environments. These findings will be incorporated into our self-assessment.

The month closes with all teaching and support staff attending a local “Unintentional Intolerance” workshop.

**Twin Rivers Unified School District**

**Events:**

The monthly perfect attendance awards assemblies continued in January for all students who have not missed any school during the month of December. Students were celebrated and awarded certificates. During the ceremony, parents were also recognized with certificates for their assistance with the Winterfest event. Parents from each classroom with the most volunteer hours in December were also given school t-shirts.

Planning is underway for the annual Black History Month celebration. On February 28, the month long celebration will conclude with a student-led event filled with student performances, story-telling by parents and musical entertainment. Students will also participate in weekly activities in their respective classrooms.

**Professional Development:**

The Morey Avenue teaching staff participated in computer training with the HATCH Educational systems. The local training representative provided hands-on training to teaching staff who have 2-4 computer systems in the classroom for students. With the interactive computer systems, students are able to hear sounds, play games and acquire new knowledge in both English and Spanish. In connection with the recently installed SMART Boards, the students are learning a great deal about the benefits and educational value of technology.

Teachers are scheduled to participate in the Creative Curriculum workshop related to the Clothing investigation study on February 7. The workshop will be held at the District Office and is mandatory for all teachers with voluntary participation for teacher assistants. The ECE Leadership Team will continue with the focus of math and utilizing the Mighty Minutes and Intentional Teaching Cards as part of the daily routine.



**Components:**

The substitute Health Assistant, Kelli Carrillo, continues to focus on the Nutrition duties. She works with the District Nurse and has received some training to follow-up on Nutrition duties and the nutritional needs of the students. The nutrition activities in the classrooms continue with a focus of healthy fruits and vegetables.

The Health Component Leader continues reviewing students' files for medical concerns and continues following up on students' needing additional documents. The Health Component leader is also working closely with the classroom teachers and Resource Teacher on the Safe Environment checklist to ensure all of the components of the monitoring tool are fully met. The School Social Worker/Counselor continues classroom observations to assist with intervention strategies and behavioral techniques for all classrooms. Student groups for social skills and behavioral interventions continue for our students referred by teachers and parents. The groups meet weekly with the Social Worker and continue working on skills needed to be successful in the classroom setting.

The new Community Liaison, Shelley Harris, came on board effective January 31. The previous Community Liaison left for maternity leave on February 1 so the Social Worker will continue assisting with the Family Partnership Process due to the staff shortage.

The newly hired Community Liaison will continue to meet with families to complete their Family Partnership Profiles and begin assessing their goals with the Family Partnership Agreement as well as providing resources and information. The Community Liaison and Social Worker also continue the plan and facilitate the monthly meetings in each of the Morey Avenue classrooms and at Oakdale.

The Speech and Language Pathologist (SLP) continues providing direct services to students needing speech therapy at both sites.

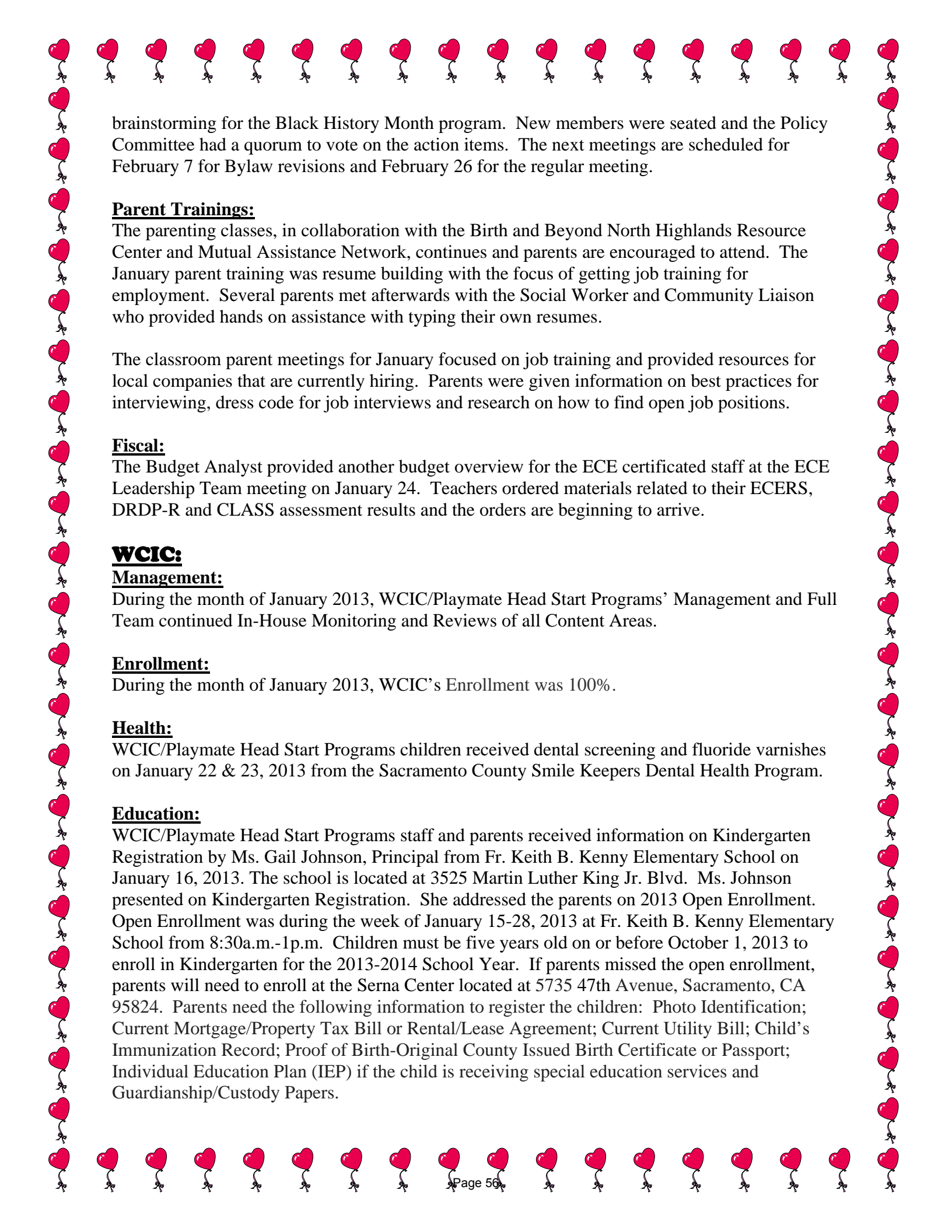
The Education Component Leader continues to support teaching staff with classroom observations and suggestions for improving classroom management skills and student engagement strategies. The school-wide action plans for the ECERS, CLASS and DRDP-R are being finalized and implemented.

The ERSEA component continues to meet with parents to fill any vacancies and both sites are fully enrolled with established wait lists. Planning for enrollment for 2013-2014 will begin in late February 2013.

The Program Design and Management component leader completed a draft of the ERSEA manual. A final review will be completed and the manual will be submitted to the PC for approval.

**Policy and Parent Committees:**

The Parent Committee meeting at Oakdale was held on January 22. The Policy Committee meeting was held on January 22. The agenda included a review of the monthly reports, the approval of the Social Worker and Community Liaison positions, selection of fundraiser and



brainstorming for the Black History Month program. New members were seated and the Policy Committee had a quorum to vote on the action items. The next meetings are scheduled for February 7 for Bylaw revisions and February 26 for the regular meeting.

**Parent Trainings:**

The parenting classes, in collaboration with the Birth and Beyond North Highlands Resource Center and Mutual Assistance Network, continues and parents are encouraged to attend. The January parent training was resume building with the focus of getting job training for employment. Several parents met afterwards with the Social Worker and Community Liaison who provided hands on assistance with typing their own resumes.

The classroom parent meetings for January focused on job training and provided resources for local companies that are currently hiring. Parents were given information on best practices for interviewing, dress code for job interviews and research on how to find open job positions.

**Fiscal:**

The Budget Analyst provided another budget overview for the ECE certificated staff at the ECE Leadership Team meeting on January 24. Teachers ordered materials related to their ECERS, DRDP-R and CLASS assessment results and the orders are beginning to arrive.

**WCIC:**

**Management:**

During the month of January 2013, WCIC/Playmate Head Start Programs' Management and Full Team continued In-House Monitoring and Reviews of all Content Areas.

**Enrollment:**

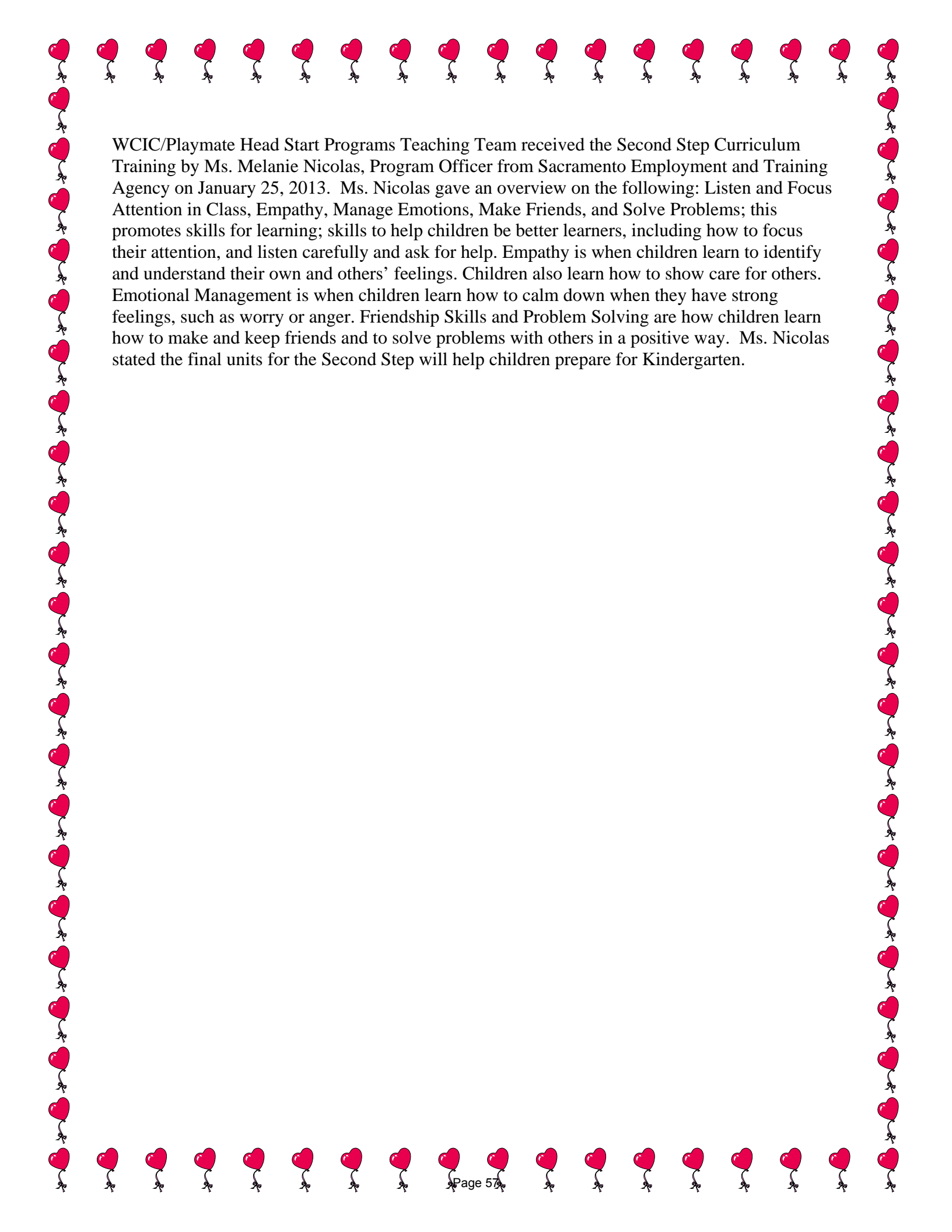
During the month of January 2013, WCIC's Enrollment was 100%.

**Health:**

WCIC/Playmate Head Start Programs children received dental screening and fluoride varnishes on January 22 & 23, 2013 from the Sacramento County Smile Keepers Dental Health Program.

**Education:**

WCIC/Playmate Head Start Programs staff and parents received information on Kindergarten Registration by Ms. Gail Johnson, Principal from Fr. Keith B. Kenny Elementary School on January 16, 2013. The school is located at 3525 Martin Luther King Jr. Blvd. Ms. Johnson presented on Kindergarten Registration. She addressed the parents on 2013 Open Enrollment. Open Enrollment was during the week of January 15-28, 2013 at Fr. Keith B. Kenny Elementary School from 8:30a.m.-1p.m. Children must be five years old on or before October 1, 2013 to enroll in Kindergarten for the 2013-2014 School Year. If parents missed the open enrollment, parents will need to enroll at the Serna Center located at 5735 47th Avenue, Sacramento, CA 95824. Parents need the following information to register the children: Photo Identification; Current Mortgage/Property Tax Bill or Rental/Lease Agreement; Current Utility Bill; Child's Immunization Record; Proof of Birth-Original County Issued Birth Certificate or Passport; Individual Education Plan (IEP) if the child is receiving special education services and Guardianship/Custody Papers.



WCIC/Playmate Head Start Programs Teaching Team received the Second Step Curriculum Training by Ms. Melanie Nicolas, Program Officer from Sacramento Employment and Training Agency on January 25, 2013. Ms. Nicolas gave an overview on the following: Listen and Focus Attention in Class, Empathy, Manage Emotions, Make Friends, and Solve Problems; this promotes skills for learning; skills to help children be better learners, including how to focus their attention, and listen carefully and ask for help. Empathy is when children learn to identify and understand their own and others' feelings. Children also learn how to show care for others. Emotional Management is when children learn how to calm down when they have strong feelings, such as worry or anger. Friendship Skills and Problem Solving are how children learn how to make and keep friends and to solve problems with others in a positive way. Ms. Nicolas stated the final units for the Second Step will help children prepare for Kindergarten.

## 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.