



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

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Councilmember
City of Sacramento

JAY SCHENIRER
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**SPECIAL MEETING OF THE
SETA GOVERNING BOARD**

DATE: Monday, April 29, 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.

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

- | | | |
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- | | | |
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DISTRIBUTION DATE: MONDAY, APRIL 22, 2013

ITEM II-A - CONSENT

MINUTES OF THE APRIL 4, 2013 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the April 4, 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, April 4, 2013
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Supervisor Jimmie Yee called the meeting to order at 10:05 a.m.

Members Present:

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

II. Consent Items

- A. Minutes of the March 7, 2013 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Selection Criteria for Enrollment in Head Start and Early Head Start
- D. Approval of Revised Vendor Services (VS) Request for Qualifications (RFQ)
- E. Ratification of the Submission of the Proposal to the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance and Office for Victims of Crime for the "Enhanced Collaborative Model to Combat Human Trafficking" Grant and Authorize the Executive Director to Execute the Cooperative Agreement and any Modifications or Other Documents Required by the Funding Source

No questions or comments.

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

- A. Approve the March 7, 2013 minutes.
- B. Approve the claims and warrants for the period 2/29/13 through 3/28/13.
- C. Approve the Head Start and Early Head Start Selection Criteria for Sacramento County as attached.
- D. Approve the release of the *Revised* Vendor Services (VS) Request for Qualifications (RFQ) to include Adult Literacy services for adult customers of the SWCC system.
- E. Ratify the submission of the Enhanced Collaborative Model to Combat Human Trafficking grant application to the U.S. DOJ/BJA/OVC on March 13, 2013,

requesting up to \$499,900 for a two-year project period, and authorize SETA's Executive Director to execute the cooperative agreement, modifications and any other documents required by the funding source.

Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Approval to Accept Donation from 99 Cents Only Stores

Ms. Kossick stated that this donation will support the Head Start program.

Mr. Warren encouraged staff to send them an invitation to visit the Sacramento Head Start program.

Moved/Warren, second/Nottoli, to approve the acceptance of \$50,000 donation from 99 Cents Only Stores for SETA Head Start.

Voice Vote: Unanimous approval.

2. **TIMED ITEM: 10:00 A.M. AND PUBLIC HEARING:** Approval of Revisions to the Sacramento Employment and Training Agency 2012-2013 Budget

Ms. Loretta Su reviewed this item and explained the revisions to the budget. The revised budget of \$87,363,087 includes changes in anticipated revenues and expenses from the following sources:

- Workforce Investment Act - \$3,575,758
- DHA One-Stop Share of Cost - \$300,000
- DHA OJT – (\$775,000)

The City Council and County Board of Supervisors will take action to approve this budget revision.

Mr. Yee opened a public hearing.

Moved/Schenirer, second/Warren, to close the public hearing and approve the revised SETA budget for fiscal year 2012-2013.

Voice Vote: Unanimous approval.

B. **WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services: None.

One Stop Services: None.

Community Services Block Grant: None.

C. **CHILDREN AND FAMILY SERVICES:** No items.

IV. Information Items

- A. Pacific Gas & Electric Power Pathways Program: Mr. William Walker provided an overview of the successes in this program.
- B. Employer Success Stories and Activity Report: No additional report
- C. Dislocated Worker Update: No additional report.
- D. Unemployment Update/Press Release from the Employment Development Department: No report.
- E. Head Start Reports: Ms. Denise Lee provided an update on the designated renewal system that came out 1 ½ years ago. So far, 135 programs have gone through the redesignation and out of 125 announced, 80 programs were recompleted back to the original program. 25% were replaced with new grantees, 14% were split up, and six areas did not have successful applicants.

The Contra Costa program was split into two programs. E. Center in Marysville recompleted successfully; Los Angeles recompleted into 12 different programs in the area. San Mateo was successful in regaining their full program.

Recompetition is the 'name of the game' and this may impact the Sacramento area.

Ms. Scherman arrived at 10:21 a.m.

Ms. Lee stated that staff has not heard back on sequestration. Ms. Lee and staff participated in a brief conference call and it was announced that cuts are coming. Staff will move forward with the program and will come to the board for any adjustments.

Mr. Yee asked if an agreement has been settled on regarding the count of students. Ms. Kossick replied staff have been in conversation with the Administration for Children and Families and that they will be reviewing and either accepting or not accepting the number of enrolled students in the new grant application.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick thanked board members for their availability to attend the April 29 special meeting.
- C. Deputy Directors: Ms. Robin Purdy provided an update on the RFP for WIA. The RFP was approved on March 7 and released the following day. There are 23 programs pre-qualified by the deadline and staff anticipates receiving

proposals from all of the 23 proposers. This is a big change to move from universal access to actually providing intensive training for a vulnerable population. The changes are being driven by state legislation which requires a modification of how the funds are spent. The RFP was also driven by public input that there is a need for ESL, job readiness and training in post-secondary education. In the RFP, those are the services that are being prioritized.

Mr. Nottoli has issues about the geographical structure and the provision of services. There is a large gap geographically for people in the south part of the county to access training.

Ms. Purdy replied that staff understands the anxiety of staff and program operators.

Ms. Scherman spoke with Ms. Kossick that she was disappointed in her vote on the motion regarding the release of the RFP. She is concerned that the site that holds South County should not be closed. By closing that center it will hurt the people living in the South area of the county. Ms. Scherman wants to have more discussion on this topic.

Ms. Kossick reported that the proposals are due April 25; staff will be bringing the funding recommendations on June 20. The RFP is for training centers does not include one stop career centers. If the board wants to have an RFP for career centers, that would be a separate RFP.

Mr. Nottoli asked if the board has the ability to change things on June 20. Ms. Kossick replied that what the board could do with the original RFP is to carve out a piece of the funding and set it aside and direct staff to go out with an RFP for career centers. The board cannot extend the funding to career centers because it is in the last of five year extensions.

Ms. Purdy stated that staff can come forward with a recommendation on April 29 with the amounts of money to add affiliate services to training centers. Ms. Kossick stated that it would be easier to carve out a portion of funding specifically for the career centers.

Mr. Thatch stated that this board has discretion and the authority to do whatever they want. However, action cannot be taken today because it is not agendaized. Mr. Thatch recommended that the board reconsider the actions taken at the March meeting and then debate it. Mr. Thatch stated that there are outside forces that the board needs to be aware of. There are new rules coming down from the State that will have implications making it more difficult to have career centers. Also, the Agency has existing leases that have to be honored. If the board decides to set aside funding, staff can develop an RFP and can go out with another RFP with a shorter deadline.

Mr. Yee requested to have a list of the pros and cons available at the April 29 meeting. Include the possible impact on the current proposers. Ms. Purdy stated that staff will know by April 25 who has submitted a proposal under the current RFP.

Mr. Nottoli requested this agenda item at the April 29 meeting. Ms. Kossick stated that another meeting may be scheduled during the month of May to get the RFP approved and released.

- D. Counsel: Mr. Thatch stated that at the last meeting, the Board directed legal counsel to take a look at local preference in contracting for services. His office has consulted with county counsel and city counsel. Because SETA's funding is federal, local preference on funding cannot be extended. The philosophy of the federal government is that anyone wanting to compete should be allowed to compete. Staff can do whatever activities necessary to 'beat the bushes' and do workshops to get people locally to submit proposals and bids for goods/services.
- E. Members of the Board: No comments.
- F. Public: None.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

The Board recessed into closed session at 10:51 a.m. Mr. Thatch stated that there will be no report out of closed session.

- VII. Adjournment:** The meeting was adjourned at 11:13 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 3/29/13 through 4/22/13, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 3/29/13 through 4/22/13.

STAFF PRESENTER: Roy Kim

ITEM II-C - CONSENT

APPOINTMENT OF REQUIRED PARTNER MEMBER TO THE SACRAMENTO
WORKS, INC. BOARD

BACKGROUND:

The Sacramento Works, Inc. Board is a 41-member board comprised of representatives from the private sector, education, economic development, labor, and required partners. The required partners represent public employment service, rehabilitation agency, and public assistance agency. A required partner seat for veterans representatives became vacant in December, 2012.

Mr. Noah Harris, Director of the Veterans Business Outreach Center has submitted an application to serve as the veterans services representatives.

Legal counsel has reviewed this application.

Staff will be available to answer questions.

RECOMMENDATION:

Appoint Noah Harris to the vacant veterans representative required partner seat on the Sacramento Works, Inc. Board of Directors.

STAFF PRESENTER: Kathy Kossick

ITEM II-D - CONSENT

APPROVAL TO RATIFY THE SUBMISSION OF AN APPLICATION TO THE EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) FOR WORKFORCE INVESTMENT ACT 15% AND 25% FUNDS FOR A VETERAN'S EMPLOYMENT-RELATED ASSISTANCE PROGRAM AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

The Employment Development Department in coordination with the California Workforce Investment Board and the California Labor and Workforce Development Agency announced the availability of funds for Veterans Employment-Related Assistance programs. The goal of this initiative is to promote the use of industry sector strategies as the framework for addressing the need of veterans to transition to high-wage, high-growth occupations using their skill sets obtained in the military. Staff is requesting approval to ratify the submission of a proposal to continue a successful program that Sacramento Employment and Training Agency (SETA), American River College, Pacific Gas & Electric (PG&E) Company and the Sacramento Municipal Utility District (SMUD) have been providing for the past two years as part of a regional effort to recruit, assess, interview, select and train job seekers for employment in the energy/utility sector.

In June of 2012, SETA was awarded \$500,000 by EDD, which trained 34 utility line worker trainees; and will be training for 25 pipefitter/pipe layer-gas line workers in May of 2013. The primary focus of the program placed emphasis on the recruitment of recently separated veterans (released from duty in past 48 months) and provided intensive case management along with Post-Traumatic Stress Disorder (PTSD) assessment as needed. To date, all 34 trainees have completed the training and are in the process of interviewing with employers including PG&E, SMUD, and Roseville Electric.

SETA is developing a new Power Pathway Proposal for 2013-2014 to focus on the energy/utility sector, specifically to meet the growing need for Utility/Line Workers. SETA will provide the staff and facilities required to provide orientation, assessment, pre-screening, and interviewing to select 60 students to enroll in the Power Pathway Program and provide case management, supportive services, and follow-up and retention services for students while they participate in the American River College classes with the goal of 100% completion. For this proposal, SETA will continue to

STAFF PRESENTER: William Walker

ITEM II-D - CONSENT (continued)
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collaborate with the Sacramento Veterans Resource Center for intensive case management services and PTSD counseling. SETA is requesting an award of \$400,000 to serve 60 veterans. The submission deadline for the application was April 23, 2013.

RECOMMENDATION:

Ratify the submission of the Veterans Employment Assistance Program application to the California Employment Development Department requesting \$400,000 to provide services to 60 veterans. Authorize the SETA Executive Director to execute the agreements, modifications and any other documents required by the funding sources.

STAFF PRESENTER: William Walker

ITEM II-E - CONSENT

APPROVAL OF RESOLUTION TO ACCEPT PROGRAM YEAR 2013
COMMUNITY SERVICES BLOCK GRANT (CSBG) DISCRETIONARY
TARGETED INITIATIVE FUNDS AND AUTHORIZE THE SETA EXECUTIVE
DIRECTOR TO SIGN THE AGREEMENT AND ANY AMENDMENTS TO THE
AGREEMENT

BACKGROUND:

SETA was awarded a \$100,000 CSBG Discretionary Targeted Initiative Grant by the State Department of Community Services and Development (CSD). The contract term is from June 1, 2013 through June 30, 2014. CSD requires a resolution from the SETA Governing Board prior to executing a contract for the 2013 CSBG Discretionary Targeted Initiative funding.

RECOMMENDATION:

Review and approve the attached resolution, and authorize the Executive Director to sign the agreement and any amendments to the agreement.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM II-F - CONSENT

APPROVAL TO ACCEPT FUNDS FROM THE CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION TO IMPLEMENT A TRANSITION PROGRAM AT FOLSOM STATE PRISON AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT AND ANY MODIFICATIONS TO THE AGREEMENT

BACKGROUND:

In March of 2008, at the request of the Governor's Strike Team of the California Department of Corrections and Rehabilitation (CDCR), the Sacramento Works Workforce Investment Board (WIB) conducted an Employer Forum to help identify how the workforce system could effectively assist employers in addressing the needs of ex-offenders in obtaining employment. The Strike Team utilized the recommendations from employers in developing the California Prison to Employment Plan in response to the Public Safety and Offender Rehabilitation Services Act of 2007 (AB 900).

A significant recommendation of the plan was the implementation of a Prison to Employment Program designed to facilitate offenders' successful employment after release, initially using California's existing Workforce Investment Boards, and eventually installing a comprehensive transition employment program, known as New Start. The State designated SETA as an "Alpha Pilot" and provided funding to SETA to implement the pilot. CDCR implemented the New Start Project in two phases—(1) the prison transition program and (2) the parolee community program. CDCR discontinued the Project in May of 2012 due to budget issues and the implementation of AB 109.

In February of 2013, CDCR requested that SETA restart the Transition Program at Folsom State Prison in June 2013 for female inmates. SETA will receive \$237,572 per year to provide the following services:

Folsom State Prison (FSP) Transition Program

The Transition program is a 76-hour curriculum provided to inmates in the California Department of Corrections and Rehabilitation facilities over a five-week period prior to their parole date. The purpose of the program is to provide inmates with job readiness and job skills prior to release, inform them of community resources and programs that can assist them in their transition, and link them to the local One-Stop Career Center and social service agencies in their county of residence to ensure access to resources and employment upon release. The training will be provided to 30 female inmates per session daily for two sessions.

STAFF PRESENTER: William Walker

RECOMMENDATION

Approve the acceptance of \$237,572 per year for FY 2013-14 and 2014-15 in funding from the California Department Corrections and Rehabilitation with a possible extension in 2015-16 and authorize the Executive Director to execute the agreement and any amendments to the agreement.

STAFF PRESENTER: William Walker

ITEM II-G- CONSENT

APPROVAL OF ANNUAL SELF ASSESSMENT FOR 2012-2013
AND RESULTING PROGRAM IMPROVEMENT PLAN
SETA OPERATED PROGRAM

BACKGROUND:

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

In January 2013, a team of parents and internal and external reviewers were assembled for the 2012-2013 self-assessment process. Teams reviewed and analyzed nineteen service areas, including Program Governance, Planning, Communication, Record-keeping/Reporting, On-going Monitoring, Human Resources, Fiscal, Prevention/Early Intervention, Tracking/Follow-up, Disabilities, Individualization, Family Partnerships, Parent Involvement, Community Partnerships, Eligibility/Recruitment/Selection/ Enrollment/Attendance, Safe Environments, Child Outcomes, Education and Early Intervention.

While many positive outcomes and strengths were noted during the review, staff continues to strive for excellence. As part of the 2012-2013 Program Improvement Plan, staff will focus on a few areas of improvement, including school readiness/child outcomes, family and community engagement, program design and management and on-going monitoring opportunities.

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

The Policy Council will review and take action on this item at their April 23 meeting. Staff will be available to answer questions.

RECOMMENDATION:

Approve Program Year 2012-2013 Self-Assessment and resulting Program Improvement Plan.

STAFF PRESENTER: Denise Lee

Self Assessment Summary of Results 2012-2013

Project Background:

During the fall of 2012, SETA Head Start/Early Head Start developed a self assessment plan that included parents, administrative and field staff, management and consultants. The self assessment process, which took place January 14-18, 2013, resulted in an in-depth review of the quality and compliance of the SETA Head Start/Early Head Start program.

The 2011 OHS Monitoring Protocol was used for evaluating all services and systems areas of the SETA Operated Program (SOP), as well as selected aspects of SETA's partners and delegate agencies. Delegates conduct their own comprehensive self assessment annually. Focus groups and interviews were conducted with both SOP and delegate agency staff using questions from the 2013 OHS Monitoring Protocol and included interviews with Board members, Policy Council and Policy Committee and PAC members, content managers, teachers, and family engagement staff. An extensive file review checklist was developed for reviewing almost 300 children's files. Numerous administrative and financial files and records were also reviewed as well as program plans, procedures and policies. Governance and management systems were reviewed at the SETA Operated Program as well as delegate agencies. Classroom observations at both the SETA Operated Program and the Delegate agencies were conducted using the CLASS system. Daily team meetings and debriefings with reviewers and management staff were held for purposes of coordination and communication. Program goals and objectives were carefully reviewed and progress noted.

Team reviews included, but were not limited to the following: children's files, on-going monitoring reports, program information reports, policies and procedures manuals, Human Resource and fiscal documents, monthly reports, *Childplus* reports, self assessment results, goals and objectives, classroom observations, ECERS, ITERS, and CLASS results, indicators from Community Childcare Licensing (CCL) and the Child and Adult Care Food Program (CACFP), home visit observations, etc. Additionally, many teams performed interviews with staff, parents, and community partners for the self assessment. Results from the self assessment were analyzed and resulted in a detailed Self Assessment Program Improvement Plan (PIP).

Team Composition:

For the Self Assessment, individual teams were assembled by content area. Each team had an appointed team leader to facilitate the process and consisted of both internal and external stakeholders. The teams were as follows:

Program Governance/Management Systems
Health Services
Safe Environments
Disabilities Services

Family & Community Engagement
Nutrition Services
Child Development & Education (HS)
Child Development & Education (EHS)

Mental Health
Human Resources
Fiscal

Community Partnerships
ERSEA

Summary of Program Strengths ~ SETA Operated Program (SOP) :

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

Health:

- SETA and its delegates have licensed and experienced health staff
- Three-tiered position for Family Service Workers at SETA
- SETA completed all 45-day health screenings
- Health files are well organized and dental exams completed in timely manner
- Community partnerships provide basic and enhanced health services including sites where asthma was high
- SOP has a follow-up “Routing and Referral System” for tracking
- Disaster preparedness with staff training was well developed and implemented

Nutrition:

- SETA and all its delegates have qualified nutrition management and consultants
- SETA’s Parent Advisory Committee’s food service committee meets every month and provided valuable input on children’s menus
- SETA’s program has menus inclusive of whole grains and very few sugar items
- Community collaborations include interns from CSUS who provide parent education and nutrition activities for children

Safe Environments:

- SETA’s Disaster Preparedness Plan is exemplary and the Safety Policies and Procedures are well developed
- Family Service Workers were observed to be very engaged at their classrooms

Disabilities:

- Outstanding partnership with SCOE in inclusive programming
- Inclusive classrooms are available at the SETA program
- Interviewed parents gave very positive feedback about their experience with disabilities services
- Very specific strategies for budgeting and maintenance of effort for disabilities services
- Special Education field technicians have educational and professional backgrounds that ensure provision of services
- All SETA sites have licenses that include six non-ambulatory slots

Mental Health:

- SETA’s mental health consultants and content experts have impressive educational and professional qualifications

- SETA has mental health plans that include specific training for staff and parents in implementing the Teaching Pyramid

Education-HS:

- SETA and all delegates are using the five essential domains from Head Start Foundations and are aligned with the 18 school readiness goals
- The SETA program has excellent training on the CLASS tool and how to use this framework in blending with curricula and developmentally appropriate practices
- Sharon Neese classrooms are exceptional and showcase high quality practices
- SETA and all delegates use the Creative Curriculum and/or Open Court as well as additional curricula broadening children's experiences
- All classes observed included each child's family with learning approaches that included family trees, stories, and picture boards

Education-EHS:

- Implementation of Creative Curriculum for Infants and Toddlers Caregivers is evident in classes which supports the varying development of children
- All EHS sites demonstrated individualization, group planning, and ongoing assessment
- SETA's Daily Information Exchange form maintains daily communication with parents

Family & Community Engagement:

- SETA has strong formal and informal community partnerships
- SETA has added school readiness aides who are parents that assist in the classroom
- There is evidence of parent partnerships in the file and on the FPA.
- Case note training has improved the Family Contacts section of the file.

Fiscal Integrity:

- SETA's permanent facility files are outstanding. They are well organized and contain all information needed to track projects from commencement to current day
- SETA files for facility Notice of Federal Interest are commendable in their historical completeness and in being reconciled to inventory records
- SETA's fiscal files are well organized with information readily available

PDM:

- SETA's Board and Policy Council (PC) have approved all actions required by Head Start regulations and the law
- SETA's PC members are well trained during the year and members interviewed were extremely complimentary of SETA management and staff for their support
- Program staff are well qualified and content managers meet or exceed qualification standards
- Countywide program communication is excellent and SETA management models a collaborative approach
- SETA is developing an e-monitoring system that will provide instant data and reports through the use of I-Pads

- SETA has strong formal and informal community partnerships supports school readiness and family engagement
- SETA conducts well organized and comprehensive self-assessments that looks at the program critically
- SETA has a well structured Human Resources Department

ERSEA:

- SETA has a strong centralized ERSEA system with conscientious ERSEA staff
- High percentage of verifying signatures for income eligibility files
- Exemplary electronic sign-in system for parents provided instant attendance information
- Full enrollment is maintained consistent with Tracks system
- Active, ongoing recruitment of families with appropriate waiting lists
- SETA serves more families who are below poverty (94%) than what is required (90%)
- Income documents secured at relatively high rate

Summary of Program Growth Opportunities ~ SOP:

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

Health:

- Some files reviewed were not up-to-date, while some did not reflect follow-up treatment

Nutrition:

- Some SETA sites reviewed did not have children brush their teeth in conjunction with a meal

Safe Environments:

- Several SETA sites had items that needed repair, rearrangement, cleaning, or removal
- A few SETA classes needed improvement in medication storage or had incomplete first aid kits
- Several classes needed improvement in covering electrical outlets

Disabilities:

- The Part C MOU for delegate agencies has not been updated since 12/31/10.
- Files did not show transition planning for children who have an IEP

Education-HS:

- Some files did not contain Individual Development Plans or goals

Family & Community Engagement:

- Some FPAs were not completed, while some did not have documented follow-up in the files
- Strategies and goals in FPAs need to be improved so that they are more consistent and fully relate to each other.
- EHS transition plans were not documented in some files

Fiscal Integrity:

- Some delegate contracts and facility leases were signed and dated after the commencement date

PDM:

- Grantee monitoring needs improvement in the review and correction of issues related to outdoor facilities, governance (particularly Boards), and children's files at both the SETA operated program and all delegate agencies. The new e-monitoring system currently being developed is promising for making these improvements provided the frequency and follow-up is ensured.
- The current annual public report needs to include five more elements required in the law
- Some managers did not have current performance reviews based on sampled personnel files
- SETA needs to identify/develop a new employee evaluation support system since the current system will soon be unavailable.

ERSEA:

- Monthly analysis of site/classroom averages and documented correction was not currently being conducted

Summary of Program Strengths ~ Delegate Agencies:

Health:

- Licensed and experienced health staff
- Health files were well organized and dental exams completed in timely manner
- Community partnerships provide basic and enhanced health services including sites where asthma was high
- Disaster preparedness with staff training was well developed and implemented

Nutrition:

- Qualified nutrition management and consultants
- Excellent referrals made by nurse and dietician
- SETA's Parent Advisory Committee's food service committee met every month and provided valuable input on children's menus
- Excellent hand washing and tooth brushing practices

Safe Environments:

- All delegates had heightened security measures in place to ensure safety of children and staff, including one delegate that uses an innovative scanning process and badges for visitors
- Another delegate has an excellent system that enables substitute teachers to locate important items in classes

Disabilities:

- Outstanding partnership with SCOE in inclusive programming
- Inclusive classrooms are available
- Interviewed parents gave very positive feedback about their experience with disabilities services
- Very specific strategies for budgeting and maintenance of effort for disabilities services
- Special Education field technicians have educational and professional backgrounds that assure provision of services
- Effective system to monitor educational screenings, assessments and follow-up referrals

Mental Health:

- Mental health consultants and content experts have impressive educational and professional qualifications
- Mental health plans include specific training made available to staff and parents in implementing the Teaching Pyramid

Education-HS:

- SETA and all delegates are using the five essential domains from Head Start Foundations and are aligned with the 18 school readiness goals
- Inclusion classrooms provide a seamless experience for children
- SETA and all delegates use the Creative Curriculum and/or Open Court as well as additional curricula broadening children's experiences

- All classes observed included each child's family with learning approaches that included family trees, stories, and picture boards

Education-EHS:

- Implementation of Creative Curriculum for infants and toddlers is evident in classes which supports the varying development of children
- All EHS sites demonstrated individualization, group planning, and ongoing assessment
- Some delegates serve teen parents and collaborate with parents to strengthen parent-child attachment
- Infant classrooms were nurturing with space for parents to participate

Family & Community Engagement:

- Strong documentation of parent conferences and home visits
- Knowledgeable and experienced FCE staff implementing family partnerships effectively
- Children's records are well organized with services properly documented
- Effective and efficient recordkeeping system with organized files
- Well documented family partnership goals and strategies

Fiscal Integrity:

- Strong communication between delegate accounting departments and grantee accounting department
- Detailed and accurate Personnel Activity Reports

PDM:

- Policy Committee members at several of the delegate agencies are knowledgeable, actively involved and receive all the required reports; they can articulate their roles and responsibilities
- ERSEA files contain signed income verifications
- One Delegate Director has involved parents and staff in making improvements and streamlining processes
- The Board of Education at one of the delegate agencies is responsive to programs, receives all required reports, and has approved all required actions

Summary of Program Growth Opportunities ~ Delegate Agencies:

Health:

- Some files reviewed at the delegate agencies were not up-to-date or did not reflect follow-up treatment
- Some files reviewed had screenings that were not completed within 45 days.

Safe Environments:

- All classrooms observed had evacuation routes posted; however, several classes did not have routes clearly marked to indicate path to outside
- Some classes had flashlights that were dim

- Several classes did not have evidence that smoke detectors were tested
- Indoor and/or outdoor premises had cleaning, repair, or unsafe issues (including not covered electrical outlets)
- A few classes needed improvement in medication storage
- A few sites had incomplete first aid kits

Disabilities:

- The Part C MOU for delegate agencies has not been updated since 12/31/10. One delegate was missing several 1308 requirements in SCOE agreement.
- Files did not show transition planning for children who have an IEP

Education-HS:

- Some files did not contain Individual Development Plans or goals

Family & Community Engagement:

- Some FPAs were not completed
- Some files lacked documentation regarding follow-up, parent-teacher conferences and home visits
- EHS transition plans were not documented in some files

Fiscal Integrity:

- Some delegates did not apply E-rate credits to Head Start telecommunication expenditures
- One delegate did not have a current student accident policy in place
- One delegate is not reporting Cal Card credit card expenditures to the Board or the Food Program
- One delegate has not conducted a physical inventory in the last two years

PDM:

- One of the delegates did not have a community representative on its PC
- Even though the Delegate Directors turn in all reports to administration, the reports don't always flow to some of the Boards. For example, the Board and the Policy Committee have not received monthly credit card expenditures on the Cal card.
- One delegate did not have documentation to support that the Board had approved hiring and firing procedures for key management staff or had approved dispute resolution procedures. Funding amendment to contract approved was but not reflected in the Board's minutes.
- Lack of evidence that Policy Committees had approved personnel policies at two of the delegates.
- Some sampled employees at two of the delegates did not have an initial physical exam completed.
- One delegate is struggling with its Policy Committee in that it last had a quorum in October and is currently not a functioning body. This also occurred last year.
- Organizational structure at one delegate did not identify oversight for family and community services; lines of supervision and accountability were unclear.

- One delegate site required parents to bring their own diapers and wipes.

Grantee Action to Address Program Growth Opportunities in Delegates

All the results of the self assessment were shared with the Delegates. This information was folded into their own self assessments and ultimately into their Program Improvement Plans, which are on file and available upon request.

Several key grantee staff who provide delegate support met to outline a plan for supporting delegates regarding the identified areas of growth. Additionally, individual meetings were held with each Delegate Agency to review the results of the self assessment and to develop a plan of action. As appropriate, grantee content coordinators are following up with Delegate agency staff. Any documents requiring revision as a result of the self assessment process will be submitted to the grantee for review and approval. Delegate Program Improvement Plans have been discussed during content meetings and are discussed during individual delegate meetings as relevant. Further, the self assessment results have been shared with the grantee's Quality Assurance Team so that extra emphasis can be placed on monitoring in those areas that were identified in the self assessment. Grantee staff will continue to track and monitor Delegate's progress on addressing these issues.

**Sacramento Employment and Training Agency
Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2012-2013**

<i>Action Step</i>	<i>Responsible Person/Department</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<i>SCHOOL READINESS/CHILD OUTCOMES</i>				
<i>Goal: Redesign and implement a new Individual Development Plan (IDP)</i>				
Redesign the Individual Development Plan (IDP) and corresponding home visit and parent conference schedule.	Karen Gonzales, Manager Program Officers (ED) Education Coordinators	March 2013	New IDP format completed. Teacher training will take place June 2013. Implementation will take place in Fall 2013.	
<i>Goal: Improve Transition Planning Process</i>				
Ensure all EHS children and children with disabilities have appropriate and timely transition plan on file	Karen Gonzales, Manager Program Officers (ED) Education Coordinators	March 2013		
<i>FAMILY AND COMMUNITY ENGAGEMENT</i>				
<i>Goal: Continue to strengthen family case management and internal monitoring systems to ensure high quality family engagement and documentation</i>				
Continue to provide staff development for Family Service Workers in the areas of case management /documentation, customer services, goal setting strategies, time management and follow-up services	Lisa Carr, Manager Program Officers (SS/PI)	May 2013	Monthly professional development strands have been developed and are in progress.	

**Sacramento Employment and Training Agency
Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2012-2013**

<p>Increase child daily attendance in each center. Develop a program to educate parents on the importance of attending school as it relates to school readiness and encourage their daily participation. Follow-up with centers/classrooms that fall below 85% average daily attendance (ADA).</p> <p>Note: continuation from 2011-2012 PIP</p>	<p>Lisa Carr, Manager Program Officers (SS/PI) Program Officer (ESREA)</p>	<p>April 2013</p>	<p>Subcommittee developed a new system for increased attendance. Being reviewed by ERSEA Program Officer and Program Ops Mgr. At each PAC meeting attendance will be discussed and related back to school readiness</p>	
<i>PROGRAM DESIGN AND MANAGEMENT</i>				
<i>Goal: Continue to improve efficiency and effectiveness of record-keeping, reporting and on-going monitoring systems</i>				
<p>Create and implement a new electronic tracking system for quality assurance and on-going monitoring. Tool will include Program Design and Management sections to support on-going monitoring and evaluation at the grantee and delegate agencies.</p>	<p>Brenda Campos, Manager Program Officer (Admin) Quality Assurance Specialists</p>	<p>January 2013</p>	<p>Quality Assurance Tool and electronic iPad app are completed and in use.</p>	<p>Completed for year but on-going to build capacity and reports</p>
<p>Agency to secure a new employee performance evaluation system</p>	<p>Rod Nishi, Chief Administration</p>	<p>January 2013</p>	<p>Evaluation systems are being evaluated. Final selection not yet determined.</p>	

**Sacramento Employment and Training Agency
Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2012-2013**

PROGRAM DESIGN AND MANAGEMENT- DELEGATE AGENCY OVERSIGHT AND ON-GOING MONITORING

Goal: Enhance on-going monitoring and oversight of delegate agencies to ensure full compliance and quality improvement.

<p>Ensure each delegate agency, specifically school districts, are fully engaging their boards/board liaison/PC reps regarding Head Start program activities and information reports.</p>	<p>Denise Lee, Deputy Director Marie Desha, SS/PI Coordinator Alma Hawkins, SS/PI Specialist</p>	<p>February 2013</p>	<p>SC, SJ and EG have recruited and retained a board liaison. On-going monitoring will continue. TRs has recruited/seated new reps on their PC.</p>	
<p>Utilizing the newly designed monitoring system, SETA will strengthen and enhance on-going monitoring within the delegate agencies to ensure full compliance with Performance Standards with special emphasis on items noted as needing improvement in the 2012 Self-Assessment report. Training and Technical Assistance will be provided by the grantee for all content areas needing improvement within each delegate agency/partner.</p>	<p>Brenda Campos, Manager Melanie Nicolas, Program Officer (Admin) Quality Assurance Specialists</p>	<p>January 2013</p>	<p>The new iPad monitoring system has been implemented and monthly visit to delegates are in progress.</p>	

ITEM III-A – 1 - ACTION

APPROVAL TO CONTRACT FOR PARTICIPANT PAYROLL SERVICES

BACKGROUND:

In 2009, this board approved the contracting for Payroll Services for the various employment services funded with Workforce Investment Act and other public and private funds. The current contract for payroll services expires on June 30, 2013. At the March 2013 meeting, this board approved the release of another Request for Proposals (RFP) for Payroll Services.

A Request for Proposals (RFP) was released on March 12, 2013 to solicit proposals to act as the employer of record and coordinate the payroll system for the Sacramento Works Employment Services. Two organizations, The Community College Foundation and PrimePay, submitted proposals by the deadline of April 2, 2013. The proposals were reviewed by representatives from the Workforce Development and Fiscal Departments.

Staff is recommending the Community College Foundation (CCF) to act as employer of record to provide complete payroll services for youth and adults participating in SETA work experience programs. This recommendation is based on the following rationale:

- CCF provided a comprehensive overview of the proposed payroll services and included all of the supporting certification and insurance requirements.
- CCF provided documentation of their experience providing these services.
- CCF's proposed administrative rate was competitive and included the provision of worker's compensation and their fees. CCF's proposed administrative rate ranged from \$2.97 to \$4.07 based on the participant's worksite occupation.
- The other applicant (PrimePay) application was not comprehensive and did not include any of the required supporting documentation including certification and insurance requirements. PrimePay's quote ranged from \$2.35 to \$5.95, did not include a workers compensation rate and fluctuated based on the number of transactions, with less transaction resulting in a higher cost.

The contract for the participant payroll services will begin July 1, 2013 and end June 30, 2015. The RFP allowed for the option of two one-year extensions upon successful delivery of services.

RECOMMENDATION:

Approve contracting with the Community College Foundation for participant payroll services for a two year period beginning July 1, 2013.

STAFF PRESENTER: Christine Welsch

ITEM III-A – 2 - ACTION

APPROVAL TO SUBMIT A PROPOSAL TO THE U.S. DEPARTMENT OF
LABOR FOR FACE FORWARD-SERVING JUVENILE OFFENDERS GRANT AND
AUTHORIZE THE SETA EXECUTIVE DIRECTOR TO EXECUTE THE SUBGRANT
AGREEMENTS, MODIFICATIONS AND ANY OTHER DOCUMENTS REQUIRED BY
THE FUNDING SOURCE

BACKGROUND:

The Department of Labor (DOL) is seeking proposals for the Face Forward – Serving Juvenile Offenders grant funds. The purpose of the Face Forward funding is to improve the long-term labor market prospects of court involved youth prior to adjudication and juvenile offenders. Because juvenile arrests can follow youth for the rest of their lives and become a major barrier to inclusion and advancement in the workforce, the Face Forward grant seeks to provide diversion and/or expungement strategies to youth ages 16 to 24 to enhance their opportunity to succeed in the workplace and avoid the stigma of a juvenile record. Grants up to \$1,000,000 will be awarded for a period of 39 months.

As the lead agency for FACE FORWARD, SETA will coordinate services to youth through the Sacramento Works Career Center system and partner with the Sacramento County Probation Department, Sacramento County Juvenile Court system, Legal Services of Northern California and other partnering agencies to provide education, vocational training, employment, legal, mentoring and other support services to these youth. Proposed collaborative partners for this initiative include the Legal Services of Northern California, Northern California Construction Training, the Sacramento County Office of Education and Sacramento Chinese Community Services Center. Final budget and program design will be based on the collaborative agency's expertise and capacity to provide the required services. The grant includes a six-month planning period and 33 month program implementation and follow-up period.

RECOMMENDATION:

- Approve the submission of a proposal to the U.S. Department of Labor, Employment and Training Administration for Face Forward funding to serve juvenile offenders for up to \$1,000,000 and;
- Authorize the SETA Executive Director to execute any subgrant agreements, modifications, and any other documents required by the funding source.

STAFF PRESENTER: Christine Welsch

ITEM III-A – 3 - ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL TO ADJUST THE SALARY RANGE FOR THE CLASSIFICATION OF EXECUTIVE ASSISTANT

BACKGROUND:

In December, 2012 the Facilities Coordinator for the Agency retired. Instead of filling the position immediately, management reviewed the job duties performed by this position and reassigned the duties to different positions in various departments. In one instance, the duties of the liaison for building issues with McCuen Properties were assigned on a temporary basis to the Executive Assistant. These duties are considered outside the scope of the position and a temporary increase of 5% was provided.

After a trial period of several months, it has been determined that the duties of the Facilities Coordinator position can be absorbed as designed which will result in cost efficiencies for the Agency. The higher duties currently being performed by the Executive Assistant will be continuing.

This will require a 5% adjustment to the established salary range for the position of Executive Assistant.

The Proposed Pay Range would be as follows

Step A	Step B	Step C	Step D	Step E
\$20.99	\$22.04	\$23.14	\$24.29	\$25.52

RECOMMENDATION

Open a public hearing, take testimony, close the public hearing and approve the proposed pay range as listed above for the classification of Executive Assistant.

STAFF PRESENTER: Kathy Kossick

ITEM III-B – 1 - ACTION

RECONSIDERATION OF APPROVAL TO RELEASE WIA
ADULT/DISLOCATED WORKER REQUEST FOR PROPOSALS FOR
SACRAMENTO WORKS TRAINING CENTERS

BACKGROUND:

At the March 7, 2013 Governing Board meeting, the SETA Governing Board approved the release of the WIA Adult/Dislocated Worker Request for Proposals (RFP) for Sacramento Works Training Centers (SWTCs). The RFP was released on March 8, 2013 and 23 proposers satisfied SETA's prequalification requirements. Responses are due on or before April 25, 2013 and staff will provide an update regarding the number of responses received during its report on this item.

During its presentation to the Board on March 7, 2013, staff emphasized that this RFP represented a change in the delivery system that had been in existence since 1996, when the board approved the Sacramento Works One Stop Career Center (SWCC) system to meet the needs of job seekers and employers. Staff explained that this change in delivery system was driven by changes in state legislation and workforce policy, changes in the economy and a skilled workforce, changes in how job seekers look for work and changes requested by community members and stakeholders in the WIA Plan public input process. Key factors determining the change in service delivery were:

- New state legislation, SB734, which sets a minimum training expenditure requirement for WIA adult and dislocated worker programs. Beginning July 1, 2012, each local area must expend 25% on training services. Beginning July 1, 2016, the minimum training expenditure requirement increases to 30%. The definition of training has changed to exclude the costs of SETA staff, One-stop Center staff and infrastructure, case management, and supportive services. This change in the definition results in a decrease of funds available to support the current Career Center infrastructure.
- The California Workforce Investment Board's goal for WIA Adult and Dislocated Workers is "at least one year of post-secondary education and the attainment of an industry-recognized credential," shifting service priorities from placement assistance to re-training and skills development, due to the changing needs of employers, skills mismatch/gaps of job seekers, high unemployment and a bad economy.
- Government data on education and training requirements leads labor market experts to estimate that as many as 25 million new job openings from 2010 to

STAFF PRESENTER: Robin Purdy

2020 will fall into the middle-skills range (47% of all new job openings) [Harvard Business Review, December 2012]. Of the 93,775 projected job openings between 2012 and 2017 in the Sacramento Works Critical Occupations, 34,236 or 36% are projected to be in middle-skills jobs (EMSI, March 2013). 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.

- Since the inception of the Career Center System, the way job seekers look for employment has significantly changed, becoming self-directed through the use of technology and effective job matching websites available through the internet. Sacramento job seekers have the Sacramento Works system available for their use 24 hours a day via any computer. This results in a decrease in the need for “bricks and mortar” career centers and case management services.
- While more job seekers and employers are using technology to find work, there are increasing numbers of customers with barriers to employment who need Vocational English As-A-Second Language, GED Preparation, Basic Computer Literacy, Job Readiness Training and/or Pre-apprenticeship training. The Training Centers will be able to provide these skills.
- Starting in October 2012, SETA staff and the Planning/Oversight Committee of Sacramento Works Inc. held a series of 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. Input received from stakeholders and the public identified a need for:
 - A. An increase in services targeting vulnerable and special populations in developing the academic, job readiness and occupational skills necessary to compete in the regional labor market.
 - B. An entry point for low-skilled job seekers to the workforce system.
 - C. Centers that focus on the training and skill development needs of job seekers in low-income, high unemployment neighborhoods and zip codes.
 - D. An increase in the resources allocated to training activities, and
 - E. An increase in training in occupational clusters/sectors that are in high demand and/or have the potential for high growth in the region.

STAFF PRESENTER: Robin Purdy

As an outcome of the WIA public meetings, staff recommended the release of the RFP to fund SWTCs in order to increase resources allocated to training. Staff recommended that SETA retain 5 comprehensive career centers hosted by SETA and EDD and utilize WIA formula funds to procure SWTCs that would be geographically distributed throughout the County and would work with the career centers to prepare low-skilled job seekers with the work preparedness and occupational skills necessary for “middle skill” jobs. The 5 comprehensive career centers were chosen because:

- SETA has lease commitments for the 4 SETA - hosted career centers.
- EDD, the host the Mark Sanders SWCC, does not require SETA to pay infrastructure costs and is required by EDD to offer one stop career center services.
- All subcontracts for one stop career center services expire 6/30/2013 and subcontracted host agencies all qualify to apply as SWTCs.

The current RFP process contemplates that SWTCs will be affiliates of the Career Centers, but will focus less on providing core services and more on providing intensive and training services that lead to a certificate, credential, or degree, or the skills or competencies needed for a specific job, occupation, or occupational group in one of the Occupational Clusters approved by Sacramento Works, Inc. All of the current one-stop host agencies were involved in the public hearing process and none of them submitted any testimony in opposition to staff’s recommended approach. In addition, current host agencies funded by WIA funding for one stop services have pre-qualified as applicants for the SWTC RFP.

At the April 4, 2013 Governing Board meeting, Board members expressed concerns over the prior board action taken on March 7, 2013 to release the RFP for SWTCs, where the number of One Stop Career Centers would decrease and new training centers would be funded. A Board member was concerned that this may cause a core services gap in the Elk Grove community. Current subcontracts for One Stop Career Centers expire on June 30, 2013.

The Board requested staff to develop agenda items for the next Board meeting to reconsider the March 7, 2013 decision to release the RFP for WIA SWTCs and to identify options for further board consideration. This action item presents the Board with the opportunity to reconsider its prior decision to release the RFP. Any Board member who voted in favor of the release of the RFP (Nottoli, Schenirer, Scherman or Yee) may make a motion to reconsider the matter and three votes will be required to approve

STAFF PRESENTER: Robin Purdy

ITEM III-B – 1 – ACTION (continued)
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reconsideration. If the Board votes in favor of reconsideration, the next Agenda Item presents several options for the Board to consider. If the Board does not approve reconsideration, then processing of the RFP will continue and the next Agenda Item will be moot.

RECOMMENDATION:

Staff recommends that the Board not reconsider its decision to release the RFP for SWTC, which will allow the WIA RFP procurement process to continue, and will permit the Board to make final funding decisions regarding the SWTCs on June 20, 2013.

STAFF PRESENTER: Robin Purdy

ITEM III-B – 2 – ACTION

CONSIDERATION OF OPTIONS FOR THE PROVISION OF ONE-STOP SERVICES IN ELK GROVE

BACKGROUND

In the prior Board item, the Board was presented with the opportunity to reconsider its prior decision of March 7, 2013, which approved the release of the WIA Adult/Dislocated Worker Request for Proposals (RFP) for Sacramento Works Training Centers (SWTCs). If the Board voted to reconsider its decision, this item presents the Board with the opportunity to select among several options to provide one-stop services in Elk Grove. If the Board did not vote to reconsider the matter, then this Board item is moot.

Below, staff presents three possible options for the Board's consideration. Variations on these themes may also be discussed and considered, so that the Board might take action to direct staff toward the preferred approach.

Option 1 –

Move forward and complete the current RFP process, ensuring that services are provided to all communities through SWTCs. The current RFP, which has an April 25 response due date, requires that each SWTC:

- A. Be located in communities with high unemployment.
- B. Develop partnerships with employers, education and community based organizations
- C. Coordinate with one-stop career centers to provide core services
- D. Engage employers and place customers in jobs
- E. Target customers with multiple barriers to employment.

Pros:

- State and federal mandates for training are met
- Aligns well with the California State Workforce Plan, the CDE Adult Basic Education Plan and the Next Economy Capital Region Prosperity Plan
- This concept has been discussed at two public hearings, two Sacramento Works Planning Committee meetings and two Sacramento Works Career Center Site Supervisor meetings and there was no public testimony submitted in opposition to the transition to SWTCs

STAFF PRESENTER: Robin Purdy

ITEM III-B – 2 – ACTION (continued)

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- Proposals submitted in response to the RFP for SWTC can be reviewed and funded and start-up can occur July 1 and applicants who have spent time writing and submitting proposals can be funded
- Under-skilled job seekers will have access to neighborhood based SWTCs and receive skills training and job placement service
- Skills training is tailored to hard to serve customers with multiple barriers to employment

Cons:

- 1.Reduction in the number of Universal Access One-Stop Career Centers

Option 2 –

Cancel the SWTC RFP and release a RFP for Sacramento Works One Stop Career Services

1. Revise the WIA 5 Year Plan and the Sacramento Works Resource Allocation Plan and move funds from training activities to one stop services
2. Release an RFP for One Stop Services
3. Select One Stop Services subgrantees.

Pros:

- Assuming that sufficient responses are received, may allow SETA to maintain universal access career center services geographically located throughout the County.

Cons:

- Delays implementation past July 1, 2013 and services at SWCC will be interrupted during this time because one stop services contracts cannot be extended.
- May put the agency at risk of not meeting federal and state mandates for training.
- Respondents to the WIA SWTC RFP will have to reapply for funds.
- Reduction in the number of One-Stop Career Centers

STAFF PRESENTER: Robin Purdy

ITEM III-B – 2 – ACTION (continued)

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- Is not consistent with the current direction of the WIA 5 year plan, the California State Workforce Plan, the CDE Adult Basic Education Plan or the Next Economy Capital Region Prosperity Plan
- SETA's 5 Year WIA Plan and Resource Allocation Plan will need to be revised.

Option 3 –

Conduct procurement for One Stop Services for Elk Grove

- Define one stop services and geographic area to be procured, and identify necessary funding
- Reduce amount available for allocation in SWTC RFP
- Release a Request for Proposal for One Stop Services

Pros:

- Provides a mechanism to procure and provide career center services in Elk Grove

Cons:

- SWCCs have traditionally been located in areas of high unemployment and/or high poverty serving customers with multiple barriers to employment. It will be difficult to target just the Elk Grove community because there are other communities with higher unemployment rates and more customers with multiple barriers to employment.
- This approach will reduce the amount of funding available for training.
- This process will take additional time to procure one-stop services for Elk Grove, resulting in a lapse in service delivery effective July 1, because one-stop services contracts cannot be extended.
- Requires additional staffing and funding for infrastructure costs to set up IT networks and career center resources.

RECOMMENDATION

Staff recommends that the Board continue and complete the RFP process for procurement of SWTCs, which will culminate in the selection and funding of SWTCs at the Board's June 20, 2013 meeting. Alternatively, staff recommends that the Board identify an appropriate option and provide direction to staff regarding preparation of a new RFP to procure one stop services in the Elk Grove area.

ITEM III-C - 1 – ACTION

APPROVAL OF FISCAL YEAR 2013-2014
HEAD START/EARLY HEAD START BUDGET

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Head Start/Early Head Start Budget for Fiscal Year 2013-2014 in the amount of \$50,410,127, which includes Basic and Training and Technical Assistance. Budget details are as follows:

Head Start Basic (serves 4,857 children)	\$42,631,898
Head Start Training and Technical Assistance	\$ 394,361
Early Head Start Basic (serves 653 children)	\$ 7,203,774
Early Head Start Training and Technical Assistance	\$ 180,094
TOTAL	<u>\$50,410,127</u>

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

A copy of the 2013-2014 Head Start/Early Head Start Budget will be sent under separate cover.

The Head Start Policy Council will review and take action on this item at their April 23, 2013 meeting.

RECOMMENDATION:

Approve the Fiscal Year 2013-2014 Head Start/Early Head Start Budget in the amount of \$50,410,127 for Basic and Training/Technical Assistance.

STAFF PRESENTER: Denise Lee

ITEM III-C - 2 – ACTION

APPROVAL OF FISCAL YEAR 2013-2014
HEAD START/EARLY HEAD START REFUNDING APPLICATION

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Fiscal Year 2013-2014 Head Start/Early Head Start Refunding Application.

A copy of the Fiscal Year 2013-2014 Head Start/Early Head Start Refunding Application will be sent under separate cover. A listing of SETA-Operated Program and delegate agency center locations, part of the refunding application, is attached for your review.

The Head Start Policy Council will review and take action on this item at their April 23, 2013 meeting.

RECOMMENDATION:

Approve the Fiscal Year 2013-2014 Head Start/Early Head Start Refunding Application.

STAFF PRESENTER: Denise Lee

SACRAMENTO COUNTY HEAD START/EARLY HEAD START SITE LOCATIONS 2013-2014

**SETA OPERATED
HEAD START
PROGRAM
Funded enrollment:
2114**

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

Auberry Park
8120 Power Inn
Sacramento, CA 95828
563-5000 (40)

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

Bright Beginnings
10487 White Rock
Road, P52
Rancho Cordova, CA
95670
563-5090 (80)

Broadway
263 Seavey Circle
Sacramento, CA 95818
563-5119 (64)

Country Wood Apts.
5700 Mack Rd.
Sacramento, CA 95823
563-5011 (40)

Crossroad Gardens
7322 Florinwood Dr.
Sacramento, CA 95823
563-5015 (64)

Elkhorn
5249 Elkhorn Blvd.
Sacramento, CA 95660
563-5353 (102)

Freedom Park
6015 Watt Ave., S #5
North Highlands, CA
95660
563-5125 (124)

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

Galt
615 2nd Street
Galt, CA 95632
(209) 745-6458 (120)

Grizzly Hollow
805 Elk Hills Drive
Galt, CA 95632
(209) 744-7728 (40)

Hillsdale
5665 Hillsdale Ave.,
Bldg. 4
Sacramento, CA 95842
563-5360 (124)

Hopkins Park
2317 Matson Drive
Sacramento, CA 95822
563-5035 (80)

Illa Collin Center
3530 41st Avenue
Sacramento, CA 95824
563-5368 (40)

Job Corps
3100 Meadowview
Sacramento, CA 95832
563-5038 (22)

Kennedy Estates
6501 Elder Creek
Sacramento, CA 95824
563-5044 (40)

LaVerne Stewart
5545 Sky Parkway
Sacramento, CA 95823
563-5055 (40)

Mather
Mather Air Force Base
10546 Peter A. McCuen
Rd.
Mather, CA 95655
563-5057 (102)

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

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

**Norma Johnson
Early Learning Center**
3265 Norwood Avenue
Sacramento, CA 95838
563-5372 (62)

**North Avenue Elem.
School**
1281 North Avenue
Sacramento, CA 95838
(102)

Northview
2401 Northview
Sacramento, CA 95833
563-5375 (102)

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

Phoenix Park
4400 Shining Star Dr.
Sacramento, CA 95823
563-5075 (62)

Rio Linda
631 L Street
Rio Linda, CA 95673
(80)

**Sharon Neese Early
Learning Center**
925 Del Paso Blvd.,
Suite 300
Sacramento, CA 95815
263-5470 (44)

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

Strizek Park
3829 Stephen Drive
North Highlands, CA
95660
563-5383 (40)

Vineland
6450 20th Street
Rio Linda, CA 95673
563-5385 (40)

Walnut Grove
14273 River Road
Walnut Grove, CA
95690
776-4939 (20)

**SETA Home Base
Program (84)**

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

Morey Avenue
155 Morey Avenue
Sacramento, CA 95838
(916) 643-8680 (179)

**Oakdale Preschool
Center**
3708 Myrtle Avenue
North Highlands, CA
95660 (32)

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

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

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

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

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

SACRAMENTO COUNTY HEAD START/EARLY HEAD START SITE LOCATIONS 2013-2014

Florin Elementary
7300 Kara Drive
Sacramento, CA 95828
383-6620 (40)

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

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

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

Prairie Elementary
5251 Valley Hi Drive
Sacramento, CA 95823
424-7665 (80)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SACRAMENTO COUNTY HEAD START/EARLY HEAD START SITE LOCATIONS 2013-2014

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

John Still
2200 John Still Drive
Sacramento, CA 95832
433-5191 (20)

**Joseph Bonnheim
Elementary**
7300 Marin Avenue
Sacramento, CA 95820
277-6517 (20)

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

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

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

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

**Mark Hopkins
Elementary**
2221 Matson Drive
Sacramento, CA 95822
433-7317 (20)

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

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

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

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

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

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

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

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

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

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

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

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

**Home-Based Program
(48)**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Playmate #1
3930 8th Avenue
Sacramento, CA 95817
(916) 451-8870 (120)

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

**SETA Early Head Start
Administrative Office:**
925 Del Paso Blvd.,
Suite 100
Sacramento, CA 95815
263-3804

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

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

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

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

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

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

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

**Norma Johnson
Early Learning Center**
3265 Norwood Avenue
Sacramento, CA 95838
563-5372 (8)

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

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

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

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

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

**Sacramento City USD
Administrative Office**
Hiram Johnson Family
Education Center
3535 65th Street
Sacramento, CA 95820
(916) 277-6767

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

**Hiram Johnson Family
Education Center**
3535 65th Street
Sacramento, CA 95820
277-6767 (28)

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

Home Base (87)

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

**San Juan Unified
School District Early
Head Start
Administrative Office**
5309 Kenneth Avenue
Carmichael, CA 95608
(916) 971-7375
**General Davie Jr.
Primary Center**
1500 Dom Way
Sacramento, CA 95864
575-2346 (16)

**Encina Infant/Toddler
Center**
1400 Bell Street
Sacramento, CA 95825
921-9714 (24)

**Fair Oaks
Infant/Toddler Center**
10700 Fair Oaks Blvd.
Fair Oaks, CA 95628
971-5873 (16)

**Marvin Marshall
Toddler Center**
5309 Kenneth Avenue
Carmichael, CA 95608
971-7380 (16)

**San Juan
Infant/Toddler Center**
7551 Greenback Lane
Citrus Heights, CA
95610
725-6125 (24)

Home Base (73)

ITEM III-C - 3 – ACTION

APPROVAL OF FISCAL YEAR 2013-2014 HEAD START/EARLY HEAD START TRAINING/TECHNICAL ASSISTANCE GRANT APPLICATION TO BE IN ALIGNMENT WITH ESTABLISHED THREE-YEAR GOALS

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Fiscal Year 2013-2014 Head Start/Early Head Start Training/Technical Assistance Plan in the amount of \$394,361 for Head Start, and \$180,094 for Early Head Start. The Budget/Planning Committee met several times with Ms. Denise Lee, Deputy Director, Head Start Children and Family Services; Mr. Roy Kim, Fiscal Chief; Head Start Managers Ms. Brenda Campos, Ms. Lisa Carr and Ms. Karen Gonzales; Governance/Social Services/Parent Involvement Coordinator, Ms. Marie Desha and the parents to provide input on the plan and correlating budget.

The Head Start Policy Council will review and take action on this item at their April 23, 2013 meeting.

RECOMMENDATION:

Approve the Fiscal Year 2013-2014 Head Start/Early Head Start Training/Technical grant application as aligned with established three-year goals.

STAFF PRESENTER: Denise Lee

TRAINING AND TECHNICAL ASSISTANCE PLAN 2013-2014

PHILOSOPHY

PHILOSOPHY

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

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

PLANNING PROCESS

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

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

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

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

TRAINING AND TECHNICAL ASSISTANCE PLAN 2013-2014

APPROACH TO TRAINING, TECHNICAL ASSISTANCE AND PROGRAM IMPROVEMENT

Adjustments to the Training and Technical Assistance Plan (T/TA) proposed for PY 2013-2014 reflect the combined needs identified and prioritized by 1) parents on the Refunding Grant Application Planning Committee, 2) parents on the Budget/Planning Review Committee, and 3) the resulting goals established in the 2012-2013 Self-Assessment Action Plan through careful analysis of results from: PIR, Community Assessment, countywide goals, on-going monitoring, DRDP-r, and ERSEA reports.

A systematic approach was taken to ensure that our 2013-2014 Self-Assessment Action Plan, and associated budget, would reflect current needs identified through a) on-going monitoring, b) PIR results, c) committee reviews of the existing T/TA Plan, as well as the continuing Three Year Goals and Objectives.

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

OUTCOMES AND TIMETABLES

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

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2013-2014**

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

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/ T & TA Budget Source	Notes
					HS EHS	
1. Priority: Program Design and Management						
A. ERSEA - Strengthen paperwork system						
Cluster Training	FSWS, EHS Educators, Home –Base staff, Site Supervisors	ERSEA Program Officer	Annual ERSEA training for all staff enrolling into Head Start/ Early Head Start Programs	August 2013	Minimal	Minimal Mandated
Cluster Training	FSW Range 3	ERSEA Program Officer	Newly hired Range 3 FSWS will be trained on Child Plus data entry for Head Start applications.	As needed	Minimal	Minimal Job requirement
Cluster Training	FSWS, EHS Educators, Site Supervisors	ERSEA Program Officer and	Staff will be fully trained on the EZ system which allows attendance tracking, CACFP meal counts, and CDE billing information	August – October 2013	Minimal	Minimal Job Requirement
B. Recordkeeping and Reporting – Strengthen recordkeeping and reporting system						
Cluster Training	Range 1 & 2 FSWs, EHS Educators	Internal Staff	Staff will improve their organizational skills, and set up a system to ensure timely follow-up.	November 2013	\$2,000	Minimal SA
Cluster Training	Site Supervisors, Teachers, Social Workers, Home Visitors, and	Education Program Officers and H/N Staff	Review the routing and referral procedure for special education and mental health. Conduct follow up training to	September 2013	Minimal	Minimal SA

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2013-2014**

	Special Ed Field Techs		ensure compliance.				
45 day Educational Screening Training	All Teaching Staff and FSWs	Program Operations Program Officers and Family Support Program Officers	Conduct follow-up training on timelines associated with mandated screenings. This will ensure that 45 day mandates are met and files are complete.	September/October 2013	Minimal	Minimal	SA
C. Human Resources - Strengthen Human Resources Systems							
Career Incentive Plan	All Staff	Community colleges, 4 year colleges/ universities	Staff will receive up to \$1,500 per grant year to return back to school to continue their education and meet Head Start/Early Head Start requirements.	August 2013 and on-going	\$18,960	\$6,571	Best Practice
New Employee Orientation	All new staff	Education Coordinators, Program Officers, Staff Training Officer, other staff as needed	New staff will understand agency policies and procedures and Head Start/Early Head Start requirements.	On-going as new staff are hired	Minimal	Minimal	Best Practice
Child Abuse Reporting	Staff	Outside Consultants	Ensure all staff are trained annually on their responsibility as a mandated reporter	November/December 2014	\$1,000	Minimal	Mandated
In-service training	All Head Start and Early Head Start staff	Outside trainers	Staff will have opportunities to develop new skills, gain knowledge on three year goals and objectives and best practices in their field.	December 2013 Spring 2014	\$12,000	\$7,000	Best Practices

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2013-2014**

D. On-going Monitoring - Strengthen On-going Monitoring Systems							
Child Plus Training	FSWS, Site Supervisors, Early Head Start Educators	I/T Staff	Staff will receive update training on Child Plus, including how to use Dash Board and how to use organizer. This will allow staff to monitor files	January 2014	Minimal	Minimal	Job Knowledge
Child Plus Training for Supervisors	Family Engagement/ Education Program Officers	I/T Staff	Supervisory staff will have an opportunity to learn the Child Plus Systems to better able their capacity for monitoring site files	January 2013	Minimal	Minimal	Best Practices
E. Program Support - Strengthen Delegate and Partner Support							
Delegate Kick off	Delegate Staff, Delegate Support Team, Grantee Managers and Deputy Director	Deputy Director, Program Support Manager	Provide prep for upcoming OHS Monitoring visit, continue to build collaborative relationships	October 2013	\$3,000	\$200	Best Practices
Content Coordinator Meetings	Content Coordinators from Delegate Agencies	SOP Content Coordinators	All Head Start staff will increase their knowledge of service delivery methods; develop countywide systems to bring to their agencies.	August 2013 on-going monthly	Minimal	Minimal	Best Practice
Career Incentive for Delegate Staff	All Delegate Staff	Community colleges, 4 year colleges and universities	Staff will receive up to \$750 per grant year to return back to school to continue their education and meet reauthorization requirements.	August 2013 and on-going	\$6,000	\$3,000	Best Practice

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2013-2014**

Consultants	Delegate Agencies	Consultants	Delegate Agencies will receive T/TA services around the key content areas of Health and Disability services	August 2013 and on-going		\$12,000	
F. Program Governance - Strengthen Program Governance							
PAC/PC Training	PAC/PC members	SS/PI Coordinator and SS/PI staff	Demonstrate increased knowledge of roles and responsibilities of members, including Robert's Rules of Order, Brown Act, and parliamentary procedures.	October 2013	Minimal	Minimal	M
Governing Board Training	Governing Board members, PAC/PC Chairs	Deputy Director, SS/PI Coordinator	Demonstrate deeper understanding of the roles and responsibilities the Governing Board has in relation to the HS/EHS programs, and how the PC fits into that relationship.	January 2013	Minimal	Minimal	M
Ethics Training	PAC/PC members	Workforce Development staff	Members will be trained in the topic of ethics and responsibility. Members will be made aware of their ethical responsibilities in regards to serving on PAC/PC.	February 2013	Minimal	Minimal	M
Local Conferences- parents	Parents	Local conferences	Parents will achieve greater awareness of the process of becoming an advocate, and how the state and local budgets affect child care funding.	Spring 2014		\$1,500	Best Practices

TRAINING AND TECHNICAL ASSISTANCE PLAN
2013-2014

PC/PAC Activities	Parent Board members	Community Agency	Parents on both boards will choose an educational activity which supports the Family Engagement Framework.	Spring 2014	\$6,000	\$1,500	
H. Program Planning - Strengthen Planning Systems							
2. PRIORITY: Improve Service Delivery (Develop a comprehensive Parent Education Program to promote self-sufficiency, improve the quality all Head Start/ Early Head Start delivery service methods to ensure all Performance Standards are being met.)							
A. HEALTH & SAFETY							
BBP/ Universal Precaution Training	All Staff	Program Support Manager, Health/Nutrition Specialists/ Identified outside trainers	All staff will be trained on Blood Borne Pathogens and other mandated training including Child Abuse and food safety.	September 2013 and April 2014	Minimal	Minimal	M
CPR Training	Teaching Staff	Health/Nutrition Specialists	Teaching staff certified in Pediatric CPR and First Aid.	Monthly	Minimal	Minimal	M
Pedestrian Training	Parents	FSWs, Health/Nutrition Specialists, Teaching Staff	Increased knowledge of health and safety issues and of pedestrian safety.	September 2013 and on-going	\$1,000	\$1,000	M

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2013-2014**

Child Plus for Health	FSWS, Site Supervisors, EHS Educators	Health/Nutrition Staff, I/T analyst	Staff will demonstrate increased knowledge of how to date enter health events into Child Plus, and how to read reports.	December 2013 and April 2014	Minimal	Minimal	Job Requirement
<i>B. NUTRITION</i>							
Nutrition and Child Obesity	Parents	Health Nutrition Specialists	Parents will demonstrate increased knowledge on ways to combat childhood obesity and how to increase physical activity at home.	September 2012 and on-going at parent meetings and countywide training	\$2,000	\$3,500	G/O
Health Advisory/CPAC	Community	Outside professionals	Health professionals and staff will come together to discuss and strategize best practices and to ensure consistency on health related topics throughout Sacramento County.	Annually	\$1,500		M
<i>C. MENTAL HEALTH</i>							
CSEFEL Workshops-Positive Solutions for Families	Parents	Parent Support Manager	Parents will be offered a series of parenting classes dealing with the issues of addressing challenging behaviors as identified on the FPA.	January 2014	\$3,500	\$3,000	G/O
Parent Education Workshops	Parents	Mental Health Specialists, SS/PI staff	Parents will increase their knowledge in the areas of stress management, healthy eating and the relationship to mental health or other mental health services identified on	Ongoing monthly at parent meetings at the Early Learning	Minimal	Minimal	On-going monitoring

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2013-2014**

			the FPA.	Sites			
CSEFEL Training	Teaching Staff and support staff	Consultants	In partnership with Sacramento County Office of Education and West Ed, staff will participate in the third year of Teaching Cohort model. This cohort provides support in the development of internal trainers and coaches. This model also supports targeted social emotional support in the classroom	Two Head Start classes to be identified	\$3,000	\$500	G/O
<i>D. DISABILITIES</i>							
Special Education Workshops (teachers) and Infant Development Association	Teachers	Disabilities Coordinator, Special Education Staff, SCOE Staff	Staff will gain knowledge on types of disabilities, identification of children with disabilities, accessing services and implementing general education adaptations	Spring 2014	\$2,000	\$1,500	M
Special Education Workshops (Parents)	Parents	Disabilities Coordinator, Special Education Staff	Parents will increase their knowledge of typical child development, interpretations of child screenings, disability services available, and transition in and out of HS/EHS.	On-going at parent meetings and socializations	Minimal	Minimal	M
<i>E. SCHOOL READINESS</i>							
CSEFEL-Infant-Toddler	EHS Educators, I/T teaching staff	Outside Consultants	Center based and Home Based staff will participate in CSEFEL I/T training models. The focus will be on Social-Emotional Development within the Context of Relationships. Staff will improve on strategies to strengthen nurturing and responsible relationships.	Spring 2014		\$4,000	G/O

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2013-2014**

CLASS Training	All classroom teachers and	Outside Consultant	Staff will continue to receive individualized coaching. Certified CLASS trainers will conduct assessments targeting specific domains. Focused observations and feedback will provide goals for improvement.	On-going	\$7,000 (Basic)		Best Practices
Regional Site Supervisor Meetings	Site Supervisors	Educational Program Officers	Site Supervisors will meet monthly to discuss best practices in the ECE field, implementation of the new oral language curriculum, and the new classroom assessment tool, updated policies/procedures/practices.	Monthly	Minimal	Minimal	M
CLASS-Toddler Training	Early Head Start Staff	Outside trainers	Early Head Start staff will be offered multiple training sessions on topics including Emotional & Behavioral support and Engaged Support for Learning. Certified CLASS Toddlers assessors will provide coaching based on results of assessment and observations.	On-going		\$4,000	Best Practices
California Infant/Toddler Curriculum Framework	All Early Head Start Staff	Educational Program Officers, Identified outside training experts	All staff working with Early Head Start will participate in training on the CA I/T Curriculum Framework.	Bi-monthly beginning in Feb 2013		\$3,000	Best Practices
Strategies	Home Based Early Head Start Educators	Outside Consultants	Staff will participate in specific training for the home visitation model. This comprehensive and interactive training will provide essential tools;	Spring 2014		\$4,000	Best Practices

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2013-2014**

			current tools and evidenced-based processes for engaging families in strength based home visiting.				
Field Trips/Socializations	Home Based parents and staff	Outside agencies	Parents and children will have the opportunity to engage in educational field trips to various organizations and venues in the Sacramento area	August 2013 and on-going		\$500	
Early Learning Framework	All teaching staff	Education Program Officers	Using information provided from the aggregated data of the DRDP and the HELP, training and support will be provided to teaching staff to support teaching practices. Emphasis will include the areas of Literacy and Mathematics and supporting dual language learners	Bimonthly beginning in October 2013	\$2,000		
Infant/Toddler Workshop	Early Head Start teaching staff	Outside consultants	Staff will gain a greater understanding of how environments enhance and contribute to social-emotional health and supportive relationships	Spring 2014		\$4,284	
<i>F. FAMILY SERVICES AND COMMUNITY PARTNERSHIPS</i>							
Parent Education Workshops	Parents-countywide	SS/PI Staff, FSWs, outside presenters	Parents will be offered a variety of topics related to needs identified on the FPA. Training will happen at monthly parent meetings, monthly countywide training and other modes as identified as successful.	Summer 20123 and monthly	\$3,000	\$3,000	G/O

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2013-2014**

Training on Family Engagement Framework	FSWS, EHS Educators	SS/PI staff, FSWs and teaching staff	Staff will become more knowledgeable about the Family Engagement Framework, how to use it, and how to analyze and collect data.	Fall 2013 Spring of 2014	\$4,000	\$3,000	M
Male Involvement Services	Parents, staff	SS/PI Staff	Fathers will gain greater knowledge around health issues, child development, literacy development in children, and how to strengthen the parent/child bond. Staff will increase knowledge of how to increase male involvement at the site level, and to develop activities that are designed for men.	September 2013 and monthly	\$4,750	\$816	Best Practices
Family Literacy Involvement Project (FLIP)	Parents	SS/PI staff, teaching staff	Children's books will be given out monthly to each family enrolled in HS/EHS along with an activity to enhance the book. Families will gain knowledge of methods to foster school readiness.	Monthly	\$13,000	\$4,000	G/O
Grandparent/Foster Parent services	Grandparents, foster parents, parents	SS/PI staff, community representatives	Grandparents and foster parents will increase knowledge of services available to them, and obtain support. Workshops will be offered on topics identified by grandparents/foster parents through the support meeting held monthly.	Monthly	\$4,250	\$1,900	M
Best Practices in the	FSWs, EHS	Outside agencies	Staff will gain greater	January 2014	\$4,000	\$4,000	G/O

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2013-2014**

Social Service Field	Educators, Home Visitors, SS/PI staff	to be determined	understanding and competency in their chosen field.	and as needed			
Parent Conference	Parents	Outside guest speakers	Parents will be offered a countywide parent conference on a variety of topics. Collaboration will occur with the Male Involvement committee and the Grandparent/Foster Parent committee.	Spring 2013	Basic	\$1,000	Best Practices
Parent Career Incentive Program	Parents	Various learning institutes	Parents will be reimbursed up to \$600 per grant year to attend college, vocational education or adult education.	On-going	\$3,500	1,500	M

ITEM III-C – 4 - ACTION

APPROVAL OF FISCAL 2013-2014 SACRAMENTO COUNTY PROGRAM
OPTIONS/GRANTEE AND DELEGATE AGENCIES

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve Fiscal Year 2013-2014 Sacramento County Program Options/Grantee and Delegate Agencies.

The Head Start Policy Council will review and take action on this item at their April 23, 2013 meeting.

RECOMMENDATION:

Approve Fiscal Year 2013-2014 Sacramento County Program Options/Grantee and Delegate Agencies.

STAFF PRESENTER: Denise Lee

HEAD START

SACRAMENTO COUNTY HEAD START PROGRAM OPTIONS/GRANTEE & DELEGATE AGENCIES FY 2013-2014								
PROGRAM OPTIONS								
AGENCY	Total Funded Enrollment	OPTION 1 (CB) Full-Day Collab. 5 days/ week 10 hrs/day 47-48 weeks	OPTION 2 (CB) Full-Day 5 days/week 9 hrs/day 47 weeks	OPTION 3 (CB) Full-Day 5 days/week 8-8.5 hrs/day 47-48 weeks	OPTION 4 (CB) Full-Day 5 days/week 9 hrs/day 46 weeks	OPTION 5 (CB) Full-Day 5 days/week 8-8.5 hrs/day 46 weeks	OPTION 6 (CB) Part-Day 5 days/week 4 hrs/day 46 weeks	OPTION 7 (CB) Part-Day 4 days/week 3.5 hrs/day 37 weeks
SETA	2,114	66	88	66	44	110	1,380	276
Elk Grove	420							
Sacramento City	1,292	77	32	16				
San Juan	700							
Twin Rivers	211							
WCIC (Playmate)	120							
TOTALS	4,857	143	120	82	44	110	1,380	276
Comments								

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

HEAD START

SACRAMENTO COUNTY HEAD START PROGRAM OPTIONS /GRANTEE & DELEGATE AGENCIES FY 2013-2014

PROGRAM OPTIONS

AGENCY	Total Funded Enrollment	<u>OPTION 8</u> (CB) Full Day Collab. 5 days/week 6-6.5 hrs/day 32 weeks	<u>OPTION 9</u> (CB) Full Day 5 days/week 9 hrs/day 35 weeks	<u>OPTION 10</u> (CB) Part-Day 4 days/week 3.5 hrs/day 32-33 weeks	<u>OPTION 11</u> (CB) Part-Day/DS* 4 days/week 3.5 hrs/day 32 weeks	<u>OPTION 12</u> (CB) Part Day 4 days/week 4 hrs/day 34 weeks	<u>OPTION 13</u> (HB) Home Base 32-47 weeks	
SETA	2,114						84	
Elk Grove	420			420				
Sacramento City	1,292	511		608			48	
San Juan	700	200			500			
Twin Rivers	211		24		187			
WCIC (Playmate)	120					120		
TOTALS	4,857	711	24	1,028	687	120	132	

Comments

*DS = Double Session

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

EARLY HEAD START

SACRAMENTO COUNTY PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES						
FY 2013-2014						
PROGRAM OPTIONS						
AGENCY	Total Funded Enrollment	OPTION 1 Full Day 5 days/week 7.5 hrs/day 48 weeks	OPTION 2 Full Day 5 days/week 8-9.5 hrs/day 47-48 weeks	OPTION 3 (CB) 5 days/week 7.5 hrs/day 48 weeks	OPTION 4 (CO) 1 day/week 8 hrs/day 48 weeks	OPTION 5 (HB) 47-48 weeks
SETA	345		120			225
Sacramento City	147		44*		8**	95
San Juan	161	56		32		73
TOTALS	653	56	164	32	8	393
Comments	<p>*For center based option, 178 center-based service days are offered, then the option becomes a home-based model; this program option provides a total of 235 service days.</p> <p>**For combination option, 37 center-based days are offered during the school year, bi-weekly home visits are offered during the school year and weekly visits are offered during the summer.</p>					

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

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: Rachel Rios

DATE: March 22, 2013

FROM: Tammi L. Kerch, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of La Familia Counseling Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	US	\$ 71,500	7/1/12-6/30/13	7/1/12-12/31/12
WIA	OOS	\$ 293,940	7/1/12-6/30/13	7/1/12-12/31/12
WIA	OSS/Adult	\$ 255,791	7/1/12-6/30/13	7/1/12-12/31/12
WIA	OSS/DW	\$ 85,264	7/1/12-6/30/13	7/1/12-12/31/12
WIA	OJT/Adult	\$ 217,835	7/1/12-6/30/13	7/1/12-12/31/12
WIA	OJT/CW	\$ 329,247	7/1/12-6/30/13	7/1/12-12/31/12
NEG	OJT	\$ 2,436	7/1/12-9/30/12	7/1/12 - 9/30/12
CSBG	FSS	\$ 55,000	1/1/12-12/31/12	7/1/12-12/31/12

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: Feb 21, 22 & 25, 2013

CSBG FSS \$ 55,000 1/1/13-12/31/13 1/1/13-1/31/13
Monitoring Purpose: Initial Follow-Up Special Final
Date of review: Feb 21, 22 & 25, 2013

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

Program Operator: La Familia Counseling Center

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

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 - April 2, 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	50
	Customer Service Representatives	10
	Office Assistant	1
	Receptionist	1
	Supervisor II	15
Advantage Resourcing	Assistant Operator	2
Advantage Sales and Marketing, LLC	Event Specialist	16
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
	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
Centerplate	Starbucks Supervisor	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
CLP Resources Inc.	Apprentice Carpenters/Roofers	10
	Construction Laborers	10
	Journeyman CA Certified Electricians	10
Community Link Capital Region	Resource Database Technician	1
Composite Engineering, Inc.	CNC Machinist (Computer Numerically Controlled Machinist)	1
Court Of Appeal, Third Appellate District	Appellate Court Attorney	1
Cover the Kids	Health Program Specialist	1
CR Moving Services	Load Master/Mover	2
	Project Supervisor- Driver/Lead Mover	2

Employer Activity Report

July 1, 2012 - April 2, 2013

EMPLOYER	JOBS	NO OF POSITIONS
Creating Answers-Powell & Associates	Part-Time Administrative Assistant	1
Crossroads Diversified Services	Building Maintenance	2
	Dispatcher	1
	Youth Specialist	1
Daryl Pao Farmers Insurance	Marketer Specialist	1
Developmental Disabilities Service Organization	Direct Support Professional	1
DuctTesters, Inc.	HERS Rater II	1
Dunson & Associates, Inc.	Benefits IT Manager	3
	Data Processing Clerk	40
	Data Processing Manager	4
	Data Processor	40
	Database Manager	4
	Director of Cost Analysis	1
	Embedded Software Engineer	2
	Manager Data Inventory Control	3
	Program Review Director	2
	Senior Programmer	3
	Senior Programmer (Financial Audit)	6
	Senior Review Manager	3
	Software Maintenance Manager	3
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
Firefighters Burn Institute	Administrative Assistant	1
Folsom Lake Ford Fleet Service Center	Diesel Mechanic	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
Fushin Restaurant Ventures, Inc.	Denny's Restaurant Manager	1
	Line Cook	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

Employer Activity Report

July 1, 2012 - April 2, 2013

EMPLOYER	JOBS	NO OF POSITIONS
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
Home Instead Senior Care	Caregiver	5
Hunter Douglas Fabrication	Production Assembler	20
International Line Builders, Inc.	Account Clerk I (Temporary)	1
International Student Support & Educational Services	American Cultural Host	50
IUOE NTF	Heavy Equipment Operator Instructor	1
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
Los Rios Community College	Accountant	1
	Accounting Assistant Professor	3
	Administrative Assistant	5
	Administrative Assistant I	1
	Admissions/Records Clerk I	1
	Admissions/Records Clerk I (Temporary)	2
	Admissions/Records Clerk II	1
	Aeronautics Adjunct Assistant Professor Pool (SCC)	1
	Anthropology Assistant Professor	1
	Art History Adjunct Assistant Professor Pool	1
	Assistant Financial Aid Officer (Temporary)	1
	Associate Vice Chancellor, Communications & Media Relations	1
	Associate Vice President Workforce Education Development	1
	Biology Assistant Professor	1
	Bookstore Stock Clerk	1
	Buyer III	1
	Campus Patrol On-Call Pool (Temporary)	1
	Chemistry Assistant Professor	1
	Chief of Police	1
	Child Development Center Supervisor	1
	Clerk III	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
	Counseling Supervisor	1
	Counselor	2
Custodian	3	
Dean of Counseling and Student Success	1	
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	

Employer Activity Report

July 1, 2012 - April 2, 2013

EMPLOYER	JOBS	NO OF POSITIONS
Los Rios Community College	Economics Assistant Professor	1
	English as a Second Language Assistant Professor	1
	English Assistant Professor	1
	English Assistant Professor (Writing)	1
	Financial Aid Clerk II	1
	Financial Aid Officer	1
	Financial Aid Supervisor	2
	Funeral Service Education Assistant Professor 60/Coordinator 40	1
	Graphic Designer (Temporary)	1
	Groundskeeper	1
	Head Coach for Women's Soccer Adjunct Pool	1
	Head Custodian	1
	Heating/Ventilation/Air Conditioning (HVAC)/Plumbing Supervisor	1
	Heating/Ventilation/Air Conditioning (HVAC)/Plumbing Supervisor	1
	Instructional Assistant - Chemistry/Math (Temporary)	1
	Instructional Assistant - Office Technology (Temporary)	1
	Instructional Assistant - Writing/English/Reading (50)	1
	Instructional Development Coordinator	1
	Instructional Services Assistant I	1
	Instructional Services Assistant II	1
	Journalism Assistant Professor	1
	Lead Maintenance Plumber	1
	Library/Media Technical Assistant (Temporary)	1
	Maintenance Electronic/Alarm Technician	1
	Maintenance Technician I	1
	Mathematics Assistant Professor	2
	Mechanical/Electrical Systems Technician	1
	Medical Laboratory Technician Program Assistant Professor, 60/Coordinator, 40	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 - Disabled Student Programs and Services (DSP&S) - (Temporary)	1
	Student Personnel Assistant - Student Services	1
	Student Personnel Assistant - Student Services (Temporary)	2
	TANF/CalWORKS Specialist (Temporary)	1
	Utility Worker	1

Employer Activity Report

July 1, 2012 - April 2, 2013

EMPLOYER	JOBS	NO OF POSITIONS
Los Rios Community College	Veterinary (Animal Health) Technology Adjunct Asst. Professor Pool - Introduction to Diagnostic Imaging	1
	Vice President of Student Services	1
	Women's Tennis Coach	1
Marathon Home Services	Carpenter	2
MarketSource, Inc.	T-Mobile Wireless Sales Representative (Part Time)	1
Marshalls	Merchandise Associates	21
Mascon, Inc.	Customer Service Specialist	1
Medstar, LLC	Part-Time Non-Emergency Wheelchair Transportation Driver	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
Mutual Housing California	Administrative Assistant	1
NAMI California	Programs Administrative Assistant	1
	Program Coordinator	1
Natomas Auto Body & Paint	Dispatcher, Maintenance Services	1
Netbuilds	Lead Construction Working Superintendent	1
Northern Sheets LLC	Electrical Maintenance Mechanic	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
PETS, INC. dba The Tutoring Center, Roseville	SAT/ACT Instructor	2
	Maintenance Mechanic/Millwright	1
Pick-N-Pull	Call Center Sales Trainer	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
Product Development Corporation	Telephone Book Delivery Person	20
Quality First Home Improvement	Home Improvement Consultant	5
Quick Quack Carwash	Cashier, Checker	10
Relationship Skills Center	Coordinator	1
Resource Staffing Group	Survey Collectors	30
Retail Business Development	Sales Representative, Communication Equipment	1
Sacramento Employment and Training Agency	Accountant II	1
	Family Service Worker, Range I	1
Sacramento Loaves & Fishes	Accountant/Bookkeeper	1
	Accounting/Office Manager	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

Employer Activity Report

July 1, 2012 - April 2, 2013

EMPLOYER	JOBS	NO OF POSITIONS
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
	Corporate Account Specialist	1
	Facilities Support	2
	Facilities Technicians - Day Shift	1
	Facilities Technicians - Graveyard Shift	1
	Financial Analyst	1
	Forklift Operator	1
	General Warehouse	1
	Information Technology	1
	IT Software Support	1
	IT Support Specialist	1
	Jr. Financial Analyst	1
	Logistics Analyst	1
	Order Selector	6
	Order Selector - Swing Shift	1
	Order Selector - West Sacramento	1
Pricing Analyst	1	
Pricing Specialist	2	
Receptionist	1	
Vehicle Washer	1	
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

Employer Activity Report

July 1, 2012 - April 2, 2013

EMPLOYER	JOBS	NO OF POSITIONS
Vail Resorts	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	Sales 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
TOTAL		1913

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 April 4, 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	California Dept. Corrections and Rehabilitation 100 Prison Rd Represa, CA 95671	9/30/2012	90	6/18/2012 1/24/13
Official	6/1/2012	Statewide Safety & Signs, Inc. 7920 Cucamonga Avenue Sacramento, CA 95826	8/14/2012	34	Declined Services
Unofficial	6/14/2012	California State Senate State Capital Sacramento, CA 95814	11/30/2012	250	9/26/2012
Unofficial	7/17/2012	California State Assembly State Capital Sacramento, CA 95814	11/30/2012	450	9/19/2012
Official	8/6/2012	Microsemi 105 Lake Forest Way Folsom, CA 95630	9/30/2012	130	9/25/2012
Official	8/17/2012	Wise Buys Liquidators, Inc. 8457 Elk Grove Blvd. Elk Grove, CA 95758	10/31/2012	20	Packets Delivered
Official	8/23/2012	Xerox State Healthcare, LLC 1501 Capitol Avenue , Suite #71 Sacramento, CA 95814	10/20/2012	4	Declined Services
Official	9/25/2012	Comcast 4450 East Commerce Way Sacramento, CA 95834	11/30/2012	400	10-29-12 11-13-12 ~ 11/20/12
Official	9/27/2012	Campbell Soup 6200 Franklin Boulevard, Sacramento, CA 95824	7/1/2013	700	11/17/12 ~ 1/5/13 additional dates
Unofficial	10/1/2012	RockTenn 4800 Florin Perkins Rd Sacramento, CA 95826	10/5/2012	4	10/8/2012
Official	11/13/2012	Hostess Brands 1324 Arden Way Sacramento, CA 95815	12/1/2012	300	1/22~23/13
Official	11/14/2012	Capital Nursery 4700 Freeport Blvd Sacramento, CA 95822	1/14/2013	unknown	Declined Services
Official	12/10/2012	Sears Repair Department 1200 Blumenfeld Dr. Sacramento, CA 95815	1/18/2013	29	12/19/2012
Official	12/10/2012	TriWest Healthcare Alliance Group 5324 Dudley Blvd, Bldg 98 McClellan Park, CA 95652	2/15/2013	2	No Services
Official	2/7/2013	Bank of America 10850 White Rock Rd. Rancho Cordova, CA 95670	4/1/2013	57	Declined Services

Dislocated Worker Information PY 2012/2013

The following is an update of information as of April 4, 2013 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Official	2/25/2013	PennySaverUSA.com 11311 White Rock Rd. Sacramento, CA 95742	4/27/2013	30	4/22/2013
Official	2/26/2013	Phoenix Casino& Lounge 5948 Auburn Blvd. Citrus Heights, CA 95621	4/14/2013	61	Pending
Official	2/26/2013	Point Walker, Inc. 7433 Greenback Ln Citrus Heights, CA 95610	4/16/2013	94	Pending
Official	3/4/2013	Sacramento Pyramid Alehouse 1029 K Street Sacramento, CA 95814	3/4/2013	53	Packets Delivered
Unofficial	3/13/2013	Coca-Cola Company 2200 Stockton Blvd. Sacramento, CA 95817	3/14/2013	60	Pending
			Total # of Affected Workers	2,382	

ITEM IV-D- INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month March was 9.2%.

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

Staff will be available to answer questions.

STAFF PRESENTER: Robin Purdy

**SACRAMENTO-ARDEN-ARCADE-ROSEVILLE METROPOLITAN STATISTICAL AREA (MSA)
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)**

Total wage and salary employment expanded over the month and over the year

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 9.2 percent in March 2013, down from a revised 9.5 percent in February 2013, and below the year-ago estimate of 11.1 percent. This compares with an unadjusted unemployment rate of 9.4 percent for California and 7.6 percent for the nation during the same period. The unemployment rate was 9.5 percent in El Dorado County, 8.0 percent in Placer County, 9.2 percent in Sacramento County, and 11.1 percent in Yolo County.

Between February 2013 and March 2013, total wage and salary employment located in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 5,000 to total 835,000 jobs.

- Government gained 2,100 jobs over the month. The growth in local government (up 1,300 jobs) and state government (up 900 jobs) overshadowed the small loss reported in federal government (down 100 jobs).
- Leisure and hospitality picked up 1,000 jobs. The expansion was concentrated in accommodation and food services (up 700 jobs), but arts, entertainment, and recreation contributed 300 jobs.
- Professional and business services added 900 jobs over the month. The gains in professional, scientific, and technical services (up 1,100 jobs) and management of companies and enterprises (up 100 jobs) more than offset the reduction in administrative and support and waste services (down 300 jobs).
- The three industries experiencing minor losses included other services (down 200 jobs), construction (down 100 jobs), and financial activities (down 100 jobs).

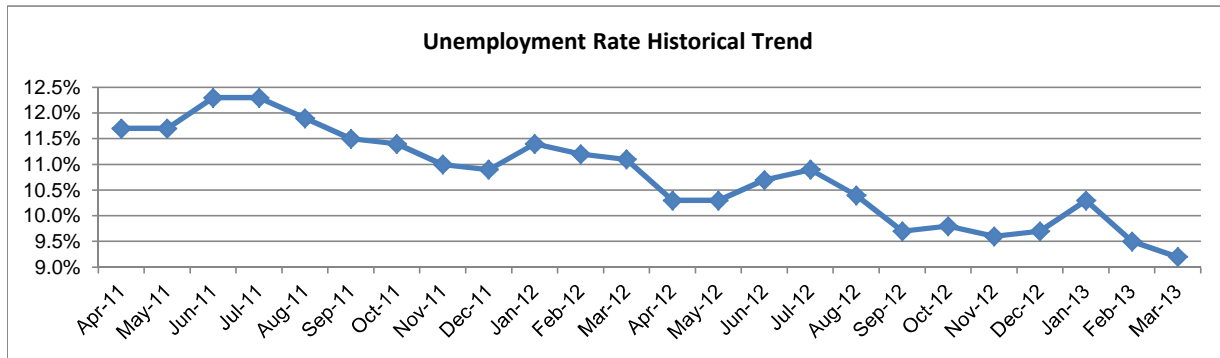
Between March 2012 and March 2013, total jobs located in the region increased by 13,800, or 1.7 percent.

- Professional and business services led the expansion with a 7,000-job gain over the year. Additions were scattered among administrative and support and waste services (up 4,100 jobs), professional, scientific, and technical services (up 2,700 jobs), and management of companies and enterprises (up 200 jobs).
- Trade, transportation, and utilities picked up 5,400 jobs. Retail trade (up 3,100 jobs), transportation, warehousing, and utilities (up 1,700 jobs), and wholesale trade (up 600 jobs) all contributed to the improvement.
- Education and health services and manufacturing each gained 1,800 jobs over the year.
- Government declined by 1,700 jobs. The cutbacks in local government (down 2,200 jobs) and federal government (down 100 jobs) more than offset the expansion in state government (up 600 jobs).

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IMMEDIATE RELEASE
SACRAMENTO-ARDEN ARCADE-ROSEVILLE METROPOLITAN STATISTICAL AREA (MSA)
(El Dorado, Placer, Sacramento, and Yolo Counties)

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 9.2 percent in March 2013, down from a revised 9.5 percent in February 2013, and below the year-ago estimate of 11.1 percent. This compares with an unadjusted unemployment rate of 9.4 percent for California and 7.6 percent for the nation during the same period. The unemployment rate was 9.5 percent in El Dorado County, 8.0 percent in Placer County, 9.2 percent in Sacramento County, and 11.1 percent in Yolo County.



Industry	Feb-2013	Mar-2013	Change		Mar-2012	Mar-2013	Change
	Revised	Prelim				Prelim	
Total, All Industries	830,000	835,000	5,000		821,200	835,000	13,800
Total Farm	7,000	7,200	200		7,400	7,200	(200)
Total Nonfarm	823,000	827,800	4,800		813,800	827,800	14,000
Mining and Logging	300	300	0		300	300	0
Construction	34,500	34,400	(100)		33,900	34,400	500
Manufacturing	34,500	34,800	300		33,000	34,800	1,800
Trade, Transportation & Utilities	139,100	139,900	800		134,500	139,900	5,400
Information	14,700	14,700	0		15,600	14,700	(900)
Financial Activities	47,800	47,700	(100)		47,200	47,700	500
Professional & Business Services	111,700	112,600	900		105,600	112,600	7,000
Educational & Health Services	107,600	107,700	100		105,900	107,700	1,800
Leisure & Hospitality	83,500	84,500	1,000		83,200	84,500	1,300
Other Services	26,900	26,700	(200)		28,400	26,700	(1,700)
Government	222,400	224,500	2,100		226,200	224,500	(1,700)

Notes: Data not adjusted for seasonality. Data may not add due to rounding
 Labor force data are revised month to month
 Additional data are available on line at www.labormarketinfo.edd.ca.gov

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 March 2013 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	679,900	617,500	62,400	9.2%	1.000000	1.000000
Arden Arcade CDP	56,600	51,400	5,200	9.1%	0.083249	0.082638
Carmichael CDP	29,400	27,300	2,100	7.1%	0.044196	0.033389
Citrus Heights city	50,700	47,400	3,200	6.4%	0.076838	0.052031
Elk Grove CDP	35,300	32,700	2,600	7.4%	0.052995	0.042014
Fair Oaks CDP	17,300	16,500	900	4.9%	0.026690	0.013634
Florin CDP	12,600	10,800	1,800	14.5%	0.017414	0.029215
Folsom city	27,400	26,300	1,100	4.1%	0.042525	0.018086
Foothill Farms CDP	9,600	8,400	1,200	12.6%	0.013648	0.019477
Galt city	10,700	9,100	1,600	15.0%	0.014787	0.025876
Gold River CDP	4,900	4,800	100	1.8%	0.007807	0.001391
Isleton city	400	400	100	12.2%	0.000606	0.000835
La Riviera CDP	7,000	6,600	400	5.4%	0.010764	0.006121
Laguna CDP	20,700	19,700	1,000	5.0%	0.031834	0.016416
Laguna West Lakeside CDP	5,300	5,000	300	6.5%	0.008082	0.005565
North Highlands CDP	22,300	19,100	3,200	14.4%	0.030952	0.051475
Orangevale CDP	16,000	15,000	1,000	6.2%	0.024229	0.015860
Parkway South Sacramento CD	15,800	13,200	2,600	16.3%	0.021400	0.041180
Rancho Cordova City	30,800	27,600	3,200	10.5%	0.044619	0.052031
Rancho Murieta CDP	2,300	2,200	100	3.0%	0.003619	0.001113
Rio Linda CDP	5,700	4,900	800	14.6%	0.007917	0.013356
Rosemont CDP	14,000	12,900	1,100	7.7%	0.020867	0.017251
Sacramento city	215,100	191,800	23,200	10.8%	0.310678	0.371731
Vineyard CDP	6,000	5,700	300	4.7%	0.009185	0.004452
Walnut Grove CDP	500	400	100	22.8%	0.000569	0.001669
Wilton CDP	2,800	2,600	200	6.3%	0.004225	0.002782

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2000 Census.

Notes:

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

Methodology:

Monthly city and CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the employment and unemployment shares (ratios) of

Data Not Seasonally Adjusted

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios	
					Emp	Unemp

each city and CDP at the time of the 2000 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

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

This method assumes that the rates of change in employment and unemployment, since 2000, are exactly the same in each city and CDP as at the county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

REPORT 400 C
Monthly Labor Force Data for Counties
March 2013 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,557,700	16,817,200	1,740,500	9.4%
ALAMEDA	10	779,100	718,900	60,200	7.7%
ALPINE	19	560	510	50	9.0%
AMADOR	28	16,250	14,500	1,750	10.8%
BUTTE	30	101,300	90,000	11,400	11.2%
CALAVERAS	33	18,690	16,460	2,230	11.9%
COLUSA	58	11,260	8,570	2,690	23.9%
CONTRA COSTA	13	538,700	496,600	42,100	7.8%
DEL NORTE	34	11,350	9,970	1,380	12.1%
EL DORADO	22	91,000	82,400	8,700	9.5%
FRESNO	47	439,400	373,800	65,600	14.9%
GLENN	41	12,630	10,900	1,730	13.7%
HUMBOLDT	22	59,600	53,900	5,600	9.5%
IMPERIAL	57	75,900	57,900	18,000	23.7%
INYO	17	9,380	8,570	810	8.6%
KERN	40	388,200	335,500	52,700	13.6%
KINGS	49	60,900	51,500	9,400	15.4%
LAKE	42	24,790	21,320	3,470	14.0%
LASSEN	35	12,520	10,960	1,560	12.5%
LOS ANGELES	24	4,895,100	4,409,200	485,900	9.9%
MADERA	39	67,300	58,200	9,100	13.5%
MARIN	1	141,600	134,200	7,400	5.2%
MARIPOSA	31	8,860	7,860	1,010	11.4%
MENDOCINO	19	42,050	38,250	3,800	9.0%
MERCED	55	112,400	93,000	19,400	17.2%
MODOC	44	3,650	3,130	520	14.2%
MONO	14	8,780	8,080	700	8.0%
MONTEREY	35	224,200	196,100	28,100	12.5%
NAPA	5	77,900	72,700	5,300	6.7%
NEVADA	16	50,610	46,380	4,230	8.4%
ORANGE	4	1,631,800	1,528,600	103,300	6.3%
PLACER	14	178,600	164,400	14,200	8.0%
PLUMAS	54	9,200	7,720	1,480	16.1%
RIVERSIDE	25	947,200	847,800	99,400	10.5%
SACRAMENTO	21	679,900	617,500	62,400	9.2%
SAN BENITO	45	27,500	23,600	3,900	14.3%
SAN BERNARDINO	25	866,400	775,300	91,100	10.5%
SAN DIEGO	10	1,611,200	1,487,100	124,100	7.7%
SAN FRANCISCO	3	480,900	452,100	28,900	6.0%
SAN JOAQUIN	43	297,900	255,900	42,000	14.1%
SAN LUIS OBISPO	6	144,800	135,000	9,800	6.8%
SAN MATEO	2	398,100	375,500	22,600	5.7%
SANTA BARBARA	8	232,300	215,500	16,800	7.2%
SANTA CLARA	7	924,300	858,500	65,900	7.1%
SANTA CRUZ	31	153,300	135,800	17,500	11.4%
SHASTA	35	79,700	69,700	10,000	12.5%
SIERRA	52	1,530	1,290	240	15.5%
SISKIYOU	49	18,690	15,820	2,870	15.4%
SOLANO	18	218,400	199,000	19,400	8.9%
SONOMA	9	257,700	238,800	18,900	7.3%
STANISLAUS	46	236,500	202,000	34,500	14.6%
SUTTER	56	42,700	35,000	7,600	17.9%
TEHAMA	38	24,730	21,480	3,250	13.2%
TRINITY	49	4,720	3,990	730	15.4%
TULARE	53	207,100	174,500	32,600	15.7%
TUOLUMNE	27	25,330	22,610	2,720	10.7%
VENTURA	10	446,600	412,000	34,600	7.7%
YOLO	29	99,500	88,500	11,000	11.1%
YUBA	48	27,100	22,900	4,200	15.3%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2012 benchmark and Census 2010 population controls at the state level.

Sacramento Arden Arcade Roseville MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
Industry Employment & Labor Force
March 2012 Benchmark

Data Not Seasonally Adjusted

	Mar 12	Jan 13	Feb 13	Mar 13	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,052,400	1,046,700	1,052,400	1,049,100	-0.3%	-0.3%
Civilian Employment	935,500	939,200	952,000	952,700	0.1%	1.8%
Civilian Unemployment	116,800	107,400	100,400	96,300	-4.1%	-17.6%
Civilian Unemployment Rate	11.1%	10.3%	9.5%	9.2%		
(CA Unemployment Rate)	11.1%	10.4%	9.7%	9.4%		
(U.S. Unemployment Rate)	8.4%	8.5%	8.1%	7.6%		

Total, All Industries (2)	821,200	824,000	830,000	835,000	0.6%	1.7%
Total Farm	7,400	6,700	7,000	7,200	2.9%	-2.7%
Total Nonfarm	813,800	817,300	823,000	827,800	0.6%	1.7%
Total Private	587,600	597,700	600,600	603,300	0.4%	2.7%
Goods Producing	67,200	67,700	69,300	69,500	0.3%	3.4%
Mining and Logging	300	300	300	300	0.0%	0.0%
Construction	33,900	33,100	34,500	34,400	-0.3%	1.5%
Construction of Buildings	8,400	8,400	8,400	8,500	1.2%	1.2%
Specialty Trade Contractors	21,600	23,000	24,000	24,400	1.7%	13.0%
Building Foundation & Exterior Contractors	4,800	4,500	4,700	4,800	2.1%	0.0%
Building Equipment Contractors	9,100	10,300	10,400	10,500	1.0%	15.4%
Building Finishing Contractors	5,000	4,400	4,600	4,600	0.0%	-8.0%
Manufacturing	33,000	34,300	34,500	34,800	0.9%	5.5%
Durable Goods	22,700	23,300	23,400	23,700	1.3%	4.4%
Computer & Electronic Product Manufacturing	8,000	8,100	8,100	8,300	2.5%	3.8%
Nondurable Goods	10,300	11,000	11,100	11,100	0.0%	7.8%
Food Manufacturing	4,300	4,600	4,500	4,500	0.0%	4.7%
Service Providing	746,600	749,600	753,700	758,300	0.6%	1.6%
Private Service Producing	520,400	530,000	531,300	533,800	0.5%	2.6%
Trade, Transportation & Utilities	134,500	142,100	139,100	139,900	0.6%	4.0%
Wholesale Trade	25,100	25,500	25,600	25,700	0.4%	2.4%
Merchant Wholesalers, Durable Goods	13,800	13,900	13,900	14,000	0.7%	1.4%
Merchant Wholesalers, Nondurable Goods	8,800	8,700	8,600	8,600	0.0%	-2.3%
Retail Trade	88,800	94,100	91,400	91,900	0.5%	3.5%
Motor Vehicle & Parts Dealer	11,400	12,100	12,200	12,300	0.8%	7.9%
Building Material & Garden Equipment Stores	7,300	7,100	7,100	7,400	4.2%	1.4%
Grocery Stores	16,600	17,300	17,400	17,300	-0.6%	4.2%
Health & Personal Care Stores	5,400	5,300	5,300	5,400	1.9%	0.0%
Clothing & Clothing Accessories Stores	7,100	7,600	7,300	7,300	0.0%	2.8%
Sporting Goods, Hobby, Book & Music Stores	4,100	4,300	4,200	4,100	-2.4%	0.0%
General Merchandise Stores	18,600	19,500	18,500	18,300	-1.1%	-1.6%
Transportation, Warehousing & Utilities	20,600	22,500	22,100	22,300	0.9%	8.3%
Information	15,600	14,700	14,700	14,700	0.0%	-5.8%
Publishing Industries (except Internet)	2,800	2,700	2,700	2,700	0.0%	-3.6%
Telecommunications	7,900	7,400	7,300	7,300	0.0%	-7.6%
Financial Activities	47,200	48,500	47,800	47,700	-0.2%	1.1%
Finance & Insurance	35,400	36,000	35,400	35,300	-0.3%	-0.3%
Credit Intermediation & Related Activities	12,700	12,800	12,800	12,800	0.0%	0.8%
Depository Credit Intermediation	8,500	8,500	8,400	8,400	0.0%	-1.2%
Nondepository Credit Intermediation	2,100	2,400	2,400	2,500	4.2%	19.0%
Insurance Carriers & Related	18,600	19,100	18,800	18,800	0.0%	1.1%
Real Estate & Rental & Leasing	11,800	12,500	12,400	12,400	0.0%	5.1%
Real Estate	8,900	9,300	9,300	9,300	0.0%	4.5%
Professional & Business Services	105,600	109,800	111,700	112,600	0.8%	6.6%
Professional, Scientific & Technical Services	51,400	52,200	53,000	54,100	2.1%	5.3%
Architectural, Engineering & Related Services	8,700	8,800	8,800	8,800	0.0%	1.1%
Management of Companies & Enterprises	9,500	9,600	9,600	9,700	1.0%	2.1%
Administrative & Support & Waste Services	44,700	48,000	49,100	48,800	-0.6%	9.2%
Administrative & Support Services	42,500	45,700	46,800	46,400	-0.9%	9.2%
Employment Services	14,800	19,500	20,100	19,700	-2.0%	33.1%

Sacramento Arden Arcade Roseville MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
 Industry Employment & Labor Force
 March 2012 Benchmark

Data Not Seasonally Adjusted

	Mar 12	Jan 13	Feb 13	Mar 13	Percent Change	
			Revised	Prelim	Month	Year
Services to Buildings & Dwellings	11,000	11,500	11,500	11,600	0.9%	5.5%
Educational & Health Services	105,900	106,600	107,600	107,700	0.1%	1.7%
Education Services	13,800	14,000	14,600	14,700	0.7%	6.5%
Health Care & Social Assistance	92,100	92,600	93,000	93,000	0.0%	1.0%
Ambulatory Health Care Services	39,600	40,300	40,500	40,500	0.0%	2.3%
Hospitals	23,400	23,000	23,000	23,100	0.4%	-1.3%
Nursing & Residential Care Facilities	15,100	14,900	14,900	14,900	0.0%	-1.3%
Leisure & Hospitality	83,200	81,500	83,500	84,500	1.2%	1.6%
Arts, Entertainment & Recreation	15,300	14,200	14,500	14,800	2.1%	-3.3%
Accommodation & Food Services	67,900	67,300	69,000	69,700	1.0%	2.7%
Accommodation	8,400	8,200	8,200	8,200	0.0%	-2.4%
Food Services & Drinking Places	59,500	59,100	60,800	61,500	1.2%	3.4%
Full-Service Restaurants	27,800	28,200	28,500	28,400	-0.4%	2.2%
Limited-Service Eating Places	29,000	28,900	29,200	29,200	0.0%	0.7%
Other Services	28,400	26,800	26,900	26,700	-0.7%	-6.0%
Repair & Maintenance	7,900	8,000	8,100	8,100	0.0%	2.5%
Government	226,200	219,600	222,400	224,500	0.9%	-0.8%
Federal Government	13,600	13,700	13,600	13,500	-0.7%	-0.7%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	212,600	205,900	208,800	211,000	1.1%	-0.8%
State Government	109,600	107,700	109,300	110,200	0.8%	0.5%
State Government Education	28,000	27,600	28,000	28,600	2.1%	2.1%
State Government Excluding Education	81,600	80,100	81,300	81,600	0.4%	0.0%
Local Government	103,000	98,200	99,500	100,800	1.3%	-2.1%
Local Government Education	60,700	55,800	57,100	58,300	2.1%	-4.0%
Local Government Excluding Education	42,300	42,400	42,400	42,500	0.2%	0.5%
County	18,000	17,900	18,000	18,000	0.0%	0.0%
City	9,500	9,400	9,500	9,400	-1.1%	-1.1%
Special Districts plus Indian Tribes	14,800	15,100	14,900	15,100	1.3%	2.0%

Notes:

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

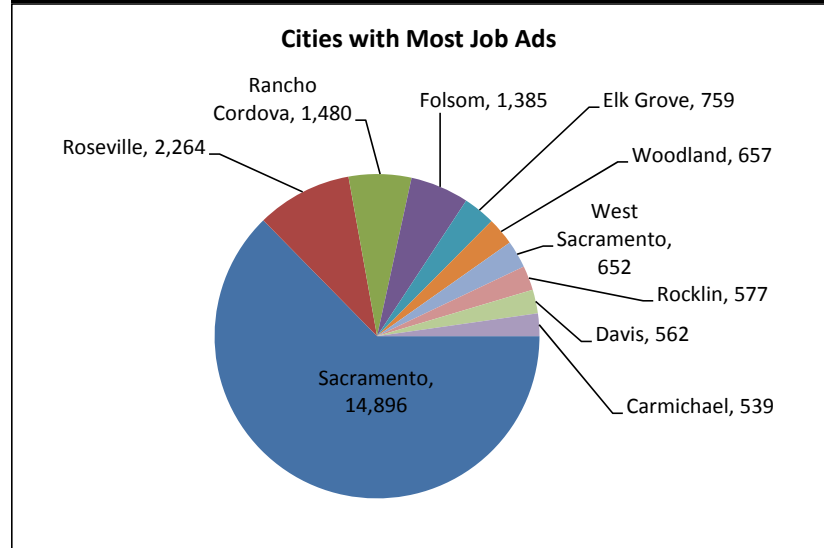
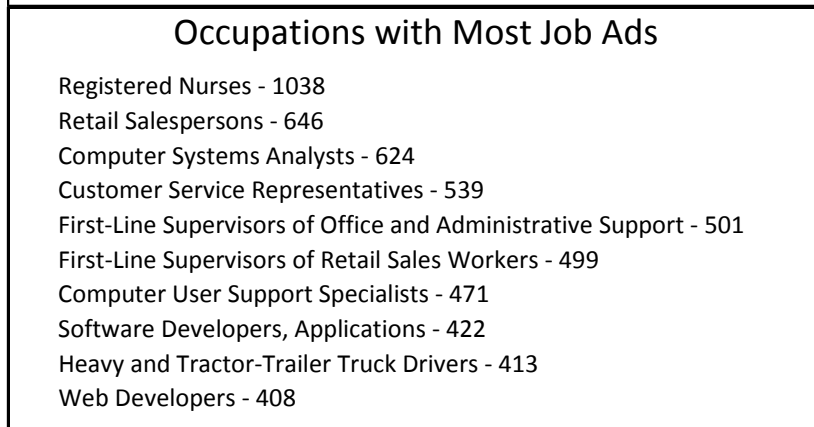
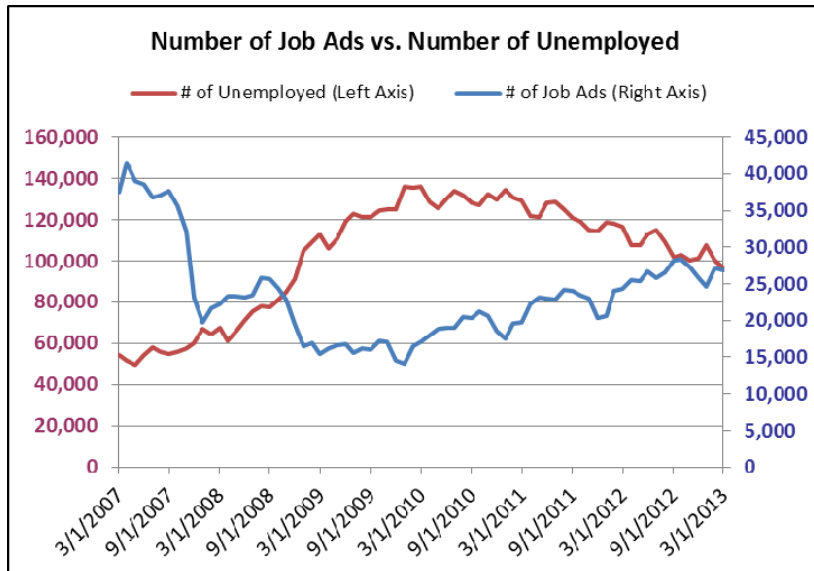
(2) Industry employment is by place of work; excludes self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding.

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Heather Chamizo 916/262-2216 or Diane Patterson 916/865-2453

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

#####

Recent Job Ads for Sacramento Arden Arcade Roseville MSA March 2013



ITEM IV-E - INFORMATION

UNEMPLOYMENT RATE BY SELECTED SACRAMENTO COUNTY
ZIP CODES FEBRUARY 2013

BACKGROUND:

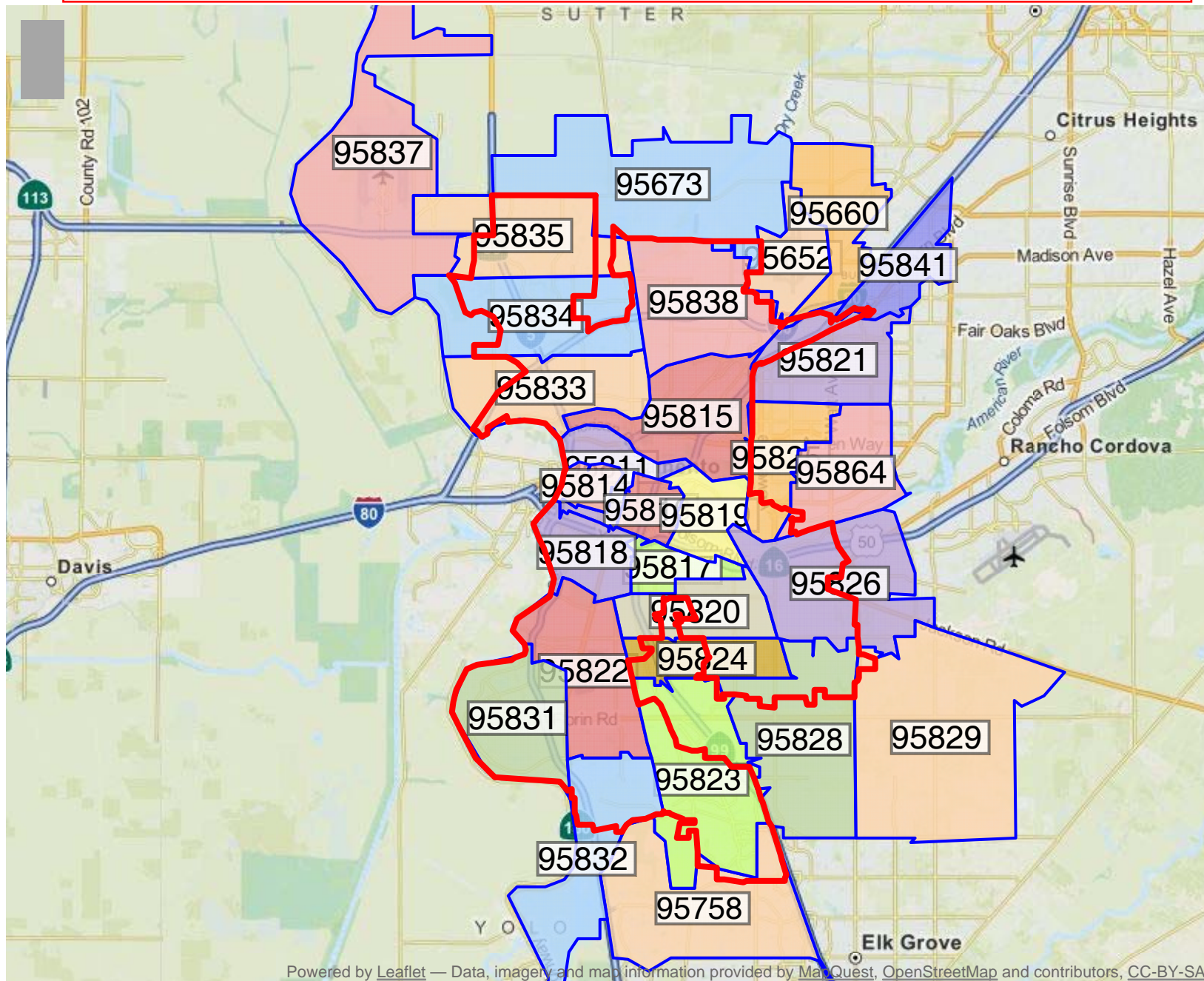
At the February, 2013 meeting, Councilmember Warren requested that staff provide unemployment data by ZIP code to the Board. Staff contacted the Labor Market Information Division (LMID) of EDD and requested the report, which is attached. The formula that was used to calculate the unemployment rate is the number of unemployed individuals in each ZIP code area in February, 2013 divided by the number in the labor force in each ZIP code in the 2000 census.

There are some Sacramento ZIP codes missing from this report and staff is working with the LMID to obtain the unemployment rates for these ZIP codes.

Additional information can be found at:

<http://www.city-data.com/zipmaps/Sacramento-California.html>

Sacramento, California (CA) Zip Code Map - Locations, Demographics




- City boundary

- Zip Code boundaries

Zip code 95660 statistics: ([Find on map](#))

Zip code population in 2010: 10,871
Zip code population (2000): 32,190


Land area: 6.2 sq. mi.
Water area: 0.0 sq. mi.
Population density: 1,743 people per square mile  (low).



Males: 16,391  (49.7%)
Females: 16,560  (50.3%)

[Zip code 95660 detailed profile](#)

Zip code 95673 statistics: ([Find on map](#))

Zip code population in 2010: 5,239
Zip code population (2000): 14,007


Land area: 16.2 sq. mi.
Water area: 0.1 sq. mi.
Population density: 323 people per square mile  (very low).



Males: 13,536  (49.9%)
Females: 13,612  (50.1%)

[Zip code 95673 detailed profile](#)

Zip code 95758 statistics: ([Find on map](#))

Zip code population in 2010: 21,347
Zip code population (2000): 47,063


Land area: 12.8 sq. mi.
Water area: 0.3 sq. mi.
Population density: 1,664 people per square mile  (low).

Males: 19,221  (47.6%)
Females: 21,194  (52.4%)

[Zip code 95758 detailed profile](#)

Zip code 95814 statistics: ([Find on map](#))

Zip code population in 2010: 6,473
Zip code population (2000): 16,598


Land area: 1.4 sq. mi.
Water area: 0.0 sq. mi.
Population density: 4,635 people per square mile  (average).



Males: 5,486  (58.4%)
Females: 3,912  (41.6%)

[Zip code 95814 detailed profile](#)

Zip code 95815 statistics: ([Find on map](#))

Zip code population in 2010: 10,004
Zip code population (2000): 25,350


Land area: 7.8 sq. mi.
Water area: 0.4 sq. mi.
Population density: 1,275 people per square mile  (low).



Males: 16,638  (49.9%)
Females: 16,689  (50.1%)

[Zip code 95815 detailed profile](#)

Zip code 95816 statistics: ([Find on map](#))

Zip code population in 2010: 10,137
Zip code population (2000): 16,157


Land area: 2.0 sq. mi.
Water area: 0.0 sq. mi.
Population density: 4,952 people per square mile  (average).



Males: 8,000  (47.1%)
Females: 8,983  (52.9%)

[Zip code 95816 detailed profile](#)

Zip code 95817 statistics: ([Find on map](#))

Zip code population in 2010: 6,574
Zip code population (2000): 14,963


Land area: 2.3 sq. mi.
Water area: 0.0 sq. mi.
Population density: 2,869 people per square mile  (average).

Males: 6,529  (46.0%)
Females: 7,655  (54.0%)

[Zip code 95817 detailed profile](#)

Zip code 95818 statistics: ([Find on map](#))

Zip code population in 2010: 10,143
Zip code population (2000): 21,298


Land area: 3.8 sq. mi.
Water area: 0.1 sq. mi.
Population density: 2,641 people per square mile  (average).



Males: 9,943  (45.7%)
Females: 11,803  (54.3%)

[Zip code 95818 detailed profile](#)

Zip code 95819 statistics: ([Find on map](#))

Zip code population in 2010: 8,036
Zip code population (2000): 15,964


Land area: 3.4 sq. mi.
Water area: 0.2 sq. mi.
Population density: 2,376 people per square mile  (low).

Males: 8,311  (44.7%)
Females: 10,281  (55.3%)

[Zip code 95819 detailed profile](#)

Zip code 95820 statistics: ([Find on map](#))

Zip code population in 2010: 13,190
Zip code population (2000): 37,021


Land area: 5.2 sq. mi.
Water area: 0.0 sq. mi.
Population density: 2,539 people per square mile  (average).



Males: 16,999  (46.2%)
Females: 19,762  (53.8%)

[Zip code 95820 detailed profile](#)

Zip code 95821 statistics: ([Find on map](#))

Zip code population in 2010: 16,240
Zip code population (2000): 35,408


Land area: 7.2 sq. mi.
Water area: 0.1 sq. mi.
Population density: 2,271 people per square mile  (low).



Males: 15,970  (48.3%)
Females: 17,085  (51.7%)

[Zip code 95821 detailed profile](#)

Zip code 95822 statistics: ([Find on map](#))

Zip code population in 2010: 16,569
Zip code population (2000): 44,678


Land area: 8.4 sq. mi.
Water area: 0.1 sq. mi.
Population density: 1,962 people per square mile  (low).

Males: 20,291  (45.7%)
Females: 24,118  (54.3%)

[Zip code 95822 detailed profile](#)

Zip code 95823 statistics: ([Find on map](#))

Zip code population in 2010: 24,552
Zip code population (2000): 72,194


Land area: 11.8 sq. mi.
Water area: 0.0 sq. mi.
Population density: 2,080 people per square mile  (low).

Males: 27,821  (46.9%)
Females: 31,476  (53.1%)

[Zip code 95823 detailed profile](#)

Zip code 95824 statistics: ([Find on map](#))

Zip code population in 2010: 9,689
Zip code population (2000): 30,568


Land area: 4.1 sq. mi.
Water area: 0.0 sq. mi.
Population density: 2,386 people per square mile  (low).

Males: 14,310  (50.4%)
Females: 14,059  (49.6%)

[Zip code 95824 detailed profile](#)

Zip code 95825 statistics: ([Find on map](#))

Zip code population in 2010: 16,993
Zip code population (2000): 30,708


Land area: 4.7 sq. mi.
Water area: 0.0 sq. mi.
Population density: 3,595 people per square mile  (average).



Males: 8,824  (47.9%)
Females: 9,607  (52.1%)

[Zip code 95825 detailed profile](#)

Zip code 95826 statistics: ([Find on map](#))

Zip code population in 2010: 16,192
Zip code population (2000): 38,799


Land area: 11.5 sq. mi.
Water area: 0.2 sq. mi.
Population density: 1,405 people per square mile  (low).



Males: 21,749  (55.3%)
Females: 17,558  (44.7%)

[Zip code 95826 detailed profile](#)

Zip code 95828 statistics: ([Find on map](#))

Zip code population in 2010: 18,515
Zip code population (2000): 54,862


Land area: 12.3 sq. mi.
Water area: 0.0 sq. mi.
Population density: 1,503 people per square mile  (low).


Males: 27,216  (50.8%)
Females: 26,376  (49.2%)

[Zip code 95828 detailed profile](#)

Zip code 95829 statistics: ([Find on map](#))

Zip code population in 2010: 7,763
Zip code population (2000): 11,380


Land area: 20.8 sq. mi.
Water area: 0.0 sq. mi.
Population density: 374 people per square mile  (very low).



Males: 5,320  (52.0%)
Females: 4,908  (48.0%)

[Zip code 95829 detailed profile](#)

Zip code 95831 statistics: ([Find on map](#))

Zip code population in 2010: 19,186
Zip code population (2000): 42,821


Land area: 7.0 sq. mi.
Water area: 0.6 sq. mi.
Population density: 2,746 people per square mile  (average).



Males: 15,816  (47.6%)
Females: 17,427  (52.4%)

[Zip code 95831 detailed profile](#)

Zip code 95832 statistics: ([Find on map](#))

Zip code population in 2010: 3,222
Zip code population (2000): 9,059


Land area: 8.3 sq. mi.
Water area: 0.6 sq. mi.
Population density: 390 people per square mile  (very low).


Males: 4,860  (47.5%)
Females: 5,369  (52.5%)

[Zip code 95832 detailed profile](#)

Zip code 95833 statistics: ([Find on map](#))

Zip code population in 2010: 15,007
Zip code population (2000): 31,414


Land area: 7.8 sq. mi.
Water area: 0.4 sq. mi.
Population density: 1,936 people per square mile  (low).

Males: 14,789  (46.7%)
Females: 16,901  (53.3%)

[Zip code 95833 detailed profile](#)

Zip code 95834 statistics: ([Find on map](#))

Zip code population in 2010: 10,085
Zip code population (2000): 8,392


Land area: 10.0 sq. mi.
Water area: 0.3 sq. mi.
Population density: 1,009 people per square mile  (low).



Males: 11,351  (49.4%)
Females: 11,619  (50.6%)

[Zip code 95834 detailed profile](#)

Zip code 95835 statistics: ([Find on map](#))

Zip code population in 2010: 13,606
Zip code population (2000): 834


Land area: 9.0 sq. mi.
Water area: 0.1 sq. mi.
Population density: 1,519 people per square mile  (low).

Males: 5,151  (50.6%)
Females: 5,026  (49.4%)

[Zip code 95835 detailed profile](#)

Zip code 95837 statistics: ([Find on map](#))

Zip code population in 2010: 144
Zip code population (2000): 254


Land area: 18.1 sq. mi.
Water area: 0.4 sq. mi.
Population density: 8 people per square mile  (very low).

Males: 1,450  (54.8%)
Females: 1,196  (45.2%)

[Zip code 95837 detailed profile](#)

Zip code 95838 statistics: ([Find on map](#))

Zip code population in 2010: 11,587
Zip code population (2000): 34,879

Land area: 9.1 sq. mi.
Water area: 0.0 sq. mi.
Population density: 1,278 people per square mile  (low).


Males: 18,019  (51.4%)

Females: 17,053  (48.6%)

[Zip code 95838 detailed profile](#)

Zip code 95841 statistics: ([Find on map](#))

Zip code population in 2010: 8,804
Zip code population (2000): 20,975

Land area: 4.1 sq. mi.
Water area: 0.0 sq. mi.
Population density: 2,160 people per square mile  (low).


Males: 9,053  (47.0%)

Females: 10,196  (53.0%)

[Zip code 95841 detailed profile](#)

Zip code 95864 statistics: ([Find on map](#))

Zip code population in 2010: 10,031
Zip code population (2000): 23,355

Land area: 6.4 sq. mi.
Water area: 0.1 sq. mi.
Population density: 1,564 people per square mile  (low).

Males: 11,401  (46.0%)

Females: 13,402  (54.0%)

[Zip code 95864 detailed profile](#)

Read more: <http://www.city-data.com/zipmaps/Sacramento-California.html#ixzz2QwXgsONs>

ITEM IV-E – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

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

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, January 22, 2013
9:00 a.m.

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

Mr. Nse Akang called the meeting to order at 9:08 a.m. and read the Thought of the Day. The Pledge of Allegiance was recited. Mr. Benjamin Bailey called the roll.

Members Present:

Victoria Billoups, Elk Grove Unified School District
Dominique Rios-Farias, Sacramento City Unified School District
Benjamin Bailey, Sacramento City Unified School District
Summer Durham, Sacramento City Unified School District
Sarah Proteau, San Juan Unified School District
Carolyn Wilson, Twin Rivers Unified School District (arrived at 11:10 a.m.)
Annette Duran, WCIC
Sandres Germany, WCIC
Iyshiah Lacey, SETA-Operated Program
Teresa Jay, SETA-Operated Program
Mayra Partida, SETA-Operated Program
LaTasha Windham, SETA-Operated Program
Marshaun Tate, SETA-Operated Program
Anthony Nelson, SETA-Operated Program.)
Ana Calderon, Early Head Start (SETA)
Toni Espinoza, Home Base Option
Nse Akang, Foster Parent Representative
Amarjit Gill, Past Parent Representative (arrived at 9:23 a.m.)

Members Absent:

Gina Roberson, Birth & Beyond Family Resource Centers (unexcused)

New Member Seated:

Melissa Morgan, Twin Rivers Unified School District (arrived at 10:59 a.m.)

II. Consent Item

A. Approval of the Minutes of the December 20, 2012 Special Meeting

The minutes were reviewed; no questions or corrections.

Moved/Proteau, second/Espinoza, to approve the December 20, 2012 minutes.
Show of hands vote: Aye: 15 Nay: 0, Abstentions: 1 (Akang)

III. Action Items

A. Approval of Modification to the SETA Personnel Policies and Procedures: Addition of Section 11.16 Social Media Policy

Mr. Rod Nishi reviewed the modification of the policies and procedures which set forth the practice followed by SETA and apply to all employees. Management has met with the union representative and has received their approval. Section 1.02 requires concurrence between this board and the SETA Governing Board.

Ms. Amarjit Gill arrived at 9:23 a.m.

The Social/Media Policy is growing by leaps and bounds and the difficulty in developing a policy is the changing nature. What the Agency desires to do is to create an environment for the proper use of social media. The Agency wishes to use social media to identify our organization and interests as a way to recruit families/children in the Head Start program as well as communicate with employees. Employees currently use social media in a professional environment.

When employees participate in social media, it may have an impact on the agency and this policy creates a body of information from which employees can participate. Management is recommending the inclusion of section in the Personnel Policies and Procedures for acceptable uses for social media.

Mr. Nishi stated that many employers have wrestled with whether to establish a social media policy. SETA management is aware that social media will be utilized and it is not the intent to control third party social media. Management is intending to educate employees as to what the agency's expectations are if they participate in social media. The control of this Agency is to express what management expects of employees and felt an obligation to create the policy because the Agency has moved forward to establish a Facebook page.

Moved/Duran, second/Windham, to approve the modification to the SETA Personnel Policies and Procedures: Addition of Section 11.16 Social Media Policy.

Show of hands vote: Aye: 11, Nay: 4, (Tate, Rios-Farias, Partida, Lacey),
Abstentions: 1 (Akang)

B. Selection of Committee Representatives for Program Year 2012-2013 1) Head Start Personnel/Bylaws Committee Representatives

Ms. Desha reported that she will plan the first meeting of the Personnel/Bylaws Committee but after that, the committee members will select the dates/times for future meetings.

The Parliamentarian, Anthony Nelson, will automatically serve on this committee. Those interested in serving on this committee: LaTasha Windham, Mayra Partida, lyshiah Lacey, Benjamin Bailey, Amarjit Gill, and Nse Akang

2) Head Start Budget/Planning Committee Representatives

Mr. Roger Bartlett reviewed the purpose of this committee. This committee will meet during the month of March to develop the budget which will be sent to ACF with the grant application.

Ms. LaTasha Windham, Treasurer, is already on this committee.

Those interested in serving: Annette Durham, LaTasha Windham, Anthony Nelson, lyshiah Lacey, Toni Espinoza, Dominique Rios-Farias, Mayra Partida, Benjamin Bailey

3) Head Start Social/Hospitality Committee

Ms. Desha reviewed the purpose of this committee. This committee organizes the two parent activities over the year.

Secretary, Benjamin Bailey, and Treasurer, LaTasha Windham serve on this committee.

Those interested in serving on this committee: Annette Duran, Mayra Partida, Toni Espinoza, Summer Durham, Amarjit Gill, lyshiah Lacey, Dominique Rios-Farias, Anthony Nelson, Victoria Billoups, Ana Calderon, and Nse Akang.

4) Head Start Parent Ambassador Committee

Ms. Alma Hawkins reported that this is a brand new committee. The purpose of this committee is to get the word out about the different activities at Head Start.

Those interested in serving: Dominique Rios-Farias, Anthony Nelson, Marshaun Tate, Mayra Partida, Benjamin Bailey, LaTasha Windham, Summer Durham, Victoria Billoups, lyshiah Lacey, Toni Espinoza

5) Program Area Committees

a) Early Child Development and Health Services and Parent/Family Support Committee

Ms. Lisa Carr reported that she and Ms. Karen Gonzales supervise this committee; Ms. Carr provided a brief overview.

Those interested in participating in this committee: Ana Calderon, Dominique Rios-Farias, Victoria Billoups, Mayra Partida, Benjamin Bailey, LaTasha Windham, Anthony Nelson, Toni Espinoza, lyshiah Lacey, Amarjit Gill, and Teresa Jay.

- b) Monitoring & Evaluation (aka: Self-Assessment) Committee: This is a committee of the whole.
- c) Male Involvement Committee: Ms. Lisa Carr reviewed the purpose of this committee. All parents are urged to participate.

Those interested in participating in this committee: Mayra Partida, Dominique Rios-Farias, Benjamin Bailey, Toni Espinoza, Summer Durham, lyshiah Lacey, LaTasha Windham, Anthony Nelson, Marshaun Tate, and Nse Akang.

Moved/Nelson, second/Windham, to ratify committee membership for Program Year 2012-2013.

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 1 (Akang)

C. Election of Representative and Alternate to the Community Action Board

Ms. Nancy Hogan provided an overview of the CAB board.

Those interested in serving: Victoria Billoups, Benjamin Bailey, lyshiah Lacey, Summer Durham, LaTasha Windham, Toni Espinoza, Anthony Nelson, and Annette Duran. Board members spoke of their interest in serving on this board.

Votes:

Victoria: 3

Ben: 4

lyshiah: 1

Summer: 0

LaTasha: 4

Toni: 3

Anthony: 0

Annette: 1

Since there was a tie for the representative position, Ms. Desha reminded Mr. Akang that he could break the tie. As Chair, he chose Benjamin Bailey as the Representative and LaTasha Windham as Alternate.

Moved/Tate, second/Espinoza, to ratify the selection of Benjamin Bailey as Representative, and LaTasha Windham, as Alternate, to serve on the Community Action Board.

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 1 (Akang)

D. Selection of Representative and Alternate to the SETA Head Start Health Services Advisory Committee (HSAC)

Ms. Brenda Campos reviewed this committee which is part of the Head Start assessment requirements. This meeting is held twice a year. It is a dinner meeting in the evening.

Ms. Sarah Proteau left at 10:40 a.m.

Those interested in serving: Victoria Billoups, Myra Partida, Ana Calderon, Benjamin Bailey, LaTasha Windham, Toni Espinoza, Iyshiah Lacey, Teressa Jay, Summer Durham, Amarjit Gill, and Nse Akang.

Moved/Lacey, second/Gill, to ratify the selection of Representatives to serve on the Health Services Advisory Committee.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (Akang)

E. Selection of Community Partnerships Advisory Committee (CPAC) Representative & Alternate

Mr. Akang provided an overview of this committee. Ms. Terri Carpenter, SETA's Public Information Officer, reported that this committee meets in April and September. This committee is all about bringing in partners to share information about programs, services and events. It's a lively committee. Ms. Carpenter urged board members to let her know about things going on at the centers. Call her at 263-7891.

Those interested: Ana Calderon, Dominique Rios-Farias, Victoria Billoups, Myra Partida, Benjamin Bailey, LaTasha Windham, Annette Duran, Anthony Nelson, Summer Durham, Toni Espinoza, and Iyshiah Lacey.

Moved/Windham, second/Partida, to ratify the selection of Community Partnership Advisory Committee Representatives.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (Akang)

F. Election of Sacramento Dental Managed Care Advisory Committee Representative & Alternate

Mr. Akang read the committee overview. Ms. Brenda Campos spoke of how important dental services are for the children Head Start serves.

Those interested in participating: Victoria Billoups, Benjamin Bailey, Iyshiah Lacey

**First
Vote:**

Victoria: 9
lyshiah: 2
Ben: 4

**Final
Vote:**

Victoria: 8
lyshiah: 3
Ben: 3

The Chair broke the tie by selecting Ms. Lacey.

Ms. Victoria Billoups will serve as representative and Ms. Lyshiah Lacey will serve as alternate.

Moved/Espinoza, second/Nelson, to ratify the selection of Ms. Victoria Billoups as Representative and Ms. Lyshiah Lacey as Alternate to serve on the Sacramento Dental Managed Care Advisory Committee.

Show of hands vote: Aye: 14, Nay: 0, Abstentions: 1 (Akang)

Ms. Melissa Morgan, Twin Rivers School, arrived at 10:59 a.m. and was welcomed and seated.

Ms. Carolyn Wilson arrived at 11:10 a.m.

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Mr. Akang reported that the PAC Food Services Committee meeting was canceled.
- Parent/Family Support Unit Events and Activities: Mr. Akang reviewed the events.
- Parent/Staff Recognitions: None.
- National Head Start Parent Conference Report: Mr. Polk's report was reviewed.
- PC/PAC Orientation & Officer Training Reports: Ms. Billoups reported that the new member orientation was helpful and good to see who will be involved.
- Community Resources-Parents/Staff: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett provided a brief update. Currently, the Agency has spent 42% of the Head Start basic grant and 10% on administration which is 5% less than the maximum allowed. The in-kind match is running at 22% current; staff is not worried right now but if this level continues, staff will consider requesting a waiver.

B. Governing Board Minutes of November 1, 2012: No questions.

C. Fiscal Monitoring Reports: No questions.

V. Committee Reports

- Executive Committee Meeting Evaluation: Ms. Windham reviewed the latest Executive Committee critique.

VI. Other Reports

A. Executive Director's Report: Ms. Kathy Kossick suggested that the Executive Committee would want to have a walk through on the Sacramento Works web site. Last year, Ms. Terri Carpenter brought this to the Policy Council. Ms.

Carpenter can provide a short presentation about what happens at a career center; Ms. Kossick urged board members to visit a career center and make sure the parents are champion for the career centers.

B. Head Start Deputy Director's Report

- Monthly Head Start Report: Ms. Lee expressed her appreciation to board members that participated in the board interviews last week. She appreciated all of the board member participation. The budget planning is beginning at the delegate level. The delegate budgets will be submitted to SETA and then submitted to the Office of Head Start in May.

C. Head Start Managers' Reports

- ✓ Brenda Campos: Grantee Program Support Services: Ms. Campos reported that one of the things the Health and Nutrition pre-assessment team commended was the cooperation SETA has with other organizations and educational organizations as it relates to health and nutrition. Another positive comment was on how well staffed SETA Head Start is to provide support services. Areas to work on: follow up around weight since there are a number of children that are overweight and obese.

Responses from the safe environments reviewers were that the Agency does a great job ensuring infants are safe and good measures are done for feeding the children and changing diapers. There are areas that need to be improved, such as making sure the playground is checked every day. Staff has to figure out a way to monitor those systems. Also, a process needs to be set in place to ensure work orders are processed so the work is done quickly.

- ✓ Lisa Carr: Parent/Family Support Unit: Ms. Carr reported that she went out with the Family and Community Partnerships reviewers and they found that county-wide, the Agency does a good job of engaging parents. There needs to be better follow-up; staff starts the process but the written follow-up has been difficult. Staffs' challenge is to figure out a way to ensure that follow up is being documented. Another area with good feedback was the parent/teacher conferences. For the SOP, the monitor liked the new school readiness aide program which helps get parents involved in the classroom. As a county, there are strong community resource connections.

Mr. Bailey inquired whether the board members will receive the report from the monitors? Ms. Lee replied that the report will definitely be provided; it will be broken down by delegate and some of the information will be broad scoped.

- ⇨ Countywide Parent Conference Update: Board members were urged to attend the planning committee meetings.
- ✓ Karen Gonzales: Child Development & Education Services: Ms. Gonzales reported that she was with the education reviewers and there were a lot of strengths at the SOP and delegate level. The reviewers found strong school readiness goals and the teachers interviewed were able to say how the school readiness program was linked to their curriculum. Areas to work on

include ensuring that the assessment has a strong parent voice; more parents' input will be sought. Also, there is a need to ensure that the evidence is in each child's folder. Children are receiving services and there is a trail from referral to enrollment to direct services being provided by the school district or delegate. There is a need to formalize those relationships with written agreements.

Ms. Desha reported that she was part of the governance assessment team for Delegate agencies. It was found that there was no board approval on some policies. Also, in some cases, there was no evidence of Head Start monthly reports being provided to the Governing Board. There needs to be interaction between the boards and the information needs to be in the minutes.

- D. Chair's Report: No report.
- E. Open Discussion and Comments: None.
- F. Public Participation: Mr. Akang referred board members to the information distributed from Birth and Beyond.

VII. Adjournment: The meeting was adjourned at 11:45 a.m.

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

March, 2013

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded
Elk Grove USD	420	420	100
Sacramento City USD	1,292	1,302	101
SETA	1,880 (2,796)	1,910	102
San Juan USD	700	702	100
Twin Rivers USD	211	211	100
WCIC/Playmate Head Start	120	120	100

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded
Sacramento City USD	147	147	100
SETA	345	339	98
San Juan USD	161	171	106

- (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

SETA Head Start

Food Service Operations Monthly Report

*March 2013

March 20th - Daddy & Me Lunch at the Fruitridge Center Lunch provided for 33 guests

March 26th - Holiday - Cesar Chavez Day

March 26th through 29th - SCOE Children off on Spring Break

March 29th - Parker closed due to lack of water.

Meetings and Trainings:

Cheryl Barton, Rosa Alatorre, and Connie Otwell attended a training on
Ten Behaviors of Managers Who Excel on March 8, 2013.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
41,022	24,460	28,350	640

Total Amount of Meals and Snacks Prepared 94,472

Purchases:

Food \$72,873.06

Non - Food \$18,771.72

Building Maintenance and Repair: \$3.78

Kitchen Small Wares and Equipment: \$836.82

Vehicle Maintenance and Repair : \$337.19

Vehicle Gas / Fuel: \$2,471.33

Normal Delivery Days 20

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 03/31/13)

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)	23	(11%)	N/A	
Elk Grove USD (420)	51	(12%)	N/A	
Sacramento City USD (1292)(147)	153	(12%)	16	(11%)
San Juan USD (700) (161)	95	(14%)	9	(6%)
WCIC (120)	12	(10%)	N/A	
SETA (2796) (345) (1878 Tracks)	180	(10%)	42	(12%)
County (4621)* (653)*	514	(11%)	67	(10%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

Head Start Monthly Report

April 2013



SETA Operated Program

Program Operations:

SETA Head Start teachers have reached a milestone in their training and understanding of strategies that support high quality teaching. March marked the completion of the five-part training series: CLASS deconstructed. In this last module, the focus was on Language Modeling. Teachers looked at ways to support and extend children's back and forth exchanges between peers as well as with adults. Open-ended questions and ways to repeat, extend and elaborate language were also examined. Teachers explored ways to support advanced language by using a variety of words and connecting them to ideas and words that children are already familiar with.

Home based staff attended a training on Baglass Home Visiting. This training supports the concept of parents as full partners in their children's education. Home Visitors were trained on how to move away from last minute selections of "activities" and toward intentional planning with parents. Staff was very engaged and also had many wonderful ideas to share.

Program Support Services:

School Readiness Goals (SRG): Mid-year school readiness assessment for HS/EHS (DRDP for center-based option and HELP, Learning Games for home-based option) was completed in February and aggregate data summary is now available. Delegates have received their summaries in early March. The Education Coordinator has met with each program to follow up on their SRG implementation plan using the mid-year assessment results. Technical assistance was provided to support delegates in data analysis and planning.

Quality Assurance Unit: WCIC and SCUSD were monitored by QA staff on February 19-25 and February 28-March 22 respectively. Comprehensive monitoring and evaluation included class observations, document reviews, site inspection and staff and parent interviews. Exit Meeting for WCIC was scheduled for April 9. Results for SCUSD are being summarized for submission and an exit meeting will be scheduled.

Self-Assessment Follow-Up: Program Officer and Content Coordinators for Education, Health, Disabilities and Governance continue to follow up on delegates' progress on their submitted corrective action/improvement plans to address self-assessment results. Information from QA monitoring in February and March is also used to follow up on delegates' progress. Countywide content meetings,

individual delegate meetings and site visits were conducted to follow up on self-assessment and QA monitoring results.

Family Support Services:

April finds us completing our first ever parent cohort for the CSEFEL model (Center for Social-Emotional Competence in Early Learning). Parents attended 12-hour training over a six week period, learning skills to better form relationships with their child, to help promote positive social and emotional skills, which will lead to better performance in kindergarten and beyond. The feedback has been very exciting, and the changes that parents have made have been so positive. We are very excited to have been able to offer this series of workshops to parents.

In March, over 45 fathers attended various Daddy and Me training events. Fathers were able to have breakfast with their child, and then participate in a circle time activity, and small group activity. The fathers came together to continue the discussion about the importance of fathers in a child’s life, and the long term benefits of a connected father-child relationship.

The Countywide Parent/Kinship conference is scheduled for April 20 and the keynote speaker will be Ruthie Bolton. We are looking forward to meeting parents from all over the county as they attend a series of workshops designed to inform parents on topics such as; School Readiness, Special Education services, nutrition workshops, and a panel on legal rights for grandparents.

Elk Grove Unified School District

Education Services Update:

The staff in-service was held on March 22, 2013. Irene Ladd, instructional coach, worked with teachers to assess key findings from the mid-year Desired Results Developmental Profile (DRDP) and to create an action plan to use in their classroom based on the results of the assessment. After reviewing the agency action plan, teachers collaborated to contribute to both the agency action plan and classroom action plans.

The instructional coach also guided the teachers through investigation of the visual and performing arts section of the Preschool Learning Foundations. Teachers worked together and shared important information and strategies.

Two teachers, Stella Cockerham and Montha Whitlock, presented “I am Moving, I am Learning” lessons. Both lessons included music and movement to be used in the classroom. Three students from Stella Cockerham’s class performed a dancing movement activity.

Upcoming parent learning opportunities were shared with the teachers by the program educator, Sandy Perez. She also shared current community resources.

Enrollment:

The Elk Grove Unified School District Head Start Program is fully enrolled with 420 students in the program. Average Daily Attendance for the month of March was 86%.

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 51 students with active IEPs being served which is twelve percent (12%) of our Head Start student population.

Health Services Update:

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

In March, 7,980 meals were served to our Head Start students.

Family and Community Partnerships Update:

“Latino Family Literacy” classes were held at Samuel Kennedy Elementary School on March 6, 13, and 20. These classes provided Spanish speaking parents information and techniques for working with their children in the area of literacy and provided strategies for establishing a reading routine in their home. An average of four families attended these classes.

“English Family Literacy” classes were held at Herman Leimbach Elementary School on March 1, 8, 15, and 22. These classes are meant to provide our English speaking families with the same information, techniques and strategies as those provided in “Latino Family Literacy”. An average of six parents attended these classes.

“Positive Parenting” classes were held in Spanish at Charles Mack Elementary School on March 12 and in English at David Reese Elementary School on March 7 and 14. These classes taught parents positive approaches to discipline, stress management techniques, communication skills, and developmental milestones. Two parents attended the class at Charles Mack and an average of two parents attended the classes at David Reese.

“What to do with the Mad You Feel” class was held at Charles Mack Elementary School on March 19. This workshop taught parents about the stages of development, impulse control, age appropriate behaviors, and problem solving strategies. Two parents attended the class at Charles Mack.

“Car Seat Safety” class was held at Herman Leimbach Elementary School on March 15. This class taught parents how to keep children safe in automobiles and how to properly install a car seat. Eleven parents attended the class at Herman Leimbach.

Recruitment:

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

An internal office calendar with registration dates for January through June has been created to ensure sufficient time is allowed to have full enrollment by the end of June for the 2013-2014 school year.

Registrations for the 2013-2014 school year are taking place in each of our three regions. Region I, which includes Franklin Elementary, John Reith Elementary, Herman Leimbach Elementary, Charles Mack Elementary, Union House Elementary and Prairie Elementary Schools, has registered 108 families. Region II, which includes Florin Elementary, Isabelle Jackson Elementary, William Daylor High, and Samuel Kennedy Elementary Schools, registered 55 families. Region III, which includes Maelola Beitzel Elementary, David Reese Elementary, Florence Markofer Elementary, and James McKee Elementary Schools, registered 40 families.

Sacramento City Unified School District

Health and Nutrition:

Nurses Lisa Stevens, Espie Millendez and Victoria Benson shared exciting news about upcoming Parent Walking Groups at the March Professional Learning Meeting for teaching and support staff. As part of the “Three Year Goals” for health, a campaign entitled “Every Step Counts” was created to encourage parents to become healthier through physical activity and exercise.

The nurses presented the “Every Step Counts” campaign to Policy Council Parent Representatives on March 14. The nurses invited PC Parent Representatives to actively recruit and lead parents at their preschool site’s Parent Walking Group, which is slated for kick-off on April 1. Victoria Benson will share more details about “Every Step Counts” in her next SETA report.

Espie Millendez, Child Development Nurse, reports that the overall number of preschoolers who participated in the Fall Dental Varnish and Dental Screenings from 2011 and 2012 remained approximately the same. However, the number of children with no visible dental cavities or dental needs (Class I) dropped 7% in 2012. The percentage of children with mild to moderate dental cavities or dental needs (Class 2) dropped 3%, but the number of children with severe dental needs (Class 3) increased 1%. The screening results from the spring dental screenings will also be evaluated once the Dental Varnish Clinics are completed in April.

School Nurse Victoria Benson has been conducting parent meetings on “Healthy Eating and Food Label Reading”. Each parent participated in reading food labels to detect hidden sugars and actively participated in the discussion about how manufacturers of processed and prepared foods create difficulties in selecting healthy food choices for their children. Child Development Teacher Elaine Hill from Joseph Bonnheim Preschool brought in her food processor and gave demonstrations to parents on how to make nutritious yet delicious smoothies using fresh fruits, vegetables –and even greens! All the smoothies were made with no added sugar. Parents were given different smoothies to drink and enjoyed giving feedback on their favorite blends.

Mental Health:

Social Workers Valerie Willover, David Aleman, and John Perez continued with their monthly parent education workshop series entitled “Positive Solutions for Families “. The meetings were held at the Hiram Johnson Family Education Center in the evening time to better accommodate working families.

A new series of “Positive Solutions for Families” workshops for parents began on February 7. This parent education workshop was offered for families who have children attending preschools in the eastern area of our school district.

The Child Development Social Workers are providing one-on-one coaching for selected teachers using the CSEFEL pyramid model. They recently attended CSEFEL training at SETA which was provided by West Ed. Additionally, the Child Development social workers have been preparing for the last year of their “Three Year Goals” for Mental Health.

Family and Community Partnerships:

Social Services forms and procedures have been reviewed for the 2013-2014 school year.

CSEFEL training was provided by our Social Workers at the February Professional Learning Meeting for teaching and support staff.

The self –assessment process for Family and Community Partnerships and Mental Health service areas has been completed.

Parent Education:

One of the Child Development Social Workers presented a workshop on “Television, the Media and Your Child” at last month’s School Readiness Day Parent Meeting.

The Child Development Social Workers arranged for Preschool Head Start home visitors to attend the “Mental Health First Aid Training”. The 12- hour training was given by the professional staff at River Oak Center for Children.

The social workers continue to facilitate the “Pregnant and Parenting Teen” group at American Legion High School. These meetings have been very well attended with a greater number of teen dads attending more recently. Prenatal Mental Health Services are still being made available to high-risk pregnant teens, teens from Foster Youth Services and American Legion High School teens.

Child Development Social Workers continue to coach Early Head Start teaching staff on CSEFEL strategies and recently introduced CSEFEL strategies to parents during home visits.

San Juan Unified School District

Education Services Update:

Teachers completed their second Desired Results Developmental Profile (DRDP) in late February and began to analyze their class data on March 1. Students are experiencing the Houghton Mifflin theme of *In the City, In the Country* with an emphasis on the review of letters ‘Bb’, ‘Mm’, and ‘Rr’, with the introduction of letters ‘Cc’, ‘Qq’, and ‘Vv’. Linear patterns are the math focus and the month ended with an opportunity to review any math concepts the students require.

With Spring knocking at our door, many teachers are beginning garden projects where students fully participate in the planning, preparation, planting and the maintenance of the garden. Learning concepts occurring in these types of class projects include cooperation, collaboration, critical thinking, science, math, physical coordination, and language concepts.

Disabilities Services Update:

Placing students in a mainstream school population is of utmost importance to SJUSD to ensure success in school. Disability Service teachers were successful in placing Special Ed students in Kindergarten, as agreed upon through the IEP process. There were four IEPs held at Pasadena, three of which were for transition to Kindergarten. Garfield was also victorious in transitioning students to Kindergarten. The dedicated, professional staff work well together in a collaborative and thriving arrangement.

Mental Health Services Update:

Mental Health Therapist continues to lend extra support to the parents whose children are Kindergarten-bound and have concern for child’s social/emotional development as the year comes to a close. MHT spoke to staff about teaching children how to have healthy boundaries.

Nutrition Services Update:

The Summation Report from the December Child Care and Adult Food Program audit was received. The State consultants were impressed with the implementation for meal service and the relaxed atmosphere promoted by the teaching staff. The adults at the table engaged children in meaningful discussions about their school day and life outside the classroom. There were also comments regarding the children’s comfort with the meal time routine including hand washing and tooth brushing. While the results of the fiscal and program overview were positive, the opportunity to dialogue with the reviewers was a great asset.

Health Services Update:

Health is screening one day a week in the centralized screening room, as well as traveling to classroom sites to complete or reattempt needed screenings. Smile Keepers is continuing the second round of dental screenings & fluoride applications for the children in the classrooms. The School Nurse & Health Assistants are following up with all the children that need to be seen by the dentist. The School Nurse & Health Assistants are following up with the children that are obese, overweight, and underweight. Health is preparing for the upcoming registration of students for the 2013-2014 school year.

Family and Community Partnerships Update:

The Policy Committee had a busy March meeting. The first of a webinar series by the Governance Boot Camp was presented regarding Shared Governance. Amy Slavensky, Ph.D. was introduced as the new Director of Early Elementary Education replacing Tracy Tomasky, Ph.D. who retired from the district in February. A new SETA representative was elected. The Committee approved the Personnel and Policies procedure. Health information on blood pressure was given to correspond with our Three Year Goals. This was in addition to the required monthly reports. Representatives actively participated in the sharing of the above stated information with thoughtful questions and conversation.

Transition Services Update:

DRDP data has been distributed this month and teachers have been busy planning their curriculum based on the results. Individualization has been updated and new strategies have been implemented. Letter and word knowledge is an area of consideration for teaching staff to increase lesson plan activities. Classroom focus and small groups are being examined using this data for possible changes to finish out the school year. Kindergarten expectations are being implemented with the knowledge that there are two months of school remaining.

Program Support/Staff Training Update:

The Math Committee, consisting of three classroom teachers and three lead teachers, created and presented a training session on Spatial Sense. This topic was chosen as a result of the DRDP data from last year regarding this math concept. Teachers and their assistants experienced hands-on instructional activities demonstrating the concept of spatial sense and became familiar with vocabulary highlighting positional words. Teachers learned how to use music and movement to help present the concept in a concrete and fun way and materials for 3-D shapes were created to take back to the classroom. The training ended with time to reflect on current classroom practices with discussion on how this training would influence instructional activities in the future.

Fiscal Update:

Head Start and Early Head Start submitted the fiscal, attendance, and in-kind report by March 10. Both programs are approximately 3-4% overspent as of Feb. 28, 2013. This occurred due to the payback of furloughs being reduced from 13 days to 2 days for fiscal year 2012-13. A plan has been put into place to bring HS/EHS into balance.

HS/EHS grants were submitted to SETA on the first of March. The grants were reviewed and minor changes were brought back to San Juan Unified School District (SJUSD) to correct. The approval of the governing board of SJUSD for these grants took place March 26, 2013.

At this time SJUSD fiscal is entering into full budget development mode, along with the beginning 3rd Interims.

Early Head Start:

The Head Start/Early Head Start year three grant was approved by the San Juan Unified School District Board of Education. This allows for continued operation of the programs.

The Early Head Start coordinator and a home visitor participated in a panel discussion for the Infant Development Association held at SETA. The participants left with new professional connections and resources. Online discussions have continued through a message board.

The third child assessment period ended with data collection and analysis. Case management meetings and Individualized Development Plans show that children are showing growth in all domains.

Twin Rivers Unified School District

Events:

During the month of March, we emphasized our literacy goal with our annual Dr. Seuss Read to Achieve Day. In collaboration with community members, district personnel, parents and TRUSD Board Members, the students enjoyed being read books from the Dr. Seuss collection as well as arts and crafts projects. The guests were delighted to read their favorite stories and spend time in the classrooms.

Planning is underway for the annual Open House on April 26. Parents will be invited to come see their children's classrooms filled with special art projects and receive free books for their attendance.

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

Professional Development:

Teaching staff will participate in the last Creative Curriculum workshop on April 4 for the recycle, reuse and recreate investigation theme. Planning is also underway for a Concept Development refresher with SETA Content Leaders as the final CLASS observation will occur in late April for the 2012-2013 school year.

Components:

The substitute Health Assistant, Kelli Carrillo, continues to focus on the nutrition duties. The nutrition activities in the classrooms continue with a focus of healthy fruits and vegetables. The second round of heights and weights are complete and the BMI referrals are being processed.

The Health Component Leader continues reviewing students' files for medical concerns and continues following up on students needing additional documents. Dental varnishings were completed on March 5-7th for all students.

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 students referred by teachers and parents. The group meets weekly with the Social Worker and will continue working on skills needed to be successful in the classroom setting.

The Community Liaison continues to follow-up on the missing FPA and FPP forms from all HS families. Follow-up on goals set by the families is also occurring. The 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 second school-wide action plans for the ECERS, CLASS and DRDP-R are complete based on the results of the second DRDP-R results.

The ERSEA component continues to meet with parents to fill any vacancies and both sites are fully enrolled with established wait lists. Enrollment for 2013-2014 will start on April 1 for returning students and April 15 for new students.

The Program Design and Management component leaders are still working on the draft of the ERSEA manual. New personnel files have been ordered and a new filing system will be implemented for 2013-2014.

Policy and Parent Committees:

The Parent Committee meeting at Oakdale was held on March 19, 2013. The Policy Committee meeting was held on March 19. The agenda included a review of the monthly reports and the first reading for the Bylaws Revision. The Policy Committee had a quorum to vote on the action items. The next meetings are scheduled for April 16.

Parent Trainings:

The parenting classes in collaboration with the Birth and Beyond North Highlands Resource Center and Mutual Assistance Network are continuing and parents are encouraged to attend. The March 2013 parent

training focused on appropriate discipline and provided parents with suggestions to increase positive behavior.

The classroom parent meetings for March 2013 focused on obesity and was facilitated by the Nutrition, Mental Health and Family Partnership component leaders.

Fiscal:

The Budget Analyst provided another budget overview for the ECE certificated staff at the ECE Leadership Team meeting on March 21. Teachers are beginning to brainstorm about supplies and materials needed for the remainder of the school year.

Women's Civic Improvement Club (WCIC)

Management:

SETA Monitoring/Quality Assurance (QA) Monitoring Review took place the week of February 19 through 25 at WCIC/Playmate Head Start Programs #1 and #2. The Final Written Report dated March 18, 2013 has been received; the Exit Meeting is scheduled for April 9, 2013 at 1:00p.m. at WCIC.

Community Engagement:

Congratulations to Ms. Davis, Executive Director/Head Start Director and the entire WCIC/Playmate Head Start Programs' Team for the 2013 Induction into the Youth-on-the-Move International Educators Hall of Fame, which was held Saturday, March 30, 2013 from 1-4 p.m. at the Antioch Progressive Church, 7560 Amherst Street, Sacramento, CA 95832; it was an excellent induction ceremony celebration!!! Educators from around the world attended.

Enrollment:

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

Health:

WCIC/Playmate Head Start Programs children received their second Height/Weight measurements on March 7 and March 8, 2013.

Education:

WCIC/Playmate Head Start Programs teaching team received Emotional Support, CLASS Training by Alicia Barron, Education Coordinator from Sacramento Employment and Training Agency on March 1, 2013. She addressed the Emotional Support Domain. CLASS is the Classroom Assessment Scoring System observation tool that focuses on the effectiveness of classroom interactions between teacher and student. She stated teachers need to score high in the Emotional Support Domain. Emotional Support is specific teaching behaviors that help children develop warm, supportive relationships. The experience should be enjoyment and excitement about learning to feeling comfortable in the classroom. Positive Climate is the emotional connection between teachers and students. Students should have warmth, respect and enjoyment communicated by verbal and nonverbal interactions with teachers. Negative Climate is the overall level of expressed negativity in a classroom. Teacher Sensitivity encompasses the teacher's awareness of and responsiveness to student's emotional and academic needs. Regard for Student Perspective shows how it captures the degree to which the teacher's interactions with students and classroom activities place an emphasis on children's interest, motivations and points of view.

WCIC/Playmate Head Start Programs teaching team received Instructional Support, CLASS Training by Liz Aguilar, Education Consultant from Sacramento Employment and Training Agency on March 15, 2013. She addressed the Instructional Support Domain. Teachers implement curricula to effectively support student's cognitive and language development. Teachers need to discuss and promote student's higher-order thinking skills and cognition. Teachers need to have conversations that encourage students to problem solve, predict what will happen, compare and evaluate. Teachers use expansion, back-and-forth exchanges and follow-up to aid children. Language Modeling captures the quality and amount of teacher's use of language-facilitation techniques. Open ended questions have more than one right answer or ones that can be answered in many ways. Teachers who do this will score higher in the master coders when getting reviewed.

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

None for this report period

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.