



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

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City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
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**SPECIAL MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, May 23, 2013

TIME: 1:30 p.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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VI.	<u>CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR</u>	
	Pursuant to Government Code Section 54957.6	
	<u>Agency Negotiator</u> : Dee Contreras	
	<u>Employee Organization</u> : AFSCME Local 146	
VII.	<u>Adjournment</u>	

DISTRIBUTION DATE: THURSDAY, MAY 16, 2013

ITEM II-A - CONSENT

MINUTES OF THE APRIL 29, 2013 SPECIAL BOARD MEETING

BACKGROUND:

Attached are the minutes of the April 29, 2013 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

**SPECIAL 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 29, 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 April 4, 2013 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Required Partner Representative to the Sacramento Works, Inc. Board
- D. Approval to Ratify the Submission of an Application to the Employment Development Department 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
- E. Approval of Resolution to Accept Program Year 2013 Community Services Block Grant Discretionary Targeted Initiative Funds and Authorize the SETA Executive Director to Sign the Agreement and any Amendments to the Agreement
- F. 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
- G. Approval of Annual Self-Assessment for 2013-2014 and Resulting Program Improvement Plan SETA-Operated Program
- H. Approval of Staff Recommendation for the Adult Vendor Services (VS) List

Ms. Scherman inquired about the number of people served in Item IID. Mr. Walker replied that in 2012, 59 participants were served; in 2013, it is expected that more people will be served with less money. Mr. Walker stated that only \$400,000 was authorized for this year, and last year, \$500,000 was authorized.

Mr. Nottoli inquired about IIF and asked about the reasoning behind the board item. Mr. Walker replied that SETA was approached by the Department of Corrections and asked to start up the program. This is a new population of females moving to the new facility being built at Folsom.

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

- A. Approve the April 4, 2013 minutes.
 - B. Approve the claims and warrants for the period 3/29/13 through 4/22/13.
 - C. Appoint Noah Harris to the vacant veterans representative required partner seat on the Sacramento Works, Inc. Board of Directors.
 - D. 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.
 - E. 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
 - F. 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.
 - G. Approve Program Year 2012-2013 Self-Assessment and resulting Program Improvement Plan.
- Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval to Contract for Participant Payroll Services

Ms. Christine Welsch stated the Agency is seeking approval to contract with the Community College Foundation (CCF). After the release of an RFP on March 12, staff received two bids. The current provider, CCF, was the best bid and offered the most competitive workers' compensation rate. This is a non-profit foundation.

Moved/Nottoli, second/Schenirer, to approve contracting with the Community College Foundation for participant payroll services for a two year period beginning July 1, 2013.

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

2. 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

Ms. Welsch stated that this proposal serves 18-24 year old youth, but the difference is they are looking at sealing the records of the offenders and will be working with a provider. This is a 39-month program. The Agency gets six months of planning in addition to the actual program for the \$1 million grant.

Moved/Schenirer, second/Scherman, to 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.

Voice Vote: Unanimous approval.

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval to Adjust the Salary Range for the Classification of Executive Assistant

Mr. Yee opened a public hearing; no questions or comments. Ms. Stephany Murphy was introduced to the board.

Moved/Scherman, second/Warren, to close the public hearing and approve the proposed pay range for the classification of Executive Assistant.

Voice Vote: Unanimous approval.

4. Approval to Hire a Labor Relations Consultant

Mr. Rod Nishi stated that since 2011, when the City of Sacramento consolidated departments, SETA has utilized Mr. Ed Takach as a consultant to provide labor relations and act as chief negotiator for the Agency. On April 25, Mr. Takach resigned from the position of labor relations consultant. Staff is requesting approval to utilize the consulting services of Ms. Dee Contreras. Since labor negotiations have begun, it is important to fill this position and find that a non-competitive finding to support the hiring. Staff has identified the scope of services. Ms. Contreras would represent SETA as the chief negotiator and advise management staff dealing with employee relations. The fiscal impact will not exceed \$60,000 per year.

Mr. Greg Thatch read the following sole source finding: *The non-competitive procurement of labor relations consultant services for Ms. Dee Contreras is justified because the Agency is in current contract negotiations with the Union and is in immediate need of a consultant with expertise in labor relations and a full understanding of Agency operations. Dee Contreras is available and uniquely qualified to provide labor relations consulting services to the Agency*

based upon her previous experience in representing the Agency with respect to its labor relations.

Moved/Yee, second/Scherman, to find that noncompetitive procurement of consulting services from Ms. Dee Contreras is justified because she is uniquely qualified to provide labor relations consulting services to the Agency based upon her previous experience in representing the Agency with respect to its labor relations and authorize the Executive Director to contract with Ms. Dee Contreras as a Labor Relations consultant at a rate of \$100 per hour not to exceed \$60,000 per year.

Mr. Schenirer asked what the timing would be if the board went to a bid process. Mr. Nishi replied that it would take at least a week to get public notice, so it would probably be a 30-day turn around period.

Ms. Contreras's primary duty would be to negotiate the labor contract. Once the contract is negotiated, she would then be available for interpretations of the contract.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 1 (Schenirer)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services

1. Reconsideration of Approval to Release WIA Adult/Dislocated Worker Request for Proposals for Sacramento Works Training Centers

Ms. Purdy reported that SETA received 13 proposals requesting over \$10 million. All of the current Sacramento Works Career Centers submitted proposals. At the last meeting, there was concern that there would be a lack of core services in the Elk Grove area. Staff has developed two items. The first item would be the reconsideration of the approval to release the RFP. Staff is recommending that the board NOT reconsider this item because changes in the service delivery are necessary due to changes in legislation. There is less of a need for a universal services environment due to virtual job seeking abilities.

Mr. Warren stated that there are no findings to extend or change the RFP and Ms. Purdy replied that the Agency has received 13 proposals to provide services throughout the community. All of the stakeholders that have been active have submitted proposals. This is in line with where state and federal legislation is going.

Mr. Thatch recommended discussing B-2 in conjunction with B-1; the Clerk called the item:

2. Consideration of Options for the Provision of One-Stop Services in Elk Grove

Ms. Robin Purdy reviewed the three options; staff is recommending that the board allow staff to move forward to complete the current process with the current RFP. If we move forward there is flexibility and it requires centers to be in areas of high unemployment, and work with institutions that serve low income customers, requires to engage employees, and engage local employers.

The second option available today is to cancel the Sacramento Works training center RFP and release an RFP for career center services.

Option 3, is to separate out funds specifically for the Elk Grove community. Have to define the services that are needed in a certain geographic area, reduce the amount of funds available in the current RFP, and come back with a new RFP.

Speaker before the board:

Karen Malkiewicz from Elk Grove Unified School District: Elk Grove is very much in favor of the current RFP. When she saw the agenda, she was concerned because a lot of hours went into the production of the RFP. There are a large number of people that cannot access services because they are not employable. Staff cannot offer these people support to get through their barriers if they have no employable skills. The training center allows someone to come in and work their way up the training path. Ms. Malkiewicz feels there is a great need for this type of services. Mr. Nottoli asked if this was being supported by the superintendent and Ms. Malkiewicz replied yes.

Ms. Malkiewicz stated that there will continue to be intensive case management at the center. There will be a triage approach to the customers. The hard-to-serve customers will receive help through instructors, academic advisors, and job search staff.

Ms. Scherman stated that she strongly believes that the South County Career Center should remain a career center since it has a proven track record.

Mr. Nottoli stated that the he is not comfortable telling the host what they have to do or cannot do. The district has come forward and they are the host site.

Ms. Kossick stated that in the original RFP, there is an expectation that services will be provided that are not just training services but will help all customers coming in. The training center will be working with the closest career center

Ms. Purdy stated that staff is also in the process of doing transition planning and all of the training centers will be affiliates of the one stop career center virtual

center. Everyone would be able to go on-line and read case management notes and implement a case review system between training centers and career centers. We do not want to lose the quality of the customer service that our career centers have. Staff is hoping that through the training center RFP, we will achieve a neighborhood service to provide intensive services that do not give up on the partnerships. Job seeker services will become more and more virtual but there will still be people that need to go to a place where computers are available. The Agency has purchased hardware and software for all of the career centers.

Mr. Warren asked for clarification of the various options available. Mr. Thatch believes it is Option 3 that says withhold a certain portion of the money and set it aside to do a focused procurement for the Elk Grove area. The key factor is that there is a finite amount of money. If the board goes with Option 3, the board has to keep out a certain amount of funds for the Elk Grove area, if needed.

Speakers before the board:

1. Sue Gilmore, Sacramento City Unified School District, Lemon Hill: The nation is changing and there needs to be a combination of Title 1 and Title II services. They worked really hard on their proposal and they do not want to have the RFP pulled back. They have worked out relationships with the local career centers. Ms. Gilmore recommends approving the staff recommendation and not change the RFP.
2. Danny Marquez, Crossroads Diversified Services: He never heard any issues with all of the public hearings. Even if there is a decision to keep a career center, we need to have a center way further south. With diminishing resources, we may want a lot of things but do we really need it?
3. Stephanie Nguyen, Asian Resources. Ms. Nguyen stated that Asian Resources serves the needs of the community. The transition to a training center will capture the needs of the people that come to their career center every day. It will help staff to work more closely with the customers. Ms. Nguyen asked the board to think of the other host agencies so if the decision is made for Elk Grove, they would also have to think of the other host agencies.

Mr. Thatch reviewed the options available to the board. If there is no motion for reconsideration, staff will come back with recommendations based on the current RFP and will allow at a later date to make a decision to withhold money for procurement for a one stop center in Elk Grove.

Items B-1 and B-2 died for a lack of a motion.

Mr. Warren stated that the ZIP code information does not include information for the 95838 ZIP code. Ms. Purdy stated that she has a request in to EDD LMI for

the ZIP codes that were left off from the report. There are eight additional ZIP codes to get the full area.

C. CHILDREN AND FAMILY SERVICES

1. Approval of Fiscal Year 2013-2014 Head Start/Early Head Start Budget
2. Approval of Fiscal Year 2013-2014 Head Start/Early Head Start Refunding Application
3. 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
4. Approval of Fiscal 2013-2014 Sacramento County Program Options/Grantee and Delegate Agencies

Ms. Denise Lee stated that this is the refunding application; the third year of a three year cycle. The funding will remain intact for the 2013-14 program year. There will be some changes since the Agency will be moving back to the traditional school year at several sites as we eliminate the year-round Track System. Over the past two federal reviews, it has been increasingly more challenging to prove that the Track system fulfills the requirement of full enrollment at any given time. In the 2011 Federal Review the Office of Head Start (OHS) did not cite a finding however it was noted as a Potential Area of Non-compliance. The major change for the 2013-2014 grant application is the SETA-Operated Program is coming out of the year-round Track system. The OHS agreed to keep full funding intact. Ms. Lee reviewed the various reductions in the centers with the Agency moving to a traditional school year for several sites. Other centers will remain year round for children and families.

Mr. Schenirer left at 11:19 a.m.

Several new classrooms will open as a result of abolishing Tracks. And four full day classes will be reduced to part-day. Part of the issue was getting more capacity for the children and maximizing facility use in the centers to do so.

SETA is in negotiations with Twin Rivers to open another center in Rio Linda, since there is a need to serve more children in Rio Linda. This new center will serve 80 children. New employees will be hired but they will be hired only for the traditional school year.

The majority of changes will impact staff by reducing their work schedules. Prior to being a Track system, SETA had a traditional program and staff would qualify for unemployment during the summer months. Staff is being asked if they would like to volunteer to have a reduced work year which would reduce the number of involuntary reductions. The Agency is working with the union on these details. Reductions will affect 22 support staff positions with reduced work weeks in the budget since the centers will be closed during the summer months.

Ms. Lee stated that none of these recommendations address the upcoming sequestration. Staff received a call from ACF to expect a 5% reduction in funds, but it will now be a 5.72% reduction. SETA was asked to move forward with quality of services in mind. However, staff has to look at programs and consider reducing funded enrollment and send the slots back. Ms. Lee has talked with the regional office about moving out of the Track system and came to a verbal agreement not to open as many slots when sequestration comes. Staff will be coming back to the board with recommendations on sequestration cuts.

Mr. Warren left at 11:33 a.m.

Speakers before the board:

Clairrissa Jenkins: Ms. Jenkins stated that the layoff for five weeks will really affect her family and the services she provides to Head Start families.

Robert Silva: Mr. Silva stated that yes, the cuts will be a hardship but the staff have dealt with it before. Mr. Silva stated that if staff do not receive vacation time, there could be a morale issue, especially with a mandatory week off in December. There is a concern about quality of services. There is a mandate from ACF for teaching staff to have a Bachelor's degree; how will we hold these staff when there are no benefits.

Shondell Pearson: Special Education Field Tech. Ms. Pearson sat on PAC and PC and stated that this five week layoff will be very detrimental for her family. The morale has really gone down and asked the board to consider how it will affect staff and the Head Start families.

Patricia Marshall, Chapter Union President: Ms. Marshall stated that during contract negotiations, the Agency often says that they have to go to the board for approval. Ms. Marshall stated that it is important to focus on what is fair for co-workers through fairer hiring practices and removal of the glass ceiling. She feels that there needs to be better training for current employees and would like to see a fairer, less punitive discipline process. Close the contract loopholes so people know there will be a fairer contract.

Alma Hawkins: Ms. Hawkins stated that her interest is in maintaining the health benefits; the lower work hours also affects the retirement.

Afiya Simpson: Ms. Simpson stated that when she came to the Agency, she liked the Head Start motto, "Touching families making a difference". She understands the sequestration but it hard to have good morale when you are struggling. Ms. Simpson asked the board to consider another way to deal with the lower amount of money.

Karmen Ortloff: Ms. Ortloff asked that the board consider maintaining employee benefits throughout the year when looking at layoffs. The savings realized by the elimination of the benefits for staff should not be a windfall for the Agency from the backs of the lower paid employees. There should be a commitment to those being laid off to train them for vacant positions. There is no shared sacrifice. Ms. Ortloff stated that in recent labor negotiations, management stated that they will

not take from the top to give to the bottom. Ms. Ortloff stated that is important for there to be shared sacrifice.

Mr. Nottoli stated that the staff has worked very hard and feels the impacts of those laid off; he recognizes the concerns expressed. The Agency needs to do everything we can within our power to mitigate the stressors on staff and Head Start families.

Moved/Nottoli, second/Scherman, to approve Items C1-4 as follows:

1. 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.
2. Approve the Fiscal Year 2013-2014 Head Start/Early Head Start Refunding Application.
3. Approve the Fiscal Year 2013-2014 Head Start/Early Head Start Training/Technical grant application as aligned with established three-year goals.
4. Approve Fiscal Year 2013-2014 Sacramento County Program Options/Grantee and Delegate Agencies.

Voice Vote: Unanimous approval.

IV. Information Items

- A. Fiscal Monitoring Report: No comment.
- B. Employer Success Stories and Activity Report No comment.
- C. Dislocated Worker Update: No comment.
- D. Unemployment Update/Press Release from the Employment Development Department: No comment.
- E. Unemployment Rate by Selected Sacramento County ZIP Codes February 2013: No comments.
- F. Head Start Reports: No comment.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick stated that there is a special Governing Board meeting scheduled for 1:30 p.m. on May 23. Ms. Kossick would like to keep this meeting as an opportunity to report back; this should not be a long meeting.
- C. Deputy Directors: No comment.
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman appreciated the self assessment summary; the results are outstanding. Ms. Scherman complimented all of the staff at the centers.
- F. Public: No comments.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator

Employee Organization: AFSCME Local 146

The board went into closed session at 11:55 a.m.; Mr. Thatch stated that there would not be a report out of closed session.

VII. Adjournment: The meeting was adjourned at 12:41 p.m. with no report out.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 4/23/13 through 5/16/13, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 4/23/13 through 5/16/13.

STAFF PRESENTER: Kathy Kossick

ITEM II-E - CONSENT

APPROVAL OF STAFF RECOMMENDATION FOR THE ADULT
VENDOR SERVICES (VS) LIST

BACKGROUND:

In April, 2013 the SETA Governing Board approved release of the *Revised* Vendor Services (VS) Request for Qualifications (RFQ). Vendor services are off-the-shelf, vendorized activities that provide additional options for adults and youth who face a myriad of challenges to academic success and/or gainful employment.

All vendors recommended for inclusion on SETA's VS Lists have demonstrated that the services proposed are justified and will integrate with One-Stop services, adult, and/or youth programs.

Staff is seeking approval of the attached recommendation.

RECOMMENDATION:

Approve the attached recommendation for the Adult VS List.

STAFF PRESENTER: Marianne Sphar

Adult Vendor Services (VS) List

Staff Recommendation

Applicant: California Human Development Corporation

**Location: 3315 Airway Drive, Santa Rosa, CA 95403 (Corporate Office)
150 Camellia Way, Galt, CA 95632 (Training Site)**

Applicants' Background:

Established in 1967, California Human Development Corporation (CHDC) is a 501 (c) (3) community-based organization whose stated mission is “to create paths and opportunities for those seeking greater self-sufficiency, independence and dignity through education, training, housing and other services”. CHDC provides a broad spectrum of programs serving farm workers and other low-income and limited English-speaking populations, through their bilingual services network, that includes enhancing their occupational technology and communication skills.

As an approved Vendor, CHDC will provide Basic Computer/Technology Literacy and Vocational English as a Second Language to assist meeting the needs of SETA participants who are seeking to increase their employability.

Activity	Individual Rate	Workshop Rate
Basic Computer/Technology Literacy - <ul style="list-style-type: none"> • Computer Basics Module • Your Internet Search Module • Word and Excel Basics Module • The Communication Highway Module 	N/A	3-10 participants per Workshop \$300 per Workshop (4 Workshops for \$1,200 max)
Vocational English as a Second Language Level I	\$2,000 per Participant (250 hours)	N/A
Vocational English as a Second Language Level II	\$2,000 per Participant (250 hours)	N/A

ITEM II-D - CONSENT

RATIFICATION OF THE SUBMISSION OF THE PROPOSAL FOR DISCRETIONARY TARGETED ASSISTANCE GRANT FUNDS TO SERVE NEWLY ARRIVED REFUGEES, PY 2013-2014

BACKGROUND:

The Office of Refugee Resettlement (ORR) announced a funding opportunity to provide services to newly arrived refugees and specific refugee populations with compelling situations who have for various reasons been unable to make the transition to economic self-sufficiency. The California Department of Social Services—Refugee Programs Bureau (RPB) will be submitting a single state application to ORR. The maximum application amount is \$350,000 in Discretionary Targeted Assistance Grant funds. If funded, RPB will allocate funds to refugee-impacted counties, including Sacramento County, to deliver services to assist newly arrived refugees reach economic self-sufficiency.

Preliminary estimates are that Sacramento County would receive approximately \$35,800. In order to prepare the state application, RPB requested that SETA provide a summary of its local project. Staff prepared a project proposal and submitted it to RPB by the required deadline of May 8, 2013, requesting a total of \$35,810.

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

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

RECOMMENDATION:

Ratify the submission of the proposal for \$35,810 in Discretionary Targeted Assistance Grant Funds to serve newly arrived refugees who, for compelling reasons, have been unable to achieve economic self-sufficiency, PY 2013-2014.

STAFF PRESENTER: Mary Jennings

ITEM II-E - CONSENT

RATIFICATION OF THE SUBMISSION OF THE CONTINUATION APPLICATION TO THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS), ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF), OFFICE OF REFUGEE RESETTLEMENT (ORR) FOR THE RESCUE & RESTORE VICTIMS OF HUMAN TRAFFICKING REGIONAL PROGRAM GRANT, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE MODIFICATION TO THE COOPERATIVE AGREEMENT AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

On July 1, 2011, SETA was awarded a cooperative agreement from the U.S. Department of Health and Human Services (DHHS), Administration for Children and Families (ACF), Office of Refugee Resettlement (ORR) for the Rescue and Regional Program grant. Amount awarded was \$287,412 per year, up to a three year period. Under the grant, SETA and its partners conduct outreach, provide training and public awareness activities on all forms of human trafficking, identify victims, including connecting them to services, and strengthen Sacramento's Rescue and Restore Coalition. Funded partners of the program include Women Escaping a Violent Environment (WEAVE), Opening Doors, Inc. (ODI), and My Sister's House.

On April 22, 2013 ORR invited SETA to submit an application for the third year continuation of its Rescue & Restore Regional Program. The continuation application was submitted by the deadline of May 21, 2013 requesting third year funding in the amount of \$287,412.

SETA discussed the continuation of its Rescue and Restore Regional Program with the currently funded providers. Services proposed under the continuation application will be delivered through the program providers who are either meeting or exceeding current contractual service levels:

- My Sister's House, Inc.
- Opening Doors, Inc.
- WEAVE

RECOMMENDATION:

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

STAFF PRESENTER: Mary Jennings

ITEM III-A - 1 - ACTION

APPROVAL OF REVISED JOB CLASSIFICATION
OF FAMILY SERVICES WORKER

BACKGROUND:

In August 2011, SETA Children and Family Services Department revised and updated the Family Services Worker job specification to include three distinct classification ranges, including Range I, Range II and Range III. Each range within the classification represents increased job duties with Range I being an entry level position for the classification. Family Services Workers provide on-site child services/support and family engagement activities in accordance with the Head Start Performance Standards (see full job description attached). During the job specification revision, each Range was assigned a specific family case load of Head Start, CDE/State Preschool and/or a combination of each as part of the core duties. At the time the job specification was developed, the Range III Family Services Worker caseload description was written to read “maintains: a caseload of 60 Head Start families...”. It should have read “maintains: a caseload of 60-80 Head Start families...”. This item seeks approval to revise the job specification to include an increased family caseload up to 80 Head Start families for Range III. (See revised language beginning on Page 4 of the job specification attached.)

As the Children and Family Services Department prepares for anticipated changes in the 2013-2014 program year due to the elimination of the SETA Track system and the federal sequester, changes to the job specification in Range III are essential and will mitigate the number of layoffs required to absorb the budgetary reductions for 2013-2014. Management and AFSCME representatives have met to discuss the recommended changes.

There is no change in the current salary schedule associated with this revision for the Family Services Worker job classification.

The Head Start Policy Council will review and take action on this item at their May 21 special meeting; staff will be available to answer questions.

RECOMMENDATION:

Approve the revised job specification for Family Services Worker, Range I, Range II and Range III.

STAFF PRESENTER: Rod Nishi

FAMILY SERVICES WORKER

ORGANIZATIONAL RESPONSIBILITY

A Family Services Worker (FSW) is responsible to a Head Start Manager or designee.

DEFINITION

Under general supervision, the FSW class is responsible to maintain full enrollment at the site level and to ensure enrollments follow applicable selection criteria and enrollment procedures put in place by the Head Start and State funded programs operated by the Sacramento Employment and Training Agency. In addition, the FSW class is responsible to provide services to families.

DISTINGUISHING CHARACTERISTICS

This is a deep class with three ranges. Professional development factors required for FSW incumbents in each of the three ranges is assessed to determine readiness for advancement in rank. Actual range advancement is dependent upon:

1. Documentation of the required level of competence as determined in accordance with the Family Services Worker (FSW) Alternative Range Criteria, which is attached to and made part of this specification, and
2. The availability of an assignment with a predetermined degree of complexity (see Alternative Range Criteria) based upon such factors as:
 - Size of caseload;
 - Knowledge of state preschool funding terms and conditions;
 - Volume and variety of data entry;
 - Complexity of special projects;
 - Act as a mentor when assigned.

ALL LEVELS:

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Completes all Head Start enrollment documentation for each child and when necessary, all State required paperwork;
2. Effectively uses computer software, general applications and software specifically to perform work;
3. Plans and implements parent involvement activities; and facilitates monthly parent meetings;
4. Conducts all health screenings and follow-up procedures required by federal Performance Standards, and maintains health records;
5. Tracks health requirements utilizing electronic tracking systems and software;
6. Develops Family Partnership Agreements with each family and conducts follow up;
7. Assists with presenting health information to students and parents;
8. Coordinates work assignments with other Head Start staff;
9. Works with parent advisory groups and organizations;
10. Assists families in locating and using community resources;
11. Contacts families and provides information on Head Start and State funded;
12. Attends home visits and discusses programs and family issues with parents and families;

13. Attends meetings concerned with Head Start operations and any other mandatory meetings;
14. Submits time sensitive reports;
15. Monitors work to ensure full compliance of Performance Standards;
16. Manages caseload and family needs;
17. Recruits and maintains a Parent Advisory Committee (PAC) representative.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic knowledge of Head Start programs, functions and procedures;
- Effective case management principles;
- Goal setting and follow up strategies;
- Effective interviewing techniques;
- Local community, social, employment and educational resources;
- Basic computer skills and business machinery, including word processing, fax use and use of scanners;
- Basic customer service skills;
- Personal time management including appropriate attendance patterns.

ABILITIES

Ability to:

- Work collaboratively with staff, customers, community agencies and the general public;
- Fill out all paperwork accurately and within timelines determined by either federal Performance Standards or the Agency;
- Document all Family Contacts and update Family Partnership Agreements (FPAs) within required timelines;
- Speak and write effectively by accurately completing reports, petty cash requests, parent activity forms and other reports or forms; keeping cohesive case notes, ability to use basic grammar and sentence structure, speak clearly;
- Provide customer service and maintain professional working relationships by meeting and greeting families, staff and the community in a professional manner in person and on the phone, promptly responding to family needs and requests for services;
- Exhibit personal time management by arriving to work on time ready to work, follow outlined call-in procedures when absent, maintaining reasonably predictable attendance;
- Make appropriate referrals when requested or determined necessary, and utilize-agencies for parent meetings, and recruitment opportunities;
- Operate audiovisual, computer, and other appropriate electronic equipment and access the Internet; create flyers, agendas, meeting minutes; send and receive email with attachments; scan documents and send and receive faxes;
- Plan, organize and facilitate parent meetings and parent activities by filling out appropriate paperwork and submitting in a timely manner, prepare flyers, advertise, create agendas, type minutes and keep an up to date parent meeting binder.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Previous experience in working with pre-school children and community groups on a paid or volunteer basis is highly desirable. Some selection preference may be given to current or past Head Start parents.

RANGE – 2 – IN ADDITION TO THE ABOVE
EXAMPLES OF ESSENTIAL DUTIES

18. Responsible for data entering all fields for Health events in child tracking/reporting system;
19. Responsible for carrying a caseload of 41-60 Head Start only or at least 20 Full Day State Preschool families to total between 41-60 total enrollments;
20. Responsible for maintaining state preschool required documentation, including enrollment applications, work/school verification, and completing and updating Notices of Action (NOA's) on a routine basis;
21. Serves as an Agency representative for Recruitment Fairs and recruitment events that take place within the community.

MINIMUM QUALIFICATIONS

Knowledge of:

- Funding Terms and Conditions for State funded programs including eligibility, and all other paperwork including work/school verification, and updated NOA's;
- Health tracking software (i.e., Child Plus; EZ-ID or other related data tracking system);
- Workshop facilitation;
- Recruitment and community outreach.

ABILITIES

Ability to:

- Data enter all health data with required information, using accurate codes and events, treatment tracking, complete reports accurately and timely and submit to appropriate designee;
- Plan, prepare and organize workshops by reserving space, preparing handouts, invitations or flyers; advertise; create agendas; schedule guest speakers, type minutes and gather evaluations;
- Gather and analyze a variety of data and information;
- Assist in the development and preparation of a variety of reports;
- Enroll families into Full Day California State Preschool Program (Full Day -CSPP) and maintain NOA's and contract hours;
- Competently use program specific databases and software;
- Conduct file review, indicating areas of non-compliance and prepare plans of correction.

Training and Experience:

A typical way of obtaining the required training and experience would include at least two (2) years in the work described above.

OR

An alternative path would be educational achievement in a Social Services discipline or psychology with an emphasis in family dynamics or a related field and at least two (2) years experience in community social services.

**RANGE – 3 – IN ADDITION TO THE ABOVE
EXAMPLES OF ESSENTIAL DUTIES**

- 22. Responsible for accurately data entering all fields for enrollment applications in child tracking/reporting system;
- 23. Responsible for a caseload of 60-80 Head Start families or 40 or more full day State preschool families;
- 24. Other special projects as assigned, including Self Assessment, mentor FSW's, and file review.

MINIMUM QUALIFICATIONS

Knowledge of:

- Application data entry into child tracking software systems;
- File Review Procedures utilizing developed tool;
- Mentoring relationships.

ABILITIES

Ability to:

- Coordinate projects, services and activities and follow them through to conclusion;
- Data enter enrollment applications into child tracking software databases accurately and within timelines dictated by the manager or the designee;
- Represent Head Start in the coordination of services with a variety of community partners;
- Provide training and technical assistance to staff including developing mentor relationships, training plans with staff and developing follow up plans and a way to monitor those plans;
- Monitor files using a predetermined tool, indicate areas of noncompliance, develop plans of correction, and complete with accuracy, plans of correction.

Training and Experience:

A typical way of obtaining the required training and experience would include at least three (3) years in the work described above.

OR

An alternative path would be educational achievement in a Social Services discipline or psychology with an emphasis in family dynamics or a related field and at least three (3) years experience in community social services.

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
 - Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:
 - Understand conversation in person or on the phone.
3. Sufficient Vision to:
 - Operate a personal computer.
4. Sufficient Sensitivity of Touch to:
 - Operate a personal computer.

5. Sufficient Strength and Conditioning to:

- Sit for long periods of time throughout the day;
- Operate a personal computer throughout the day without experiencing abnormal hand, wrist or eye strain;
- Exert a small amount of effort in moving and lifting (at least 15 lbs.) papers, binders, desk supplies and files in a sedentary or light work environment.

ALTERNATE RANGE CRITERIA

Readiness to move from ranges will be assessed by the supervisor and approved by management. Range advancement requires assessment through an on-line CSUS Career Skills Assessment, demonstration of competency in the Performance Measures, and the availability of an assignment in the higher range.

READINESS FACTORS:

PERFORMANCE MEASURES:

ALL LEVELS

- Completes enrollment paperwork accurately and submits timely to Placement Unit, including routings;
- Checks email daily and several times throughout the day and uses the agency electronic email system to correspond appropriately with supervisors and staff;
- Demonstrates computer knowledge by using word processing software to create flyers, agendas, minutes and correspondence for the center and open and create attachments for email;
- Utilizes Child Plus to enter Program Information Report data (PIR);
- Submits requests for petty cash and parent activities timely and demonstrates recordkeeping organizational skill by returning receipts, minutes, and handouts given within time frames;
- Makes room reservations when necessary and contacts community resource presenters to speak at parent meetings;
- Prepares for meetings by advertising, shopping for refreshments and securing babysitters;
- Maintains center parent meeting binder;
- Completes all screenings within initial 45 day timeframe and follow-up screenings as required. Makes referrals as necessary for results needing follow-up and completes paperwork accurately. Maintains all health records including physicals, dentals, lead results, and 2nd year signatures;
- Enters EZ-ID information accurately and timely, and includes copy in file;
- Reviews Family Partnership Agreement (FPA) form with each family and provides info on requested areas of interest; develops at least one goal with each family and follows-up in a timely manner;
- Interprets and explains screening results to parents and provides them with documentation; also provides documentation on information noted or requested on health or nutrition history;
- Works cooperatively with other center staff, or staff at other centers or main office;
- Actively recruits and educates Parent Advisory Committee (PAC) center member and assists with transition to PAC participation;

- Knowledge of community resources (including career centers) and provides information to parents as requested or needed and follows-up on referrals;
- Knowledge of Head Start program including eligibility requirements and contacts families on waiting list for potential enrollment;
- Works cooperatively with education staff to coordinate home visit participation; to gather FPA, health and nutrition information and document outcomes;
- Consistently attends all required monthly and mandatory meetings, arriving on time;
- Consistently meets deadlines and submits reports to appropriate units timely;
- Maintains files regularly to ensure family contact notes are updated and all required documentation is on file, to ensure family needs are met as well as time sensitive information;
- Arrive at work on time, ready to work, maintains attendance, and follows call-in procedures when calling in for absences.

RANGE – 2 – IN ADDITION TO THE ABOVE

- Enters all information accurately and timely as it relates to all health screenings and events, prints out a copy and submits it to the health/nutrition unit, keeps a copy for the records;
- Maintains: a caseload of between 41 and 60 Head Start families or at least 20 full day preschool families; regular family contact entries; and full enrollment at all times;
- Knowledge of State preschool requirements including Notice of Action (NOA's), employment/training verification, declarations of family size, income, employment status or self employment, seeking work, semester grades, and statements of parent incapacity;
- Attends recruitment fairs and recruits potential children for enrollment, actively follows up on waiting lists with appropriate centers.

RANGE – 3 – IN ADDITION TO THE ABOVE

- Enters all fields of the application in ChildPlus accurately, and submits completed information to the Placement Unit timely;
- Maintains: a caseload of 60-80 Head Start families; or 40 – 60 full day State preschool families, including regular family contact entries; and full enrollment at all times;
- Completes other special assignments timely and accurately, including but not limited to mentoring, file review, self-assessment, recording contact hours, etc.

ASSIGNMENT STANDARDS:

CFS, FSW (*Range 1*)

- Caseload of 40 Head Start families.

CFS, FSW (*Range 2*)

- Caseload of 41-60 Head Start families; or
- Full Day California State Preschool Program (FD-CSPP) for a total caseload of 40-60);
- Child Plus Health data entry;
- Serves as a facilitator for Recruitment Fairs and recruitment events that happen in the community.

CFS, FSW (*Range 3*)

- Caseload of 60-80 Head Start families or at least 40 FD CSPP;
- Child Plus Health-responsible for data entering all health events and screenings;
- Child Plus Applications -- responsible for data entering all fields for enrollment applications in Child Plus.

Other projects that may be assigned at Range 3:

- NOA's/ Contract Hours-go to all FD-CSPP sites and fill out tracking sheet to ensure NOA's match contract hours;
- Coordinate file review;
- Coordinate Drop File Week;
- Be a trainer for new FSW's (job shadowing);
- Work on Annual Self Assessment.

If assigned a caseload of 80 Head Start families in Range III, the following projects will not be required to be performed:

- NOA's/ Contract Hours-go to all FD-CSPP sites and fill out tracking sheet to ensure NOA's match contract hours;
- Coordinate file review;
- Coordinate Drop File Week;
- Be a trainer for new FSW's (job shadowing);
- Work on Annual Self-Assessment.
- Serves as an Agency representative for recruitment fairs and recruitment events that take place within the community

ITEM III-B - 1 - ACTION

CONCURRENCE WITH THE SACRAMENTO WORKS, INC. BOARD TO
APPROVE FUNDING EXTENSION RECOMMENDATIONS FOR THE
WORKFORCE INVESTMENT ACT (WIA), TITLE I, YOUTH PROGRAM,
FOR PROGRAM YEAR 2013-2014

BACKGROUND:

The Sacramento Works Youth Council's strategic goal is to "Prepare youth to thrive and succeed in the regional workforce by providing relevant work readiness and employment programs and engage regional employers and academia". The Sacramento Works for Youth WIA program is designed to prepare youth to be successful in the local workforce. The Sacramento WIA youth funds are allocated in three categories: Universal Services, and Individualized Services for In-School Youth and Out-of-School Youth.

Sacramento Works for Youth services are incorporated into the Sacramento Works Career Center system with the co-location of staff and services at the neighborhood one stop career centers. Beginning July 1, 2013, the Sacramento Works Career Center system will transition from the current One Stop Career Center system to another that places a priority on academic and vocational skills development by incorporating the concept of Sacramento Works Training Centers. The designation of these training centers will be identified in June 2013. Therefore, staff is recommending the youth services be assigned to neighborhood locations which may be a career center, training center or other community location. The documentation of the youth services and activities will also be aligned to this new system.

Universal Services:

Historically, the Universal Youth Services have been delivered via Universal Youth Specialists stationed at the career centers. The services, without regard to eligibility, focus on providing youth with a variety of "youth" friendly services at the one stop career centers. The Youth Specialists are liaisons between the Sacramento Works Career Centers, neighborhood resources, academic institutions and the WIA youth services. Youth Specialists conduct outreach and recruitment events and information sessions geared to the needs of local youth. They provide job search assistance and referrals to youth. The Universal Services Youth team includes a Youth Advocate who is a former youth program participant assigned to provide assistance to the Youth Specialist. The position of the Youth Advocate is viewed as a career pathway vehicle into the Human Services sector.

STAFF PRESENTER: Christine Welsch

Individualized Services:

The In-school and Out-of-School Sacramento Works Youth WIA programs incorporate the following **required WIA Program Elements**:

- Improving Academic Achievement
 - Secondary school completion & drop-out prevention strategies (In-School Youth)
 - Alternative secondary school services (Out-of-School Youth)
 - Preparing for & Succeeding in Employment
 - Occupational skills training
 - Work Experience/On-the-Job Training directly linked to academic and occupational learning
- **Supporting Youth Development**
 - Leadership development opportunities
 - Supportive services
 - Adult mentoring
 - Comprehensive guidance & counseling including alcohol and drug abuse
 - Follow-up services for one year

In addition, the strategies and principles that guide the Sacramento Works for Youth WIA program include:

- Asset-based - Youth Development approach
- Focus on soft skills to attain and retain employment and academic achievement
- Services to high-risk populations, including youth at risk of or involved in the criminal justice systems and current and emancipating foster youth;
- Youth-related Green strategies
- Career Pathways and/or Service Learning
- Integration of WIA youth program elements in career centers and new program concepts.

Evaluation Process

SETA staff routinely monitors and evaluates the WIA Youth program services and performance. The current WIA program year ends June 30, 2013. Annual performance reports will be completed and ready for review by August 2013.

Areas that are reviewed and addressed include:

- Demonstrated ability to attain of WIA Common Measures, enrollment, training completion and placement goals. Sacramento's current outcomes for the youth common measures are:

STAFF PRESENTER: Christine Welsch

⇒ **Placement in Employment or Education – 72%**

Defined as: *Employment, military service, enrolled in post-secondary education and/or advanced training or occupational skills training.*

⇒ **Attainment of Degree Or Certificate - 60%**

Defined as: *Attaining a diploma, GED or certificate*

⇒ **Literacy Or Numeracy Gains – 54%**

Defined as: *Advancing one or more Adult Basic Education (ABE) or English as a Second Language (ESL) functioning levels.*

- Sacramento Works case management system documentation of services and progress toward goal attainment
- Understanding and adhering to the Youth Council's program design and performance requirements
- Ensuring that targeted challenged communities are served
- Commitment to youth development and a collaborative service delivery
- Staffing infrastructure – ensuring that funded agencies have an adequate staff to participant ratio
- Ability to implement all required program elements.

This year staff is concerned about meeting performance goals due to the economy and the high-risk target group served in the WIA Youth program. Other performance issues include:

- Several programs continued to have challenges meeting enrollment goals through the second quarter of the program. Enrollment goals were met and this issue was corrected by the end of the third quarter.
- Consistent documentation of case management has been a challenge for several programs.
-

Non-documentation of services (also known as 90 day gap) in the electronic system results in a negative exit and negative performance outcomes. Even if youth providers continue working with youth to a successful outcome, if they do not document their activities in SacWorks, it results in a negative outcome in the state and federal reporting systems.

On March 13, and again on May 8, 2013, the Sacramento Works Youth Council reviewed the current available program performance and the previous year's program performance. The attached recommendation is based on the estimate of available funds and current performance. The Youth Council has identified the following available funding:

STAFF PRESENTER: Christine Welsch

Available Funding

Individualized services	\$2,287,078
Universal Services	587,000
Youth Council Initiatives	45,000
Total	<u>\$2,919,078</u>

Universal Services and Youth Advocates: The Sacramento Works Youth program is well integrated into the Sacramento Works Career Center system helping to make the Sacramento Works Career Center system a youth-friendly system. Staff recommends the continuation of the Youth Specialists and Youth Advocates to be out stationed at the career centers and neighborhood locations at the current funding levels.

Individualized Services: The attached chart reflects the funding recommendations to provide in-school and out-of-school WIA youth services.

Youth Council Initiatives:

Outreach to the Community and other Youth Council Initiatives

The Youth Council is reserving \$45,000 for other Youth Council Initiatives including: sponsoring job fairs, community outreach, community college support of Sacramento Works for Youth initiative, supporting youth workforce readiness events and youth leadership training.

On May 8, 2013, the Sacramento Works Youth Council reviewed and approved the funding extensions and stipulations and recommends approval by the full board. On May 22, 2013 the Sacramento Works Board will review and take action on this item.

RECOMMENDATION:

Concur with the action of the Sacramento Works, Inc. board to approve the funding extension recommendation for the WIA, Title I, Youth Program, PY 2013-2014 with the program year beginning July 1, 2013.

In addition, approve with the stipulation that all funding recommendations are subject to satisfactory year-end program performance reviews. Subgrantees that do not meet performance goals and benchmarks will be evaluated in August 2013 and throughout the program year and may face deobligation of funds.

STAFF PRESENTER: Christine Welsch

WIA YOUTH FUNDING EXTENSION RECOMMENDATIONS - Program Year 2013-14

OUT OF SCHOOL YOUTH						
Provider Name	2012 Allocation		2013 Recommendation			Area/Location
	Amount	#served	Cost per	Amount	# served	
Asian Resources, Inc.	\$ 307,160	70	\$4,388	\$ 245,728	56	Citrus Heights, Central & South Sacramento
California Indian Manpower Consortium, Inc.	145,650	25	5,055	101,100	20	Sacramento County
Elk Grove Unified School District	190,000	50	3,800	190,000	50	Elk Grove & South Sacramento
La Familia Counseling Center, Inc.	293,940	60	4,899	293,940	60	South & Central Sacramento
North State Building Industry Foundation	160,380	35	4,582	160,380	35	All county - focused on north
Sacramento City Unified School District	131,950	35	3,770	150,800	40	South and East Sacramento
Vendorized Services - Secondary school completion (GED prep, ABE, etc) counseling, mentoring, etc.			Group Hourly rate	12,500	n/a	Sacramento County
WAGES for youth in Sacramento Works high risk youth programs	\$ 100,000	25		125,000	25	Sacramento County
Subtotal - Out-of-School	\$ 1,229,080	275		\$ 1,279,448	261	
IN SCHOOL YOUTH						
Provider Name	2012 Allocation		2013 Recommendation			Area/Location
	Amount	#served	Cost per	Amount	# served	
City of Sacramento – Dept. of Parks & Rec.	\$ 228,000	60	\$3,800	\$ 228,000	60	City of Sacramento
Sacramento Chinese Community Service Center	362,880	80	4,536	362,880	80	South & North Sacramento
Crossroads Diversified Services, Inc.	194,250	50	3,885	194,250	50	Rancho Cordova & Citrus Heights
Vendorized Services - Secondary school completion (GED prep, ABE, etc) counseling, mentoring, etc.			Group Hourly rate	12,500	n/a	Sacramento County
Soil Born Farms Urban Agriculture Project *	130,000	20	*Group hourly rate	85,000	20	Rancho SWCC/Rosemont, Florin-Perkins & Oak Park
WAGES for youth in SacWorks HS to College/Career Pathways & high risk youth programs	\$ 100,000	25		125,000	25	Twin Rivers USD, San Juan USD & North Sacramento
Subtotal - In School	\$ 1,015,130	235		\$ 1,007,630	235	

* Contract changed to a Vendor Services contract - reimbursement capped at \$85,000

Universal Services	\$587,000
Out-of-School Services	1,279,448
In-School Services	1,007,630
Youth Council Initiatives	45,000
Grand Total	\$2,919,078

WIA YOUTH FUNDING RECOMMENDATIONS 2013-2014

Universal Services			
Provider	# Served	Location	
Asian Resources, Inc.	440	Midtown	\$71,500
Crossroads Diversified Services, Inc.	440	Citrus Heights	71,500
Sacramento Chinese Community Service Center, Inc.	440	South Sacramento*	86,500
La Familia Counseling Center, Inc.	440	South Sacramento City	71,500
Sacramento City Unified School District	440	South Sacramento	71,500
Crossroads Diversified Services, Inc.	440	Rancho Cordova	71,500
Elk Grove Unified School District	440	South Sacramento County	71,500
Greater Sacramento Urban League	440	NORTH Sacramento	71,500
Total	3,520		\$587,000

* Includes \$15,000 for Youth Advocate for Hillside SWCC

ITEM III-B - 2 - ACTION

CONCURRENCE WITH THE SACRAMENTO WORKS, INC. BOARD TO
APPROVE THE SACRAMENTO WORKS RESOURCE ALLOCATION
PLAN FOR 2013-2014

BACKGROUND:

The Resource Allocation Plan determines how the funding allocated to Sacramento County through the Workforce Investment Act Adult and Dislocated Worker programs and the CalWORKS funds allocated to SETA by the Sacramento County Department of Human Assistance are allocated to provide activities and services that will assist unemployed individuals gain the skills necessary to enter high demand careers in the region and offer employers the services they need to hire qualified candidates. On an annual basis, Sacramento Works reviews the plan and approves the percentage of funds that will be allocated to each activity for the next fiscal year.

The allocation for Fiscal Year 2013-2014 for the Workforce Investment Act Adult and Dislocated Worker programs is projected to be \$11,754,435.

Based on legislative policy changes and interpretations on the definition of the costs associated with "Training", staff is recommending that the board revise the definitions of the Resource Allocation Plan to clearly define activities that are considered to be "training" activities. Staff is recommending the following activities and percentages in this year's Resource Allocation Plan:

24.6%	One-Stop Services
33.6%	Training Services
28.0%	On-the-Job Training/Subsidized Employment
1.5%	Board Initiatives
6.7%	One-Stop Support
<u>5.6%</u>	<u>Administration</u>
100%	Total

The proposed Resource Allocation Plan chart and revised definitions are attached for your review. On May 22, the Sacramento Works, Inc. board will take action to approve the Resource Allocation Plan and is recommending adoption by the Governing Board.

RECOMMENDATION:

Concur with the action of the Sacramento Works, Inc. board to approve the Sacramento Works Resource Allocation Plan for 2013-14.

STAFF PRESENTER: Robin Purdy

Attachment 1
Recommended Resource Allocation Plan for FY 2013-2014

One-Stop Services Activities and Functions	Proposed Allocation % for Fiscal Year 2013-2014	Proposed WIA Adult and Dislocated Worker Funding 2013-2014	Total Available PY2013-2014
One-Stop Services: Costs associated with welcoming customers, providing orientation, registration and eligibility determination, skill review, initial/vocational assessments, career planning and coaching, counseling, referral to social services, information workshops, and labor market information. This activity also includes on-going casemanagement services provided by one-stop staff for customers enrolled in training activities and costs associated with providing employer services.	24.6%	\$ 2,883,983	\$ 2,883,983
Training Services: Costs associated with customers enrolled in training, including Scholarships/Individual Training Accounts, Sacramento Works Training Centers (Work Preparedness Training including Adult Basic Education (ABE), Vocational ESL, GED Preparation/High School Completion and Job Readiness Training and Functional Training including occupational skills training, OJT and customized training), Cohort occupational skills training, and entrepreneurial training.	33.6%	\$ 3,945,507	\$ 3,945,507
On-the-Job Training/Subsidized Employment: Costs associated with developing training contracts with employers to conduct training while customer is engaged in productive work for the employer.	28.0%	\$ 3,287,767	\$ 3,287,767
One Stop Support: Program Monitoring, SacWorks support, Client tracking, reporting and follow-up.	6.7%	\$ 786,562	\$ 786,562
Administration: General Administration, Personnel, Payroll, Information Systems, Fiscal and Contracts staff.	5.6%	\$ 655,469	\$ 655,469
Board Initiatives: Funds are approved for Sacramento Works, Inc. Board initiatives, including employer outreach, labor market research, participating in regional workforce plans and initiatives.	1.5%	\$ 174,792	\$ 174,792
Total	100.00%	\$ 11,734,080	\$ 11,734,080

ITEM III-B – 3 - ACTION

RECONSIDERATION OF APPROVAL TO RELEASE WIA ADULT/DISLOCATED WORKER REQUEST FOR PROPOSALS FOR SACRAMENTO WORKS TRAINING CENTERS AND CONSIDERATION OF ALTERNATIVE OPTIONS FOR PROVIDING ONE STOP SERVICES IN THE ELK GROVE AREA

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 SETA received 13 proposals for SWTCs.

During its presentations to the Board on March 7, 2013 and April 29, 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 2020 will fall into the middle-skills range (47% of all new job openings). (Harvard

STAFF PRESENTER: Robin Purdy

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 “brick 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:
 1. 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.
 2. An entry point for low-skilled job seekers to the workforce system.
 3. Centers that focus on the training and skill development needs of job seekers in low-income, high unemployment neighborhoods and zip codes.
 4. An increase in the resources allocated to training activities, and
 5. An increase in training in occupational clusters/sectors that are in high demand and/or have the potential for high growth in the region.

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

STAFF PRESENTER: Robin Purdy

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 five comprehensive career centers were chosen because:

- SETA has lease commitments for the four 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 submitted proposals to become SWTCs.

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.

At the April 29, 2013 meeting, the Board considered the staff report and public testimony, but took no action to reconsider the March 7, 2013 decision to release the RFP for WIA SWTCs. The Board directed staff to review the proposals submitted in response to the SWTC RFP and report back to the Board on the geographic location of the proposed SWTCs, the proposed service areas, and potential gaps in services. Based upon the 13 proposals that were submitted in response to the RFP, staff has developed the attached map and chart of the location and proposed service areas of each SWTC and the remaining Sacramento Works One Stop Career Center sites.

There is one applicant that is proposing to operate a SWTC within the city limits of Elk Grove. There are three applicants that are proposing to operate SWTCs whose service areas would include the Elk Grove community and one additional applicant that is

STAFF PRESENTER: Robin Purdy

proposing to establish a SWTC location in either the Elk Grove or Rancho Cordova Community. In addition, preliminary review of the proposals demonstrates that the applicants that are proposing to serve the Elk Grove Community have stated in their proposals that they will partner with the Sacramento Works One-Stop Career Centers and other partners to provide on-site informational core services, that they will utilize the SacWorks Virtual One Stop system to provide job matching and on-line resources, and that they will provide computer literacy training. Based upon its preliminary review of the proposals, as well as review of the map and chart, staff believes that the current RFP process will provide the Board with sufficient options to ensure services are available in the Elk Grove area. Accordingly, staff believes that there is no need to reconsider the Board's March 7, 2013 decision to release the RFP.

Nevertheless, 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 reconsideration. If the Board votes in favor of reconsideration, it may want to consider the following two options, which provide alternative means for the provision of One Stop services in Elk Grove. 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. Ensure that job search assistance services are available to job seekers by enforcing sections of the current RFP which require that each SWTC:

- Develop partnerships with employers, education and community based organizations
- Coordinate with one-stop career centers and utilized the Virtual One Stop Services/SacWORKS web-based system for job search assistance,
- Engage employers and place customers in jobs

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
- 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

ITEM III-B – 3 – ACTION (continued)
Page 5

- Under-skilled job seekers will have access to neighborhood based SWTCs and receive skills training and job placement service

Cons:

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

Option 2 –

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:

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

Cons:

1. 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.
2. This approach will reduce the amount of funding available for training.
3. 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.
4. Requires additional staffing and funding for infrastructure costs to set up IT networks and career center resources.

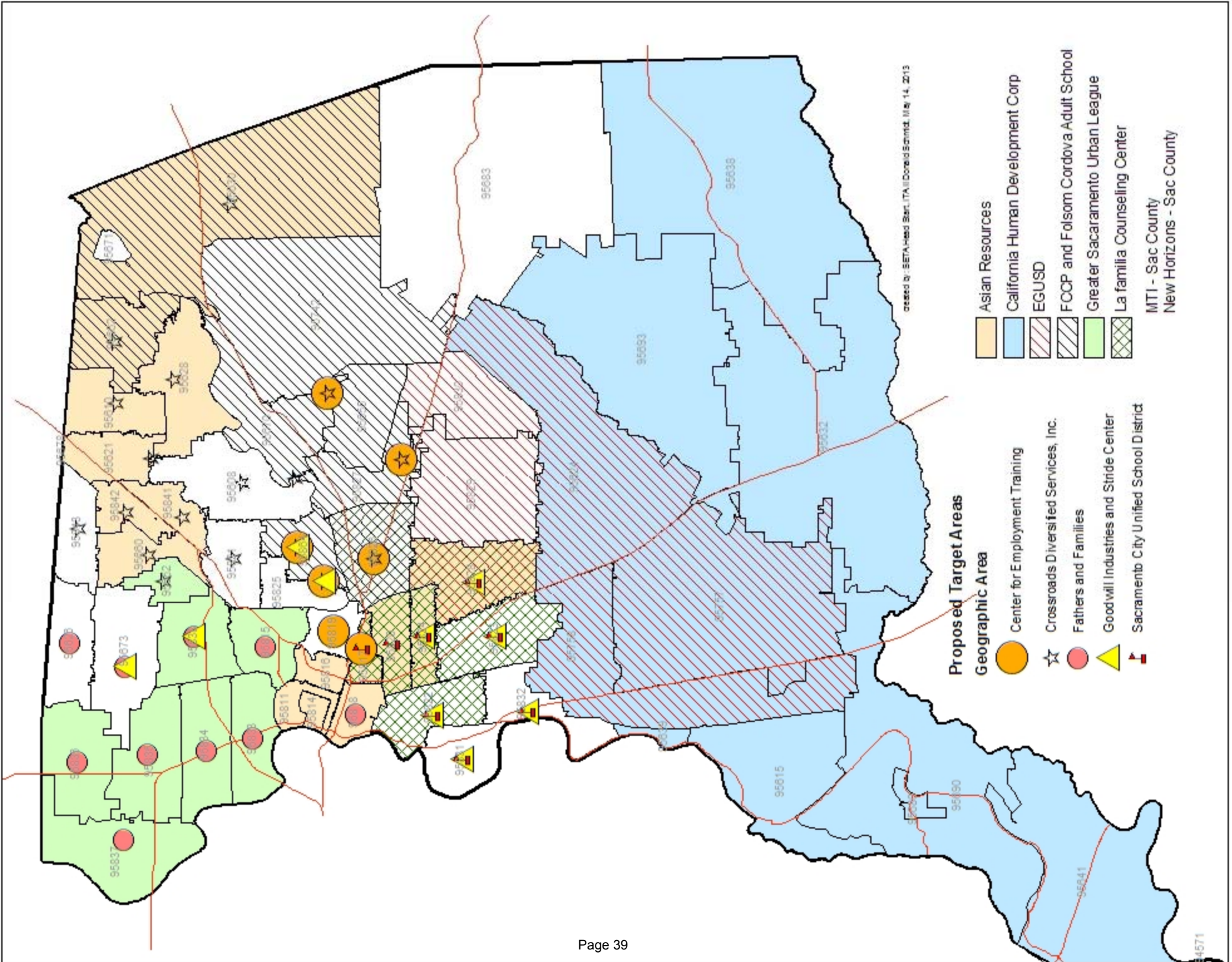
RECOMMENDATION

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. 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.

STAFF PRESENTER: Robin Purdy

Location and Geographic Target Area of Sacramento Works Training Center Proposals





#	Applicant Agency	Proposed Location	Proposed Service Area
1	Center for Employment Training	8376 Fruitridge Road Sacramento, CA 95828	South Sacramento County, from area near Mark Sanders Career Center to the north; Sacramento river to the east; Rancho Cordova to the west; and Elk Grove and Galt to the south. Zip code areas: 95817, 95820, 95823, 95824, 95828, 95827, 95758, 95670, 95819, 95825, 95826, 95864
2	Sacramento City Unified School District	5451 Lemon Hill Avenue Sacramento, CA 95824	South Sacramento and East Sacramento. Zip code areas: 95817, 95820, 95822, 95823, 95824, 95828, 95831, 95832
3	Center for Fathers and Families	920 Del Paso Boulevard Sacramento, CA 95815 Possible second location.	North Sacramento, Del Paso Heights and North Highlands. Zip code areas: 95626, 95673, 95815, 95818, 95833, 95834, 95835, 95836, 95837, 95838
4	Asian Resources, Inc.	5709 Stockton Boulevard Sacramento, CA 95824 915 Broadway Sacramento, CA 95818 7640 Greenback Lane Citrus Heights, CA 95610	Fruitridge/South Sacramento, New Helvetia, Citrus Heights, Rancho Cordova, Folsom, Fair Oaks, Orangevale, North Highlands. Zip code areas: 95610, 95621, 95628, 95630, 95660, 95662, 95811, 95814, 95816, 95817, 95818, 95820, 95824, 95828, 95841, 95842.
5	California Human Development Corporation	150 Camellia Way Galt, CA 95632	Galt, Walnut Grove, Hood, Isleton, Elk Grove, Thornton, Herald, Courtland. Zip code areas: 95615, 95624, 95632, 95638, 95639, 95641, 95680, 95690, 95693, 95757, 95758, 95828
6	MTI College	5221 Madison Avenue Sacramento, CA 95841	Sacramento County
7	Goodwill Industries and Stride Center	6648 Franklin Boulevard Sacramento, CA 95823 4207 Norwood Avenue Sacramento, CA 95838 Rancho Cordova or Elk Grove	North Sacramento, South Sacramento/Franklin Boulevard. Rancho Cordova/Elk Grove (potential 3rd site). Zip code areas: 95673, 95822, 95823, 95824, 95825, 95828, 95831, 95832, 95838, 95864
8	Crossroads Diversified Services, Inc.	7011 Sylvan Road Citrus Heights, CA 95610	Citrus Heights, Carmichael, Orangevale, Fair Oaks, Antelope, Foothill Farms, North highlands, Folsom, Rancho Cordova, Rosemont. Zip code areas: 95608, 95610, 95621, 95626, 95628, 95630, 95652, 95660, 95662, 95670, 95821, 95825, 95826, 95827, 95841, 95842, 95843, 95864
9	La Familia Counseling Center	5523 34th Street Sacramento, CA 95820	South Sacramento. Zip code areas: 95817, 95820, 95826, 95822, 95823, 95824, 95828, 95831, 95832
10	Elk Grove Unified School District	8401 Gerber Road, #A Sacramento, CA 95828 9354 Elk Grove-Florin Rd. Elk Grove, CA 95624	South Sacramento and Elk Grove. Zip code areas: 95624, 95757, 95758, 95828, 95829, 95830, 95831
11	Greater Sacramento Urban League	3735 Marysville Boulevard Sacramento, CA 95815	North Sacramento. Zip code areas: 95652, 95815, 95833, 95834, 95835, 95836, 95837, 95838
12	New Horizons	1750 Creekside Oaks Drive Suite 150 Sacramento, CA 95833	Sacramento County
13	Folsom Cordova Community Partnership and Folsom Cordova Adult School	10665 Coloma Road Rancho Cordova, CA 95670 10850 Gadsten Way Rancho Cordova, CA 95670	Rancho Cordova, Rosemont, Folsom, Orangevale. Zip code areas: 95630, 95655, 95662, 95670, 95742, 95826, 95827, 95864
Highlighted cells are current Sacramento Works One Stop Career Center locations			
Mather Community Campus will continue as an affiliate of the SWCC Rancho Cordova			









created by: SETA Head Start, ITA, Donald Schmidt, May 14, 2013

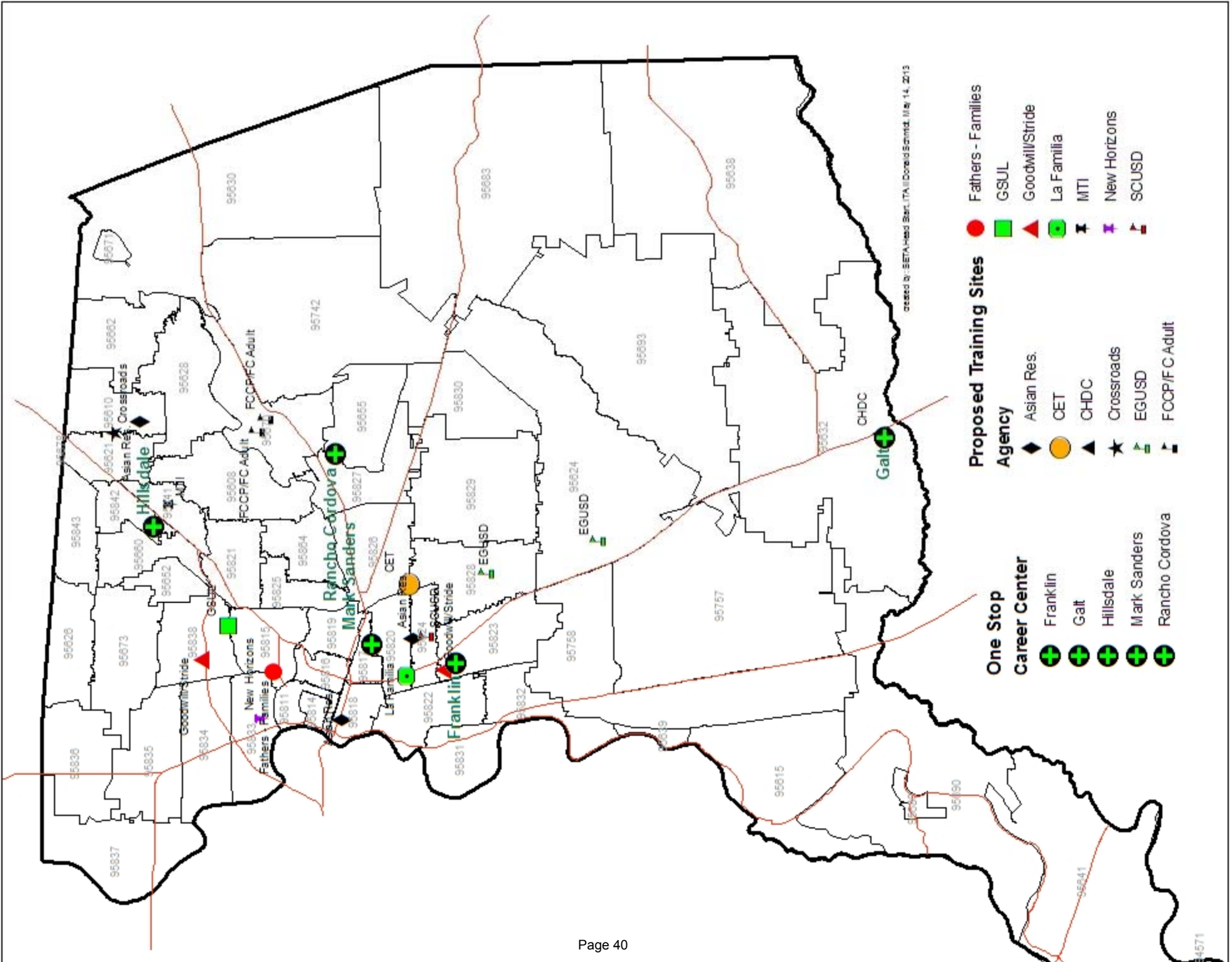
Proposed Target Areas

Geographic Area

-  Center for Employment Training
-  Crossroads Diversified Services, Inc.
-  Fathers and Families
-  Goodwill Industries and Stinde Center
-  Sacramento City Unified School District

-  Asian Resources
-  California Human Development Corp
-  EGUSD
-  FCCP and Folsom Cordova Adult School
-  Greater Sacramento Urban League
-  La familia Counseling Center

MTI - Sac County
New Horizons - Sac County



- Proposed Training Sites**
- | | |
|----------------------|----------------|
| ● Fathers - Families | ■ GSUL |
| ▲ Goodwill/Stride | ▲ La Familia |
| ✦ MTI | ✦ New Horizons |
| ✦ SCUSD | |
-
- Agency**
- | | |
|--------------|------------------|
| ◆ Asian Res. | ● CET |
| ▲ CHDC | ★ Crossroads |
| ▲ EGUSD | ▲ FCCP/F C Adult |
-
- One Stop Career Center**
- | |
|------------------|
| ⊕ Franklin |
| ⊕ Galt |
| ⊕ Hillside |
| ⊕ Mark Sanders |
| ⊕ Rancho Cordova |

ITEM III-C - 1 – ACTION

APPROVAL OF REVISED FISCAL YEAR 2013-2014 HEAD START/EARLY HEAD START BUDGET DUE TO FEDERAL SEQUESTER

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve a revision to the Head Start/Early Head Start Budget for Fiscal Year 2013-2014 due to the federal sequestration reduction.

On April 26, 2013, the Office of Head Start announced the final fiscal year 2013 sequestration funding reductions for Head Start/Early Head Start programs. Programs will sustain a 5.27% reduction in funding with the clear message that maintaining quality is of the utmost importance.

The total amount of the sequestration reduction for SETA Head Start/Early Head Start is \$2,626,340, which includes Basic funds only. The Training and Technical Assistance budget remained unchanged. Budget details are as follows:

Head Start/Early Head Start Basic (prior to sequestration)	\$49,835,672
Head Start/Early Head Start Basic (after sequestration)	<u>\$47,209,332</u>
Reduced Amount	\$ 2,626,340
Head Start/Early Head Start Training/Technical Assistance	\$ 574,455

The Budget/Planning Committee met on May 3, 2013 with Ms. Denise Lee, Deputy Director, Head Start Children and Family Services; Mr. Roy Kim, Fiscal Chief; Head Start Managers Ms. D'et Patterson, 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 revised 2013-2014 Head Start/Early Head Start program narrative, budget and budget narrative will be sent under separate cover. The Policy Council will take action on this item at their May 21 Special board meeting.

RECOMMENDATION:

Approve the revised Fiscal Year 2013-2014 Head Start/Early Head Start Budget in the amount of \$47,783,787 for Basic and Training/Technical Assistance.

STAFF PRESENTER: Denise Lee



Amended 2013-2014 Program Narrative for Sequestration Reductions

Background:

On April 26th, the Office of Head Start announced the final fiscal year 2013 sequestration funding reductions for Head Start/Early Head Start. Programs will sustain a 5.27% reduction in funding with the clear message that maintaining quality is of the utmost importance.

The SETA-Operated Program, its five delegate agencies and two partners reviewed data, community assessment information and on-going monitoring reports to thoroughly plan and strategize changes which would result in the least possible impact to services for families and children. Planning included parents and staff at various levels to determine changes across both Head Start and Early Head Start programs. The following narrative outlines changes that the SETA-Operated Program and each of the delegate agencies will sustain in order to absorb the \$2,626,340 countywide reduction.

Along with many critical program and budgetary reductions, Sacramento County will be reducing funded enrollment by 147 Head Start slots and 24 Early Head Start slots. Unfortunately, it was not possible to absorb such fiscal reductions and maintain high quality services without reviewing the feasibility of reducing funded enrollment. Despite funding reductions, SETA and delegate agencies remain highly committed to ensuring continued quality services to children and families in Sacramento County.

SETA-Operated Program:

The largest change for the SETA-Operated Program (grantee) is a reduction in funded enrollment by 140 Head Start slots and 24 Early Head Start slots. This will reduce funded enrollment for the SETA-Operated Program from 2,114 to 1,974 for Head Start and from 345 to 321 for Early Head Start. Early Head Start will be reduced at the partner level (ROCC) serving EHS home base. The decision to reduce Head Start funded enrollment was in combination with eliminating the SETA Track system which was outlined in the 2013-2014 grant application, per agreement with OHS/ACF.

Additional program changes include: three additional centers will operate on a nine-month traditional school year for a total of nine centers out of 30 on a traditional school calendar; one center closure where services will be absorbed at other Head Start centers in the area; conversion of center based Early Head Start to Home Base Early

Head Start; and three vacant/un-recruited positions eliminated from the budget, including one administrative position.

Elk Grove Unified School District:

Elk Grove Unified School District is transferring the funding for three of its Head Start positions (one instructional coach, one programmer analyst III, and one fiscal technician) to another funding source. As a result, these positions will be considered in-kind for the Head Start program. The indirect costs associated with these positions will also be removed from the Head Start budget. Despite the change in funding source, there will be no change in job duties or percentage of time spent in the Head Start program for these three positions.

Sacramento City Unified School District:

Head Start:

Sacramento City Unified School District will make reductions in multiple places to address sequestration. First, the Head Start program will consolidate services of one classroom and three sites to other nearby centers, resulting in cost savings associated with operating independent locations. As a result, the program will eliminate one resource teacher position. Further, five roving instructional aides will be placed in current vacant positions and those funded positions will be eliminated from the budget. Two senior level coordinators are retiring which will allow for new management staff at a lower salary tier. A recent time/cost allocation study determined that a few positions can be allocated to other funding sources, including the interim Child Development Director's and the social workers. Benefits will be adjusted accordingly. There will be additional reductions in funds for supplies and consultants. Some of the charges for consultants will be charged to the training and technical assistance budget. See the revised budget for details.

Early Head Start:

Eight center-based slots will be converted to a home-based model; one infant/toddler class will close as a result. These children will be served by an existing home visitor. Additionally, the current position of a school nurse will be converted to a Children's Center nurse, which is a more cost effective position. With the closing of the classroom, two teachers will be eliminated from the budget (but are planned to be moved to other teaching positions in the department). Further, a resource teacher, who is currently paid on a lower salary schedule, will replace a retired senior resource teacher. Benefits and indirect costs will be adjusted accordingly with these changes.

San Juan Unified School District:

Head Start:

In San Juan's 2013-2014 grant application, five double sessions were proposed. With sequestration, SJUSD will convert one of the five proposed part-day, double session classrooms to a regular session with a maximum of 17 enrolled children. This will result in the reduction of 7 Head Start slots, which will be returned to ACF/OHS. These changes in models will result in reduction or elimination of staff. One teacher and one assistant teacher will have reduced work hours, while two secretaries and two lead teachers will be reduced to 11 months per year of employment. Further, a proposed new position for a roving teacher will not be created. Four Bilingual Assistants and one Clerk Typist position will be eliminated from the program. The benefits associated with these positions will change accordingly as well.

Additionally, other budget items will be reduced to address the cuts, including: supplies and adult meals. In addition, curriculum activities formerly budgeted in Head Start Basic will be moved to the Training and Technical Assistance (T/TA) budgets. Items in the T/TA budget have been moved/eliminated to accommodate this change. See revised budget for details.

Early Head Start:

The majority of the funding cuts to address sequestration in the EHS program will come from internal department wide personnel reductions and reallocations. Specifically, a nurse who is retiring will not be replaced, and the minimal responsibilities currently completed by a .1 FTE clerk typist will now be fulfilled by the EHS secretary. Additionally, a district systems change to enrollment will change allocations to Head Start and other funding sources. Allocations for the Admissions and Family Service Technicians who do enrollment for the department will be changed to reflect this shift in service delivery.

Additional savings will come from reductions in the following: supplies, postage/printing, extra pay for teachers to work additional hours and the associated indirect cost savings for all reduced items. See revised budget for details.

Twin Rivers Unified School District:

Twin Rivers Unified School District will be making the following budget reductions in Personnel, Benefits, Supplies, and Other (Schedule H). First, a vacant Teacher Assistant position will be eliminated from the budget. This position is not needed to maintain appropriate staff/child ratio as it was a roving Teacher Assistant who was not assigned to a specific classroom. Additionally, portions of salary and benefits for the school social worker and community liaisons will be shifted to state preschool. The benefits associated with these positions have been moved or eliminated as well.

Additionally, minimal reductions in the Supplies category (including office, child and family, custodial and medical/dental supplies) will also be made to address sequestration. Finally, the following line items in Schedule H (Other) were reduced: parent involvement, recruiting, nutritional services adult meals, operating costs, consultants, staff development, and instructional materials. The indirect costs associated with these items will also be reduced proportionally. See the revised budget for details.

Women's Civic Improvement Club:

WCIC will be making a 5.27% cut across each budget category to address the sequestration reductions. Revised 424/424A forms have been submitted.

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: Marie Jachino **DATE: April 19, 2013**

FROM: Tammi L. Kerch, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Elk Grove Food Bank Services

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	SN	\$ 20,000	1/1/12-12/31/12	8/1/12-12/31/12
Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final <u>X</u>				

Date of review: March 11, 2013

CSBG	SN	\$ 20,000	1/1/13-12/31/13	1/1/13-2/28/13
Monitoring Purpose: Initial <u>X</u> ___ Follow-Up ___ Special ___ Final ___				

Date of review: March 11, 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		N/A		
8	OJT Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation		N/A		
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: Elk Grove Food Bank Services

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Henry Kloczkowski **DATE:** April 10, 2013
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento Chinese Community Service

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OY-US	\$ 86,500	7/1/11-6/30/12	2/1/12-6/30/12
WIA	OY-IS	\$ 317,520	7/1/11-6/30/12	2/1/12-6/30/12

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
 Date of review: March 5 & 6, 2013

WIA	OY-US	\$ 86,500	7/1/12-6/30/13	7/1/12-1/31/13
WIA	OY-IS	\$ 362,880	7/1/12-6/30/13	7/1/12-1/31/13

Monitoring Purpose: Initial X Follow-Up ___ Special ___ Final ___
 Date of review: March 5 & 6, 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	N/A			
9	Indirect Cost Allocation	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: Sacramento Chinese Community Service Center, Inc.

Findings and General Observations:

The total costs as reported to SETA for WIA have been traced to the delegate agency records. The records were verified and appear to be in order, and there are no adjustments required.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Jeffrey Haupt **DATE:** April 3, 2013
FROM: Tammi L. Kerch, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Sacramento Occupational Advancement Resources (SOAR)

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
TA	ES	\$ 52,000	10/1/11-9/30/12	3/1/12-9/30/12
RESS	VESL/ES	\$ 94,500	10/1/11-9/30/12	3/1/12-9/30/12
TAD	VESL/ES	\$ 3,687	9/30/11-9/29/12	3/1/12-9/29/12
TA	ES	\$ 1,905	9/30/11-9/29/12	3/1/12-9/29/12

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: February 28, 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	N/A			
8 OJT Contracts/Files/Payment	N/A			
9 Indirect Cost Allocation	N/A			
10 Adherence to Contract/Budget	X			
11 In-Kind Contribution	N/A			
12 Equipment Records	N/A			

MEMORANDUM

TO: Jeffrey Haupt **DATE: April 3, 2012**
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento Occupational Advancement Resources (SOAR)

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
TA	ES	\$ 30,220	10/1/12-4/30/13	10/1/12-1/31/13
TA	VESL/ES	\$ 5,610	10/1/12-4/30/13	10/1/12-1/31/13
TAD	VESL/ES	\$ 5,101	10/1/12-4/30/13	10/1/12-1/31/13
RESS	VESL/ES	\$ 78,310	10/1/12-4/30/13	10/1/12-1/31/13

Monitoring Purpose: Initial X Follow-Up Special Final
Date of review: February 28, 2013 & follow-up April 11, 15, & 16, 2013

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

Program Operator: Sacramento Occupational Advancement Resources

Findings and General Observations:

The total costs as reported to SETA for RESS and TA have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order. There is a continuing issue regarding SOAR's ability to meet its current obligations. Net assets as of 6.30.12 continue to be negative at <\$27,556>. Although SOAR has shown improvement over the previous two years (FYE 2010 was <\$31,260> and FYE 2011 was <\$46,628>), this has resulted in a cash flow problem.

SOAR has been operating without an executive director since March 22, 2013, which affects its ability to segregate duties and maintain effective internal controls.

Recommendations for Corrective Action:

1. Consistent with the corrective action plan implemented as a result of the PY 2011-12 monitoring review, continue to implement internal controls or other actions that address the negative net assets. SETA will evaluate actions taken during a follow-up review. SOAR is not eligible to receive any advances until net assets are positive. Report the FYE 2013 (7.1.12-6.30.13) Form 990 at the earliest convenience.
2. Continue to report bank statements and reconciliations to SETA each month until notified otherwise.

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 -May 10, 2013

EMPLOYER	JOB	NO OF POSITIONS
A1 Protective Services	Business Development Agent	1
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
	Sales Consultant	1
	Utility Laundry Worker	1
Amarr	Manager Trainee	1
	Assistant Machine Operator	5
Americans Helping America	Computer Technician	4
American Income Life Insurance Company	Union Service Representative	50
American River Package One	Assistant Machine Operator	5
AMERIGAS	Customer Service Agent	32
AppleOne Employment Services	Customer Service Representative (CSR)	10
	Sales Consultant	30
Area 4 Agency on Aging	Executive Director	1
ASAP Distribution	Customer Service/Sales Representative	2
	Line Worker/Packer	2
	Machine Operator	2
Atlas Disposal Industries	Diesel Mechanic	1
Atrium of Carmichael	Housekeeping Worker	3
Baja Insurance Services, Inc.	Insurance Sales Agent	5
Berger Steel Corporation	Welders	5

Employer Activity Report

July 1 -May 10, 2013

EMPLOYER	JOB	NO OF POSITIONS
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
C&H Sugar Company, Inc.	Assistant Buyer	1
	Western Regional Sales Manager	1
	Maintenance Supervisor	1
Cal Electro, Inc.	Electrical Lineman	1
California Hispanic Chamber of Commerce	Program Specialist	1
California Network of Mental Health Clients	Book Keeper	1
Capital Christian Center	Human Resources Manager (HR Manager)	1
Car Czar	Automotive Mechanic Technician	2
Cayuse Technologies	Computer Programmer	4
Center for Employment Training	Industrial Relations Specialist	1
	Recruiter	1
Centerplate	On-Call Banquet Busser	5
	On-Call Banquet Servers	15
	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
CLC Incorporated	Bilingual Customer Service Representative	3
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

Employer Activity Report

July 1 -May 10, 2013

EMPLOYER	JOB	NO OF POSITIONS
CR Moving Services	Load Master/Mover	2
	Project Supervisor- Driver/Lead Mover	2
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	Accounts Payable Clerk	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
El Dorado Savings Bank	Peak - Time Teller	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

Employer Activity Report

July 1 -May 10, 2013

EMPLOYER	JOB	NO OF POSITIONS
Firefighters Burn Institute	Administrative Assistant	1
First Choice Lawn Care & Maintenance	Laborer	1
	Laborer/Lawn Route Maintenance Worker	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	6
	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	Administrative Assistant	1
	Duct Testers - HERS Rater II	1
	HVAC Technician	1
	Inside Sales Associate	1
	Outside/Inside Sales Associate	2
Hardware	Industrial Sales Cashier	1
	Industrial Sales Floor Person	2
	Outside Sales Representative	1

Employer Activity Report

July 1 -May 10, 2013

EMPLOYER	JOB	NO OF POSITIONS
Harold E. Nutter & Son, Inc.	Tel/Data Installer (Voice-Data-Video Installer)	1
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	6
	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	

Employer Activity Report

July 1 -May 10, 2013

EMPLOYER	JOBS	NO OF POSITIONS
Los Rios Community College	Campus Patrol On-Call Pool (Temporary)	1
	Chemistry Assistant Professor	1
	Chief of Police	1
	Child Development Center Supervisor	1
	Clerk III	2
	Clerk III (75)	1
	College Nurse	1
	College Police Officer	2
	College Receiving Clerk/Storekeeper	1
	Communications & Marketing Supervisor - Harris Center For The Arts	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
	Custodian On-Call Pool (Temporary) - District wide	1
	Custodian On-Call Pool (Temporary) - El Dorado Center	1
	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

Employer Activity Report

July 1 -May 10, 2013

EMPLOYER	JOBS	NO OF POSITIONS
Los Rios Community College	Early Childhood Education Assistant Professor	1
	Economics Assistant Professor	1
	English as a Second Language Assistant Professor	1
	English Assistant Professor	1
	English Assistant Professor (Writing)	1
	Financial Aid Clerk II	1
	Financial Aid Officer	1
	Financial Aid Supervisor	2
	Funeral Service Education Assistant Professor 60/Coordinator 40	1
	Grant Coordination Clerk (60)	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
	Information Technology Application Systems Supervisor	1
	Instructional Assistant - Chemistry/Math (Temporary)	3
	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	2
	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

Employer Activity Report

July 1 -May 10, 2013

EMPLOYER	JOB	NO OF POSITIONS
Los Rios Community College	Mechanical/Electrical Systems Technician	1
	Medical Laboratory Technician	1
	Program Assistant Professor, 60/Coordinator, 40	1
	Nursing (RN/LVN) Assistant Professor	1
	Occupational Therapy Assistant (OTA) Assistant Professor	1
	Operations Technician	1
	Payroll Supervisor	1
	Payroll Technician	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
	Police Captain	1
	Public Relations Technician	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
Senior Information Technology Technician - Lab/Area Microcomputer Support	1	
Shop/Field Mechanic	1	
Sociology Assistant Professor	1	

Employer Activity Report

July 1 -May 10, 2013

EMPLOYER	JOBS	NO OF POSITIONS
Los Rios Community College	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
	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

Employer Activity Report

July 1 -May 10, 2013

EMPLOYER	JOBS	NO OF POSITIONS
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	Hiring Fair For Sales Specialists	1
	Sales Representative, Communication Equipment	1
Sacramento Area Sewer District	Environmental Assistant	1
Sacramento Employment and Training Agency	Accountant II	1
	Assistant Operations Manager	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

Employer Activity Report

July 1 -May 10, 2013

EMPLOYER	JOBS	NO OF POSITIONS
Sacramento Regional Transit	Bus Operator	1
	Customer Service Representative III	1
	Facilities & Grounds Worker II	1
	Facilities Maintenance Mechanic	1
	Light Rail Vehicle Technician	1
	Network Operations Technician	1
	Rail Laborer - Internal/External	1
	Service Worker (Bus and/or Light Rail)	1
	Student Intern	1
Sacramento Steps Forward	Full Charge Bookkeeper	1
	Grants Manager	1
Saladino's, Inc.	Loader	1
	Receiver	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 A Route Driver - Redding	1
	Class B Driver	1
	Class B Route Driver - Berkeley	1
	Class C Delivery Driver	1
	Corporate Account Specialist	1
	Delivery Driver - Class C (Seasonal)	1
	Facilities Support	2
	Facilities Technicians - Day Shift	1

Employer Activity Report

July 1 -May 10, 2013

EMPLOYER	JOB	NO OF POSITIONS
Tony's Fine Foods, Inc.	Facilities Technicians - Graveyard Shift	1
	Financial Analyst	1
	Forklift Driver	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 - Truckee	1
	Order Selector - West Sacramento	1
	Over-the-Road Driver (OTR)	1
	Pricing Analyst	1
	Pricing Specialist	2
	Receptionist	1
	Staff Accountant	1
	Vehicle Washer	1
	Wine Sales Account Manager - Part Time	1
Will Call Representative	1	
Tree Pros Arboricultural Services, Inc.	Tree Service Groundsman / Climber	2
United Site Services	Service Technician	5
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

Employer Activity Report

July 1 -May 10, 2013

EMPLOYER	JOBS	NO OF POSITIONS
Vail Resorts	Children's Ski Instructor Non Certified - Part Time Seasonal - Northstar California	20
	Dining Staff - Northstar, California	20
	Dishwasher - PT Seasonal - Northstar California	20
	Entry Grounds Crew - FT Seasonal - Northstar California	20
	Head Cashier - Kirkwood Ski Resort	20
	Lead Sales Associate - Kirkwood Mountain Sports Village Retail - Kirkwood, CA	20
	Service Technician - Kirkwood Ski Resort - Tuning Center	20
	Ski Technician - Northstar California	20
	Ski Technician Demo Shop - Northstar California	20
	Summit Deck and Grille Dining Staff - Northstar California	20
	Supervisor - Village Rental - Northstar	20
	Supervisor -Kirkwood Mountain Resorts - Timber Creek Retail	20
	Supervisor -Kirkwood Ski Resort -871 Village Rentals	20
	Zephyr Lodge Steward - PT Seasonal - Northstar California	20
Visiting Angels Senior Home Care	In-home Caregivers	10
Volt Workforce Solutions	Electronic Test Technician	10
Warehouse Markets	Cashier	100
Western & Southern Life Insurance	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		2033

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 May 10, 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 May 10, 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
Official	4/10/2013	Lucky Derby Casino 7433 Greenback Lane Citrus Heights, CA 95610	6/8/2013	117	Pending
Official	4/19/2013	Dignity Health 3941 J St. Sacramento, CA	6/28/2013	148	Pending
			Total # of Affected Workers	2,382	

ITEM IV-D – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

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

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, February 26, 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 9:03 a.m. Ms. Iyshiah Lacey read the Thought of the Day. The Pledge of Allegiance was recited. Mr. Benjamin Bailey called the roll.

Members Present:

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
Annette Duran, 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 (arrived at 9:15 a.m.)
Ana Calderon, Early Head Start (SETA)
Toni Espinoza, Home Base Option
Nse Akang, Foster Parent Representative

Members Absent:

Victoria Billoups, Elk Grove Unified School District (unexcused)
Dominique Rios-Farias, Sacramento City Unified School District (unexcused)
Melissa Morgan, Twin Rivers Unified School District (unexcused)
Gina Roberson, Birth & Beyond Family Resource Centers (excused)
Sandres Germany, WCIC (excused)

New Member Seated:

Jonathan White, Male Involvement Committee (arrived at 9:30 a.m.)

New Members Not Present:

Kirsten Potter, Elk Grove Unified School District (excused)

II. Consent Item

A. Approval of the Minutes of the January 22, 2013 Regular Meeting

Minutes were reviewed; no questions or corrections.

Moved/Duran, second/Lacey, to approve the January 22, 2013 minutes.
Show of hands vote: Aye: 11, Nay: 0, Abstentions: 1 (Akang)

III. Action Items

A. Election of Treasurer and Parliamentarian for Program Year 2012-2013

Ms. Marie Desha reviewed the board item and explained why the error occurred.
Mr. Akang thanked Ms. Desha for the explanation of the oversight.

Ms. Annette Duran expressed interest in serving as Treasurer.

Moved/Bailey, second/Espinoza, to ratify the election of Ms. Annette Duran as Treasurer for the Policy Council.

Vote: Aye: 12, Nay: 0, Abstentions: 1 (Akang)

Mr. Akang asked for those interested in serving as Parliamentarian; no one expressed interest so this seat will remain vacant.

B. Election of the Maternal, Child and Adolescent Health Advisory Board Representative and Alternate

Mr. Akang reviewed the board item. Mr. Akang asked for those interested in serving on this committee.

- * Ishiyah Lacey
- * Ana Calderon

Vote:

Ishiyah: 4

Ana: 8

Moved/Tate, second/Duran, to ratify the election of Ana Calderon as Representative and Ishiyah Lacey as Alternate on the Maternal Child and Adolescent Health Board.
Show of hands vote: Aye: 12, Nay: 0, Abstentions: 1

Mr. Akang acknowledged Mr. Kevin Windham, in the audience. Mr. Windham is Ms. LaTasha Windham's husband.

Mr. Jonathan White, Male Involvement Committee Representative, was welcomed and seated as a board member at 9:30 a.m.

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

The board went into closed session at 9:35 a.m. Mr. Akang called the meeting back to order at 9:50 a.m. and reported out of closed session that the Policy Council approved the Eligibility List for: Children and Family Services Support Services Program Officer; Head Start Education Specialist (Supervisory); and Head Start Teacher.

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Mr. Akang noted that the next Health Services Advisory Committee meeting will be held on Wednesday, February 27, in the Sequoia Room. The March 1, 2013 Budget/Planning Committee meeting has been canceled. All other events are as scheduled.
- Parent/Family Support Unit Events and Activities: No questions.
- Parent/Staff Recognitions: None.
- California Head Start (CHSA) Parent Conference Report: No questions.
- Community Resources-Parents/Staff: Mr. Akang reminded board members of the Know your Rights meeting scheduled for February 27. The first 30 people that RSVP get a free consultation with an attorney.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roy Kim reviewed the most current report which includes the six months ending January 31. The administrative costs are under 10% which is less than is less than allowed. The current non-federal share is 22%, although the actual is probably 26% due to a one-month time lag in reporting. Through the first six months, the budget is about 50% spent. Staff continues to be mindful that the expenditures remain on track.

Mr. Bailey inquired what happened to Mr. Bartlett and Mr. Kim reported that Mr. Bartlett resigned from the agency; there is currently recruitment for the position.

Ms. Lacey encouraged Policy Council members to read Mr. Steadman Graham's report which is included in the CHSA report; it is very life changing.

- B. Governing Board Minutes of December 6, 2012: No questions.

V. Committee Reports

- A. Executive Committee: Ms. Mayra Partida read the Executive Committee critique.
- B. Budget/Planning Committee: Mr. Bailey reviewed the most recent meeting. Ms. Lacey stated that there will be a number of changes to the budget due to some of the upcoming congressional changes.
- C. Personnel/Bylaws Committee: Ms. Partida reported that committee members reviewed the PC bylaws. Board members were asked to review the bylaws and provide input as to what should be changed. The next meeting will be March 22.
- D. Health Services Advisory Committee Report: Ms. Partida reported that this meeting will be tomorrow; it was rescheduled from last week.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick reported that at the last meeting, she mentioned staff would be available to give a presentation of the SETA web site and show board members the opportunities available to job seekers and how Head Start and Sacramento Works. This presentation will be given in March, May or June. Secondly, Ms. Kossick spoke of the upcoming sequestration. Staff is working with all of our federal programs to address what the possible effects will be on the Agency. There are different options being reviewed depending on the cuts. Currently, the cut appears to be around 5% and staff does not yet know when the cuts will happen. Staff is addressing it internally. Perhaps next month there will be a better report.
- B. Head Start Deputy Director's Report: Ms. Lee reported that the review report will be done later. Ms. Lee encouraged board member participation in the Budget/ Planning Committee meetings planned for March 8 or March 15. This meeting may be longer than normal, going until 11:00 a.m.

If the sequestration cuts come, it will affect the budget for next year, not this year. For SETA, It will affect the entire agency, not just Head Start.

Staff is working on a brief summary of the results from the self-assessment. Management is working to develop a way to deal with the issues. This will be presented in full detail.

- C. Head Start Managers' Reports
- ✓ Brenda Campos: Grantee Program Support Services: No report.
 - ✓ Lisa Carr: Parent/Family Support Unit: Ms. Carr reminded board members that the Budget/Planning Committee will be presented with the Training/Technical Assistance budget. Board members were asked to provide ideas for trainings to Ms. Desha. Staff is very open to the type of training that could be provided to parents. This is the third week of the parent training on the social/emotional foundation being offered in the evening. It is hoped that this training will be opened it up to more parents in the coming year. There is an upcoming workshop for people that are here illegally; all of the sites should have received a flyer. An immigration lawyer will be here Thursday evening, and will be answering questions.
- D. Chair's Report: Mr. Akang asked board members to call and schedule times to pick up meeting reimbursements. Board members are asked to call Ms. LaShaun Burke at 263-3878 and Ms. Nancy Hogan at 263-3827. Board members are asked to get their meeting ticket because in the future, there will be a parent incentive prize given out to parents that attend the most meetings.
- E. Open Discussion and Comments: Mr. Tate thanked the Head Start staff that attended the CHSA meeting and is looking forward to hearing back from those that attended.

Mr. Bailey thought participating in the Program Officer interviews was a great experience. If board members are called to participate in the personnel process, he definitely encourages participation.

F. Public Participation: None.

C. Head Start Managers' Reports

- ✓ Karen Gonzales: Child Development & Education Services
- ⇨ School Readiness: Ms. Alicia Barron

Ms. Alicia Barron spoke of the A Parent's Guide to School Readiness and how it is being implemented in the child care centers.

VII. **Adjournment:** The meeting was adjourned at 10:50 a.m.

Head Start Monthly Report

May 2013

Armed Forces Day

May 18



Memorial Day

May 27

SETA-Operated Program

Program Operations:

May is the month when teachers are completing the final Desired Results Developmental Profile Assessment (DRDP) of the year. This is the third in a series of assessments which gives us great information on the growth that children have made throughout the course of a program year. It also allows us to hone in on the areas and learning domains that may need more support or professional development. Results from this assessment should be available for the agency by mid-June.

Spring also brings us the annual Environmental Assessments of our classrooms. Early Childhood Environmental Rating Scales (ECERS) and Infant Toddler Environmental Rating Scales (ITERS) are being conducted by external consultants. These tools look at areas such as Space & Furnishings, Personal Care Routines, Language & Reasoning, Activities, Interactions, Program Structure and Parent & Staff Provisions. Information gathered from these assessments is used to plan for improvements in the classroom as well as to guide future trainings and professional growth opportunities.

Program Support Services:

School Readiness Goals (SRG) Update: Countywide profile of Head Start students' progress based on mid-year DRDP assessment (Winter 2013) is now available. Information was scheduled to be discussed at the May 2, 2013 Delegate Directors' Meeting. Parties interested to receive a copy may contact Melanie P. Nicolas at mpnicola@headstart.seta.net

Quality Assurance Unit: Onsite monitoring visits were conducted at San Juan Unified School District (SJUSD) Head Start and Early Head Start on April 8-26, 2013. Results are being summarized and will be submitted soon. Sacramento City Unified School District (SCUSD)

Quality Assurance Monitoring Report was submitted to the agency on April 29 and Exit Meeting was scheduled for May 9, 2013. Monitoring Exit Meeting for WCIC was held on April 9, 2013.

Content Coordinator Onsite Visits: Education, Disabilities and Health Coordinators continued monthly visits to follow up on Self Assessment 2013 results.

Meeting and Training Events: Countywide Governance Meeting was held on April 19 and Program Information Report (PIR) Information Meeting took place on April 30, 2103. PIR Reports are due to the Grantee on June 28, 2013.

Family Support Services:

SETA Head Start hosted our annual Parent and Grandparent Conference on April 20. The key note speaker was Ruthie Bolton, Olympic gold medalist and former WNBA player. Ms. Bolton gave an inspirational speech about the importance of family and family relationships in children's lives, and the part that exercise and good nutrition plays in ensuring a good quality of life.

Parent's also took part in workshops dealing with positive discipline, how to prepare healthy meals on a budget, and enjoyed a panel discussion talking about issues of custody, health, and parenting. We had over 70 parents in attendance, and universally, parents and grandparents reported that they learned a lot, and were glad they attended this Saturday event.

Now that summer is approaching, the Family Service Workers are gearing up for summer enrollment in order to keep sites full. There have been quite a bit of community events, which as always, SETA Head Start has been there to ensure community outreach.

Elk Grove Unified School District

Family and Community Partnerships Update

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

"English Family Literacy" classes were held at Herman Leimbach Elementary School on April 12 and 19. These classes provides English speaking parents information and techniques for working with their children in the area of literacy and provide strategies for establishing a reading routine in their home. An average of four (4) families attended these classes.

I Am Moving, I Am Learning classes were held at Samuel Kennedy Elementary School on April 17, and David Reese Elementary School on April 25. This class teaches parents that children who have daily physical activity perform better in school and how to use simple materials found at home to create fun, physically active experiences for their children. Seventeen families attended the class at Samuel Kennedy and eighteen families attended the class at David Reese.



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.

Registration for the 2013-2014 school year is 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 163 families. Region II, which includes Florin Elementary, Isabelle Jackson Elementary, William Daylor High, and Samuel Kennedy Elementary Schools, registered 94 families. Region III, which includes Maelola Beitzel Elementary, David Reese Elementary, Florence Markofer Elementary, and James McKee Elementary Schools, registered 66 families.

Sacramento City Unified School District

Health and Nutrition

Child Development Nurses Espie Millendez, Lisa Stevens and Victoria Benson are pleased to report that the Parent Walking Groups at several preschool sites are in full swing! The preschool parents are enjoying the experience of physical exercise and socialization with fellow preschool parents. One Preschool Parent Walking Group has joined up with a Healthy Start Elementary School Parent Walking Group, and has a group walking the periphery of the elementary school campus on a regular basis.

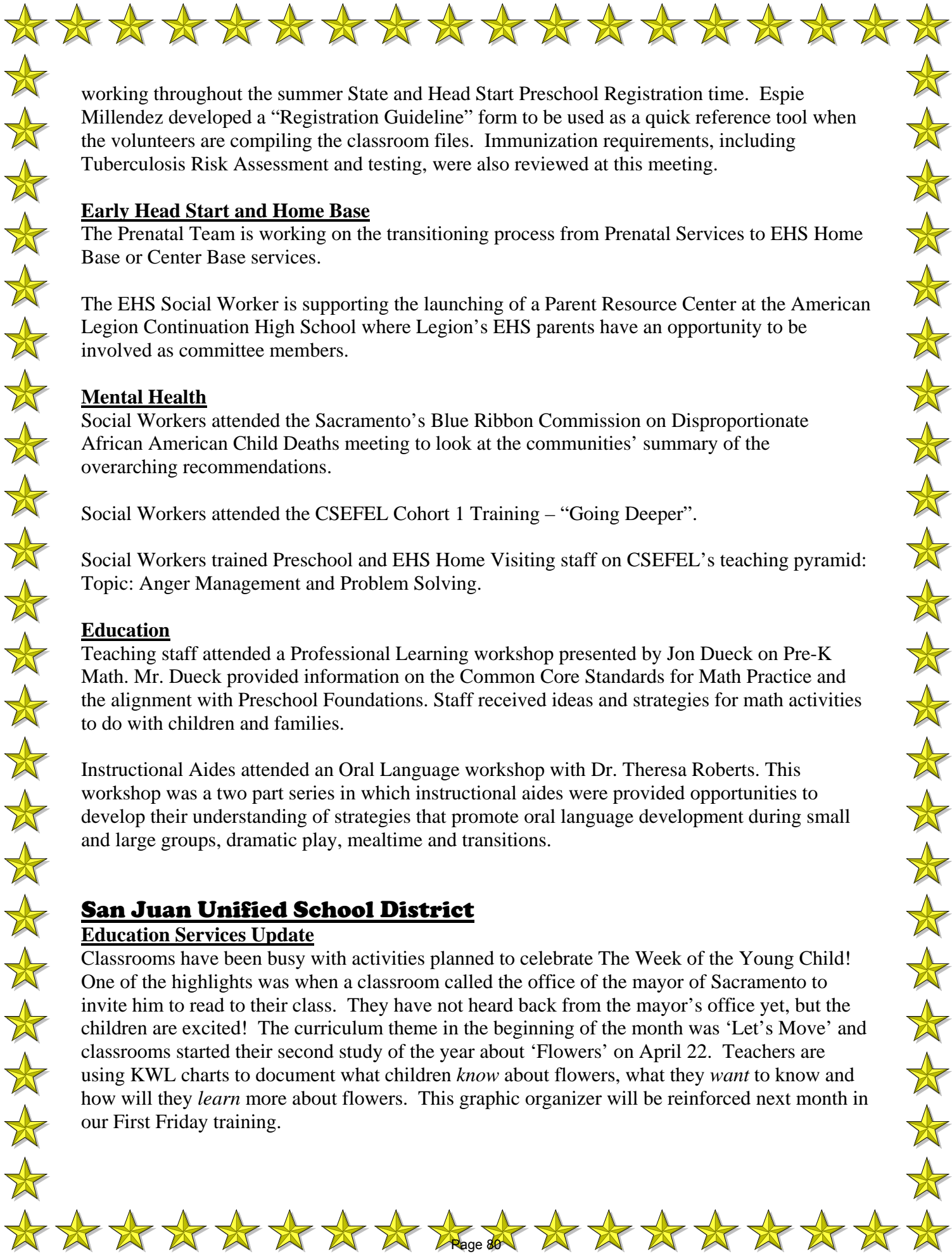
This month marks the completion of our Spring Dental Screening and Varnish clinics. The Child Development Nurses have been following up with parents of preschoolers who were identified as having dental needs to ensure that these preschoolers have received dental care. Espie Millendez will be comparing our Spring Dental Screening results with our Fall Dental Screening results. These statistics will be shared in next month's SETA report.

Lisa Stevens, Espie Millendez and Victoria Benson were busy with Parent Education meetings in April. Topics for discussion included dental health, nutrition, how to read food labels and identifying hidden sugars in packaged foods.

Nurse Lisa Stevens reports that she attended the Heal meeting on April 23. The focus of this meeting was on updates to the "Rethink your Drink" campaign which emphasizes the use of tap water instead of sugary drinks.

A randomized immunization audit by the State Immunization Assistance Program took place at 4 preschool sites in the district: C. P. Huntington, Mark Hopkins, Earl Warren and Ethel I. Baker. Nurses Lisa Stevens and Victoria Benson have been working closely with the IAP Nurse auditors to ensure compliance with State immunization regulations.

Nurses Espie Millendez, Lisa Stevens and Victoria Benson presented the Health and Nutrition Preschool Registration Process for Child Development Specialists and volunteers who will be



working throughout the summer State and Head Start Preschool Registration time. Espie Millendez developed a “Registration Guideline” form to be used as a quick reference tool when the volunteers are compiling the classroom files. Immunization requirements, including Tuberculosis Risk Assessment and testing, were also reviewed at this meeting.

Early Head Start and Home Base

The Prenatal Team is working on the transitioning process from Prenatal Services to EHS Home Base or Center Base services.

The EHS Social Worker is supporting the launching of a Parent Resource Center at the American Legion Continuation High School where Legion’s EHS parents have an opportunity to be involved as committee members.

Mental Health

Social Workers attended the Sacramento’s Blue Ribbon Commission on Disproportionate African American Child Deaths meeting to look at the communities’ summary of the overarching recommendations.

Social Workers attended the CSEFEL Cohort 1 Training – “Going Deeper”.

Social Workers trained Preschool and EHS Home Visiting staff on CSEFEL’s teaching pyramid: Topic: Anger Management and Problem Solving.

Education

Teaching staff attended a Professional Learning workshop presented by Jon Dueck on Pre-K Math. Mr. Dueck provided information on the Common Core Standards for Math Practice and the alignment with Preschool Foundations. Staff received ideas and strategies for math activities to do with children and families.

Instructional Aides attended an Oral Language workshop with Dr. Theresa Roberts. This workshop was a two part series in which instructional aides were provided opportunities to develop their understanding of strategies that promote oral language development during small and large groups, dramatic play, mealtime and transitions.

San Juan Unified School District

Education Services Update

Classrooms have been busy with activities planned to celebrate The Week of the Young Child! One of the highlights was when a classroom called the office of the mayor of Sacramento to invite him to read to their class. They have not heard back from the mayor’s office yet, but the children are excited! The curriculum theme in the beginning of the month was ‘Let’s Move’ and classrooms started their second study of the year about ‘Flowers’ on April 22. Teachers are using KWL charts to document what children *know* about flowers, what they *want* to know and how will they *learn* more about flowers. This graphic organizer will be reinforced next month in our First Friday training.



Disabilities Services Update

The Disabilities Specialist has returned from a medical leave. The rest of the team did a wonderful job in her absence. Gearing up for re-registration and registration for the upcoming school year, the Disabilities Specialist has connected with staff regarding the extended screening hours' schedule. Re-registration began on April 22. ASQ and ASQ-SE forms have been inventoried and ordered for the screening "season" and preparations have been made to finalize changes in the screening room. Most of the Full-Inclusion students that will be going on to Kindergarten have completed their transition IEP meetings and placements have been decided/arranged. We are still in the midst of our SETA review.

Mental Health Services Update

The Mental Health Therapist is providing ongoing Limit Setting talk to parents program-wide. Presentation to teachers and CDAs have also been given to provide strategies for social/emotional challenges along with research-based information about the significance that a child's culture plays along with teacher's voice tone in classroom compliance.

Nutrition Services Update

The School Nurse is following up with the children who are obese, overweight, and underweight. Nutrition information in English and Spanish is being sent out.

Health Services Update

The Health Team screening services have increased to two days a week in the centralized screening room. Health and registration have started re-registration for students who will be attending Head Start Programs. The Health staff members are traveling out 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 and Health Assistants are following-up with all the children who need to be seen by the dentist, as well as, with the children who are obese, overweight, and underweight.

Family and Community Partnerships Update

The Policy Committee elected a new chairperson at the April Meeting. Stacy Blocker, formerly the secretary, will now conduct the meetings.

At the April Meeting, Jason Nigl gave a workshop on emotion management. The children are working on this skill in the social/emotional curriculum used in the classroom so parents will now be informed about this subject matter. Classroom supplies of glue sticks and construction paper were given to representatives to take back to the classroom as a way to thank them for coming to the meeting.

Transition Services Update

April is Home Visit month and the teachers have been busy meeting with parents and discussing student progress. With six weeks left of school, the focus is on the Kindergarten bound students being prepared to enter Kindergarten and the returning students to have a strong foundation for a second year of preschool. Kindergarten classroom visits are in the process of being arranged for the month of May at which time the preschool students will interact with the Kindergarten students and take part in their academic day.



Program Support/Staff Training Update

Early in the month, the professional development topic was Language Modeling, one of the dimensions of the CLASS observation tool. Teachers worked with advanced words and how to link these to prior knowledge and experiences of their children and practiced Self and Parallel Talk strategies. The Third Friday training was on the topic of Project Based Learning and how to begin the Flower Study by allowing the children to brainstorm and plan their investigation of the topic. We reviewed the KWL charts, visiting experts and how to involve the families in their children's learning experiences.

Fiscal Update

The fiscal report was given at the monthly PC meeting and the budgets are being spent in line with the time of year. At this time both EHS and HS are over spent by 5% but programs will be closed in June and spending is less. The proposed budgets for fiscal year 2013-2014 are finished and waiting to be approved by SETA. Fiscal does not anticipate any problems. The programs have been informed that they will be affected by Sequestration in the amount of a 5% reduction. Staff is in the process of making adjustments for this decrease with the least disruptions to existing programs.

Early Head Start

Week of the Young Child was celebrated at the Davie Center with the staff providing fun child activities for the whole family.

The Child Abuse Prevention Council presented a two-hour training for staff focusing on education and prevention of Sudden Infant Death Syndrome (SIDS) and Shaken Baby Syndrome. Staff learned strategies to use in the classroom as well as information to share with parents.

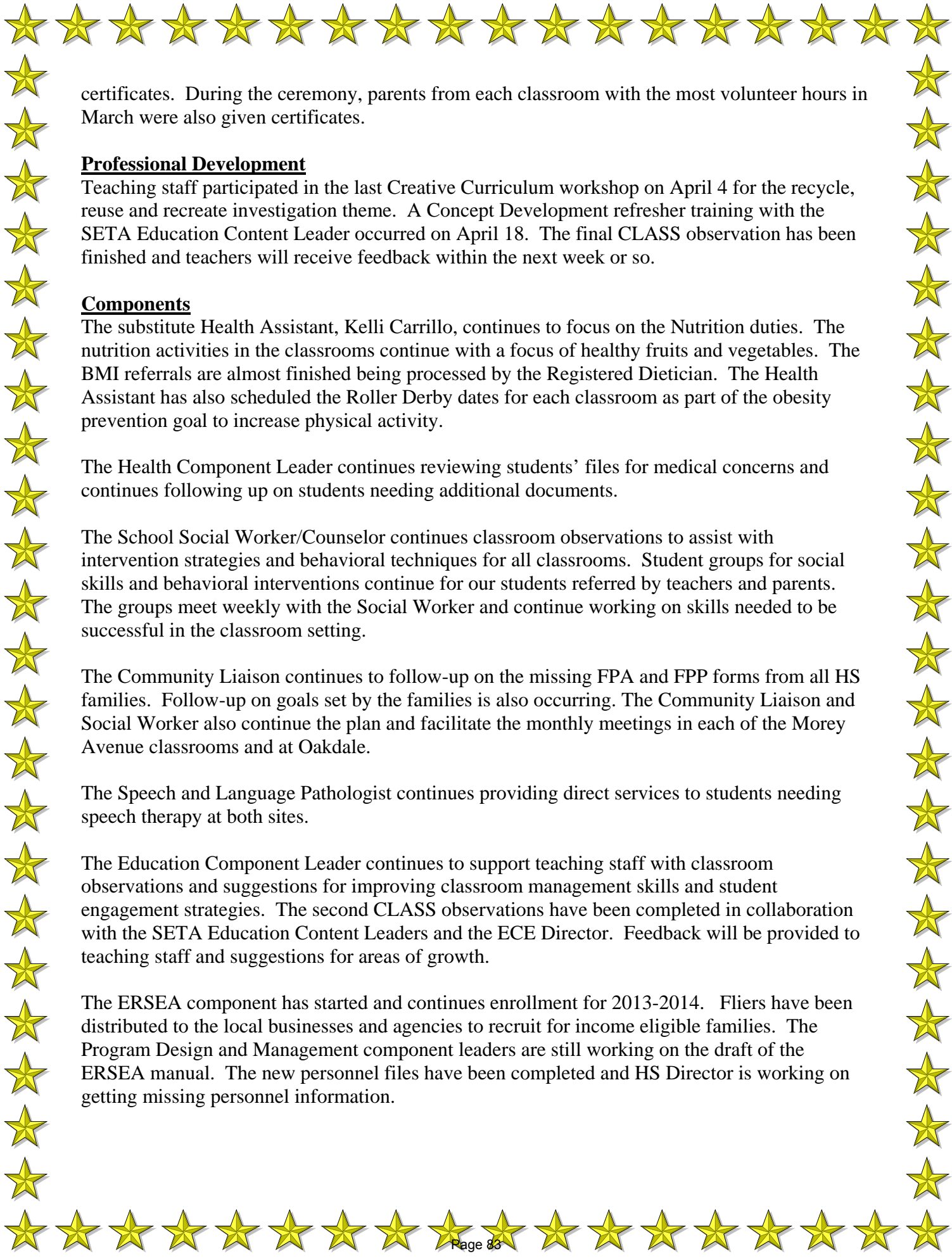
Seven teachers attended the annual one day Resources for Infant Educators (RIE) conference in Los Angeles. This organization focuses on infant mental health, attachment and best practices for infant care.

Twin Rivers Unified School District

Events

The annual Open House event occurred on April 26. Parents visited their children's classrooms filled with special art projects and toured the rest of the school campus. Families received free books for their attendance and the Nutrition Department provided a yogurt bar filled with healthy fruit for the attendees.

In connection with the clothing theme study, students participated in a Fashion Show where parents were invited to watch their child "walk the runway." Students dressed in their ethnic attire and/or dramatic play clothing and danced to the music for the delight of their audience. The monthly perfect attendance awards assemblies continued in April for all students who have not missed any school during the month of March. Students were celebrated and awarded



certificates. During the ceremony, parents from each classroom with the most volunteer hours in March were also given certificates.

Professional Development

Teaching staff participated in the last Creative Curriculum workshop on April 4 for the recycle, reuse and recreate investigation theme. A Concept Development refresher training with the SETA Education Content Leader occurred on April 18. The final CLASS observation has been finished and teachers will receive feedback within the next week or so.

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 BMI referrals are almost finished being processed by the Registered Dietician. The Health Assistant has also scheduled the Roller Derby dates for each classroom as part of the obesity prevention goal to increase physical activity.

The Health Component Leader continues reviewing students' files for medical concerns and continues following up on students needing additional documents.

The School Social Worker/Counselor continues classroom observations to assist with intervention strategies and behavioral techniques for all classrooms. Student groups for social skills and behavioral interventions continue for our students referred by teachers and parents. The groups meet weekly with the Social Worker and continue working on skills needed to be successful in the classroom setting.

The 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 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 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 CLASS observations have been completed in collaboration with the SETA Education Content Leaders and the ECE Director. Feedback will be provided to teaching staff and suggestions for areas of growth.

The ERSEA component has started and continues enrollment for 2013-2014. Fliers have been distributed to the local businesses and agencies to recruit for income eligible families. The Program Design and Management component leaders are still working on the draft of the ERSEA manual. The new personnel files have been completed and HS Director is working on getting missing personnel information.



Policy and Parent Committees

The Parent Committee meeting at Oakdale was held on April 16, 2013. The Policy Committee meeting was held on April 16 and April 24. The agenda included a review of the monthly reports and a budget planning meeting related to sequestration. The Policy Committee had a quorum to vote on the action items. The next meeting is scheduled for May 9.

Parent Trainings

The parenting classes in collaboration with the Birth and Beyond North Highlands Resource Center and Mutual Assistance Network continue 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 April 2013 focused on water safety and fun summer activities.

Fiscal

Teachers have submitted their final orders for 2012-2013 and brainstorming has begun on ways to reduce the budget for 2013-2014 in collaboration with the PC.

Women's Civic Improvement Club (WCIC)

Management

Ms. Davis, Executive Director/Head Start attended the SETA Governance Meeting on April 19, 2013. Information will be shared at the upcoming May 2013 Board and PC Meetings.

Community Engagement

Dr. David Covin's Annual WCIC Open House on Saturday, April 20, 2013 was a success with excellent live entertainment, excellent food, and community support that continues to grow each year.

Enrollment

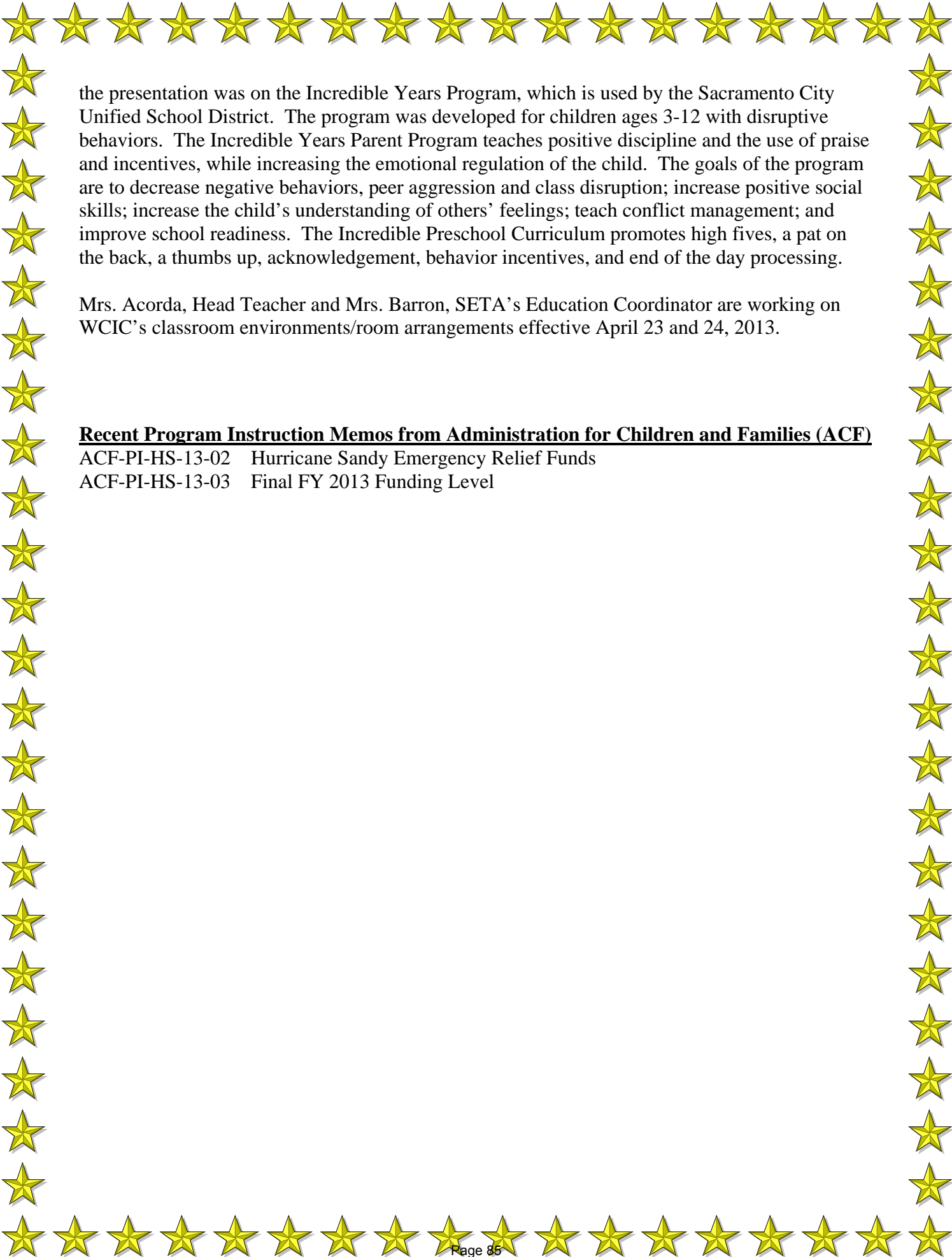
During the month of April 2013 WCIC's Enrollment was 100%.

Health

WCIC/Playmate Head Start Program's newly enrolled children received vision screening, hearing screening, blood pressure screening, and first Height/Weight measurements. Family Services Workers continue to encourage the parents to get the children's physicals and dental exams and any physical and dental follow up treatments to ensure excellent health care, as well as exceed the required Head Start Performance Standards.

Education

WCIC/Playmate Head Start Programs staff and parents attended a children's mental health and parenting presentation on April 17, 2013 by Alexis Peters, Clinical Program Manager for Early Head Start from River Oak Center for Children. Ms. Peters gave a brief overview on children's mental health and parenting. She passed out "River Oak Center at a Glance" pamphlets. Part of



the presentation was on the Incredible Years Program, which is used by the Sacramento City Unified School District. The program was developed for children ages 3-12 with disruptive behaviors. The Incredible Years Parent Program teaches positive discipline and the use of praise and incentives, while increasing the emotional regulation of the child. The goals of the program are to decrease negative behaviors, peer aggression and class disruption; increase positive social skills; increase the child's understanding of others' feelings; teach conflict management; and improve school readiness. The Incredible Preschool Curriculum promotes high fives, a pat on the back, a thumbs up, acknowledgement, behavior incentives, and end of the day processing.

Mrs. Acorda, Head Teacher and Mrs. Barron, SETA's Education Coordinator are working on WCIC's classroom environments/room arrangements effective April 23 and 24, 2013.

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

ACF-PI-HS-13-02 Hurricane Sandy Emergency Relief Funds

ACF-PI-HS-13-03 Final FY 2013 Funding Level

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

April, 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	1,300	101
SETA	1,880 (2,796)	1,907	101
San Juan USD	700	702	100
Twin Rivers USD	211	203*	96
WCIC/Playmate Head Start	120	120	100

*Delegate has chosen not to replace slots within 60 days of the end of the program year

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded
Sacramento City USD	147	147	100
SETA	345	344	100
San Juan USD	161	165	102

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

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 04/30/13)

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

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

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP (% AFE)</u>	
Twin Rivers USD (211)	26	(11%)	N/A	
Elk Grove USD (420)	52	(12%)	N/A	
Sacramento City USD (1292)(147)	153	(12%)	16	(11%)
San Juan USD (700) (161)	99	(14%)	15	(9%)
WCIC (120)	12	(10%)	N/A	
SETA (2796) (345) (1878 Tracks)	204	(11%)	47	(14%)
County (4621)* (653)*	546	(12%)	78	(12%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

SETA Head Start Food Service Operations Monthly Report * April 2013

April 1st through 6th - WCIC Classes Closed for Spring Break

April 5th - Classes at the Bannon Creek and Solid Foundation Centers closed for training

April 8th - Illa Collin Center closed due to no power

April 19th - Northview and Hillsdale classes closed for training

April 23rd - EHS Home Base Field Trip, Lunch & Snack Provided for 125 Guests

April 24th - Mather Kitchen Inspection completed by Connie Otwell

April 25th - Galt Center closed due to no water

April 26th - Preschool Home Base Field Trip Lunch & Snack Provided for 76 Guests.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
43,566	26,000	30,006	1220

Total Amount of Meals and Snacks Prepared 100,792

Purchases:

Food	\$76,999.72
Non - Food	\$14,152.12

Building Maintenance and Repair: \$80.00

Kitchen Small Wares and Equipment: \$2,993.23

Vehicle Maintenance and Repair : \$0.00

Vehicle Gas / Fuel:	\$1,784.91
Normal Delivery Days	22

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.