



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

ALLEN WARREN
Councilmember
City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

JIMMIE YEE
Board of Supervisors
County of Sacramento

KATHY KOSSICK
Executive Director

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Main Office
(916) 263-3800

Head Start
(916) 263-3804

Website: <http://www.seta.net>

**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, March 6, 2014

TIME: 10:00 a.m.

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

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

**- REVISED -
AGENDA**

PAGE NUMBER

- I. **Call to Order/Roll Call/Pledge of Allegiance**
- ⇒ **CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**
Pursuant to Government Code Section 54957.6
Agency Negotiator: Dee Contreras
Employee Organization: AFSCME Local 146
- II. **Consent Items**
 - A. Minutes of the February 6, 2014 Regular Board Meeting 1-6
 - B. Approval of Claims and Warrants 7
 - C. Approval of Out-of-State Travel to Attend the WIPFLI OMB "Super Circular" Training Workshop (Roy Kim) 8

"Preparing People for Success: in School, in Work, in Life"

D.	Ratification of the Submission of an Application to the Sierra Health Foundation for the 2014 Responsive Grants Program-Round One (Robin Purdy)	9
E.	Approval of Staff Recommendation for the Adult Vendor Vendor Services (VS) List (Marianne Sphar)	10-11
III.	<u>Action Items</u>	
A.	GENERAL ADMINISTRATION/SETA	
B.	WORKFORCE DEVELOPMENT DEPARTMENT	
	<u>Refugee Services:</u> None.	
	<u>Community Services Block Grant:</u> None.	
	<u>One Stop Services</u>	
1.	Approval to Release a Request for Proposals (RFP) for Office and Classroom Space for a Job Center (Robin Purdy)	12
C.	CHILDREN AND FAMILY SERVICES:	
1.	Approval of 2014-2017 Countywide Head Start/Early Head Start 3-Year Goals (Denise Lee)	13
IV.	<u>Information Items</u>	
A.	Media Coverage Summary for Period July 1, 2013 – December 31, 2013 (Terri Carpenter)	14
B.	Sacramento Works Workforce Investment Board Named a High Performance WIB (Robin Purdy)	15-16
C.	Fiscal Monitoring Reports (Loretta Su)	17-21
	➤ Northern California Construction Training	
	➤ Slavic Assistance Center	
D.	Employer Success Stories and Activity Report (William Walker)	22-28
E.	Dislocated Worker Update (William Walker)	29-30
F.	Head Start Reports (Denise Lee)	31-52
	➤ Fiscal Report	
	➤ Policy Council Minutes	
	➤ Program Report	

V. Reports to the Board

53

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

VI. Adjournment

DISTRIBUTION DATE: WEDNESDAY, FEBRUARY 26, 2014

REVISED AGENDA DISTRIBUTION DATE: THURSDAY, FEBRUARY 27, 2014

ITEM II-A - CONSENT

MINUTES OF THE FEBRUARY 6, 2014 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the February 6, 2014 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, February 6, 2014
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Councilmember Allen Warren called the meeting to order at 10:00 a.m.

Members Present:

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

Member Absent:

Don Nottoli, Vice Chair, Governing Board; Member, Board of Supervisors

Recognition of Long-Term Employee (all 30 years):

- ⇒ Ms. Denise Lee read comments honoring Brenda Campos, Head Start Manager
- ⇒ Ms. Marie Desha read comments honoring Alma Hawkins, Head Start Social Services/Parent Involvement Specialist
- ⇒ Ms. Karen Gonzales read comments honoring Joanne Kennedy, Site Supervisor
- ⇒ Ms. Karen Gonzales read comments honoring Linda Randall, Associate Teacher I

II. Consent Items

- A. Minutes of the December 6, 2013 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Education Sector Member to the Sacramento Works Board of Directors
- D. Appointment of Youth Council Member
- E. Approval of Calendar Year 2014 Retiree Medical and Dental Insurance Program Administrative Policy
- F. Approval to Retain a Human Resources Consultant

Mr. Thatch stated that a law recently went into effect that requires all board to record their vote person by person. From this point on, the board will be required to have roll call votes only.

The consent items were reviewed; there were no questions or corrections.

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

- A. Approve the December 5, 2013 minutes.
- B. Approve the claims and warrants for the period 11/17/13 through 1/28/14.
- C. Approve the appointment of Dr. Deborah J. Travis to the Education Sector vacancy on the Workforce Investment Board operating as Sacramento Works, Inc.
- D. Appoint Mr. Brandon Louie to the Sacramento Works Youth Council.
- E. Approve the Calendar Year 2014 Retiree Medical and Dental Insurance Program Administrative Policy.
- F. Approve the hiring of Mr. Gilberto Basaldua as a Human Resources Consultant at a rate of \$60 per hour to provide services on an as-needed basis for investigations of alleged employee misconduct.

Roll call vote:

Aye: 4 (Schenirer, Scherman, Yee, Warren)

Nay: 0

Abstentions: 0

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval to Release a Request for Proposals for Audit Services

Ms. Loretta Su reviewed this item which requests the release of an RFP to procure audit services for 2014. The resulting contract may be renewed for two additional fiscal years which covers FY2015, and FY2016.

Ms. Scherman asked that applicants be reminded that no late proposals will be accepted.

Moved/Scherman, second/Yee, to approve the release of a Request for Proposals for Audit Services.

Roll call vote:

Aye: 4 (Schenirer, Scherman, Yee, Warren)

Nay: 0

Abstentions: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services

1. Ratification of the Submission of the Capital Pathways to Success Grant Application to the U.S. Department of Labor (DOL), Employment and Training Administration (ETA), **Youth CareerConnect Program**

Ms. Christine Welsch stated that this grant aligns with the services already being provided through the career centers and job training centers. Staff is excited about the partnership because it was bringing the two large school districts together to engage in this initiative. SETA is the fiscal agent.

Mr. Schenirer asked if the city was asked for a letter of recommendation and Ms. Welsch replied affirmatively.

In California, UC Davis and CalTrans use the most H-1B Visas which allows them to hire foreign nationals to work in the USA. This program creates pathways so our own young people will be hired. This is a long-term program utilizing 11, 12th grade high school students and freshman year of college local young people.

Mr. Warren noted that Twin Rivers not included and wants to explore the options of including Twin Rivers in future endeavors. Ms. Welsch replied that there are three initiatives and Twin Rivers is part of another initiative.

Moved/Yee, second/Scherman, to ratify the submission of the Capital Pathways to Success grant application requesting \$7 million to the U.S. Department of Labor, Employment and Training Administration, **Youth CareerConnect Program**.

Roll call vote:

Aye: 4 (Schenirer, Scherman, Yee, Warren)

Nay: 0

Abstentions: 0

Ms. Purdy commended Christine Welsch and Mary Jennings on their work on the **Youth CareerConnect** program.

2. Approval to Accept Funding from the Department of Human Assistance for the Expanded Subsidized Employment Program and Augment Training Providers and a Training Center for 2013-14

Ms. Robin Purdy stated that the funding of \$1.6 million will be used to serve 180 CalWORKS recipients. This is an expensive activity but it has very high entered employment and retention rate. If successful, it will continue for a three-year period. This item requests augmentation of three providers for \$169,000 to provide case management and job development services.

Moved/Yee, second/Scherman, to accept \$1,653,617 in funding to augment the Subsidized Employment/OJT contract for Fiscal Year 2013-14 and augment an existing WIA/CalWORKS-funded training center and OJT providers as follows:

Folsom Cordova Community Partnership: \$76,550

Greater Sacramento Urban League: \$76,500

North State Building Industry Foundation: \$57,890

Roll call vote:

Aye: 4 (Schenirer, Scherman, Yee, Warren)

Nay: 0

Abstentions: 0

3. Approval to Extend the WIA 25% Governor's Discretionary Multi-Sector Workforce Partnership Subgrants and Augment Sacramento Works Training Centers

Mr. William Walker reviewed this program; to date about 500 people, included veterans, have been served. These funds are meant to serve the recently laid off Campbell's Soup staff.

Moved/Yee, second/Schenirer, to augment the Sacramento Works Training Centers as follows with additional WIA Governor's Discretionary Funding totaling \$240,000 and extend subgrants through March 31, 2015:

Asian Resources: \$45,000

Elk Grove Unified School District: \$75,000

Greater Sacramento Urban League: \$45,000

Sacramento City Unified School District: \$75,000

Roll call vote:

Aye: 4 (Schenirer, Scherman, Yee, Warren)

Nay: 0

Abstentions: 0

- C. **CHILDREN AND FAMILY SERVICES:** None.

IV. Information Items

- A. Sacramento Works Media Campaign Summary: Ms. Terri Carpenter reviewed the media campaigns for the year.
- B. Fiscal Monitoring Reports: No questions.
- C. Employer Success Stories and Activity Report: Mr. William Walker stated that for the first time, the Employer Activity Report jobs outnumbered the dislocated employees report. Employer activities have really picked up.
- D. Dislocated Worker Update: Mr. Walker stated that an addition of Coca Cola at Gateway Parks was impacted by the closure on Stockton Blvd.

- E. Unemployment Update/Press Release from the Employment Development Department: No questions.
- F. Summation Report for Child and Adult Care Food Program: Ms. Denise Lee reported that this is an audit that is done every three years; it was a very good report with no financial findings. The program findings noted have been corrected by staff.
- G. Head Start Reports: Ms. Lee thanked the board for acknowledging the 30 year Head Start employees. Ms. Lee reported that the federal government can require the lowest performing programs recompute for their grants. There are four in California that will be going through the recompetition process: San Joaquin, Napa/Solano, Campesinos Unidos, Inc., and Inyo Mono Advocates for Community Action.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick wished Mr. Yee an early Happy Birthday.
- C. Deputy Directors: Ms. Robin Purdy, introduced Professor Steve Linthicum, Deputy Sector Navigator Information and Communications Technologies/Digital Media. Mr. Linthicum has been at Sierra College for 15 years; he is working to develop a program where high school kids can get a certification to 'articulate' in a profession. Sierra College will be cooperating in the \$250 million career pathways program
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman announced that she has 20 years of service on the boards at SETA.
- F. Public: None.

VI. Adjournment: The meeting was adjourned at 11:15 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 1/26/14 through 2/28/14, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 1/26/14 through 2/28/14.

STAFF PRESENTER: Kathy Kossick

ITEM II-C - CONSENT

APPROVAL OF OUT-OF-STATE TRAVEL TO ATTEND THE WIPFLI OMB "SUPER CIRCULAR" TRAINING WORKSHOP

BACKGROUND:

On December 26, 2013, the Federal Office of Management and Budget released the new 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly referred to as the “Super Circular”). Among other things, this rule streamlines eight (8) Federal regulations (including OMB Circulars A-110, A-122 and A-133) into a single, comprehensive policy guide, and includes changes that will have important implications for recipients of Federal awards.

The workshop is being offered in both April and May, in Florida and Texas, respectively. To ensure that SETA’s programs continue to perform at exemplary levels and meet all grant requirements, staff is recommending sending one individual to the workshop. The total estimated cost is \$1,500.

RECOMMENDATION:

Approve out-of-state travel to the WIPFLI OMB “Super Circular” Training Workshop for an approximate cost of \$1,500.

STAFF PRESENTER: Roy Kim

ITEM II-D - CONSENT

RATIFICATION OF THE SUBMISSION OF AN APPLICATION TO THE SIERRA HEALTH FOUNDATION FOR THE 2014 RESPONSIVE GRANTS PROGRAM-ROUND ONE

BACKGROUND:

The Sierra Health Foundation announced its Responsive Grants Program funding opportunity to support projects that improve health and quality of life. Sierra Health has a broad definition of health, believing there is much more to health than health care. Health is influenced by many factors, including socioeconomic conditions, environment, education, income and individual behavior choices – factors that have come to be known as the Social Determinants of Health. Where a person lives, works and plays has a significant influence on his/her health. Under this opportunity, Sierra Health has committed a total of \$500,000 through two funding rounds. The maximum award amount is \$15,000 for up to 12 months. Approximately 19 grants will be awarded under round one.

SETA prepared and submitted an application under round one of Sierra Health's funding opportunity to implement an outreach project aimed at increasing enrollment in SETA's Ticket to Work (TTW) program, which assists persons with disabilities in obtaining employment, reducing, if not eliminating, dependency on Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI) and increasing an individual's ability to achieve self-sufficiency. The application in the amount of \$15,000 was submitted by the required deadline of March 3, 2014.

If awarded, SETA will launch a robust outreach and marketing campaign aimed at informing SSI and SSDI beneficiaries of the benefits of enrolling in SETA's TTW program, as well as the wide array of services available to them through the Sacramento Works America's Job Center System. The proposed project would include the creation and dissemination of marketing materials, an increase in staff development training, and targeted outreach events.

Staff is seeking the ratification of the submission of SETA's application to the Sierra Health Foundation in response to round one of the Responsive Grants Program funding opportunity.

RECOMMENDATION:

Ratify the submission of the application to round one of Sierra Health Foundation's Responsive Grants Program funding opportunity to launch a 12-month outreach and marketing campaign, conduct staff development training and hold targeted outreach events aimed at increasing enrollments in SETA's TTW Program.

ITEM II-E - CONSENT

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

BACKGROUND:

In November, 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: Northern California Construction Training, Inc. (NCCT)

Location: 8516 Fruitridge Road, Ste. O, Sacramento, CA 95826
(Sacramento Training Center)

Applicants' Background:

NCCT was established in 1993 as a non-profit, community-based organization to provide training that prepares adult men and women for entry into various construction trades' apprenticeship programs. NCCT's six-month pre-apprenticeship training program provides a bridge for those that do not meet the minimum standards of the local building trades, or are seeking training that will lead to better employment opportunities. Their participants include displaced homemakers, unemployed job seekers, students, former foster youth, ex-offenders, dislocated workers, and applicants who have applied for apprenticeship programs in the construction industry, yet failed to meet entrance requirements.

As an approved Vendor, NCCT will provide Job Readiness and Pre-Employments Skills Training to meet the needs of Sacramento Works Career and Training Center system customers who are seeking to increase their employability in the construction industry.

Activity	Individual Rate
• Job Readiness/Pre-Employment Skills Training	\$2,000 per participant

ITEM III-A – 1 - ACTION

APPROVAL TO RELEASE A REQUEST FOR PROPOSALS (RFP) FOR OFFICE AND CLASSROOM SPACE FOR A JOB CENTER

BACKGROUND:

In August of 2009, the Governing Board approved the renewal to the lease between SETA and the Franklin Business Center Associates for a One Stop Career Center consisting of 9,299 sq. ft. of office space located at 7000 Franklin Blvd., Suite 540. This renewal was for a five-year extension with no option to renew at the expiration of the renewal term, which will end on September 30, 2014.

This center has served 14,720 customers during the first three quarters of the fiscal year. The majority of customers reside in the South Sacramento area of the city and county.

Staff is recommending that the SETA Governing Board approve a Request for Proposals (RFP) to seek office and classroom space to continue providing Job Center services in the South Sacramento area. The RFP is attached under separate cover. Geographic boundaries are outlined in the RFP. The County Department of Human Assistance has co-located staff at the Franklin site that has been beneficial for both organizations; and is intending to relocate to the new selected site.

RECOMMENDATION

Approve the release of a Request for Proposals for Office and Classroom space for a Job Center in South Sacramento.

STAFF PRESENTER: Robin Purdy

ITEM III-C – 1 - ACTION

APPROVAL OF 2014-2017 COUNTYWIDE HEAD START/EARLY
HEAD START 3-YEAR GOALS

BACKGROUND:

In January 2014, a county-wide planning team comprised of directors, managers, content area experts and parents met to discuss current Community Assessment data and prioritize needs for the Sacramento County Head Start/Early Head Start programs. Priorities led to three specific goals for Sacramento County which are:

Goal 1: SCHOOL READINESS — Increase school readiness outcomes by engaging families and staff in implementing effective, research-based strategies that support the Five Essential Domains of the Early Learning framework to ensure a high quality learning experience.

Goal 2: MENTAL HEALTH – Assist families, children and staff with accessing mental health and social services through communication, advocacy and education.

Goal 3: ENROLLMENT/RECRUITMENT — Create innovative marketing/recruitment strategies to ensure full enrollment by increasing the community’s awareness of the value of early education programs and Head Start comprehensive services.

The grantee and each delegate agency develop program specific objectives to support each goal for the next three years. Objectives will be measured and analyzed on a regular basis and updated as needed on an annual basis.

Ms. Robyn Caruso, Program Officer/Administration, will make a brief presentation on the Community Assessment results and be available to answer questions.

The Policy Council approved these goals on February 25, 2014.

RECOMMENDATION:

Approve the 2014-2017 countywide Head Start/Early Head Start 3-Year Goals.

STAFF PRESENTER: Robyn Caruso

ITEM IV-A - INFORMATION

MEDIA COVERAGE SUMMARY FOR PERIOD JULY 1, 2013 – DECEMBER 31, 2013

BACKGROUND:

The following chart provides details of the media coverage SETA Head Start and Sacramento Works received for the last six months of 2013.

Media Entity	Title	Date
The Sacramento Bee Our Region - Job Front	Ask The Expert	Monday, July 1, 2013
KLove/Air 1	Small Business/Job Creation	Monday, July 1, 2013
The Sacramento Bee Our Region - Job Front	Career Centers Bolster Services For Job Hunters	Monday, July 8, 2013
The Sacramento Bee Our Region - Job Front	Ask The Expert	Monday, July 22, 2013
The Sacramento Bee Our Region - Job Front	Ask The Expert	Monday, July 29, 2013
The Sacramento Bee Our Region - Job Front	Ask The Expert	Monday, August 5, 2013
Family Radio	Head Start Enrolling Now	Thursday, August 22, 2013
KFBK	Head Start – Sequestration Funding Cuts	Thursday, August 22, 2013
Family Radio	Sacramento Works Launches Training Centers	Friday, August 23, 2013
The Sacramento Bee Our Region- Job Front	Ask The Expert	Monday, August 26, 2013
The Sacramento Bee Our Region - Job Front	Ask The Expert	Monday, September 2, 2013
The Sacramento Business Journal	Hiring Assistance Program Offers Businesses Money For Jobs	Tuesday, September 3, 2013
The Sacramento Bee Our Region - Job Front	Capital-Area Firms Can Get Cash For Hiring Displaced	Monday, September 9, 2013
The Sacramento Bee Our Region - Job Front	Ask The Expert	Monday, September 9, 2013
The Sacramento Bee Our Region - Job Front	Mature Workers Need An Edge In Job Hunt	Monday, September 16, 2013
The Sacramento Business Journal	NextEd Convergence On Skills Gap	Wednesday, December 17, 2013

STAFF PRESENTER: Terri Carpenter

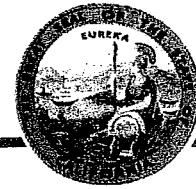
ITEM IV-B - INFORMATION

SACRAMENTO WORKS WORKFORCE INVESTMENT BOARD NAMED
A HIGH PERFORMANCE WIB

BACKGROUND:

The California Workforce Investment Board has reviewed the submission of the Strategic Workforce Development Plans for the 49 local areas in the state. SETA has been notified that the Sacramento Workforce Development Plan was reviewed. Based on this review, the Sacramento Works Workforce Investment Board has been certified as a High Performance Workforce Investment Board. The state has certified 16 local WIBs as high performance. This designation will allow the local area to compete for additional discretionary funds as they become available from the state.

STAFF PRESENTER: Robin Purdy



Michael Rossi, Chair ■ Tim Rainey, Executive Director ■ Edmund G. Brown, Jr., Governor

February 12, 2014

Ms. Kathy Kossick, Executive Director
Sacramento Employment and Training Agency
925 Del Paso Blvd.
Sacramento, CA 95815

Dear Ms. Kossick,

Congratulations! Your Local Plan was reviewed and scored by a number of readers, and your Workforce Investment Board has achieved High-Performance Local Board (HPB) certification.

As you are aware, the State Board's goal is to encourage a planning process that supports local workforce investment board efforts to deliver on the Governor's vision of an effective workforce system. We would like to acknowledge and thank you for your time and effort in this endeavor.

As a High-Performance Local Board, we would like to highlight your local plan on the State Board's website and at an upcoming meeting of the State Board. We look forward to continuing to work with you and to championing your Workforce Investment Board's great work!

Sincerely,

Tim Rainey, Executive Director

Cc: Brian McMahon, *Undersecretary, California Labor and Workforce Development Agency*
 Dennis Petrie, *Deputy Director, Workforce Services Division, EDD*
 Jose Luis Marquez, *Chief, Workforce Services Division, EDD*

ITEM IV-C - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Loretta Su

MEMORANDUM

TO: Bill Meehan DATE: February 7, 2014
 FROM: Tammi L. Kerch, SETA Fiscal Monitor
 RE: On-Site Fiscal Monitoring of N. CA Construction Training

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
Cal Trans	Construct	\$ 80,000	6/1/11-4/30/12	2/1/12-12/30/12
Green Innovation	Construct	\$ 30,000	8/1/11-12/30/12	2/1/12-12/30/12

Monitoring Purpose: Initial Follow-Up Special Final
 Date of review: January 30, 2013 desk audit

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

Program Operator: Northern California Construction Training

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Roman Romaso **DATE: January 28, 2014**
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Slavic Assistance Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	SA & CO	\$ 33,750	10/1/11-9/30/12	10/1/11-9/30/12
ORD	SA & CO	\$ 21,941	10/1/11-9/30/12	10/1/11-9/30/12
ORD	SA & CO	\$ 5,782	9/30/12-9/29/13	9/30/12-9/29/13

Monitoring Purpose: Initial **Follow-Up** **Special** **Final**

	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	Cost Allocation	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: Slavic Assistance Center

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

ITEM IV-D - INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

Employer Activity Report
July 1, 2013 -January 31, 2014

EMPLOYER	CRITICAL CLUSTERS	JOB	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
ADT Security	1	High Volume Residential Installer	2
	1	Small Business Security System Installer	2
Advanced Call Center Technologies	1	Bilingual Customer Service Representatives	5
	10	Director of Staffing and Employment	1
Allied Custom Upholsterers	10	Furniture Upholsterer	1
Alsco, Inc.	1	Account Sales Consultant (ASC)	1
	1	General Office Clerk	1
	7	Maintenance Technician	1
	9	Route Relief/Utility RSR	1
	8	Utility Laundry Worker	10
Alien Transport LLC	9	Class A Driver	6
ALLSTATE INSURANCE- ALAIN IONESCU OFFICE	1	Insurance Sales Representative	1
ALLSTATE INSURANCE CARMICHAEL CA	1	Insurance Broker	1
Alternatives Unlimited	1	Enrollment Team Member	5
American Council of Engineering Companies	1	Office Assistant	1
Atlas Disposal Industries	7	Diesel Mechanic	1
Babe's Famous for Ribs	8	Cashier Host/Hostess	2
Bath Fitter Northern California	10	Canvasser	3
Beck's Furniture	10	Furniture Delivery Drivers & Helpers	6
California Foundation for Independent Living	1	Program Coordinator - Digital Access	1
	6	Web Designer / Front-End Developer	1
California Association for Health Services at Home	1	Registration Assistant	1
California Association of School Business Officials	1	Bookkeeper	1
California Association of Winegrape Growers	1	Administrative Assistant	1
California Department of Fish & Wildlife	10	Fish and Wildlife Seasonal Aide	1
California Primary Care Association	1	Senior Administrative Assistant	1
Center for Employment Training	1	Business Office Technology Instructor/Advisor	1
	1	Medical Assistant Instructor/Advisor	1
Cenveo	1	Adjuster	2
	1	Adjuster Trainee	2
	7	Machine Operator	1
Certified Employment Group	1	Customer Service Representative (CSR)	30
Child Action	5	Bi-lingual Case Manager (Vietnamese)	1
City of Roseville	10	Meter Reader	1
CITY OF SACRAMENTO, TROOPS FOR FITNESS	10	Fitness & Nutrition Instructor	7
COMMUNITY ACTION PARTNERSHIP OF SAN LUIS OBISPO COUNTY, INC.	1	Human Resources Director	1
Community Link Capital Region	10	Chief Executive Officer (CEO)	1
	10	Director, Finance & Administration	1
CPC Logistics, Inc.	9	Class A Driver	10
Crossroads Diversified Services	1	Adult Education Instructor	1
Crossroads Facility Services	1	Gardener Lead	1
	1	Job Developer	1
	10	President/CEO	1
CVS Pharmacy	1	Assistant Store Manager	1
Daniel B. Dunleuy, M.D., Inc.	1	Receptionist	1
Diamond Bay Realty & Property	1	Payables Clerk	2
	1	Receptionist	1
Diamond Personnel Services	10	Political Phone Surveyor	10
	1	Spanish Bi-Lingual Outreach Members	10

Employer Activity Report
July 1, 2013 -January 31, 2014

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Dickeys Barbecue	1	Cashier	20
	8	Food Service Counter Clerk	20
Direct Marketing Specialists (DMS)	1	Residential Account Executive	15
Donor Development Strategies	1	Grassroots Canvassing and Field Managers in Training	5
DSV Inc.	9	Equipment Operator with Class A License	1
DuctTesters, Inc.	7	HERS II Rater	1
Elk Grove Food Bank Services	1	Administrative Assistant	1
Energyuy	7	Permit Technician / HERS Rater Trainee	1
Fairytale Town	1	Education & Program Assistant	1
	1	Part-Time Grounds Keeper	1
Focus Strategies	1	Executive Assistant/Administrative Analyst	1
Fortune School of Education	1	Response To Intervention Aide	1
	1	Sub Teachers	25
Francis House Center	1	Job Development Center Manager	1
General Produce Company	1	Accounting Assistant	1
	1	Accounts Payable Clerk	1
	9	Commercial Drivers	4
	9	Delivery Route Truck Driver	3
	9	Order Selector	5
Global Communications Center	1	Virtual Customer Service Professional	150
Greater Sacramento Urban League	1	Case Manager for 25% Dislocated Worker Program	1
	1	Case Manager for Adult and Dislocated Worker Program	1
	1	Case Manager for Youth Program	1
	1	Employment Developer	1
	1	Intake Specialist	1
	1	GED Instructor	1
	1	Youth Coordinator	1
Gold Country Water	1	Customer Service/ Driver and Delivery	1
Golden State Overnight	1	Customer Service Representatives	5
Hands4Hope	1	Office/Communication Manager	1
	1	Youth Development Program Assistant Part Time	1
Harlow's Help At Home	4	Certified home Health Aide	150
	4	Certified Home Health Aide / CHHA / CNA / Caregiver	25
	4	Certified Home Health Aide, Certified Nursing Assistant and Experienced Caregiver	25
	4	Certified Home Health Aide, Certified Nursing Assistant and Experienced Caregiver	25
Hobby Town USA Folsom	1	Retail Hobby Sales Clerk & Cashier	2
Hupp Draft Services, Inc.	7	Beer Line Cleaning Technician	1
International Homestay America	10	Homestay Host Family	25
Island Angels	1	Book Keeper	1
J & C Custom Cabinets	1	Office Assistant	1
Kids Quest	10	Shift Leader	5
KVIE	1	Fundraising Events Specialist	1
Kyle's Rock & Redi-Mix, Inc.	10	Yard Laborer	1
L-3 Narda Microwave-West	1	Administrative Assistant	1
	1	Inspection Specialist	1
	9	Process Engineer	1
	9	Senior General Accountant	1
La Familia Counseling Center, Inc.	1	Case Manager	1
	1	Out of School Youth Employment Training Specialist	1
	1	Youth Advocate	1
LCA Services	1	Case Manager	1
	5	Program Monitor	1
Leslie's Cleaning Service	10	Maid, Cleaning Technician	5

Employer Activity Report
July 1, 2013 -January 31, 2014

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Lighthouse Counseling and Family Resource Center	1	Part-Time Bi-Lingual Office Manager/Administrative Assistant	1
	1	Development Associate	1
Lincoln Financial Advisors	1	Financial Practice Analyst	1
Lobel Financial	1	Loan Processor	3
Los Rios Community College District	1	Account Clerk II	1
	1	Account Clerk III	1
	1	Accounting Assistant Professor	1
	1	Administrative Assistant I	3
	1	Administrative Assistant II	1
	1	Admissions/Records Clerk II	
	1	Admissions/Records Evaluator I	1
	1	Assistant Financial Aid Officer	1
	1	Associate Vice Chancellor of Information Technology	1
	1	Associate Vice President of Instruction & Learning Resources	1
	1	Associate Vice President of Instruction and Student Learning	1
	1	Athletic Trainer	1
	1	Automotive Collision Technology Adjunct Professor Pool	1
	1	Automotive Technology Assistant Professor	1
	1	Business (Real Estate Emphasis)/Management Assistant Professor	1
	1	Business Law/Business Assistant Professor	1
	1	Chemistry Assistant Professor	1
	4	Chemistry Assistant Professor	1
	1	Clerk II	2
	1	Clerk III	3
	4	College Nurse	1
	1	College Police Sergeant	1
	1	College Relations Specialist	1
	1	Communications and Public Information Officer	1
	1	Computer Information Science Assistant Professor (Programming/Web Development/Applications)	1
	1	Confidential Administrative Assistant I	2
	1	Confidential Human Resources Specialist I	1
	1	Counseling Clerk II	1
	1	Custodian	3
	1	Dean of Instruction - Workforce Development, Kinesiology,	1
	1	Dean of Student Services	1
	1	Dean, West Sacramento Center	1
	1	Director of Institutional Advancement	1
	1	Director, Administrative Services	1
	1	Educational Media Design Specialist	1
	1	Electronics Technology Assistant Professor	1
1	Facilities Management Operations Supervisor	1	
1	Financial Aid Clerk II	3	
1	Financial Aid Officer	1	
1	Grant Coordination Clerk	1	
1	Groundskeeper	1	
1	History Assistant Professor	1	
1	Information Technology Analyst I - Business Analyst (Purchasing/Payroll)	1	
1	Information Technology Analyst I - Business Analyst	1	
1	Instructional Assistant - Accounting	1	
1	Instructional Assistant - Biology	1	
1	Instructional Assistant - Campus Computer Laboratory	1	
1	Instructional Assistant - Chemistry	2	
1	Instructional Assistant - Learning Resources	1	
1	Instructional Assistant - Math	3	

Employer Activity Report
July 1, 2013 -January 31, 2014

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Los Rios Community College District	1	Instructional Assistant - Mechanical Electrical Technology	1
	1	Instructional Assistant - Mechanical/Electrical Technology	1
	1	Instructional Assistant - Writing/English/Reading	1
	1	Instructional Assistant - Writing/English/Reading (80%)	1
	1	Instructional Development Coordinator	3
	1	Instructional Services Assistant I	1
	1	Instructional Services Assistant II	3
	1	Interpreter, American Sign Language (ASL)	1
	1	Lifeguard	1
	1	Maintenance Technician II	1
	1	Occupational Therapy Assistant (OTA) Assistant Professor	1
	1	Outreach Clerk	1
	1	Payroll Clerk I	1
	1	Persian Adjunct Assistant Professor Pool	1
	1	Physical Therapist Assistant, Assistant Professor	1
	1	President, American River College	1
	6	Programmer II	1
	1	Public Services Librarian	1
	1	Radio, Television, and Film Production Assistant Professor	1
	1	Special Projects - Human Resources Training	1
	1	Staff Resource Center Assistant	1
	1	Student Personnel Assistant - Assessment/Testing	1
	1	Student Personnel Assistant - Career & Job Opportunity Services	1
	10	Student Personnel Assistant - Extended Opportunity Programs and Services (EOPS)	1
	1	Student Personnel Assistant - Student Services	1
	1	TANF/CalWORKs Specialist	1
1	Tutorial Services Assistant	1	
1	Vice President, Administrative Services and Student Support	1	
Mathiot Group Homes	1	Youth Counselor	7
Matrix Absence Management	1	Clerical Assistant	1
	1	Workers' Compensation Claims Assistant	1
Meyer Associates	1	Office Manager/Bookkeeper	1
Mid Valley Funding	1	Mortgage Loan Processor	1
Midtown Grocery Outlet	1	Cashier	5
MRPE, Inc.	2	Engineer	1
	1	Executive Secretary	1
NAMI California	1	Programs Administrative Assistant	1
	1	Program Coordinator	1
New Life Christian Preschool And Learning Center	1	Preschool/After School Teacher	1
Nonprofit Resource Center	1	Administrative Assistant	1
Northern Sheets LLC	1	Customer Service Representative	1
Opening Doors Inc.	1	Accounting Clerk	1
Pacific Crest Trail Association	1	Trail Permit Assistant	1
	1	Volunteer Programs Assistant	1
Pacific Gas and Electric Company	3	Entry to Electric Operations	30
Pacific Protection INC	1	Unarmed Security Officer	4
PDQ Automatic Transmission Parts, Inc.	7	Lathe Operator	1
	7	Production Worker	1
Premier Healthcare Services	4	Licensed Vocational Nurse	1
Prime Flight Aviation Services	10	Cabin Service Cleaner	3

Employer Activity Report
July 1, 2013 -January 31, 2014

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Relationship Skills Center	1	Flourishing Families Program Instructor	6
	10	REact Coordinator	1
Retail Business Development	1	Sales Representative - South Sacramento	3
Rim Hospitality	8	Bistro Server	1
	8	Housekeeping Inspector	1
Sacramento Covered	1	Community Outreach Workers	8
Sacramento Employment and Training Agency	1	Associate Teacher III	1
	1	CFS Administration Program Officer	1
	1	Head Start Coordinator	1
	1	Head Start Home Visitor	
	1	Head Start Quality Assurance Analyst	1
	6	Information Technology Engineering Analyst	1
	1	Site Supervisor	1
	1	Workforce Development Professional Range 2	1
Sacramento Housing Alliance	1	Executive Director	1
Sacramento Loaves & Fishes	1	Part-Time Student Resource Specialist	1
Sacramento Regional Transit District	1	Bus Operator	1
	1	Clerk II	1
	1	Customer Service Supervisor	1
	4	Facilities Maintenance Mechanic	1
	7	Mechanic A (Bus Maintenance Department)	1
	7	Service Worker (Bus and/or Light Rail)	2
Safety Center Incorporated	1	Program Staff III Marketing Coordinator	1
Salvation Army Sac Metro	9	Driver (On-Call)	1
	10	On-Call Personal Care Attendant	1
Seavers and Family	1	Lawn Care Helper/General Laborer	1
Sentinel Fire Equipment Company	1	Shop Helper	1
Sheet Metal Workers Local 104	1	Executive Secretary	1
Smitty's Services	1	Office Assistant	1
Society for the Blind	1	Part-Time Administrative Assistant	1
SolarCity	1	Inside Solar Sales Specialist	25
Southgate Recreation & Park District	7	Maintenance Assistant (Seasonal)	1
Staffing Network LLC	9	Production Workers	10
Stroppini Enterprises	7	Machinists	3
Support For Home	4	Home Care Aide	1
SVS Group, Inc.	3	Construction Laborer in El Dorado Hills	2
	7	Electrical Technician	5
	10	General Laborer	50
	1	Landscape Laborer	2
The Fresh Market	10	Assistant Deli Manager	1
	10	Assistant Front End Manager	1
	10	Assistant Grocery Specialist	2
	10	Assistant Produce Manager	2
	10	Baker	4
	10	Bulk Specialist	4
	10	Candy/Coffee Specialist	4
	10	Cheese Specialist	4
	10	Gift/Floral Specialist	4
	10	Meat Cutter	4
	10	Seafood Specialist	4

Employer Activity Report
July 1, 2013 -January 31, 2014

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Tony's Fine Foods, Inc.	1	Buyer	2
	1	Category Manager Coordinator	1
	9	Class A Feeder Driver - West Sacramento	1
	9	Class A Route Driver - West Sacramento	1
	9	Crane Operator	1
	1	Customer Service Representative - Part Time	2
	10	Forklift Operator - Graveyard Shift	1
	10	Order Selector - Truckee	1
	10	Order Selector - West Sacramento	4
	10	Pricing Specialist	1
	9	Regional Route Driver	1
	1	Sales Representative -Military Division	1
	1	Sales Support Assistant	1
	1	Staff Accountant	1
	1	Traffic Clerk	1
	1	Will Call Clerk	1
Transglobal Solutions, LLC.	9	Class A Commercial Truck Driver	20
Trillium Staffing	3	Laborer	5
Two Star Personnel	1	Accounting Assistant	3
	9	Warehouse Pricing and Inventory	3
Ultimate Staffing	10	Counter Parts Specialist	1
Visiting Angels Senior Home Care	1	Appointment Scheduler/Office Assistant	1
	10	Caregiver	5
Walt's Auto Service	7	Heavy Duty Mechanic	1
Waste Management, Inc. Fruitridge Road	1	HR Generalist II	1
Western Propane Gas Association	1	Part-Time Administrative Assistant	1
Wind Youth Services	5	Director of Development	1
Windwalker Security Patrol, Inc.	1	Security Guard	4
Women's Empowerment	1	Employment Specialist	1
	5	Social Worker	1
Yolo County Public Agency Risk Management Insurance Authority	1	Part-time Administrative Assistant	1
Youth Development Network	5	Youth Development Trainer Specialist	1
TOTAL			1109

ITEM IV-E – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

This report covers the fiscal year beginning July 1, 2013.

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2013/2014

The following is an update of information as of February 25, 2014 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	7/1/2013	AT&T 7405 Greenhaven Drive Sacramento, CA 95831	9/1/2013	97	8/26/2013
Official	7/9/2013	Point Walker, Inc. dba Lucky Derby Casino 7433 Greenback Lane Citrus Heights, CA 95610	7/29/2013	113	7/25/2013
Unofficial	8/5/2013	Orchard Supply Hardware 6124 San Juan Ave. Citrus Heights, CA 95610	8/31/2013	48	8/11/2013
Unofficial	8/9/2013	Sears 1200 Blumfeld Dr. Sacramento, CA 95815	8/30/2013	20	8/21/2013
Unofficial	9/6/2013	Fresh & Easy 2540 Watt Ave. Sacramento, CA 95821	9/6/2013	72	9/16 - 19/2013
Official	9/6/2013	Bimbo Bakery 7125 Governors Cir. Sacramento, CA 95823	9/6/2013	100	9/24/2013
Unofficial	10/1/2013	Cenveo 9950 Mills Station Rd. Sacramento, CA 95827	12/30/2013	46	11/5/2013
Unofficial	10/1/2013	Sutter Health 2600 L Street Sacramento, CA 95816	12/2/2013	135	11/20/2013 12/2/13
Unofficial	10/9/2013	Kmart 2344 Sunrise Blvd. Rancho Cordova, CA 95670	12/30/2013	97	11/21/2013
Unofficial	10/24/2013	Bank of America Rancho Cordova, CA 95670	11/29/2013	110	Declined Services
Official	10/25/2013	RAS Medical Group 500 University Avenue Ste. #200 Sacramento, CA 95825	12/31/2013	56	Declined Services
Official	1/9/2014	BCI Coca-Cola Bottling Company 4101 Gateway Park Blvd, Sacramento, CA 95834	3/7/2014	49	2/25/2014 3/4/14
Official	1/30/2014	LexisNexis 3831 North Freeway Blvd. Ste. 200 Sacramento, CA 95834	3/31/2014	65	Pending
			Total # of Affected Workers	728	

ITEM IV-F – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

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

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, November 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 9:02 a.m. and Ms. Ana Calderon read the Thought of the Day. Mr. Justin Fietzek was asked to serve as Secretary and called the roll; a quorum was established.

Members Present:

Steven Wormley, Sacramento City Unified School District
Carolyn Wilson, Twin Rivers Unified School District
Teresa Jay, SETA-Operated Program
Colleen Fietzek, SETA-Operated Program
Alicia Kafka, SETA-Operated Program (seated at 9:14 a.m.)
LaTasha Windham, SETA-Operated Program (seated at 9:25 a.m.)
Justin Fietzek, Home Base Option
Ana Calderon, Early Head Start (SETA)
Nse Akang, Foster Parent Representative

Members Absent:

Annette Duran, WCIC/Playmate (unexcused)

II. Consent Item

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

Minutes were reviewed; no questions or corrections.

Moved/Calderon, second/Wilson, to approve the October 22, 2013 minutes.

Show of hands vote: Aye: 6, Nay: 0, Abstentions: 1 (Akang)

III. Action Items

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

Mr. Akang reviewed the board item; there was no additional public testimony.

Moved/Calderon, second/Jay, to close the public hearing and approve modifications to the bylaws of the SETA-Operated Head start/Early Head start Policy Council.

Show of hands vote: Aye: 6, Nay: 0, Abstentions: 1 (Akang)

B. **CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

Pursuant to Government Code Section 54957

Dropped from the agenda.

IV. **Information Items**

A. Standing Information Items

- Parent/Staff Recognition: Mr. Akang presented Ms. Carolyn Wilson a perfect attendance certificate of recognition. Ms. Wilson presented Mr. Akang with a perfect attendance certificate of recognition.

Ms. Kafka arrived at 9:14 p.m.

- Committee Reports: Mr. Nse Akang
 - ✓ Executive Committee: Ms. Colleen Fietzek reviewed the Executive committee critique.

Ms. Akang announced the following members is termed out: Carolyn Wilson

Ms. Teresa Jay and Ms. Alicia Kafka are stepping down; Ms. Annette Duran has been replaced with another representative; and Mr. Justin Fietzek is holding his seat.

- Seating of New Policy Council Members (2013-2014): Ms. Justin Fietzek seated new members.

Toni Espinoza, Elk Grove Unified School District
Benjamin Bailey, Sacramento City Unified School District
Celina Fimbres, Sacramento City Unified School District
Steven Wormley, Sacramento City Unified School District
Linda Litka, San Juan Unified School District
Lynda Williams, San Juan Unified School District
Kris Ingram, Twin Rivers Unified School District
Richina Siackasorn, WCIC/Playmate Child Development Center
Ana Calderon, Early Head Start (SETA)
Rodney Pontiflet, SETA-Operated Program
Kenneth Tate, SETA-Operated Program
Angeles Soberanes, SETA-Operated Program
Colleen Fietzek, SETA-Operated Program
Derek Adams, SETA-Operated Program
LaTasha Windham, SETA-Operated Program

Willie Jean Peck, Foster Parent Representative
Jenna Kline, KVIE Public Television; Community Rep.

- New Policy Council representatives absent:

Saleema Ali, Twin River Unified Unified School District (excused)
Brittany Amonoo, WCIC/Playmate Child Development Center (unexcused)
Patrice Hill, Early Head Start (Sac. City) (unexcused)
Bethel Cullen, Early Head Start (San Juan) (unexcused)

Ms. Genevieve Deignan, Sacramento Food Bank & Family Services will be seated in January, 2014. Ms. Deignan will be unable to attend the November and December PC meetings due to Holiday food distributions.

- Introduction of Policy Council Members: New board members introduced themselves.

Ms. LaTasha Windham was seated at 9:25 a.m.

- How to Present and Make Motions: Mr. Akang reviewed the process by which motions are made.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Patterson reviewed the delegate Head Start fiscal report. The Agency is required to have a 25% match of non-federal funds. This comes in the form of parent volunteers, FLIP, services that are donated to the agency. Administrative costs must not be more than 15% of the budget; right now the administrative expenses are around 10%. The credit card expense report was reviewed.

Ms. Toni Espinoza was seated at 9:44 a.m.

- Board Procedures
 - ✓ Reimbursements & Budget/Planning: Ms. Patterson urged board members to consider joining the Budget/Planning Committee meeting. Second Tuesday of each month at 9:00 a.m. in the Oak Room. Ms. Patterson reviewed the reimbursement policy.
 - ✓ Personnel: Ms. Bonnie Bilger discussed the opportunity for the Policy to participate in the Head Start hiring process. Parents serve on the screening or interview process for Head start employees. Applicants that pass the screening and testing process are on an eligible list for one year.

Ms. Willie Jean Peck left at 9:54 a.m.

- ✓ Conflict of Interest: Ms. Nancy Hogan provided information on conflict of interest statements that must be filed for each board member.

- Officer Elections – December 17, 2013: Mr. Akang stated that officer elections will be held at the special Policy Council meeting scheduled for Tuesday, December 17.
 - Parent, Family & Community Engagement Committee Unit/Calendar of Events: No additional report.
 - PC/PAC Calendar of Events: Attached.
 - Community Resources: Parents/Staff: None.
- B. Governing Board Minutes for the September 5, 2013 Meeting: No questions or comments.
- C. Fiscal Monitoring Report: No questions or comments.
- V. Other Reports**
- A. Executive Director's Report: Ms. Kathy Kossick reviewed the workforce department and distributed information on the Sacramento Works training and career centers.
- B. Head Start Deputy Director's Report: Ms. Denise Lee urged board members to consider participating in the committees; this provides an opportunity for parents to shape the services that are offered. Ms. Lee asked parents to review the reports included in board packets.
- C. Head Start Managers' Monthly Reports
- Brenda Campos: No report.
 - Lisa Carr, Parent/Family Support Unit: For the SOP, Ms. Carr supervises the Family Services Workers. Ms. Carr is passionate about attendance in classrooms. In January, Ms. Carr will be presenting the importance of how far kids fall back when they do not attend school regularly. There will be a visual of what happens to children by the third grade. There will be a fatherhood program on how they can support their children for school readiness.
 - Karen Gonzales: No report.
- D. Chair's Report: Ms. Ana Calderon reported out on the Sacramento County Maternal Child Advisory Board. A copy of the report will be provided at the December PC meeting.
- E. Open Discussion and Comments: No comments.
- F. Public Participation: Ms. Teresa Jay welcomed the new board and spoke of how Head Start has helped her grandson. She is proud to report that he is now in kindergarten and is now getting A's.
- VI. Adjournment**: The meeting was adjourned at 10:40 a.m.

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL
(Minutes reflect the actual progress of the meeting.)
(As corrected 1/28/14)

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

Tuesday, December 17, 2013
10:30 a.m.

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

Mr. Nse Akang called the meeting to order at 11:02 a.m. and read the Thought of the Day. Mr. Justin Fietzek was asked to serve as Secretary and called the roll; a quorum was established.

Members Present:

Toni Espinoza, Elk Grove Unified School District
Steven Wormley, Sacramento City Unified School District
Linda Litka, San Juan Unified School District
Kristyn Ingram, Twin Rivers Unified School District
Richina Siackasorn, WCIC/Playmate Child Development Center
Rodney Pontiflet, SETA-Operated Program
Kenneth Tate, SETA-Operated Program
Angeles Soberanes, SETA-Operated Program
Colleen Fietzek, SETA-Operated Program
Derek Adams, SETA-Operated Program
LaTasha Windham, SETA-Operated Program
Colleen Fietzek, SETA-Operated Program
Justin Fietzek, Home Base Option
Nse Akang, Foster Parent Representative
Jenna Kline, Community Representative

Members Absent:

Celina Fimbres, Sacramento City Unified School District (excused)
Lynda Williams, San Juan Unified School District (excused)
Benjamin Bailey, Sacramento City Unified School District (excused)

New members to be seated:

Saleema Ali, Twin River Unified School District

New Members Not Present:

Brittany Amonoo, WCIC/Playmate Child Development Center (excused)
Patrice Hill, Early Head Start (Sac. City) (unexcused)

Bethel Cullen, Early Head Start (San Juan) (unexcused)
Lisa Burke, Home Base Option (excused)

II. Consent Item

A. Approval of the Minutes of the November 26, 2013 Regular Meeting

Minutes were reviewed; no questions or corrections.

Moved/C. Fietzek, second/Tate, to approve the November 26, 2013 minutes.
Show of hands vote: Aye: 13, Nay: 0, Abstentions: 1 (Akang)

III. Action Items

A. Approval to Delegate Authority to the Parent Advisory Committee to Function in the Screening and Interviewing of Prospective Applicants Directly Related to the SETA-Operated Program

Mr. Akang reviewed the board item. There were no questions.

Moved/Espinoza, second/Wormley, to delegate authority to the Parent Advisory Committee to function in the screening and interviewing of prospective applicants directly related to the SETA-Operated Program.
Show of hands vote: Aye: 13, Nay: 0, Abstentions: 1

B. Election of Policy Council Officers for Program Year 2013-2014

The responsibilities for each of the officer positions was reviewed. Those interested in serving:

Chair:
Angeles: 1
LaTasha: 12

Vice Chair:
Kenneth: 6
Angeles: 7

Secretary:
Toni: 5
Steven: 8

Treasurer:
Toni: unanimous

Parliamentarian:

Richina: unanimous

Moved/Tate, second/Ali, to approve the officers for 2013/14: Chair: Ms.LaTasha Windham; Vice Chair: Ms. Angeles Soberanes; Secretary: Mr. Steven Wormley; Treasurer: Ms. Toni Espinoza; and Parliamentarian: Ms. Richina Siakasorn. Show of hands vote: 13, Nay: 0, Abstentions: 1 (Akang)

Ms. Aurelia Garcia from Sacramento Food Bank and Family Services was acknowledged.

C. Selection of Representatives and Alternates to Attend the Annual California Head Start Association (CHSA) Parent Training Conference

Ms. Marie Desha reviewed the procedures and stated that three parents will be sent to the conference.

Those interested in attending and the votes:

Kenneth: 5

Richina 1

Steven 0

Colleen Fietzek 4

Toni 2

Linda 1

Moved/C. Fietzek, second/J. Fietzek. to confirm Kenneth, Colleen, and Toni as representatives, and Richina, Linda, and Steven as alternates to attend the Annual California Head Start Association Parent Training Conference.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 1 (Akang)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: No additional report.
- Parent/Staff Recognitions: None.
- Community Resources-Parents/Staff: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Patterson reported that for the program year, the budget should be 33.3% spent. By the end of November, the budget is spent by 32.6%, which is right on track. The in-kind is currently at 23.6% and continuing to improve. Administrative expenditures are currently at 10%.

B. Fiscal Monitoring Report: No questions.

Mr. Tate left at 11:55 a.m.

C. Governing Board Minutes of October 3, 2013: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Espinoza reviewed the critique.
- Budget/Planning Committee: No report.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick extended congratulations to the new officers, thanked board members for their participation, and wished all a nice holiday season.
- B. Head Start Deputy Director's Report: Ms. Lee thanked Mr. Akang for his leadership over the past year. Ms. Lee stated that the Countywide Community Assessment & Goal Setting meeting will be held January 8. This gives staff and delegates a look at demographics over the community including shifts in how services are provided. The three-year goals and objectives will then be developed. Generally, there are three goals that are focused on children and families. All board members were urged to participate on January 8. SETA is updating the web page and staff is looking to 'tap into' thoughts of the parents and how to negotiate the web site.
- C. Head Start Managers' Reports
 - ✓ Brenda Campos: Ms. Campos distributed the modified Tuberculosis Policy Update. The modified TB policy has been modified under the guidance of the Health Services Advisory Board. The policy has been changed that parents participating in the home base option are not required to have a TB screening. Parents will be given a TB risk assessment and if there are any 'yes' answers, the parents will be given information regarding testing.
 - ✓ Lisa Carr: Tabled.
 - ✓ Karen Gonzales: Tabled.
- D. Chair's Report: None.
- E. Open Discussion and Comments: None.
- F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 12:13 p.m.



Monthly Head Start Report

February 2014

SETA Operated Program

Program Support Services

Quality Assurance Unit: The following SETA-Operated Program (SOP) HS/EHS Centers were monitored in January 2014: Illa Collin, Broadway, Fruitridge, Walnut Grove and New Helvetia #2. EHS Partners River Oak Center for Children (ROCC) and SCOE EHS, which operate a home-based option, were also monitored. Reports are being summarized and will be submitted later in this month.

SETA Monitoring and Quality Assurance Tool Version 2 (January 2014) is now available on our agency website using this link:

http://psscfs.sacramentoheadstart.net/QA/QA%20Tool%20FINAL%20V2_01-2014.pdf

The tool has been revised to reflect updates and feedback from users.

Countywide Content Meetings were held in January 2014 for the following program service areas: Mental Health Content (January 7, 2014), Family Engagement (January 7, 2014), Early Head Start Countywide Meeting (January 9, 2014). Agenda items included Countywide Community Needs Assessment, Fall 2013 Parent Family Community Engagement (PFCE) Survey Results and Program Information Report (PIR) 2013-2014. Home Visitors from EHS Partner River Oak Center for Children (ROCC) attended the Parent Interacting with Infants (PIWI) Training held at the SETA office.

Program Operations

As SETA continues to implement CSEFEL/Teaching Pyramid, we are so excited to announce that two of our classrooms have received a great honor. Teachers Debbie Schiele and Debbie Jones at the Hillsdale Early Learning Center went through a rigorous fidelity process before being named as having California Teaching Pyramid mentor classrooms. We are very proud of the recognition of these two very wonderful and dedicated teachers.

Education staff are currently visiting centers to perform CLASS assessments in many of our classrooms. Each classroom assessed will be observed in 4 - twenty minute cycles as our reliable assessors rate levels of Emotional Support, Classroom Organization and Instructional Support. Following the observations, assessors will meet with teachers to go over scores as well as create a plan to raise the scores and the quality in the classrooms.



Family Engagement

The Early Head Start Educators and the Home Visitors have been attending training this last month. They are finishing up a three-month training on new ways to support parents working with their children. The training is Parents Interacting with Infants (PIWI) and it has given the staff new ideas on ways to facilitate the parent/child interaction. Staff also attended a two day workshop on Home Visiting Strategies. This two day workshop looked at how to work with parents in their own home, and how to bring comprehensive Head Start/Early Head Start services to families.

Our six-week parent training Teaching Solutions for Parents is set to begin in March. Families will learn techniques about how to help their child be successful socially, develop positive strategies for discipline and how all of this related to school readiness.

Elk Grove Unified School District

Education Services Update

Steven Kolb, Curriculum Specialist, presented professional development in math and what kindergarten students will be taught when the new Common Core State Standards are in place. He emphasized how the Common Core standards link from one grade level to the next and how they build on one another from kindergarten to college. Time was spent evaluating how the California Preschool Learning Foundations in Mathematics link to the Common Core State Standards and discussing which activities would best prepare our Pre-K students for what they will be learning in kindergarten.

Enrollment

The Elk Grove Unified School District Head Start program is funded to serve 420 students and is fully enrolled. The average daily attendance (ADA) in January was 88%.

Disabilities Services and Mental Health Services Update

Our program educators and clerks have worked closely with Teresa Gannon, Pre-K psychologist, to place students with an active IEP into the Head Start program. There are 63 (15%) Head Start students with active IEPs being served.

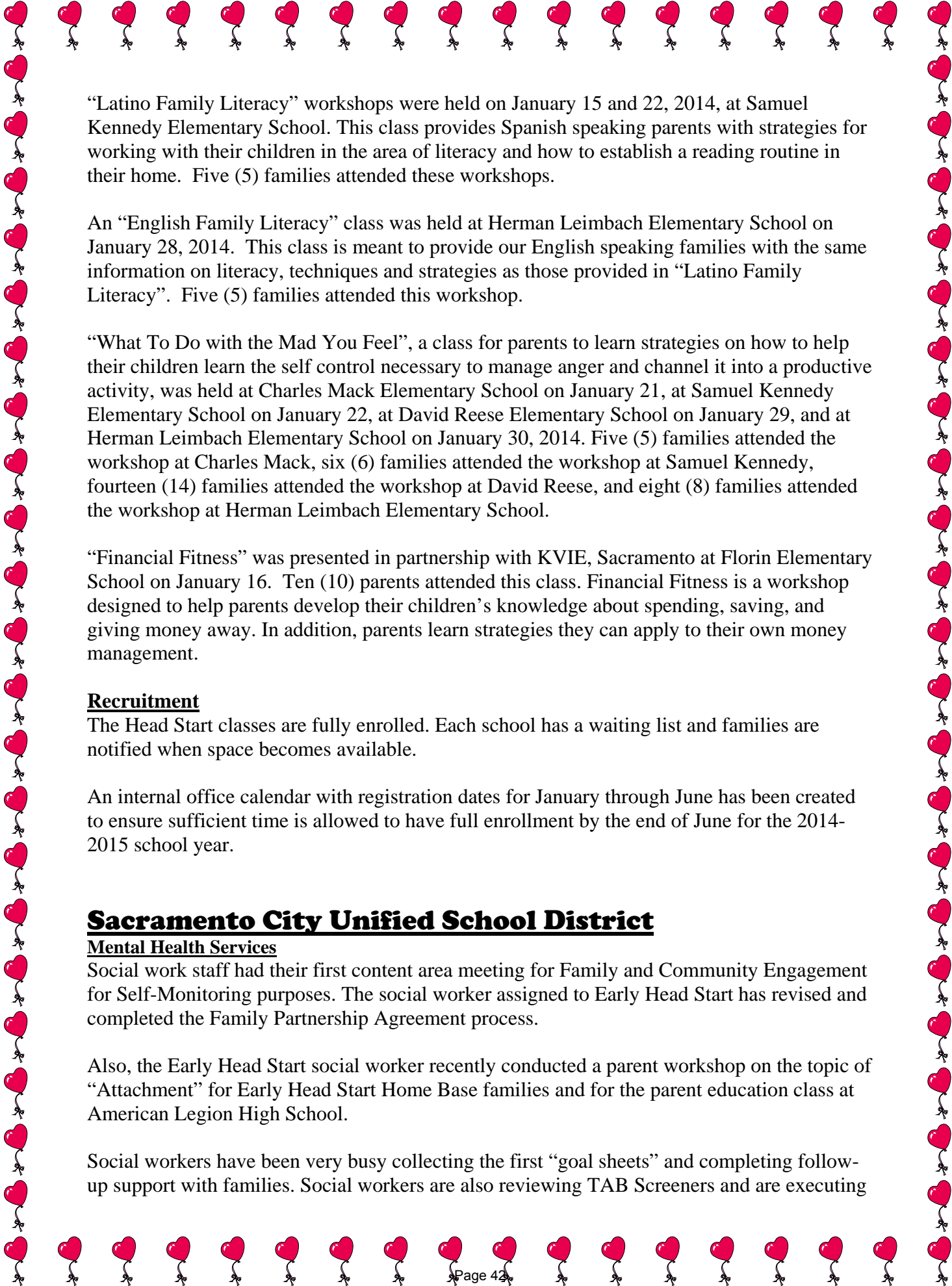
Health Services Update

Representatives from Smile Keepers began their second round of visits to our Head Start classrooms this year. The representatives provide fluoride treatments and discuss dental health with our students. Smile Keepers representatives will complete their visits to our Head Start classrooms during the month of February.

In January, 10, 208 meals were served to our Head Start students. The January Elk Grove Meals and Snack calendars are attached.

Family and Community Partnerships Update

Family education opportunities 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 and by publication of a monthly calendar.



“Latino Family Literacy” workshops were held on January 15 and 22, 2014, at Samuel Kennedy Elementary School. This class provides Spanish speaking parents with strategies for working with their children in the area of literacy and how to establish a reading routine in their home. Five (5) families attended these workshops.

An “English Family Literacy” class was held at Herman Leimbach Elementary School on January 28, 2014. This class is meant to provide our English speaking families with the same information on literacy, techniques and strategies as those provided in “Latino Family Literacy”. Five (5) families attended this workshop.

“What To Do with the Mad You Feel”, a class for parents to learn strategies on how to help their children learn the self control necessary to manage anger and channel it into a productive activity, was held at Charles Mack Elementary School on January 21, at Samuel Kennedy Elementary School on January 22, at David Reese Elementary School on January 29, and at Herman Leimbach Elementary School on January 30, 2014. Five (5) families attended the workshop at Charles Mack, six (6) families attended the workshop at Samuel Kennedy, fourteen (14) families attended the workshop at David Reese, and eight (8) families attended the workshop at Herman Leimbach Elementary School.

“Financial Fitness” was presented in partnership with KVIE, Sacramento at Florin Elementary School on January 16. Ten (10) parents attended this class. Financial Fitness is a workshop designed to help parents develop their children’s knowledge about spending, saving, and giving money away. In addition, parents learn strategies they can apply to their own money management.

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 2014-2015 school year.

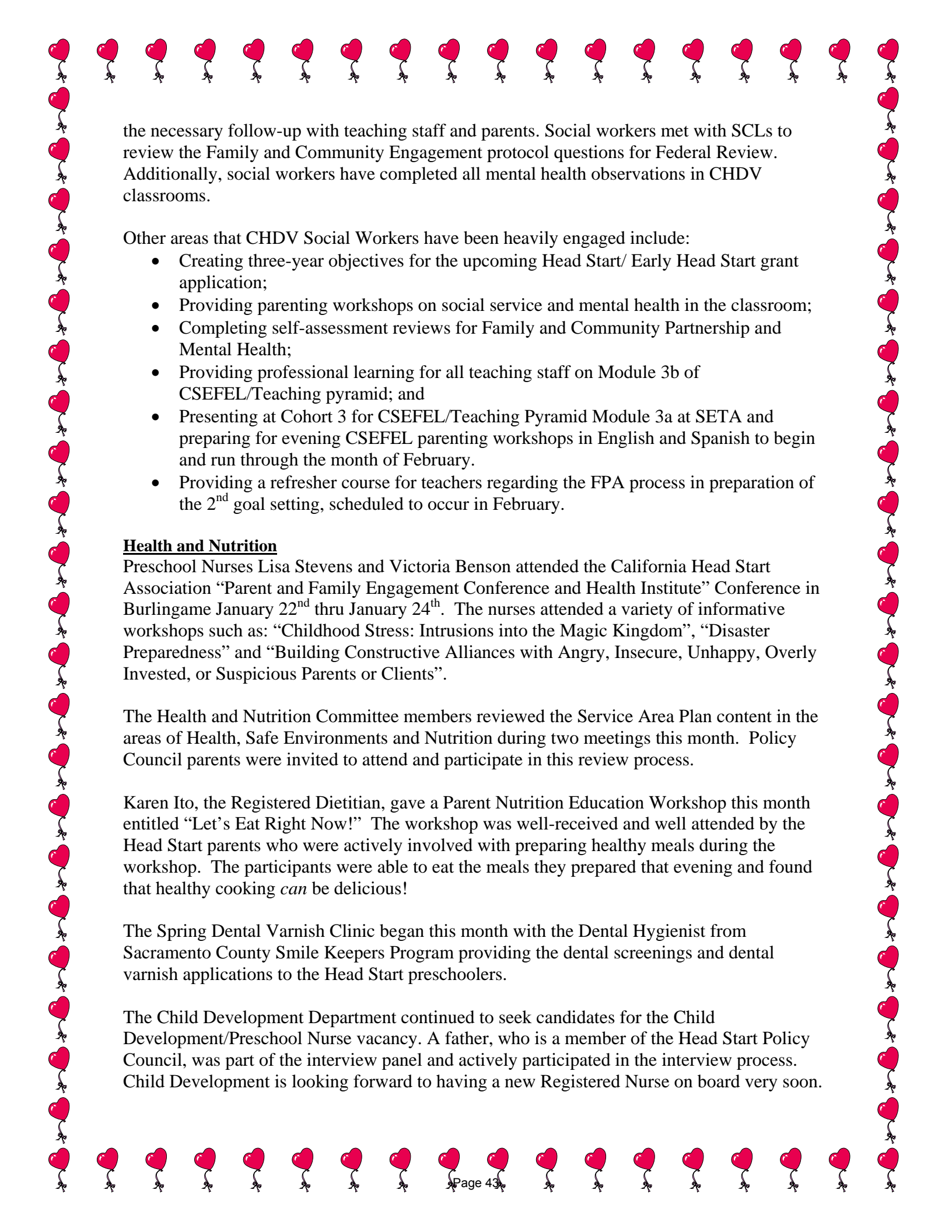
Sacramento City Unified School District

Mental Health Services

Social work staff had their first content area meeting for Family and Community Engagement for Self-Monitoring purposes. The social worker assigned to Early Head Start has revised and completed the Family Partnership Agreement process.

Also, the Early Head Start social worker recently conducted a parent workshop on the topic of “Attachment” for Early Head Start Home Base families and for the parent education class at American Legion High School.

Social workers have been very busy collecting the first “goal sheets” and completing follow-up support with families. Social workers are also reviewing TAB Screeners and are executing



the necessary follow-up with teaching staff and parents. Social workers met with SCLs to review the Family and Community Engagement protocol questions for Federal Review. Additionally, social workers have completed all mental health observations in CHDV classrooms.

Other areas that CHDV Social Workers have been heavily engaged include:

- Creating three-year objectives for the upcoming Head Start/ Early Head Start grant application;
- Providing parenting workshops on social service and mental health in the classroom;
- Completing self-assessment reviews for Family and Community Partnership and Mental Health;
- Providing professional learning for all teaching staff on Module 3b of CSEFEL/Teaching pyramid; and
- Presenting at Cohort 3 for CSEFEL/Teaching Pyramid Module 3a at SETA and preparing for evening CSEFEL parenting workshops in English and Spanish to begin and run through the month of February.
- Providing a refresher course for teachers regarding the FPA process in preparation of the 2nd goal setting, scheduled to occur in February.

Health and Nutrition

Preschool Nurses Lisa Stevens and Victoria Benson attended the California Head Start Association “Parent and Family Engagement Conference and Health Institute” Conference in Burlingame January 22nd thru January 24th. The nurses attended a variety of informative workshops such as: “Childhood Stress: Intrusions into the Magic Kingdom”, “Disaster Preparedness” and “Building Constructive Alliances with Angry, Insecure, Unhappy, Overly Invested, or Suspicious Parents or Clients”.

The Health and Nutrition Committee members reviewed the Service Area Plan content in the areas of Health, Safe Environments and Nutrition during two meetings this month. Policy Council parents were invited to attend and participate in this review process.

Karen Ito, the Registered Dietitian, gave a Parent Nutrition Education Workshop this month entitled “Let’s Eat Right Now!” The workshop was well-received and well attended by the Head Start parents who were actively involved with preparing healthy meals during the workshop. The participants were able to eat the meals they prepared that evening and found that healthy cooking *can* be delicious!

The Spring Dental Varnish Clinic began this month with the Dental Hygienist from Sacramento County Smile Keepers Program providing the dental screenings and dental varnish applications to the Head Start preschoolers.

The Child Development Department continued to seek candidates for the Child Development/Preschool Nurse vacancy. A father, who is a member of the Head Start Policy Council, was part of the interview panel and actively participated in the interview process. Child Development is looking forward to having a new Registered Nurse on board very soon.



Teaching and Learning

During January's Professional Learning, the teaching staff engaged in training on the CSEFEL Teaching Pyramid, which was conducted by the Child Development Social Workers. The training focused on Individualized Intensive Interventions (Module 3), the tip of the Teaching Pyramid model, which only applies to a few children who are exhibiting persistent and severe challenging behaviors. As a result of the training, teaching staff will have a better understanding of specific behaviors and strategies that are most effective when supporting children's social-emotional development.

Teachers developed DRDP action plans for the fall assessment period. Based on the classroom assessment results, teachers identified teaching strategies, materials and environmental changes that they will implement in order to improve children's outcomes.

Disabilities

The SCUSD Child Development Program continued with CSEFEL, "Going Deeper" training, for some of their Head Start full-inclusion Teachers, Instructional Aides and collaborative Special Education Staff. The staff had the opportunity to attend a CSEFL training presented by Linda Brault, "Engaging Families in Promoting Social-Emotional Competence with the Children", which was held at SETA on January 31, 2014. The staff had the opportunity to receive valuable information that supports the collaborative process between the classroom and the home. The staff learned various strategies for communicating with families with regards to their child's social and emotional needs.

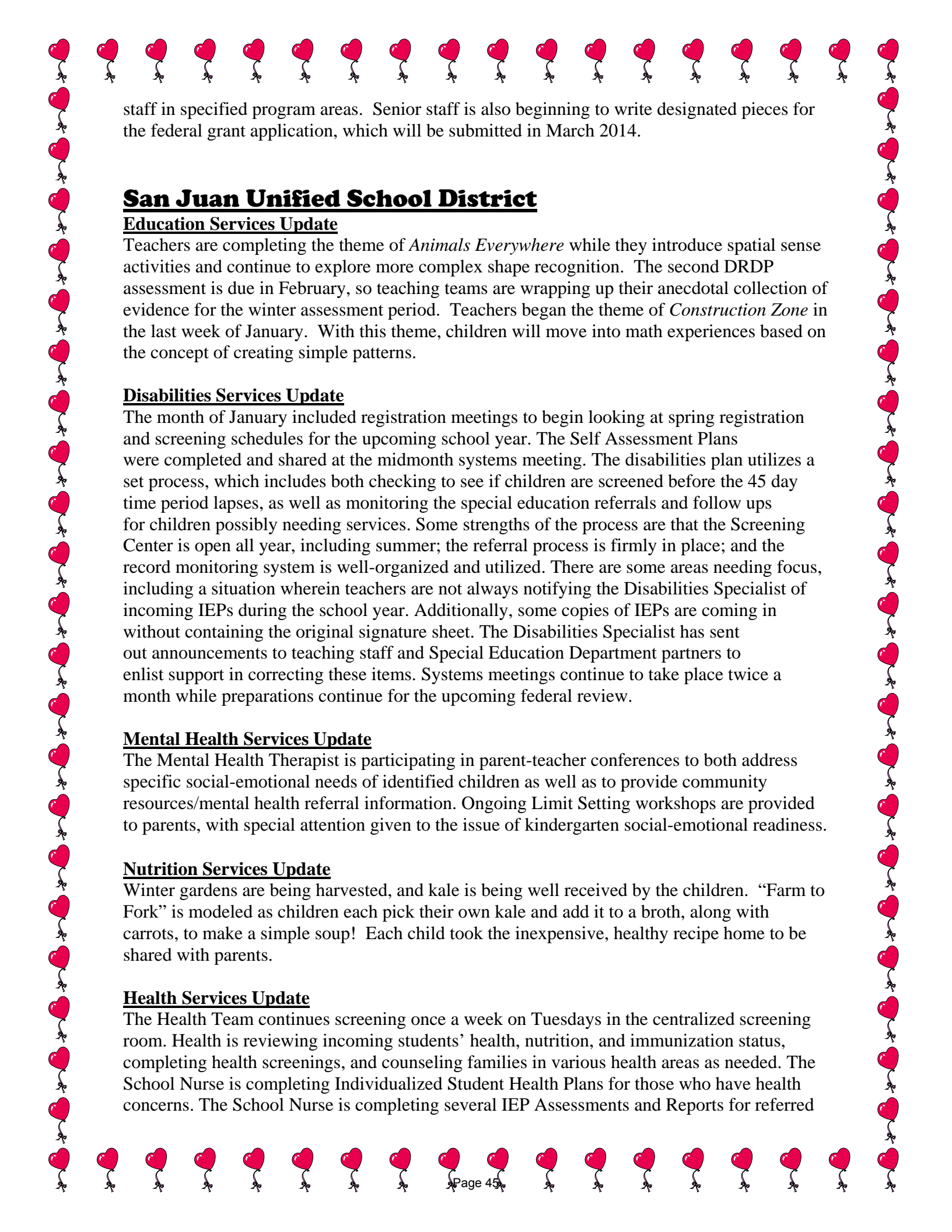
The Special Education Coordinator and Resource Teacher were invited to meet with Special Education staff during the month of January. During this large group meeting, the new Coordinator, who has oversight for special education, was introduced to the special education staff. This was a wonderful opportunity to begin the process of streamlining services for children and families. Courtney Hoffman began working as the new SCOE lead teacher at the full-inclusion sites located at Earl Warren and Hiram Johnson.

The Special Education Coordinator has had the opportunity to meet with the SCOE infant and toddler special education department staff. This meeting led to a discussion regarding the possibility of inviting the SCOE team to lead trainings for the SCUSD Early Head Start services.

The SCUSD Child Development Program continues with their collaborative relationships with the School District and the Sacramento County Office of Education.

Federal Review/Grant Writing

Staff is heavily in the throes of preparing for the federal review, which entails staff heavily engaged in reviewing processes and systems and implementing corrective action to ensure minimal to no findings. These tasks include but are not limited to: conducting child and staff file reviews and classroom observations; engaging staff in mock interviews about program processes and systems and allowing them opportunities to discuss the rationale for such systems and processes; completing inventory assets and family checklists; ensuring that all program documents are up-to-date and providing training, technical assistance and support to



staff in specified program areas. Senior staff is also beginning to write designated pieces for the federal grant application, which will be submitted in March 2014.

San Juan Unified School District

Education Services Update

Teachers are completing the theme of *Animals Everywhere* while they introduce spatial sense activities and continue to explore more complex shape recognition. The second DRDP assessment is due in February, so teaching teams are wrapping up their anecdotal collection of evidence for the winter assessment period. Teachers began the theme of *Construction Zone* in the last week of January. With this theme, children will move into math experiences based on the concept of creating simple patterns.

Disabilities Services Update

The month of January included registration meetings to begin looking at spring registration and screening schedules for the upcoming school year. The Self Assessment Plans were completed and shared at the midmonth systems meeting. The disabilities plan utilizes a set process, which includes both checking to see if children are screened before the 45 day time period lapses, as well as monitoring the special education referrals and follow ups for children possibly needing services. Some strengths of the process are that the Screening Center is open all year, including summer; the referral process is firmly in place; and the record monitoring system is well-organized and utilized. There are some areas needing focus, including a situation wherein teachers are not always notifying the Disabilities Specialist of incoming IEPs during the school year. Additionally, some copies of IEPs are coming in without containing the original signature sheet. The Disabilities Specialist has sent out announcements to teaching staff and Special Education Department partners to enlist support in correcting these items. Systems meetings continue to take place twice a month while preparations continue for the upcoming federal review.

Mental Health Services Update

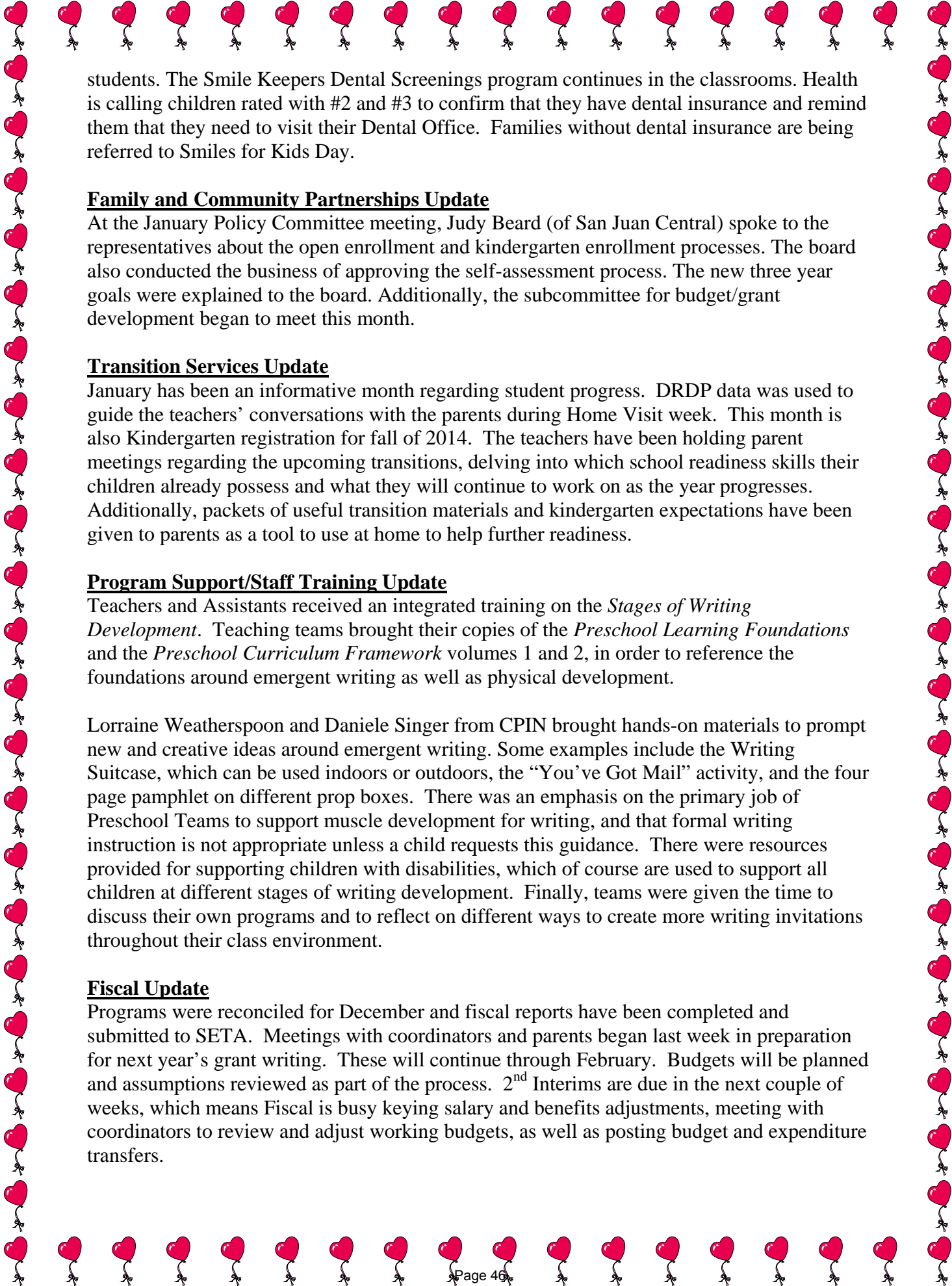
The Mental Health Therapist is participating in parent-teacher conferences to both address specific social-emotional needs of identified children as well as to provide community resources/mental health referral information. Ongoing Limit Setting workshops are provided to parents, with special attention given to the issue of kindergarten social-emotional readiness.

Nutrition Services Update

Winter gardens are being harvested, and kale is being well received by the children. "Farm to Fork" is modeled as children each pick their own kale and add it to a broth, along with carrots, to make a simple soup! Each child took the inexpensive, healthy recipe home to be shared with parents.

Health Services Update

The Health Team continues screening once a week on Tuesdays in the centralized screening room. Health is reviewing incoming students' health, nutrition, and immunization status, completing health screenings, and counseling families in various health areas as needed. The School Nurse is completing Individualized Student Health Plans for those who have health concerns. The School Nurse is completing several IEP Assessments and Reports for referred



students. The Smile Keepers Dental Screenings program continues in the classrooms. Health is calling children rated with #2 and #3 to confirm that they have dental insurance and remind them that they need to visit their Dental Office. Families without dental insurance are being referred to Smiles for Kids Day.

Family and Community Partnerships Update

At the January Policy Committee meeting, Judy Beard (of San Juan Central) spoke to the representatives about the open enrollment and kindergarten enrollment processes. The board also conducted the business of approving the self-assessment process. The new three year goals were explained to the board. Additionally, the subcommittee for budget/grant development began to meet this month.

Transition Services Update

January has been an informative month regarding student progress. DRDP data was used to guide the teachers' conversations with the parents during Home Visit week. This month is also Kindergarten registration for fall of 2014. The teachers have been holding parent meetings regarding the upcoming transitions, delving into which school readiness skills their children already possess and what they will continue to work on as the year progresses. Additionally, packets of useful transition materials and kindergarten expectations have been given to parents as a tool to use at home to help further readiness.

Program Support/Staff Training Update

Teachers and Assistants received an integrated training on the *Stages of Writing Development*. Teaching teams brought their copies of the *Preschool Learning Foundations* and the *Preschool Curriculum Framework* volumes 1 and 2, in order to reference the foundations around emergent writing as well as physical development.

Lorraine Weatherspoon and Daniele Singer from CPIN brought hands-on materials to prompt new and creative ideas around emergent writing. Some examples include the Writing Suitcase, which can be used indoors or outdoors, the "You've Got Mail" activity, and the four page pamphlet on different prop boxes. There was an emphasis on the primary job of Preschool Teams to support muscle development for writing, and that formal writing instruction is not appropriate unless a child requests this guidance. There were resources provided for supporting children with disabilities, which of course are used to support all children at different stages of writing development. Finally, teams were given the time to discuss their own programs and to reflect on different ways to create more writing invitations throughout their class environment.

Fiscal Update

Programs were reconciled for December and fiscal reports have been completed and submitted to SETA. Meetings with coordinators and parents began last week in preparation for next year's grant writing. These will continue through February. Budgets will be planned and assumptions reviewed as part of the process. 2nd Interims are due in the next couple of weeks, which means Fiscal is busy keying salary and benefits adjustments, meeting with coordinators to review and adjust working budgets, as well as posting budget and expenditure transfers.



Early Head Start

This month, the EHS support staff and leadership team attended the SETA three year goal setting meeting, participating with countywide stakeholders in the process of discussing the trends in the aggregate data and developing three broad countywide goals under the content areas of School Readiness, Mental Health/Social Services and Enrollment/Recruitment. In addition, parent and staff surveys were sent out and returned to gather input on the HS/EHS grant for next year, and countywide Family Engagement survey results were discussed to look at trends and needed follow up for San Juan families and support staff in this content. Support staff were also working on revising the Infant Toddler Operations Guide, updating forms and clarifying guidance in each section in weekly work group meetings.

Also this month, a cohort of EHS teachers and support staff are beginning a new class that is being held at the ECE main office in the evenings twice a month. The Program for Infant Toddler Caregivers (PITC) Language Development class will help staff expand their knowledge-base in oral language and early literacy development within a relational context, and staff will be able to receive either professional growth hours or two units of Infant Toddler ECE through Fresno State University.

Twin Rivers Unified School District

Events

This month both sites focused on the goal of attendance and being at school daily. Students with perfect attendance from the start of school on August 15th were celebrated in a special ceremony and given certificates for their accomplishment. In alignment with our literacy goal, Mr. Tim, the librarian from Del Paso Heights Library, read stories to the students during the event and all participants had a joyous time.

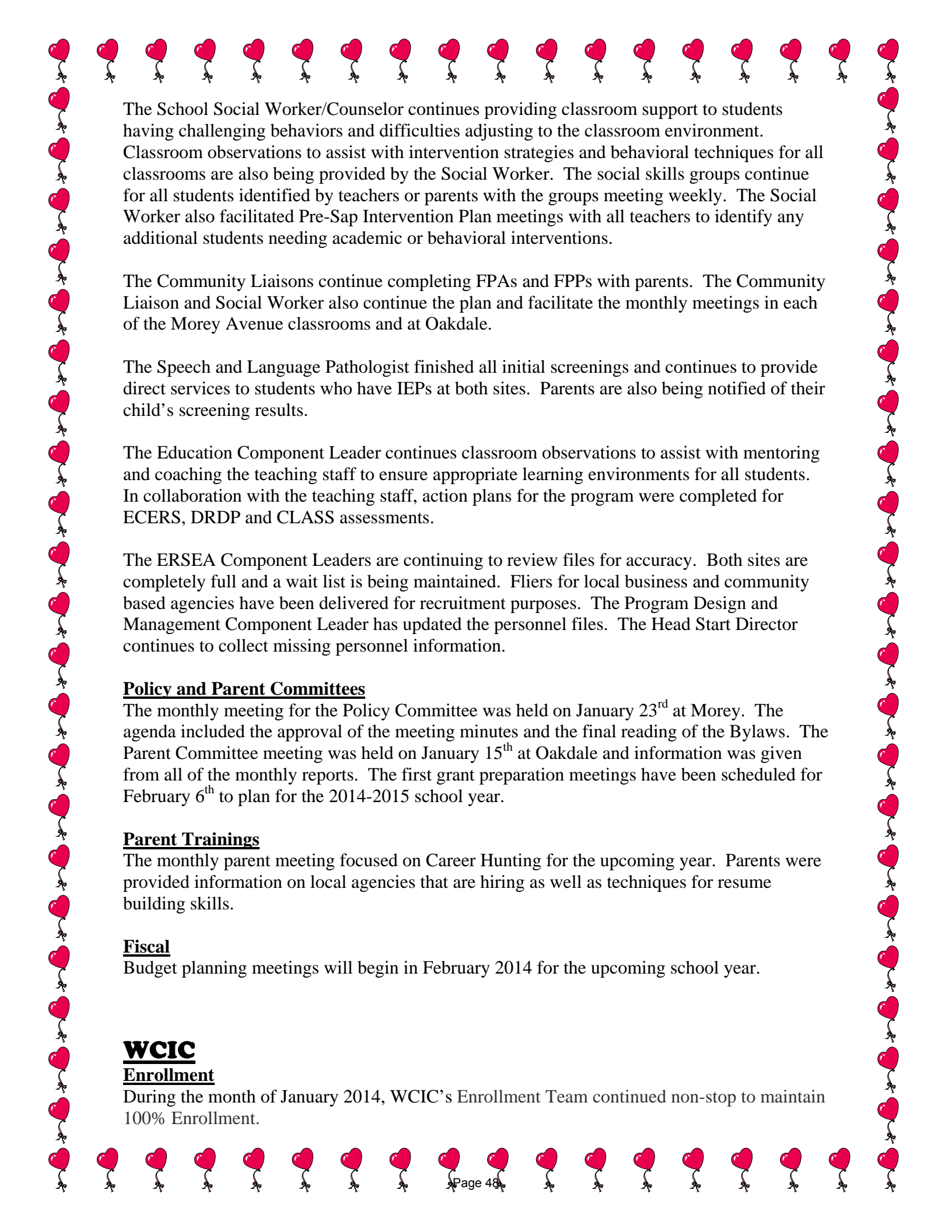
Professional Development

On January 17th, all teaching staff participated in an ECE Department training facilitated by CPIN. The training focused on ways to provide accommodations and a supportive learning environment for students identified on the autism spectrum. The facilitators provided concrete examples that teaching staff can utilize in their classrooms as well as ideas for parents to utilize in the home environment

Components

The Nutrition Component Leader provided a food activity along with physical education games for the classrooms. The tracking of lead, hemoglobin and lead risk continues along with inputting the information into the Childplus database for tracking purposes. Follow-up continues for the BMI referrals by the Nutrition Coordinator and the Registered Dietitian Consultant. In collaboration with the District Nurse, the Written Area Service plan was also updated.

The reviewing of students' files for medical concerns as well as data inputting into the Childplus database continues on a daily basis for the Health Component.



The School Social Worker/Counselor continues providing classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. Classroom observations to assist with intervention strategies and behavioral techniques for all classrooms are also being provided by the Social Worker. The social skills groups continue for all students identified by teachers or parents with the groups meeting weekly. The Social Worker also facilitated Pre-Sap Intervention Plan meetings with all teachers to identify any additional students needing academic or behavioral interventions.

The Community Liaisons continue completing FPAs and FPPs with parents. 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 finished all initial screenings and continues to provide direct services to students who have IEPs at both sites. Parents are also being notified of their child's screening results.

The Education Component Leader continues classroom observations to assist with mentoring and coaching the teaching staff to ensure appropriate learning environments for all students. In collaboration with the teaching staff, action plans for the program were completed for ECERS, DRDP and CLASS assessments.

The ERSEA Component Leaders are continuing to review files for accuracy. Both sites are completely full and a wait list is being maintained. Fliers for local business and community based agencies have been delivered for recruitment purposes. The Program Design and Management Component Leader has updated the personnel files. The Head Start Director continues to collect missing personnel information.

Policy and Parent Committees

The monthly meeting for the Policy Committee was held on January 23rd at Morey. The agenda included the approval of the meeting minutes and the final reading of the Bylaws. The Parent Committee meeting was held on January 15th at Oakdale and information was given from all of the monthly reports. The first grant preparation meetings have been scheduled for February 6th to plan for the 2014-2015 school year.

Parent Trainings

The monthly parent meeting focused on Career Hunting for the upcoming year. Parents were provided information on local agencies that are hiring as well as techniques for resume building skills.

Fiscal

Budget planning meetings will begin in February 2014 for the upcoming school year.

WCIC

Enrollment

During the month of January 2014, WCIC's Enrollment Team continued non-stop to maintain 100% Enrollment.



Education

WCIC/Playmate Head Start Program's Teaching Staff completed the second Parent Conferences with parents/guardians on January 17 and January 31, 2014.

Staff Training

WCIC/Playmate Head Start Program's Staff received the Mandated Reporters Training on January 24, 2014 from Carlos Romero, Training Specialist from the Child Abuse Prevention Council (CAPC). Mr. Romero gave an overview on Physical Abuse, Sexual Abuse, and Emotional Abuse. He gave staff a Pre-Assessment on how to make a CPS Report. He discussed Strengthening Families: Six Protective Factors which are: Parental Resilience, Social Connections, Knowledge of Parenting and Child and Youth Development, Social and Emotional Competence of Children, Concrete Supports for Parents and Nurturing and Attachment. He stated Sacramento County is approximately dealing with 20% physical abuse; 7% sexual abuse; 17% emotional abuse; and 49% neglect. He stated it is unlawful corporal punishment if an adult spansks and leaves a mark on the child's body more than 2 hours. Mr. Romero showed a video called "First Impressive, Exposure to Violence". Child Care workers who work in the field of childcare are Mandated Reporters; they must make a report if there is at all a reason to suspect child abuse of any kind. Physical abuse can be an unexplained injury and it can be re-occurring injuries on a child. Psychomatic symptoms can be emotional abuse. It can cause severe anxiety and depression in a child. Behavior indicators can be sexual abuse and poor hygiene. If failure to report, staff could forfeit their credential. There are steps for making a child abuse report. Staff must call CPS at (916) 875-KIDS or law enforcement and complete a written report; the report must be completed within 36 hours. Forms can be downloaded from www.ag.ca.gov/childabuse/forms.php. Safe Surrender Law website is www.babysafe.ca.gov; phone number: 877-babysaf.

Community Partnership Engagement

WCIC/Playmate Head Start Staff attended the Countywide Community Assessment meeting held at SETA (Grantee) location on January 8, 2014.

Ms. Davis, Executive Director/Head Start was the Mistress of Ceremony on Saturday, January 25, 2014 for the City of Sacramento, (Oak Park Community Center's) Community Memorial Honoring Leslie "Sarge" Thomas, loyal volunteer/community activist of over 30 years.

Information Memorandums and Program Information Reports

ACF-PI-HS-14-01 FY' 2014 Head Start Funding Increase

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

January, 2014

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/31/2014	(b) % Actual to Funded	Attendance January 2014	(c) % Attend. to Funded
Elk Grove USD	420	421	100%	362	86%
Sacramento City USD	1,292	1,295	100%	1,079	84%
SETA	1,974	2046	104%	1,818	89%
San Juan USD	693	703	101%	485	70%
Twin Rivers USD	211	211	100%	178	84%
WCIC/Playmate Head Start	120	120	100%	93%	75%

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/31/2014	(b) % Actual to Funded	Attendance January 2014	(c) % Attend. to Funded
Sacramento City USD	147	147	100%	84	57%
Sacramento Employment and Training Agency	328	350	107%	268	77%
San Juan USD	161	175	109%	121	75%

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



SETA Head Start Food Service Operations Monthly Report *January 2014

January 2nd & 3rd - Preschool & EHS Full Day Classes Closed

January 6th - All Classes Re-Open after Winter Break
Morning Class Closed at Laverne Stewart due to gate code change

January 14th to 23rd - CACFP Review

January 20th - Holiday

January 22nd - The Grizzly Hollow Center Re-Opens

January 24th - Classes Closed for Co-Hort Training at Hillsdale and Northview

January 31st - Classes Closed for Co-Hort Trainig at Grizzly, Solid & Bannon

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
39,104	23,104	25,792	260

Total Amount of Meals and Snacks Prepared 88,260

Purchases:

Food	\$83,772.67
Non - Food	\$13,613.40

Building Maintenance and Repair: \$3,370.14

Janitor & Restroom Supplies \$218.59

Kitchen Small Wares and Equipment: \$366.13

Vehicle Maintenance and Repair : \$5,465.37

Vehicle Gas / Fuel: \$1,838.94
 Normal Delivery Days 21

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 1/31/14)

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)	10 (5 %)	N/A
Elk Grove USD (420)	63 (15%)	N/A
Sacramento City USD (1292)(147)	148 (11%)	16 (11%)
San Juan USD (693) (161)	86 (12%)	19 (12%)
WCIC (120)	12 (10%)	N/A
SETA (1974) (345)	156 (8%)	39 (11%)
County (4710)* (653)**	475 (10%)	74 (11%)

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment

ITEM IV - 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.