



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

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Board of Supervisors
County of Sacramento

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Councilmember
City of Sacramento

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**SPECIAL MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, April 24, 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 -
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1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of New Job Classification of Children and Family Services (CFS) Program Specialist and the Related Salary Schedule (Roy Kim) 22-26

2. ***Approval to Extend the Due Date for the Request for Proposals (RFP) for Office and Classroom Space for a Job Center (William Walker)***

B. **WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services (Michelle O’Camb)

1. Approval of the Three-Year Plan for the Provision of Refugee Social Services (RSS) and Targeted Assistance (TA) Funded Services to Refugees Program Years (PYs) 2014-2017 27-29

2. Approval of the Release of the Request for Proposals (RFP) for the Refugee Social Services (RSS) and Targeted Assistance (TA) Funded Programs, Program Year (PY) 2014-15 30-31

Community Services Block Grant: None.

One Stop Services: None.

C. **CHILDREN AND FAMILY SERVICES** (Denise Lee)

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- A. Chair
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- E. Members of the Board
- F. Public

VI. Adjournment

DISTRIBUTION DATE: THURSDAY, APRIL 17, 2014

REVISED AGENDA DISTRIBUTION DATE: MONDAY, APRIL 21, 2014

ITEM II-A - CONSENT

MINUTES OF THE APRIL 3, 2014 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the April 3, 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, April 3, 2014
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Councilmember Allen Warren called the meeting to order at 10:03 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 Employees** (both 30 years)
- ◆ **Barbara Meyer**, Workforce Development Professional III: Barbara introduced her son, Robert.
 - ◆ **Marty Araiza**, Workforce Development Quality Control Sup.: Marty's daughter Janelle was introduced.
- ➔ **Presentation on SB 837:** Karen Ziebron - Sen. Steinberg's Office: Ms. Ziebron reviewed SB 837 which is under discussion. This bill is has been amended to satisfy some issues. It would provide one year of voluntary pre-kindergarten education to be available to all four-year olds. There have been studies that it would be cost effective since every dollar spent on early learning and prevention will save seven dollars down the road. Ms. Ziebron referenced the fact that three things are keeping people from joining the military: illiteracy, having a criminal record, and/or obesity. Ms. Ziebron offered to discuss this bill with anyone interested. President Obama is very interested in this bill. Senator Steinberg stated that the President is looking to California to champion this bill.

Ms. Ziebron stated that the funding will come from ADA, and will not be available to just low income students. Sometimes kids fall through the cracks because their parents make too much money; this bill would ensure all children would receive pre-kindergarten education. Mr. Schenirer stated that it is his plan is to bring this bill to the City Law and Legislative committee to get an endorsement. He hopes the county is aligned with this important legislation.

II. Consent Items

- A. Minutes of the March 6, 2014 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Modify Greater Sacramento Urban League's Adult Vendor Services Contract
- D. Approval to Submit an Application to the Office of Refugee Resettlement Under the Rescue & Restore Victims of Human Trafficking Program and Authorize the Executive Director to Execute the Agreement and any Modifications to the Agreement
- E. Appointment of Private Sector Applicant to the Sacramento Works, Inc. Board

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

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

- A. Approve the March 6, 2014 minutes
- B. Approve claims and warrants for the period 3/1/14 through 3/27/14.
- C. Approve the recommendation to add the Adult Literacy activity, specifically ABE, to GSUL's Adult VS contract.
- D. Approve the submission of an application to ORR in response to its Rescue & Restore Victims of Human Trafficking Program funding opportunity requesting \$150,000 per year to continue Sacramento's Rescue & Restore Regional Program, and authorize SETA's Executive Director to execute the agreement and other documents required by ORR.
- E. Approve the appointment of Dale Waldschmitt, Pacific Coast Companies, to the Sacramento Works, Inc. board.

Roll call vote:

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

Nay: 0

Abstentions: 0

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Selection of Audit Firm

Ms. Loretta Su reviewed the item and the process by which the staff recommendation was developed.

In response to a question from Ms. Scherman, Ms. Su stated that Gilbert and Associates is located in Sacramento.

Moved/Schenirer, second/Yee, to approve the selection of Gilbert Associates, Inc. for audit services for SETA for the fiscal year ending June 30, 2014 for a fee not to exceed \$45,500 for one year with two optional, additional one-year terms.

Roll call vote:

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

Nay: 0

Abstentions: 0

2. Ratification of the Submission of the Capital Region MC3 Grant Application to the California Workforce Investment Board

Ms. Christine Welsch stated that SETA and Golden Sierra Job Training Agency have joined together to submit a regional proposal in partnership with community partners to provide training, “earn and learn” activities, support services, and job placement assistance to serve youth and veterans. Participants will be able to take pre-apprenticeship programs to be certified MC3. The program will be working to bring people into this training venue and then be sent out to a pre-apprenticeship program.

Moved/Scherman, second/Yee, to ratify the submission of the Capital Region MC3 grant application requesting \$750,000 to the California Workforce Investment Board.

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. Approval to Augment North State Building Industry Foundation WIA Dislocated Worker 25 Percent Additional Assistance Funds for On-the-Job Training (OJT) Opportunities to Eligible Dislocated Workers and Veterans

Ms. Michelle O’Camb reviewed this item requesting augmentation of North State Building Industry Foundation. Mr. Walker was asked about the percentage of veterans participating; he replied that although eligibility has changed, the participation is quite high. There are a lot of veterans that reach out to us for the Power Pathways program.

Mr. Warren asked if there were any provisions in this program to positively impact the homeless population. Mr. Walker replied that this program is mostly for dislocated workers (Campbell’s Soup) and veterans were added to the program to increase the veterans’ services currently available. Agency staff

works very closely with Sacramento Veteran's Resource Center so we do reach out to all veterans.

Moved/Scherman, second/Yee, to approve the augmentation of \$57,890 in WIA Dislocated Worker 25 Percent Additional Assistance funding to NSBIF to provide 10 OJT opportunities to eligible dislocated workers and veterans.

Roll call vote:

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

Nay: 0

Abstentions: 0

C. CHILDREN AND FAMILY SERVICES: None.

IV. Information Items

- A. Update on Creating a Workforce Pipeline for the Sacramento Downtown Entertainment and Sports Complex: Mr. William Walker stated that the Agency is working to create a pipeline to apprenticeships to work on the new sports complex. Classes have begun at American River College and NCCT. Turner Construction is an admirable partner that has worked with several groups in the area. The demolition is scheduled to begin in June, 2014. Mr. Warren stated that this is a real opportunity to positively impact low-income communities and he will continue to make himself available to staff to ensure the program is successful. Other partners also have to be held accountable in the process. Mr. Warren asked to be utilized to make sure all of the partners are working together and doing what they're supposed to do.

Mr. Yee stated that he has always encouraged local developers to hire local people, local designers, etc.

- B. Fiscal Monitoring Reports: No comments.
- C. Employer Success Stories and Activity Report: Mr. William Walker stated that Fresh Market was taken off the report because they came and went fast.
- D. Dislocated Worker Update: Mr. Walker stated that he received notice by Sprint that they will be closing their call center. The Sacramento Airport will be laying off 40 individuals; staff is already talking with union representatives.
- E. Unemployment Update/Press Release from the Employment Development Department: No comments.
- F. Head Start Reports: Ms. Denise Lee stated that the Agency will be going through three reviews in the current year. Two reviews have been completed: the State review and the food program review. The federal government will be here to review the program on Tuesday, April 22 with a team of 18 people; the entrance review will be held Tuesday, April 22 at 8:30 a.m. There will be several

on-site interviews with parents, staff and board members. Governing Board members will meet with federal reviewers at 9:00 a.m. on April 24; the annual grant application will be presented for approval on the same day. Ms. Kossick stated that if there are three members participating in the interview, the meeting will be posted to comply with the Brown Act. The actual board meeting will begin at 10:00 a.m. Mr. Nottoli is already scheduled to participate in the interview.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: No report.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman stated that she would like SETA to do something special for former SETA Board member, Ms. Bonnie Pannell; SETA needs to recognize her in a special way. Ms. Kossick stated that staff will think what would be appropriate and set something up very soon.
- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 11:03 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 3/28/14 through 4/17/14, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 3/28/14 through 4/17/14.

STAFF PRESENTER: Kathy Kossick

ITEM II-C - CONSENT

APPROVAL OF ANNUAL SELF-ASSESSMENT FOR 2013-2014
AND RESULTING PROGRAM IMPROVEMENT PLAN
SETA-OPERATED PROGRAM

BACKGROUND:

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

In the fall of 2013, a team of staff and parents were assembled for the 2013-2014 self-assessment process. Teams reviewed and analyzed all service areas, including Program Governance, Planning, Communication, Record-keeping/Reporting, On-going Monitoring, Human Resources, Fiscal, Prevention/Early Intervention, Tracking/Follow-up, Disabilities, Individualization, Family Community Engagement, Eligibility/Recruitment/Selection/Enrollment/Attendance, Safe Environments, Child Development and Education including child outcomes, curriculum and individualization.

While many positive outcomes and strengths were noted during the review, staff continues to strive for excellence. As part of the 2013-2014 Program Improvement Plan, staff will focus on a few areas of improvement, including staff development in CLASS and DRDP data application, family case management, internal file review and supervisory monitoring processes and record-keeping efficiencies.

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

The Head Start Parent Advisory Committee and Policy Council are scheduled to review and approve this item at their joint meeting held April 22, 2014. Staff will be available to answer questions.

RECOMMENDATION:

Approve Program Year 2013-2014 Self-Assessment and resulting Program Improvement Plan.

STAFF PRESENTER: Denise Lee

Self Assessment Summary of Results 2013-2014

Project Background:

During the fall of 2013, SETA Head Start/Early Head Start developed a self assessment plan that included parents, administrative and field staff, as well as management. The self assessment process resulted in a review of the quality and compliance of the SETA Head Start/Early Head Start program.

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

Team Composition:

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

Program Governance
Health
Fiscal
Human Resources

Parent & Family Engagement
Disabilities, Education & Mental Health
ERSEA
Safe Environments

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

Education, Disabilities & Mental Health:

- Vast majority of child files were organized, current, and complete.
- Classrooms were well stocked and contained a variety of learning materials.
- All teachers interviewed were consistently able to answer the protocol questions.
- Teachers reported that the new IDP process had improved and there was evidence in the files that the new form was being used and completed in a timely manner
- CSEFEL strategies and energetic engagement were observed at all centers
- Strong relationships between teachers and children were evident
- Children with special needs were fully included
- Evidence of strong relationships between teaching staff and Special Education Field Technicians

Parent and Family Engagement:

- Strong parent-staff interactions
- Parents are able to articulate the services they receive from Head Start
- Resources for parents are current and available in multiple languages
- The parent area is inviting, neat and organized
- All immediate concerns were addressed by staff when a parent self-identified on an FPA
- Both parents and staff are very happy with the School Readiness Aides at the sites

Health:

- High percentage of health screenings were done within required time frames
- Good documentation in files on staff follow-up on dental exams
- Family Service Workers are utilizing ChildPlus and entering data in a timely manner
- Staff are familiar with Health/Nutrition Policies and Procedures

Program Design and Management (including Governance, ERSEA, Fiscal and Human Resources):

- Strong relationships between SETA and its delegate agencies and partners
- Good fiscal monitoring of delegates and partners
- Consistently meeting and exceeding the federal in-kind requirement
- Close working relationship with site & administrative staff to ensure thorough in-kind documentation
- A new staff performance evaluation program has been developed and implemented
- The CFS Policies and Procedures manual has been reviewed and fully updated
- SETA has successfully implemented a new payroll system, Time Management Self Service
- SETA's wellness program continues to thrive
- Staff receive ongoing trainings to boost competencies
- Education collaboration with CSUS assists teaching staff obtain their college degrees
- Strong documentation of PC and PAC activities
- Training opportunities are available to PC and PAC members.
- Most of the enrollment paperwork is accurate and complete.

Safe Environments:

- Welcoming atmosphere at all centers
- Teamwork and cooperation among staff members is evident
- Strong relationships between families and staff
- Collaboration with local community agencies
- Classrooms have sufficient developmentally appropriate materials, supplies and furnishings
- Daily/Weekly/Monthly Safe Environments Checklists instituted

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

Education, Disabilities & Mental Health:

- Some discrepancies in counted days for 30, 45 and 60, 45 day time frames were noted
- Too many directives in conversations than higher order thinking (CLASS)
- Math, science, and alphabet knowledge materials were present, but little observation of use or exploration were observed
- Limited evidence of Houghton Mifflin curriculum use at the expected level
- General cleaning, reorganizing and labeling needed in some rooms.
- Some DECA totals missing or other areas of tool not completed in some cases
- Level of CSEFEL implementation is inconsistent throughout multiple classrooms
- Routings and referrals not always followed up within 2 weeks
- Some challenges with communication with LEAs

Parent and Family Engagement:

- Goals on FPA are too broad and strategies don't necessarily align with the goal
- Lack of follow up on FPA goals within the time frames indicated
- Family contacts are not necessarily comprehensive and don't fully tell the story of the family
- Lack of signatures on the FPA

Health:

- ChildPlus database not always matching what is in children's files
- Some health screens not completed within required timeframes.
- Very little family contacts documented in file
- Little or no written follow-up on failed health events in the family contacts
- Some missing dental exams

Program Design and Management (including Governance, Fiscal and Human Resources):

- Reporting of in-kind is sometimes delayed by field staff

- There has been a decrease in non-federal funding sources (including donations and parent volunteer hours in the classroom)
- Due to the highly structured nature of SETA's HR Department, simple seeming requests can require a long time for processing.
- Some minor accuracy issues related to the income calculations on enrollment paperwork due to incorrect formulas (semi-monthly vs. bi-weekly)
- Some of the Enrollment Verification Forms were not completed

Safe Environments:

- The quality of janitorial services was inconsistent between sites.
- Required licensing and SETA Head Start/Early Head Start center and classroom postings were either missing, inaccurate/outdated/unclear or not visible.
- Indoor classroom safety issues (e.g., postings on doors, exits obstructed, doors not shutting properly, wall postings exceeding 25%) and outdoor health/safety issues (e.g., locked gates, tripping hazards, overgrown vegetation, play structures/out buildings in need of repair or not maintained, trash present) at various sites.
- Staff could not articulate the status of submitted work orders (e.g., if received by appropriate person, when or if repair was to be made, how long it would take, etc.).

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2013-2014**

<i>Action Steps:</i>	<i>Responsible Person/Department</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<i>SCHOOL READINESS/CHILD OUTCOMES</i>				
<i>Goal: Continue to support teacher's growth and development regarding CLASS, DRDP and data analysis</i>				
Continuing training for number concepts and how to apply scientific method (process) in work with children	Karen Gonzales, Manager Program Officers (ED) Education Coordinators			
Increase CLASS observations with strong feedback sessions to raise scores	Karen Gonzales, Manager Program Officers (ED) Education Coordinators			
Continue CSEFEL training and monitoring	Karen Gonzales, Manager Program Officers (ED) Education Coordinators			
Add curriculum discussion to staff meetings	Karen Gonzales, Manager Program Officers (ED) Education Coordinators			
<i>FAMILY AND COMMUNITY OUTCOMES</i>				
<i>Goal: Continue to strengthen family case management and internal monitoring systems to ensure high quality family outcomes is documented</i>				
Develop a written calendar for expected due dates for FPAs based on a families enrollment into the program (similar to the HV/PC calendar developed by Operations)	Lisa Carr, Manager Program Officers (SS)	October 2013	In Draft	June 2014
Provide ideas for goals and strategies for FPAs based on the Parent, Family, and Community Engagement framework.	Lisa Carr, Manager Program Officers (SS)	October 2013	In Draft	June 2014

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2013-2014**

<i>RECORD-KEEPING AND REPORTING</i>				
<i>Goal: Improve efficiency and effectiveness of record-keeping and reporting systems</i>				
Implement a new electronic tracking system for routings/ referrals	Lisa Carr, Manager Karen Gonzales, Manager Brenda Campos, Manager	December 2013		January 2014
Provide refresher training to individual staff on case note/case management	Lisa Carr, Manager Program Officers (SS)	January 2014	On-going	On-going
Document training at site level for new staff and substitutes on site's evacuation route/meeting location and emergency off-site locations	Karen Gonzales, Manager Education Coordinators			
Review, re-evaluate or establish work order tracking system	Jose Diaz, Facilities Coordinator Roy Kim, Deputy Director/ Admin			
Develop a timelines which is consistent to ensure that all second year signatures are complete	Lisa Carr, Manager Program Officers (SS)	October 2013		November 2013
<i>HUMAN RESOURCES/STAFF TRAINING AND STAFF DEVELOPMENT</i>				
<i>Goal: Provide additional staff development and training sessions to enhance quality and systems delivery</i>				
Provide additional or refresher training for LAP-D and DECA tools	Karen Gonzales, Manager Program Officers (ED) Education Coordinators			
Continue to provide annual Income Eligibility Training to all enrollment staff to be sure everyone has the knowledge to complete and enroll families accurately.	Lisa Carr, Manager Monica Avila, Program Officer (SS)	December 2013	On-going	Annual training to occur May each year

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2013-2014**

Provide training targeted towards supervisors and managers on ISDPs to ensure that every Head Start staff member has an ISDP that is updated annually (not just teaching staff)	Bonnie Bilger, Sr. Personnel Analyst HS Managers			
Modernize the Human Resources Information Systems with software that can manage all of the diverse functions of Human Resources, including training, evaluations, personnel data, and new hire data (fingerprinting, TB tests, and credentials). The CFS Department has a tracking system but it is not maintained within the HR department.	Bonnie Bilger, Sr. Personnel Analyst Roy Kim, Deputy Director/ Admin			
Provide substitutes with quarterly refresher training on policy and procedures as well as a brief overview at the site prior to entering the classroom on the following, but not limited to: supervision/ ratio, and administering first aid.	Karen Gonzales, Manager Program Officers (ED) Education Coordinators			
Provide site supervisors with refresher training on where to find a list of all required postings (licensing and SETA Head Start/Early Head Start) (See Center – Information Binder – Online).	Brenda Campos, Manager Health/Nutrition Specialists			
Provide additional fiscal meetings and trainings to increase knowledge of in-kind requirements and allowability	D’et Patterson. Manager			

ON-GOING MONITORING SYSTEMS

Goal: Staff will enhance the Quality Assurance/on-going monitoring system to include supervisory and secondary level monitoring which will help ensure high quality services and programming

Ensure on-going monitoring of children’s files by Supervisors to ensure all required services are provided in a timely manner	Lisa Carr, Manager Karen Gonzales, Manager Program Officers (ED and SS)	October 2013	Procedure developed for Supervisors (FSW)- November 2013	On-going monitoring
Develop an on-going monitoring system than ensures ChildPlus data is consistent with the contents in the child’s file	Lisa Carr, Manager Karen Gonzales, Manager Brenda Campos, Manager	October 2013	Procedure developed for Supervisors (FSW)- November 2013	On-going monitoring

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2013-2014**

Encourage Site Supervisors to schedule regular observation in all classrooms to ensure consistent quality and interactions	Karen Gonzales, Manager Program Officers (ED) Education Coordinators			
Conduct periodic evaluation of janitorial services to ensure contracted services are conducted and satisfactory, and to amend/cancel contracts if necessary	Jose Diaz, Facilities Coordinator Roy Kim, Deputy Director/ Admin			
Continue and ensure consistent use of Daily/Weekly Safe Environments Checklist at all sites with periodic evaluation/review of outdoor/indoor areas to ensure checklists are used and necessary corrective actions are completed	Brenda Campos, Manager Karen Gonzales, Manager Program Officers (ED)			
Conduct routine monitoring of enrollment applications to ensure all applications are error-free	Lisa Carr, Manager Monica Avila, Program Officer (SS)	October 2013	On-going	On-going

ITEM II-D - CONSENT

APPROVAL OF RESOLUTION RENAMING THREE HEAD START/
EARLY HEAD START EARLY LEARNING CENTERS
TO ALIGN WITH COMMUNITY CHANGES

BACKGROUND:

The Children and Family Services Department Deputy Director and staff have been meeting with Sacramento Housing and Redevelopment Agency management staff to identify strategies which ensure Marina Vista and Alder Grove residents with young children are aware of and are actively participating in early learning programs offered in the community. Meetings also offer the opportunity for staff who works in the centers to collaborate monthly and share resources, ideas and referrals for families. As part of the first meeting, it was brought to SETA's attention that the names of three Head Start and Early Head Start centers in the service area do not align with the community identity and often cause confusion for residents by using old names that were abolished when the area revitalization project was established.

Deputy Director, Denise Lee is recommending to change the following center names to more closely represent the community and be more familiar names for residents that live in the community:

- Broadway Early Learning Center will be changed to Marina Vista Early Learning Center
- New Helvetia I will be changed to Alder Grove Infant/Toddler Center
- New Helvetia II will be changed to Alder Grove Early Learning Center

RECOMMENDATION:

Approve the attached resolution naming the Broadway Early Learning Center the Marina Vista Early Learning Center, the New Helvetia I Early Learning Center the Alder Grove Infant/Toddler Center, and the New Helvetia II Early Learning Center the Alder Grove Early Learning Center.

STAFF PRESENTER: Denise Lee

RESOLUTION NO.: 2014-01

WHEREAS, the Sacramento Employment and Training Agency (SETA) is the grantee for the Head Start/Early Head Start program, the grant administrator for the Refugee Program, the local workforce area administrator for the Workforce Investment Act programs, and the Community Action Agency for the Community Services Block Grant program; and

WHEREAS, Sacramento Housing and Redevelopment Agency and SETA work together to ensure the needs of Sacramento County residents are met; and

WHEREAS, the SETA Governing Board wishes to acknowledge the wishes of the neighborhood residents and customers utilizing the Head Start/Early Head Start programs; and

NOW, THEREFORE, BE IT RESOLVED THAT, the SETA Governing Board hereby approves the renaming of centers as follows:

- ✓ Broadway Early Learning Center will be changed to Marina Vista Early Learning Center
- ✓ New Helvetia I will be changed to Alder Grove Infant/Toddler Center
- ✓ New Helvetia II will be changed to Alder Grove Early Learning Center

On a motion made by Member _____, seconded by Member _____, the forgoing resolution is passed and adopted by the SETA Governing Board, County of Sacramento, State of California, this twenty-fourth day of April, 2014, by the following vote, to wit:

Ayes:
Noes:
Absent:

Attest: _____
Clerk of the Boards

Chair of the Governing Board

Date: April 24, 2014

ITEM II-E - CONSENT

CONCURRENCE WITH THE SACRAMENTO WORKS EXECUTIVE COMMITTEE TO RATIFY THE SUBMISSION OF THE BUSINESS OUTREACH AND LAYOFF AVERSION PILOT PROJECT APPLICATION TO THE CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT

BACKGROUND:

At the beginning of the federal fiscal year 2013-2014, the California Workforce Investment Board (CWIB) and Employment Development Department set aside Workforce Investment Act 25% Governor's Discretionary funds for Additional Assistance services to dislocated workers. Local Workforce Investment Boards may request these Additional Assistance funds when other resources to serve unemployed individuals are exhausted. Additional Assistance funds may be used flexibly to serve dislocated workers, including activities that are designed to prevent or avert layoffs. This funding must be obligated by EDD to local areas by June 30, 2014.

SETA and the Sacramento Area Commerce and Trade Organization (SACTO) are proposing a proactive Business Outreach and Layoff Aversion Pilot Project that will develop a region-wide program to enhance collaboration between economic and workforce development entities and develop strategies and services to avoid business closures, layoffs, cutbacks and relocations. Since research has demonstrated that between 65 and 80 percent of all new jobs in the region are created by existing companies, the ability to keep companies healthy and growing not only has the potential to avert closure and layoff, but will generate additional employment opportunities for Sacramento residents through business expansion.

The objective of the three-year pilot project is to develop an early warning and effective response system based on proactive professional outreach to 600 targeted companies in the six-county region. The intelligence gathered in the outreach process will be used to facilitate responsive solutions to relevant company challenges in order to avoid business closures, cutbacks, or relocations that can lead to layoffs and dislocated workers in the Region and the State. The targeted customers for this grant are major and fast-growing employers within the high-demand sectors listed in the Sacramento Strategic Workforce Development Plan, clusters identified in the Next Economy Capital Region Prosperity Plan, and companies within areas of focus noted in SACTO's Opportunity Realized strategic plan. Targeted sectors include: Advanced Manufacturing, Health Services & Life Sciences, Administrative & Support Services, Architecture & Engineering Services, Agriculture & Food and Information Technology. The following actions will be completed as part of the program:

- Communication between local, regional, and state partners will occur on a regular basis (i.e., economic development departments, local and regional organizations, and Workforce Investment Boards)

ITEM II-E - CONSENT (continued)

Page 2

- Establish and align early warning indicators and sources (e.g. WARN notices, expiring leases, and hiring trends)
- Identify and publicize public and private sector service providers for referral (e.g. SBDC, CITD, ETP, CEA, and training providers)
- Create service provider referral protocols
- Schedule company visits and create follow-up timeframes
- Develop Outreach results tracking system
- Create marketing materials for the menu of services available to companies

After the outreach has been conducted with the targeted companies and all follow-up has been completed, an evaluation of the project will be conducted. The evaluation will note accomplishments and report data for relevant metrics such as:

- ✓ Number of companies reached
- ✓ Employment at companies reached
- ✓ Number and type of service provider referrals
- ✓ Employment at companies with service provider referrals
- ✓ Number and type of issues resolved
- ✓ Jobs created or retained because of services provided

SACTO is the only organization in the region that provides business attraction and expansion services to the six-county Sacramento Region, which includes established single points of contact in each of the twenty-three cities and six counties, four WIBS, three electric utilities, all community colleges, Sacramento State, and UC Davis. The same set of technical skills, knowledge of and connections to resources (federal, state, and local), and regional network of partners that is used in SACTO's comprehensive business attraction activities will be brought to use in the proposed pilot program for business outreach. SACTO is the only organization in the region that has the technical expertise and experience, relationships, and network to provide this type of comprehensive assessment and identification/application of resources.

The Sacramento Works Executive Committee is scheduled to ratify the submission of this application on April 21, 2014. Staff will provide an oral report.

RECOMMENDATION:

Ratify the submission of the Business Outreach and Layoff Aversion grant application requesting \$441,650 per year for three years to the California Employment Development Department.

STAFF PRESENTER: Robin Purdy

ITEM II-F – CONSENT

APPOINTMENT OF PRIVATE SECTOR APPLICANT TO
THE SACRAMENTO WORKS, INC. BOARD

BACKGROUND:

The Sacramento Works Workforce Investment Board is a 41-member board charged with providing policy, planning and oversight for local workforce development initiatives. The SETA Governing Board makes member appointments to this board.

The Sacramento Works Board currently has one private sector vacancy. Board members and staff have been making efforts for the last several months to recruit applicants that represent the critical occupational groups identified by the board. Types and size of employers, as well as diversity of the board composition is also taken into consideration.

An application was received for the Private Sector slot.

- ✓ Lisa Clawson, Blood Source, Inc.

The application has been reviewed by legal counsel and will be sent under separate cover.

The Sacramento Works Executive Committee is scheduled to meet on April 21 to nominate an applicant to be forwarded to the SETA Governing Board for appointment.

RECOMMENDATION:

Review the Private Sector application and make an appointment to the Sacramento Works, Inc. board.

STAFF PRESENTER: Kathy Kossick

ITEM III-A - 1- ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF NEW JOB CLASSIFICATION OF CHILDREN AND FAMILY SERVICES (CFS) PROGRAM SPECIALIST AND THE RELATED SALARY SCHEDULE

BACKGROUND:

From 2010 to 2012, SETA conducted a Job Classification Study that resulted in revisions to SETA's non-exempt positions. This Study included the creation of a draft job classification titled, "CFS Program Specialist", but due to budget reductions associated with sequestration and changes to the "tracks" system, adoption of this position was postponed.

With restoration and possible Early Head Start (EHS) expansion opportunities on the horizon, staff is now seeking to include this position in the Agency's Salary Classification Plan. The position is intended to provide support to Delegate Agencies and Partners, including potential expanded EHS partnerships.

The Agency and the Union have met and are in agreement on this action.

The proposed pay range would be as follows:

Step A	Step B	Step C	Step D	Step E
\$19.26	\$20.23	\$21.25	\$22.30	\$23.42

Staff will be available to answer questions.

RECOMMENDATION:

Open a public hearing, receive input, and take action to close the public hearing and approve the job classification and proposed pay range for the Children and Family Services Program Specialist.

STAFF PRESENTER: Roy Kim

CHILDREN AND FAMILY SERVICES (CFS) PROGRAM SPECIALIST

ORGANIZATIONAL RESPONSIBILITY

A Children and Family Services (CFS) Program Specialist is responsible to the CFS Deputy Director, a Head Start Manager or designee.

DEFINITION

Under general direction, to assist in providing, project leadership and direction to staff in basic Head Start/Early Head Start and State funded programs in the delivery of comprehensive services in areas of safety, health, nutrition, learning environments, social and emotional development, disabilities, and family support, within state and federal programs operated by the Sacramento Employment and Training Agency.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification that uses expertise in a function to provide support and direct services to employees and supervisors as well as children and families within state and federal programs operated by the Sacramento Employment and Training Agency.

EXAMPLES OF ESSENTIAL DUTIES

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

1. Provides training and technical assistance to support comprehensive service areas for children, families and staff within Head Start, Early Head Start and State funded programs;
2. Assists in organizing and developing procedures for conducting health mandates and follow-up services for children ages 0 – 5 years old;
3. Supports and encourages parent participation in all Head Start/Early Head Start activities;
4. Assists families with their own self-improvement efforts and utilization of community resources;
5. Assists and ensures the proper maintenance of family records at early learning centers;
6. Assists in developing and implementing training activities for staff and parents in the areas of health, nutrition, social services, child development and disabilities;
7. Assists in planning and implementing services to children and families;
8. Organizes and conducts workshops and discussion groups for parents;
9. Assists with recruitment, enrollment and support services to families, health, nutrition, tracking of children, etc.
10. Coordinates health, nutrition and social services with community organizations and groups;

11. Makes home visits to discuss health, nutrition and mental health concerns and issues;
12. Assists in the compilation of data, analysis and reports;
13. Prepares required reports;
14. Assists with service implementation for children with special needs and/or mental health concerns;
15. Ensures the implementation and compliance with local, state and federal regulations regarding health, nutrition, mental health, disabilities and social services requirements;
16. Monitor and evaluate program activities for compliance and quality;
17. May assist staff with special projects and grants;
18. Works with parent groups;
19. Participate in multi-disciplinary team meetings and provide feedback regarding recommendations for individual child and family development;
20. Develop tracking systems to ensure compliance and timely follow-up;

MINIMUM QUALIFICATIONS

Knowledge of:

- Head Start/Early Head Start and State funded programs and functions;
- Early Childhood Education, including special education and social/emotional development
- Public health principles and practices;
- Maternal and child health;
- Proper nutrition;
- Issues and needs of low-income families;
- Staff development and training;
- Community relations and capacity building
- Some word processing software and current, relevant technology.

AND

Ability to:

- Develop and implement health, nutrition, mental health, disabilities, and social services programs which meet the needs of young children and their families;
- Provide training programs and workshops for parents and staff;
- Promote parent involvement with Head Start health, nutrition, mental health, disabilities, and social service programs;
- Work effectively with low-income families and parent groups;
- Speak and write effectively;
- Insure the proper maintenance of family records;
- Insure program compliance with health, nutrition, mental health, disabilities, and social service regulations and standards;
- Maintain records and prepare reports;

- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions;
- Establish and maintain cooperative working relationships.

AND

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

- I. At least one (1) year of experience in a basic health, nutrition, mental health, or social services functional area dealing with the socio-economic issues of young children and their families;

AND

- II. An AA Degree or higher in Child Development, Social Science, Psychology, Human Development, or its equivalent.
- III. Bilingual skills are highly desirable

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C California Driver's License is required. A good driving record of at least two (2) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required. Failure to obtain a Class C Driver's License will be evaluated on a case by case basis.

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

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

1. ***Sufficient Speech to:***
 - ***Engage in conversation both in person and on the phone.***
2. ***Sufficient Hearing to:***
 - ***Understand conversation in person or on the phone.***
3. ***Sufficient Vision to:***
 - ***Operate a personal computer.***
4. ***Sufficient Sensitivity of Touch to:***
 - ***Operate a personal computer.***
5. ***Sufficient Strength and Conditioning to:***
 - ***Sit for long periods of time throughout the day;***
 - ***Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;***
 - ***Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;***
 - ***Move from one area in the workplace to another.***

Non-essential Physical Attributes:

- 1. Ability to Taste.***
- 2. Ability to Smell.***

ITEM III-A – 2 - ACTION

APPROVAL TO EXTEND THE DUE DATE FOR THE 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

The proposal was emailed to over 50 real estate brokers in the County. One property owner attended the Offerors' conference. The deadline for submission of proposals was April 18, 2014. SETA did not receive any proposals.

Staff is recommending that the SETA Governing Board approve extending the proposal due date to May 30, 2014 and authorize staff to contact brokers directly to request assistance in finding suitable office space.

RECOMMENDATION

Extend the due date for the Request for Proposals for Office and Classroom space for a Job Center in South Sacramento through May 30, 2014.

STAFF PRESENTER: William Walker

ITEM III-B – 1 – ACTION

APPROVAL OF THE THREE-YEAR PLAN FOR THE PROVISION OF REFUGEE
SOCIAL SERVICES (RSS) AND TARGETED ASSISTANCE (TA) FUNDED
SERVICES TO REFUGEES PROGRAM YEARS (PYS) 2014-2017

BACKGROUND

The current RSS and TA three-year Plan, approved by the Governing Board in 2011, will end on September 30, 2014. A locally developed plan for the provision of TA and RSS funded services is a requirement of the California Department of Social Services—Refugee Programs Bureau (CDSS—RPB). The 2014-2017 RSS and TA Plan has been sent (under separate cover) for your review and approval. This three-year Plan represents SETA’s intended use of the RSS and TA funds for the period of October 1, 2014 through September 30, 2017 for the provision of refugee employment services.

This three-year Plan responds to current and foreseen challenges faced by the refugee community, addresses changes in demographics, provides a framework for regional collaboration, encourages continuous improvement of services to refugees, and responds to federal and state policy direction in refugee resettlement. A public hearing on March 10, 2014 to solicit comments from the public, as well as input from community based organizations, voluntary agencies, and other local, public and private stakeholders involved in refugee resettlement to assist in the development of the Plan. In addition, SETA staff conducted an analysis of demographic data, reviewed publications on trends and refugee issues in Sacramento County, and utilized other sources of information depicting the most recent conditions affecting the refugee population in this region to further assist in the development of the Plan.

Attendees at the public hearing expressed that the primary goals of refugees resettling in Sacramento County continue to be to attain or improve English language proficiency, to adjust socially, and to obtain employment. They also identified the continued need for non-employment services to refugees in the areas of health education, public transportation education, culturally appropriate childcare providers, and language assistance with housing, immigration, legal and medical appointments. Additionally, attendees expressed a need for better collaboration between resettlement agencies and employment service providers to provide a more timely and streamlined response to new populations arriving in Sacramento County.

Under this Plan, priority of service will continue to be given to the newest refugee arrivals to Sacramento County and refugees on public assistance, such as California Work Opportunity and Responsibility for Kids (CalWORKs), Refugee Cash Assistance

STAFF PRESENTER: Michelle O’Camb

ITEM III-B – 1 - ACTION (continued)

Page 2

(RCA) and General Assistance (GA) programs. Services will continue to be provided in a manner that is both culturally and linguistically compatible with a refugee's country of origin.

SETA has been an active member of the Rescue and Restore Victims of Human Trafficking Coalition in Sacramento launched on June 27, 2007. The Coalition has developed a service delivery system made up of a network of organizations committed to providing outreach and services to victims of human trafficking in the Sacramento area. Since May of 2009, SETA has administered Sacramento's Rescue and Restore Victims of Human Trafficking Regional Program under a cooperative agreement with the Office of Refugee Resettlement, Anti-Trafficking in Persons Division. For the 2014-17 RSS and TA draft Plan, SETA will continue to offer RSS and TA funded employment and social adjustment services to local certified victims of human trafficking who qualify for services to the same extent as refugees.

The overarching goal of the refugee programs administered by SETA will continue to be economic self-sufficiency and empowerment. To assist eligible Sacramento County refugees in their quest for self-sufficiency, staff is recommending the provision of the following employment and social adjustment services for refugees over the next three-year period:

- VESL/ES - Vocational English-as-a-Second Language combined with Employment Services;
- ES - Direct Employment Services; and
- SA & CO - Social Adjustment and Cultural Orientation (for all refugees).

Although included in the draft Plan, the following higher cost, employment services components will only be offered over the next three-year period if future RSS and TA grant allocations to Sacramento County increase significantly:

- VESL/VT- Vocational English-as-a-Second Language combined with Vocational Training (for cash assistance clients);
- VESL/OJT - Vocational English-as-a-Second Language combined with On-The-Job Training (for cash assistance clients); and
- VESL/WEX- Vocational English-as-a-Second Language combined with Work Experience.

STAFF PRESENTER: Michelle O'Camb

ITEM III-B – 1 - ACTION (continued)
Page 3

The projected Sacramento County allocations for the RSS and TA formula grants, PY 14-15 are:

RSS: \$542,153
TA : \$374,451

If final RSS and/or TA formula allocations to Sacramento County are different, budget and participant plan documents will be modified accordingly.

RECOMMENDATION

Approve the three-year Plan for the Provision of Refugee Social Services (RSS) and Targeted Assistance (TA) Services to Refugees, Program Years 2014-2017.

STAFF PRESENTER: Michelle O’Camb

ITEM III-B – 2 - ACTION

APPROVAL OF THE RELEASE OF THE REQUEST FOR PROPOSALS (RFP)
FOR THE REFUGEE SOCIAL SERVICES (RSS) AND TARGETED ASSISTANCE
(TA) FUNDED PROGRAMS, PROGRAM YEAR (PY) 2014-15

BACKGROUND

As the designated administrator of the RSS and TA grant funds for Sacramento County, the Sacramento Employment and Training Agency (SETA) is responsible for the planning, procurement and oversight of the RSS and TA programs to meet locally determined needs. Local needs are determined through a RSS and TA Plan process designated by the California Department of Social Services (CDSS) - Refugee Programs Bureau (RPB)

The current program year for the RSS and TA grants will end on September 30, 2014. The new program year will begin October 1, 2014 and end September 30, 2015. At this time, the RSS and TA allocations for PY 14-15 are unknown, however, staff is estimating that funding for allocation under this RFP will be as follows:

RESS:	\$460,833
TA:	\$318,283

Staff is requesting that the SETA Governing Board approve the release of a RFP (sent under separate cover) to solicit proposals from qualified agencies with the capacity and experience to meet the needs identified in the 2014-2017 RSS and TA Draft Plan. Solicited services are client centered and geared towards obtaining employment. Services include job search instruction, job orientations, referral, development and retention, vocational English language training, and social adjustment and cultural orientation services, all of which will result in early economic self-sufficiency and the reduced dependency on public assistance among refugees in Sacramento County. The services solicited in the RFP are:

- Vocational English-as-a Second Language/Employment Services (VESL/ES);
- Direct Employment Services (ES); and
- Social Adjustment and Cultural Orientation (SA & CO).

It is anticipated that at least 516 refugees will be served in the English language and employment training related components and 200 will receive social services in the SA & CO component.

STAFF PRESENTER: Michelle O’Camb

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

The process and criteria for selecting qualified applicants to implement SETA's 20142-2017 RSS and TA Draft Plan are outlined in the RFP.

The RFP consists of the following five (5) sections:

- General Information/Guidelines
- Allocation by Funding Sources/Activities, Eligibility Requirements, Allowable Activities and Services, Description of Available Activities
- Applicant Agency Prequalification Requirements, including Insurance Requirements
- Instructions for Completing the Proposal Application
- Required RFP Response Format

RECOMMENDATION

Approve the release of the Request for Proposals (RFP) for the Refugee Social Services (RSS) and Targeted Assistance (TA) Funded Programs, Program Year 2014-2015.

STAFF PRESENTER: Michelle O'Camb

ITEM III-C - 1– ACTION

APPROVAL OF FISCAL YEAR 2014-2015
HEAD START/EARLY HEAD START BUDGET

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Head Start/Early Head Start Budget for Fiscal Year 2014-2015 in the amount of \$51,057,991, which includes Basic, sequestration restoration at 5.27%, Cost of Living Adjustment (COLA) at 1.3% and Training and Technical Assistance. Budget details are as follows:

Head Start Basic (serves 4,857 children)	\$43,186,113
Head Start Training and Technical Assistance	\$ 394,361
Early Head Start Basic (serves 660 children)	\$ 7,297,423
Early Head Start Training and Technical Assistance	<u>\$ 180,094</u>
TOTAL	\$51,057,991

The Budget/Planning Committee met during the month of March and April with Ms. Denise Lee, Deputy Director, Head Start Children and Family Services; Mr. Roy Kim, deputy Director/Administration; Ms. Loretta Su, Fiscal Chief; Head Start Managers Ms. Brenda Campos, Ms. Lisa Carr, Ms. Karen Gonzales and Ms. D’et Patterson; Governance/Social Services/Parent Involvement Coordinator, Ms. Marie Desha and Head Start parents to provide input on the budget and program design.

A copy of the 2014-2015 Head Start/Early Head Start Budget will be sent under separate cover.

The Head Start Parent Advisory Committee and Policy Council are scheduled to review and approve this item at their joint meeting on April 22, 2014. Staff will be available to answer questions.

RECOMMENDATION:

Approve the Fiscal Year 2014-2015 Head Start/Early Head Start Budget in the amount of \$51,057,991 for Basic including sequestration restoration and COLA funds and Training/Technical Assistance.

STAFF PRESENTER: Denise Lee

ITEM III- C - 2- ACTION

APPROVAL OF FISCAL YEAR 2014-2015 HEAD
START/EARLY HEAD START REFUNDING APPLICATION

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Fiscal Year 2014-2015 Head Start/Early Head Start Refunding Application.

A copy of the Fiscal Year 2014-2015 Head Start/Early Head Start Refunding Application will be sent under separate cover. A listing of SETA-Operated Program and delegate agency center locations, part of the refunding application, is attached for your review.

The Head Start Parent Advisory Committee and Policy Council are scheduled to review and approve this item at their joint meeting on April 22, 2014. Staff will be available to answer questions.

RECOMMENDATION:

Approve the Fiscal Year 2014-2015 Head Start/Early Head Start Refunding Application.

STAFF PRESENTER: Denise Lee

SACRAMENTO COUNTY HEAD START/EARLY HEAD START SITE LOCATIONS 2014-2015

**SETA OPERATED
HEAD START
PROGRAM**
**Funded enrollment:
2,002**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Parker Avenue
4516 Parker Avenue
Sacramento, CA 95820
563-5071 (12)

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

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

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

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

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

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

**SETA Home Base
Program (96)**

**TWIN RIVERS USD
ECD CENTER
HEAD START**
**Funded Enrollment:
243**

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

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

**Rio Linda Preschool
Center**
631 L Street
Rio Linda, CA 95673
(32)

**ELK GROVE UNIFIED
SCHOOL DISTRICT
HEAD START**
**Funded Enrollment:
480**

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

**Charles Mack
Elementary**
4701 Brookfield Drive
Sacramento, CA 95823
(20)

**David Reese
Elementary**
7600 Lindale Drive
Sacramento, CA 95828
429-7780 (60)

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

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

SACRAMENTO COUNTY HEAD START/EARLY HEAD START SITE LOCATIONS 2014-2015

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

Herman Leimbach Elementary
8010 Grandstaff Drive
Room B2
Sacramento, CA 95823
(40)

James McKee Elementary
8701 Halverson Drive
Elkhorn, CA 95624 (20)

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

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

Prairie Elementary
5251 Valley Hi Drive
Sacramento, CA 95823
424-7665 (100)

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

Sierra Enterprise Elementary
9115 Fruitridge Road
Sacramento, CA 95826
381-2767 (20)

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

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

**SACRAMENTO CITY
UNIFIED SCHOOL
DISTRICT HEAD
START
Funded Enrollment:
1,312**

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

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

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

Bowling Green Elementary
6807 Franklin Blvd.
Sacramento, CA 95823
433-5598 (40)

Bret Harte Children's Center
2761 9th Avenue
Sacramento, CA 95818
277-6932 (40)

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

Camellia
6600 Cougar Drive
Sacramento, CA 95828
(20)

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

Collis P. Huntington Elementary
5917 26th Street
Sacramento, CA 95822
433-5437 (68)

Earl Warren Elementary
5420 Lowell Street
Sacramento, CA 95820
382-6038 (40)

Edward Kemble Elementary
7495 29th Street
Sacramento, CA 95822
433-5028 (54)

Elder Creek Elementary
7800 Lemon Hill
Avenue
Sacramento, CA 95824
382-6004 (52)

Ethel I. Baker Elementary
5717 Laurine Way
Sacramento, CA 95824
433-5448 (34)

Ethel Phillips Elementary
2930 21st Avenue
Sacramento, CA 95820
277-6780 (44)

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

Freeport
2118 Meadowview
Drive
Sacramento, CA 95832
(24)

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

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

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

Hiram Johnson
3535 65th Street
Sacramento, CA 95820
277-6767 (42)

Hollywood Park
4915 Harte Way
Sacramento, CA 95822
(24)

Isador Cohen Elementary
9025 Salmon Falls
Drive
Sacramento, CA 95826
228-5863 (34)

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

John Bidwell Elementary
1730 65th Avenue
Sacramento, CA 95822
433-5451 (44)

John Cabrillo Elementary
1141 Seamas Avenue
Sacramento, CA 95822
264-3765 (24)

John Sloat
7525 Candlewood Way
Sacramento, CA 95822
433-5054 (24)

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

Leataata Floyd
401 McClatchy Way
Sacramento, CA 95818
264-4181 (48)

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

Marian Anderson
2850 49th Street
Sacramento, CA 95817
277-7139 (53)

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

Martin Luther King Jr.
480 Little River Way
Sacramento, CA 95831
(24)

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

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

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

Parkway Elementary
4720 Forest Parkway
Sacramento, CA 95823
433-2843 (64)

Peter Burnett Elementary
6032 36th Avenue
Sacramento, CA 95824
277-6522 (20)

Rosa Parks Elementary
2250 68th Avenue
Sacramento, CA 95822
(24)

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

Washington Elementary
520 18th Street
Sacramento, CA 95814
264-4163 (48)

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

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

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

Coleman Elementary
6545 Beach Avenue
Orangevale, CA 95662
986-2207 (48)

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

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

General Davie Jr. Primary Center
1500 Dom Way
Sacramento, CA 95864
575-2346 (58)

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

Garfield
3700 Garfield Avenue
Carmichael, CA 95608
575-2432 (34)

Grand Oaks
7901 Rosswood Dr.
Citrus Heights, CA 95621
728-3199 (34)

Howe Elementary
2404 Howe Avenue
Sacramento, CA 95825
566-2181 (116)

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

Lichen Elementary
8319 Lichen Drive
Citrus Heights, CA 95621
728-3230 (34)

Marvin Marshall
5309 Kenneth Avenue
Carmichael, CA 95608
971-7380 (72)

Pasadena Elementary
4330 Pasadena Avenue
Sacramento, CA 95821
575-2374 (18)

Ralph Richardson Elementary
4848 Cottage Way
Carmichael CA 95608
575-2374 (34)

Skycrest Elementary
5641 Mariposa Ave.
Citrus Heights, CA 95610
867-2103 (34)

Sunrise Elementary
7322 Sunrise Blvd.
Citrus Heights, CA 95610
728-3191 (82)

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

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

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

**SETA OPERATED
EARLY HEAD START
Funded enrollment:
352**

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

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

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

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

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

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

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

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

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

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

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

**SETA Early Head Start
Home Base (240)**

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

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

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

Home Base (123)

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

**San Juan Unified
School District Early
Head Start
Administrative Office**
5309 Kenneth Avenue
Carmichael, CA 95608
(916) 971-7375

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

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

**General Davie Jr.
Primary Center**
1500 Dom Way
Sacramento, CA 95864
575-2346 (16)

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

**San Juan
Infant/Toddler Center**
7551 Greenback Lane
Citrus Heights, CA
95610
725-6125 (16)

Home Base (73)

ITEM III-C - 3 – ACTION

APPROVAL OF FISCAL YEAR 2014-2015 HEAD START/EARLY HEAD START TRAINING/TECHNICAL ASSISTANCE GRANT APPLICATION TO BE IN ALIGNMENT WITH ESTABLISHED THREE-YEAR GOALS

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Fiscal Year 2014-2015 Head Start/Early Head Start Training/Technical Assistance Plan in the amount of \$394,361 for Head Start, and \$180,094 for Early Head Start. The Budget/Planning Committee met several times with Ms. Denise Lee, Deputy Director, Head Start Children and Family Services; Mr. Roy Kim, Deputy Director/Administration; Ms. Loretta Su, Fiscal Chief; Head Start Managers Ms. Brenda Campos, Ms. Lisa Carr, Ms. Karen Gonzales and Ms. D'et Patterson; Governance/Social Services/Parent Involvement Coordinator, Ms. Marie Desha and the parents to provide input on the plan and correlating budget.

The Head Start Parent Advisory Committee and Policy Council are scheduled to review and approve this item at their joint meeting on April 22, 2014. Staff will be available to answer questions.

RECOMMENDATION:

Approve the Fiscal Year 2014-2015 Head Start/Early Head Start Training/Technical grant application as aligned with established three-year goals.

STAFF PRESENTER: Denise Lee

TRAINING AND TECHNICAL ASSISTANCE PLAN 2014-2015

PHILOSOPHY

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

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

PLANNING PROCESS

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

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

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

The Training and Technical Assistance Plan is the direct result of an exhaustive and highly collaborative partnership between Head Start Grantee staff, parents, and delegate agencies/partners. .

TRAINING AND TECHNICAL ASSISTANCE PLAN 2014-2015

APPROACH TO TRAINING, TECHNICAL ASSISTANCE AND PROGRAM IMPROVEMENT

Adjustments to the Training and Technical Assistance Plan (T/TA) proposed for PY 2014-2015 reflect the combined needs identified and prioritized by) parents on the Budget/Planning Committee, and the resulting goals established in the 2013-2014 Self-Assessment Action Plan through careful analysis of results from: PIR, Community Assessment, countywide goals, strategic directions, on-going monitoring, DRDP, and ERSEA reports.

A systematic approach was taken to ensure that our 2014-2015 Self-Assessment Action Plan, and associated budget, would reflect current needs identified through a) on-going monitoring, b) PIR results, c) committee reviews of the existing T/TA Plan, as well as the newly developed Three Year Goals and Objectives.

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

OUTCOMES AND TIMETABLES

Outcomes and timetable attainment of the Program Improvement Plan will be tracked and measured on a monthly basis. Leadership Team and Management meetings are conducted weekly with specific agenda content. Agendas will include status reports and check-ins on a bi-weekly basis. This process will allow for careful tracking of progress as it relates to timetables and outcomes attainment in the defined priorities and sub-groups: School Rreadiness/Outcomes, Family and Community Outcomes, Record-Keeping and Reporting, Human Resources and Staff Development, and On-going Monitoring Systems. .

TRAINING AND TECHNICAL ASSISTANCE PLAN 2014-2015

NOTES LEGEND: M=Mandated; GNO= Goals and Objectives; PIP= Program Improvement Plan BP=Best Practice

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/ T & TA Budget Source		Notes
					HS	EHS	
1. Child Services and Consultants							
A. Consultants							
Assistance to pregnant women and new mothers on issues ranging from feeding to self-care. On-call consultants are also used to develop training for EHS staff on a variety of topics	EHS Parents and EHS Staff	Consultants	Depending on the consultants used, and the audience, the expected outcomes range from increased knowledge on how to care for a newborn, or self-care techniques for the new parent. For staff, the expected outcomes include increased knowledge around topics important to EHS and how to provide quality services.	Consultants will be scheduled as needed in the program year14/15		\$13,000	PIP*
2. Parent Services							
A. Parent Intern Training							
Parents will be recruited to train for a variety of apprentice type jobs, including working with facilities, office work, food service, fiscal and human resources.	HS/EHS parents	Head Start staff	HS/EHS parents will be offered the opportunity to participate in a parent intern opportunity to learn skills, including soft skills that potentially may lead to permanent employment opportunities in the community.	October 2014 July 2015	\$11,000		BP
B. Family Literacy Project							
Parents will be provided books and activities to take home monthly.	HS/EHS parents	SS/PI Specialist	Parents will be given a book monthly along with activity sheets to do monthly with	August 2014- July 2015	\$13,000	\$11,00	PIP*

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2014-2015**

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/ T & TA Budget Source HS EHS		Notes
			their child. Activity sheets will focus on literacy and math skills that parents can easily do at home with their child. The expected outcome will be increased literacy scores in children's assessment data, and increased knowledge about the importance of parent participation in school readiness activities				
C. Training of Staff Development							
On-going training and conference opportunities	EHS and HS staff	Trainers, conferences, and yet to be determined methods	Staff will be offered the opportunity to engage in a variety of staff development activities with the expected outcome to include increased knowledge in the areas of school readiness, curriculum implementation, and improved CLASS scores.	August 2014- July 2015	\$41,000	\$49,500	M
On-Site Training	EHS Grantee and Delegate staff	Teaching Solutions	Teaching Strategies will be contracted to provide in-service workshops for EHS staff in the area of Creative Curriculum for Infants and Toddlers. The expected outcome is for staff to have increased confidence in their ability to implement this curriculum in their classroom	To be determined		\$6,000	BP
On-Site Training	Grantee and Delegate staff	Teaching Solutions	Teaching Strategies will be contracted to provide	To be determined	\$10,000		BP

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2014-2015**

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/ T & TA Budget Source		Notes
					HS	EHS	
			refresher training for HS staff on the use of Creative Curriculum 5. The expected outcome includes increased confidence and knowledge on continued implementation of this curriculum. Expected outcomes also include increased scores on classroom assessment evaluations and CLASS scores.				
Career Incentive Plan Funds Financial support for continuing education and maintaining teaching permits	HS/EHS Staff	Community College and Universities and Teacher Credentialing	Staff will have the opportunity to be reimbursed a set amount of money annually to continue their education and to keep up required teaching credentials.	August 2014-July 2015	\$28,159	\$11,423	BP
Mentor Coaches One-on-one assigned coaches for staff in HS/EHS classrooms	HS/EHS Staff	Mentor Coaches	Staff will either be assigned or volunteer for the opportunity to work one-on-one with a mentor coach. Some of the expected outcomes include improved classroom management skills, improved CLASS scores, ECERS/ITERS scores, and other identified needs of the participants.	October 2014-July 2015	\$48,000	\$5,000	PIP

TRAINING AND TECHNICAL ASSISTANCE PLAN
2014-2015

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/ T & TA Budget Source HS EHS		Notes
D. Other							
Delegate and Partner Support Delegate Kick-off and on-site training	Delegate Staff	Delegate Support Staff	The expected outcomes include continued support on policies and procedures and monitoring processes between the Grantee, delegate and partner agencies.	November 2014	\$3,200		BP

ITEM III-C – 4 - ACTION

APPROVAL OF FISCAL 2014-2015 SACRAMENTO COUNTY PROGRAM
OPTIONS/GRANTEE AND DELEGATE AGENCIES

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve Fiscal Year 2014-2015 Sacramento County Program Options/Grantee and Delegate Agencies.

The Head Start Parent Advisory Committee and Policy Council are scheduled to review and approve this item at their joint meeting on April 22, 2014. Staff will be available to answer questions.

RECOMMENDATION:

Approve Fiscal Year 2014-2015 Sacramento County Program Options/Grantee and Delegate Agencies.

STAFF PRESENTER: Denise Lee

HEAD START – Page 1 of 2

SACRAMENTO COUNTY HEAD START PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES FY 2014-2015
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AGENCY	Total Funded Enrollment	OPTION 1 (CB) Full-Day Collab. 5 days/week 10 hrs/day 47-49 weeks	OPTION 2 (CB) Full-Day Collab 5 days/week 9 hrs/day 49 weeks	OPTION 3 (CB) Full-Day Collab 5 days/week 8 hrs/day 43 or 49 weeks	OPTION 4 (CB) Full Day Collab. 5 days/week 6.5 hrs/day 32-36 weeks	OPTION 5 (CB) Full Day Collab 5 days/week 8-9 hrs/day 35-36 weeks	OPTION 6 (CB) Part-Day 4 days/week 3.5-4 hrs/day 32-35 weeks
SETA	2,002	44	132	198			340
Elk Grove	480						480
Sacramento City	1,312	112		54	446	143	557
San Juan	700				240		18
Twin Rivers	243					24	
WCIC (Playmate)	120						120
TOTALS	4,857	156	132	252	686	167	1,515

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

HEAD START – Page 2 of 2

SACRAMENTO COUNTY HEAD START PROGRAM OPTIONS /GRANTEE & DELEGATE AGENCIES FY 2014-2015

AGENCY	Total Funded Enrollment	<u>OPTION 7</u> (CB) Part-Day/DS* 4 days/week 3.5 hrs/day 32 weeks	<u>OPTION 8</u> (CB) Part Day 4 days/week 6 hrs/day 35 weeks	<u>OPTION 9</u> (CB) Part-Day 5 days/week 4 hrs/day 46 weeks	<u>OPTION 10</u> (HB) Home Base weeks			
SETA	2,002		12	1,180	96			
Elk Grove	480							
Sacramento City	1,312							
San Juan	700	442						
Twin Rivers	243	219						
WCIC (Playmate)	120							
TOTALS	4,857	661	12	1,180	96			

Comments

*DS = Double Session

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

EARLY HEAD START

SACRAMENTO COUNTY PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES						
FY 2014-2015						
PROGRAM OPTIONS						
AGENCY	Total Funded Enrollment	<u>OPTION 1</u> Full Day 5 days/week 7.5-9 hrs/day 48 weeks	<u>OPTION 2</u> Full Day 5 days/week 7.5-8 hrs/day 49 weeks	<u>OPTION 3</u> (CO) 2 days/week 6.5 hrs/day 48 weeks	<u>OPTION 4</u> (HB) 48 weeks	
SETA	352	112			240	
Sacramento City	147		8*	16***	123	
San Juan	161	48	32**	8****	73	
TOTALS	660	160	40	24	436	
Comments	<p>*For center based option, 178 center-based service days are offered, then the option becomes a home-based model; this program option provides a total of 235 service days.</p> <p>**For center based option, 173 center-based service days are offered, then the option becomes a home-based model; this program option provides a total of 235 service days.</p> <p>***For combination option, 37 center-based days are offered during the school year, bi-weekly home visits are offered during the school year and weekly visits are offered during the summer.</p> <p>***For combination option, 96 center-based days are offered during the school year, bi-weekly home visits are offered during the school year and weekly visits are offered during the summer.</p>					

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

EXHIBIT A: (HEAD START - SOP)

**SUMMARY OF FEDERAL FUNDS, CHILDREN TO BE SERVED,
CHILD-ADULT RATIO, AND PROGRAM OPTIONS**

Grantee: Sacramento Employment and Training Agency

Street Address: 925 Del Paso Blvd., Suite 200

City: Sacramento, CA

Zip: 95815

Head Start Director's Name: Denise Lee

Phone: (916) 263-3804 or (916) 263-3916

E-mail: DENISE@headstart.seta.net

Policy Council Chairperson: LaTasha

Phone: (916) 821-8959

Street Address: 5090 Warwick Avenue

City: Sacramento

Zip: 95817

Federal Share

PA 25 (Basic)	\$24,145,673
PA 26 (T&TA)	\$335,361
COLA @ 1.3%	\$313,894
	<hr/>
	\$24,794,928

Local Share: (25% of total Federal share or 20% of total program cost)

\$ 6,198,732

Total Program Costs:

\$30,993,660

Program Information - Center Based/Full Day	GRANTEE
(a) Number of children to be enrolled:	44
(b) Child/Adult Ratio:	8:1
(c) Number of handicapped children to be enrolled:	5
(d) Number of weeks per year that program will operate: Start date: 08/01/2014 End date: 07/31/2015 (Calendar C)	48
(e) Number of classes:	2
(f) Number of classroom operation hours per day:	10
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week:	50
(i) Number of classroom operations days per year:	244
(j) Number of teachers:	2
(k) Number of teacher hours per week:	35
(l) Number of double sessions (same teacher in AM & PM class):	N/A
(m) Number of paid teacher aides/child care teachers:	6
(n) Number of home visits per year:	2

Program Information - Center Based/Full Day	GRANTEE
(a) Number of children to be enrolled:	132
(b) Child/Adult Ratio:	8:1
(c) Number of handicapped children to be enrolled:	13
(d) Number of weeks per year that program will operate: Start date: 08/01/2014 End date: 07/31/2015 (Calendar C)	48
(e) Number of classes:	6
(f) Number of classroom operation hours per day:	9
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week:	45
(i) Number of classroom operations days per year:	244
(j) Number of teachers:	6
(k) Number of teacher hours per week:	35
(l) Number of double sessions (same teacher in AM & PM class):	N/A
(m) Number of paid teacher aides/child care teachers:	16
(n) Number of home visits per year:	2

Program Information - Center Based/Full Day	GRANTEE
(a) Number of children to be enrolled:	198
(b) Child/Adult Ratio:	8:1
(c) Number of handicapped children to be enrolled:	20
(d) Number of weeks per year that program will operate: Start date: 08/01/2014 End date: 07/31/2015 (Calendar C)	48
(e) Number of classes:	9
(f) Number of classroom operation hours per day:	8
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week:	40
(i) Number of classroom operations days per year:	244
(j) Number of teachers:	9
(k) Number of teacher hours per week:	35
(l) Number of double sessions (same teacher in AM & PM class):	N/A
(m) Number of paid teacher aides/child care teachers:	22
(n) Number of home visits per year:	2

Program Information - Center Based/Part Day	GRANTEE
(a) Number of children to be enrolled:	12
(b) Child/Adult Ratio:	8:1
(c) Number of handicapped children to be enrolled:	2
(d) Number of weeks per year that program will operate: Start date: 08/01/2014 End date: 07/31/2015 (Calendar A)	35
(e) Number of classes:	1
(f) Number of classroom operation hours per day:	6
(g) Number of classroom operation days per week:	4
(h) Number of classroom operation hours per week:	30
(i) Number of classroom operations days per year:	141
(j) Number of teachers:	1
(k) Number of teacher hours per week:	40
(l) Number of double sessions (same teacher in AM & PM class):	N/A
(m) Number of paid teacher aides/child care teachers:	1
(n) Number of home visits per year:	2

Program Information - Center Based/Part Day	GRANTEE
(a) Number of children to be enrolled:	1,180
(b) Child/Adult Ratio:	10:1
(c) Number of handicapped children to be enrolled:	118
(d) Number of weeks per year that program will operate: Start date: 08/04/2014 End date: 07/31/2015 (Calendar B)	46
(e) Number of classes:	59
(f) Number of classroom operation hours per day:	4
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week:	20
(i) Number of classroom operations days per year:	230
(j) Number of teachers:	59
(k) Number of teacher hours per week:	35
(l) Number of double sessions (same teacher in AM & PM class):	N/A
(m) Number of paid teacher aides/child care teachers:	59
(n) Number of home visits per year:	2

Program Information - Center Based/Part Day Traditional	GRANTEE
(a) Number of children to be enrolled:	340
(b) Child/Adult Ratio:	10:1
(c) Number of handicapped children to be enrolled:	34
(d) Number of weeks per year that program will operate: Start date: 08/25/2014 End date: 05/28/2015 (Calendar A)	35
(e) Number of classes:	17
(f) Number of classroom operation hours per day:	3.5
(g) Number of classroom operation days per week:	4
(h) Number of classroom operation hours per week:	14
(i) Number of classroom operations days per year:	141
(j) Number of teachers:	17
(k) Number of teacher hours per week:	35
(l) Number of double sessions (same teacher in AM & PM class):	N/A
(m) Number of paid teacher aides/child care teachers:	9
(n) Number of home visits per year:	2

Program Information – Home Based	GRANTEE
(a) Number of children to be enrolled:	96
(b) Number of home visitors:	8
(c) Number of families per home visit:	12
(d) Number of home visits per child per month:	4
(e) Number of home visits per child per year:	48
(f) Number of hours per home visit:	1.5
(g) Number of socialization experiences per child per month:	2
(h) Number of hours per socialization:	3
(i) Number of weeks of home-based operation per year:	48
(j) Number of weekly hours of home visitor employment:	40
(k) Number of weeks of home visitor employment:	52
(l) Home visits will begin on 8/1/12 and end on 7/31/13	--

EXHIBIT A: (EARLY HEAD START - SOP)

**SUMMARY OF FEDERAL FUNDS, CHILDREN TO BE SERVED,
CHILD-ADULT RATIO AND PROGRAM OPTIONS**

Grantee: Sacramento Employment and Training Agency

Street Address: 925 Del Paso Blvd., Suite 200 **City:** Sacramento, CA **Zip:** 95815

Head Start Director's Name: Denise Lee **Phone:** (916) 263-3804 or (916) 263-3916
E-mail: DENISE@headstart.seta.net

Policy Council Chairperson: LaTasha Windham **Phone:** (916) 821-8959

Street Address: 5090 Warwick Avenue **City:** Sacramento **Zip:** 95817

Federal Share

PA 25 (Basic)	\$ 3,997,292
PA 26 (T&TA)	\$ 121,618
COLA @ 1.3%	\$ 51,965
TOTAL	\$ 4,170,875

Local Share: (25% of total Federal share or 20% of total program cost) \$1,042,719
Total Program Costs: \$5,213,594

Program Information – Center Based/Full Day	TOTAL
(a) Number of children to be enrolled:	48
(b) Child/Adult Ratio:	4:1
(c) Number of handicapped children to be enrolled:	5
(d) Number of weeks per year that program will operate: i. First day of class: <u>08/1/2014</u> Last day of class: <u>07/31/2015</u>	49
(e) Number of classes (groups of 4 children):	12
(f) Number of classroom operation hours per day:	9
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week:	45
(i) Number of classroom operation days per year:	244
(j) Number of teachers:	12
(k) Number of teacher hours per week:	40
(l) Number of double sessions (same teacher in AM and PM class):	N/A
(m) Number of paid teacher aides:	24
(n) Number of home visits per year:	2

Program Information - Center Based/Full Day	TOTAL
(a) Number of children to be enrolled:	64
(b) Child/Adult Ratio:	4:1
(c) Number of handicapped children to be enrolled:	6
(d) Number of weeks per year that program will operate: i. First day of class: <u>08/1/14</u> Last day of class: <u>07/31/15</u>	49
(e) Number of classes (groups of 4 children):	16
(f) Number of classroom operation hours per day:	8
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week:	40
(i) Number of classroom operation days per year:	244
(j) Number of teachers:	16
(k) Number of teacher hours per week:	40
(l) Number of double sessions (same teacher in AM and PM class):	N/A
(m) Number of paid teacher aides:	32
(n) Number of home visits per year:	2

Program Information - Home-Based	Totals
(a) Number of children to be enrolled:	240*
(b) Number of home visitors (EHS Educators):	20
(c) Number of families per home visitor:	12
(d) Number of home visits per child per month:	4
(e) Number of home visits per child per year:	48
(f) Number of hours per home visit:	1.5
(g) Number of socialization experiences per child per month:	2
(h) Number of hours per socialization:	3
(i) Number of weeks of home-based operation per year:	48
(j) Number of weekly hours of home visitor employment:	40
(k) Number of weeks of home visitor employment:	52

*This number reflects 24 slots restored from sequestration

ITEM IV-A – INFORMATION

SUMMARY OF FINDINGS - FISCAL YEAR 2013-2014
CALIFORNIA DEPARTMENT OF EDUCATION TRIENNIAL REVIEW

BACKGROUND:

During the week of March 21 through March 28, 2014, the California Department of Education/Early Education and Support Division conducted its triennial compliance monitoring review (CMR) for the SETA State preschool (CSPP) and child care (CCTR) funded programs.

The review consisted of classroom observations, facilities and environmental checks, file reviews, staff interviews and a fiscal audit. Services and systems are mostly in compliance with a few minor areas needing improvement. The summary report of findings is attached for review.

A corrective plan of action response is due by May 12, 2014.

Deputy Director, Denise Lee, is available to answer questions.

STAFF PRESENTER: Denise Lee



**SUMMARY OF FINDINGS
 FISCAL YEAR 2013-2014**

OFFICE USE ONLY	Date	Initials
Administrator		
Database		

ALTERNATIVE PAYMENT MONITORING REVIEW (APMU)

CENTER-BASED MONITORING REVIEW (CMU)

CONTRACT MONITORING REVIEW (CMR)

FOLLOW UP: (Date)

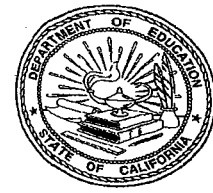
OTHER

ALL DNMR
<input type="checkbox"/> CLEARED

Contractor: Sacramento Employment and Training Agency (SETA)	County: Sacramento	Vendor Number: 2173
Contract Type(s): CSPP, CCTR	# Classrooms Reviewed: 2	
CDD Consultant: Alice Trathen	Email: atrathen@cde.ca.gov	Phone: 916 323-1312
CDD Reviewer(s): Alice Trathen, Cassandra Lewis		
Initial Review Date(s): 3/25-28/14	Corrective Action Date: May 12, 2014	Error Rate Reduction Date: N/A
Agency Rep. Signature: <i>[Signature]</i>	Title: <i>Deputy Director</i>	Date: <i>3-28-14</i>
CDD Consultant Signature: <i>[Signature]</i>		Date: 3/28/14
CDD Manager Signature:		Date:

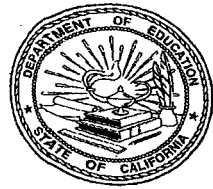
*MR = Meets Requirements, DNMR = Does Not Meet Requirement, NR = Not Reviewed

Findings:		Error Rate Percentage		N/R
		Center-Based:	Alternative Payment:	
KEY DIMENSION II	Governance and Administration Policies, plans, and administration of categorical programs to meet statutory requirements.			
KEY DIMENSION I Child Development (CD1)	Involvement Parents, staff, students, and community members participate in developing, implementing, and evaluating core and categorical programs.	MR X	DNMR	
KEY DIMENSION II Child Development (CD2 – CD7)	Governance and Administration Policies, plans, and administration of categorical programs to meet statutory requirements.		X CD 2, CD 4	
KEY DIMENSION IV Child Development (CD8 – CD10)	Standards, Assessment, and Accountability Categorical programs meet state standards and are based on the assessed needs of program participants.	X		
KEY DIMENSION V Child Development (CD11 – CD13)	Staffing and Professional Development Staff members are recruited, trained, assigned, and assisted to ensure the effectiveness of the program.	X		
KEY DIMENSION VI Child Development (CD14 – CD17)	Opportunity and Equal Educational Access Participants have equitable access to all programs provided by the LEA, as required by law.	X		
KEY DIMENSION VII Child Development (CD18-CD19)	Teaching and Learning Participants receive core and categorical program services that meet their assessed needs.		X CD 18	



**SUMMARY OF FINDINGS
 FISCAL YEAR 2013-2014**

Contact Type	Key Dimension Item	FINDING(S)
CSPP CCTR	CD 2	<p><u>Eligibility</u></p> <p>The contractor is required to ensure that the eligibility of families is accurate, timely, and complete with the appropriate supporting documentation (Title 5 CCR Section 18078, 18081, 18084, 18107).</p> <p>Findings: As a result of a review sampled family files, the documentation to verify eligibility for services is not always complete, and appropriate. Specifically, of the 9 family files reviewed, the following errors include:</p> <ul style="list-style-type: none"> • Certification—9600 is not consistently updated to reflect family’s current eligibility status • Family size entered on 9600 is not adequately verified or documented (birth records of all children included in family size; and presence or absence of parent); • California residency verification is not always documented in family file; • Employment verification and release to contact employer does not include the required elements (usual business hours of employer) <p>Resolution: To correct this finding, the contractor must submit a corrective action plan to the CDE/EESD that describes the process that will be implemented to ensure that all appropriate documentation to verify eligibility is complete, current, and appropriate.</p>
CSPP CCTR	CD 4	<p><u>Attendance:</u> The contractor is required to adopt and implement policies and procedures for accurately recording and tracking attendance for all children enrolled in the program (Title 5 CCR Sections 18065, 18066, 18068).</p> <p>Findings: Based on a review of January and February 2014 Attendance Sheets (sign in/out and classroom registry) the following non-compliant findings were identified:</p> <ul style="list-style-type: none"> • Absence verification is incomplete (full signature of staff or parent is not being used); • Reasons for absence are not consistent with regulatory requirements (family emergency not defined, and Best Interest of Child applied inconsistently); • Best Interest of Child Days are not being recorded and tracked accurately; <p>Resolution: To correct these findings, the contractor must submit a corrective action plan (which includes Board approved policies) to the CDE/EESD that describes the process that will be established to ensure that all absences are defined appropriately, and recorded accurately.</p>



**SUMMARY OF FINDINGS
 FISCAL YEAR 2013-2014**

Contact Type	Key Dimension Item	FINDING(S)
CSPP	CD 18	<p>Environment Rating Scale: The contractor is required to complete an environment rating scale to measure program quality for the appropriate age group and setting and shall achieve a rating of "Good", defined as 5.0 on each subscale of the environment rating scale (Title 5 CCR Section 18281).</p> <p>Finding: As a result of a classroom observation at the Elkhorn site, the contractor did not achieve a rating of 5.0 (Interactions, 4.25) for each subscale selected by the reviewer on the environment rating scale.</p> <p>Resolution: To resolve this finding, the contractor must submit to the CDE/EESD a classroom quality improvement action plan that describes how the above subscale will be improved and a timeline by which the improvements will be accomplished or implemented.</p>

All items of noncompliance shall be resolved within 45 calendar days. If the item(s) of noncompliance cannot be resolved within 45 calendar days, the contractor may request an extension not to exceed 180 days.

ITEM IV-B - 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

Program Operator: Elk Grove Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2012 to July 31, 2013 for the Head Start program have been traced to the delegate agency records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Mr. Shawn Harrison **DATE:** March 10, 2014
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of
 Soil Born Farm Urban Agriculture Project

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	In-School Youth	\$130,000	7/1/12-6/30/13	4/1/13-6/30/13

Monitoring Purpose: Initial _____ Follow-up _____ Special _____ Final X
Date of review: 3/10/14

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

Program Operator: Soil Born Farm Urban Agriculture Project

Findings and General Observations:

- 1) The total costs as reported to SETA from April 1, 2013 to June 30, 2013 for the WIA In-School Youth program have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Marylou Powers **DATE:** March 24, 2014
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of South County Services, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 154,314	1/1/12-12/31/12	4/1/12-12/31/12
CSBG	Safety Net	\$ 207,980	1/1/13-12/31/13	1/1/13-12/31/13

Monitoring Purpose: Initial Follow-Up Special Final
 DHHS Covered CA \$ 69,866 7/1/13-12/31/14 7/1/13-12/31/13

Monitoring Purpose: Initial Follow-Up Special Final
 Date of review: February 24, 2014

	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			

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: South County Services, Inc.

Findings and General Observations:

The total costs as reported to SETA for CSBG – Safety Net and DHHS – Covered CA 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: Vasseliki Vervilos **DATE:** April 2, 2014
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
TAD	VESL/ES	\$ 9,211	9/30/12-9/29/13	9/30/12-9/29/13
RESS	VESL/ES	\$ 98,478	10/1/12-9/30/13	10/1/12-9/30/13
TA	VESL/ES	\$ 9,575	10/1/12-9/30/13	10/1/12-9/30/13
TA	ES	\$ 69,000	10/1/12-9/30/13	10/1/12-9/30/13

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: Feb. 25, 2014

	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	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll		N/A		
8	OJT Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

MEMORANDUM

TO: Vasseliki Vervilos **DATE:** April 2, 2014
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
TAD	VESL/ES	\$ 4,414	9/30/13-4/30/14	9/30/13-12/31/13
RESS	VESL/ES	\$ 97,248	10/1/13-9/30/14	10/1/13-12/31/13
TA	VESL/ES	\$ 6,267	10/1/13-4/30/14	10/1/13-12/31/13
TA	ES	\$ 40,020	10/1/13-4/30/14	10/1/13-12/31/13

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: Feb. 25, 2014

	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	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll		N/A		
8	OJT Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: Twin Rivers Unified School District

Findings and General Observations:

The total costs as reported to SETA for RESS, TA, and TAD 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-C - INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

Staff at Sacramento Works Training 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 -April 8, 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;			
Above All Consulting, Inc.	1	Administrative Assistant	1
Aceit! Tutoring Powered by Sylvan Learning	1	Math & Language Arts Teachers	10
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
	10	Load Builder/Assembler	1
	7	Maintenance Technician	1
	9	Route Relief/Utility RSR	1
	10	Soil Counter/Sorter	1
Alien Transport LLC	8	Utility Laundry Worker	10
	9	Class A Driver	6
Allstate Insurance- Alain lone SCU Office	1	Insurance Sales Representative	1
Allstate Insurance- Carmichael Office	1	Insurance Broker	1
Alternatives Unlimited	1	Enrollment Team Member	5
American Council of Engineering Companies	1	Office Assistant	1
Asian Resources, Inc.	1	Universal Youth Specialist	1
Aspect Glass Inc.	7	Glazier	2
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
Bonney Plumbing, Heating, Air & Rooter Service	3	Plumbing Apprentice Trainee	2
Brewer Insurance Agency	1	Customer Service Representative	2
	10	Marketer	1
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
Capitol City Management	1	Bookkeeper	1
CE Cabinet Installations	3	Cabinet Maker	
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
CES Premier Real Estate Services	1	Experienced Real Estate Agents	5
Child Action	5	Bi-lingual Case Manager (Vietnamese)	1
	1	Payment Clerk	1
Child Care Careers	1	Assistant Teacher	20
	1	Teacher Aide	20
	1	Teacher	20
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
	10	Information and Referral Specialist	3
Convergence Marketing	10	Cosmetic Merchandiser	15
	10	Cosmetic Team Lead	3
CPC Logistics, Inc.	9	Class A Driver	10
Crocker Art Museum	1	Museum Store Manager	1
	1	Facility Use Manager	1
Crossroads Diversified Services	1	Adult Education Instructor	1
Crossroads Facility Services	1	Gardener Lead	1
	1	Janitor/Custodian - Lincoln, CA	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

Employer Activity Report
July 1, 2013 -April 8, 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;			
Diamond Bay Realty & Property	1	Payables Clerk	2
	1	Customer Service	10
	1	Receptionist	1
Diamond Gold Vault	1	Office Assistant	1
Diamond Personnel Services	10	Political Phone Surveyor	10
	1	Spanish Bi-Lingual Outreach Members	10
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
Dr. Pepper Snapple Group	1	Cashier	1
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
Emed Technologies Corp	10	Telemarketer	1
Energyuy	7	Permit Technician / HERS Rater Trainee	1
Excel Managed Care & Disability Services, Inc.	1	Intake Coordinator	1
Express Employment Professionals	9	Warehouse General Labor and Production	5
Fair Oaks Recreation & Park District	1	Recreation Leader I	1
Fair Oaks Recreation & Park District	1	Recreation Leader III	1
Fairytale Town	1	Cafe Coordinator	1
	1	Education & Program Assistant	1
	1	Guest Service Representative: Admissions Cashier	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
Fretty's Limousine Service	9	Chauffeur/Driver	2
Frito-Lay	10	Merchandiser	1
	10	Route Sales Representative - General	2
General Produce Company	1	Accounting Assistant	1
	1	Accounts Payable Clerk	1
	9	Commercial Driver	4
	9	Delivery Route Truck Driver	3
	9	Order Selector	6
Geremia Pools Inc	3	Certified Shotcrete Nozzleman	1
Global Communications Center	1	Virtual Customer Service Professional	150
Global Touchpoints Inc.	1	HR Recruiting	4
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
Hardware	1	First Line Supervisor-Retail	2
Harlow's Help At Home	4	Certified home Health Aide	25
	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

Employer Activity Report
July 1, 2013 -April 8, 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;			
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
	1	Employment Specialist	1
	5	Program Monitor	1
Leslie's Cleaning Service	10	Maid, Cleaning Technician	5
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
Lord & Sons Inc.	9	Driver/Warehouse Associate	1
	9	Warehouse Associate	1
Los Rios Community College District	1	Account Clerk II	1
	1	Account Clerk III	1
	1	Accounting Assistant Professor	1
	1	Adjunct Head Volleyball Coach	1
	1	Administrative Assistant I	1
	1	Administrative Assistant II	3
	1	Admissions/Records Clerk II	1
	1	Admissions/Records Evaluator I	2
	1	Admissions/Records Evaluator/Degree Auditor	1
	1	Assistant Financial Aid Officer	1
	1	Assistant Technical Director - Visual and Performing Arts Center (VAPAC), Harris Center for the Arts	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	Bookstore Stock Clerk	1
	1	Business (Real Estate Emphasis)/Management Assistant Professor	1
	1	Business Law/Business Assistant Professor	1
	1	Chemistry Assistant Professor	1
	1	Children's Center Clerk	1
	1	Clerk II	2
	1	Clerk III	1
	4	College Nurse	1
	1	College Police Sergeant	2
	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	Confidential Human Resources Specialist III	1
	1	Counseling Clerk II	1
	1	Custodian	3
	1	Dean of Business and Family Science	1
	1	Dean of Humanities and Social Science	1
	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	Facilities Planning Specialist	1
	1	Financial Aid Clerk II	3
	1	Financial Aid Officer	1
	1	Grant Coordination Clerk	1
	1	Groundskeeper	1

Employer Activity Report
July 1, 2013 -April 8, 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;			
Los Rios Community College District	1	Head Coach for Men's Tennis Adjunct Pool	1
	1	History Assistant Professor	1
	1	Information Technology Analyst I - Business Analyst	1
	1	Information Technology Assistant II - Institutional Research	1
	1	Instructional Assistant - Accounting	1
	1	Instructional Assistant - Biology	1
	1	Instructional Assistant - Campus Computer Laboratory	1
	1	Instructional Assistant - Chemistry	1
	1	Instructional Assistant - Learning Resources	1
	1	Instructional Assistant - Math	2
	1	Instructional Assistant - Mechanical Electrical Technology	1
	1	Instructional Assistant - Mechanical/Electrical Technology	1
	1	Instructional Assistant - Sign Language Studies	1
	1	Instructional Assistant - Writing/English/Reading	1
	1	Instructional Development Coordinator	3
	1	Instructional Services Assistant I	1
	1	Instructional Services Assistant II	1
	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	Police Lieutenant	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	Senior Information Technology Technician - Lab/Area Microcomputer Support	1
	1	Special Projects - Education Coach, College to Career	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
	1	Student Personnel Assistant - Disabled Student Programs and Services (DSP&S)	1
	1	Student Personnel Assistant - Extended Opportunity Programs and Services (EOPS)	11
	1	Student Personnel Assistant - Student Life	1
	1	Student Personnel Assistant - Student Services	1
	1	Student Personnel Assistant - TANF	1
	1	Student Services Supervisor - CalWORKs/Career Center/Re-Entry & Veterans Information Center	1
	5	TANF/CalWORKs Specialist	1
1	Ticket Office/Customer Relations Assistant - Harris Center For The Arts	1	
1	Tutorial Services Assistant	1	
1	Vice Chancellor of Finance and Administration	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
Nelson Staffing Solutions	9	General Laborers/Production Workers	70
	9	Warehouse Technician/Lift Truck Operator	70
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
	9	Production Workers	3

Employer Activity Report
July 1, 2013 -April 8, 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;			
NW Elite	1	Outside Sales Consultants	10
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
Paramount Equity	1	Account Executives	15
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
Ray McCauley Insurance Agency Inc.	1	Customer Service Representative	2
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 Children's Home	4	Child Care Worker	3
	1	Crisis Nursery Supervisor	1
	1	Family Partner	1
	1	Family Resource Aide	2
	1	Home Visitor	1
	1	Infant Aide	1
	4	Lead Child Care Worker	1
	4	Mental Health Specialist	1
	4	Residential Counselor	1
	4	Residential Counselor - Medical Support Aide	1
	4	Therapist	1
	4	Youth Peer Mentor	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
	9	Head Start Courier/Maintenance	1
	1	Head Start Home Visitor	1
	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 Native American Health Center, Inc.	1	Custodian	1
Sacramento Regional Transit District	1	Bus Operator	1
	10	Chief Counsel	1
	1	Clerk II	1
	1	Customer Service Representative	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
	10	Sales Coordinator / Training Instructor	1
Salvation Army Sac Metro	9	Driver (On-Call)	1
	1	Kitchen Aide	1
	10	On-Call Personal Care Attendant	1
Sears Home Services	7	Sears Repair Technician	12
Seavers and Family	1	Lawn Care Helper/General Laborer	1
Sentinel Fire Equipment Company	1	Shop Helper	1
Serenity Respite	4	Respite Caregiver	25
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

Employer Activity Report
July 1, 2013 -April 8, 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;			
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
Teledyne Microwave Solutions	9	Assembler	1
Tetra Tech, Inc.	2	Environmental Engineer	1
Tony's Fine Foods, Inc.	1	Administrative Assistant	1
	10	Buyer	1
	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
	9	Forklift Operator - Graveyard Shift	1
	9	Loader	
	10	Order Selector - Truckee	1
	10	Order Selector - West Sacramento	4
	10	Pricing Specialist	1
	9	Regional Route Driver	3
	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
TRUGREEN	10	Inside Sales Representative	8
	10	Outside Sales Representative	8
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
Volt Workforce Solutions	7	Rework Technician	100
Wabash National Trailer Center	1	Trailer Account Manager	1
Walt's Auto Service	7	Heavy Duty Mechanic	1
Waste Management, Inc. Fruitridge Road	1	HR Generalist II	1
Wendy's	7	Maintenance Technician	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			1475

ITEM IV-D – 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 April 14, 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	3/19/2014
Official	1/30/2014	Aerojet Rocketdyne 2001 Aerojet Rd. Rancho Cordova, CA 95670	3/31/2014	61	3/27/2014
Official	2/12/2014	Servicelink 5039 Dudley Blvd. McClellan, CA 95652	4/13/2014	97	Delivered Packets
Official	3/4/2014	Folsom CJD, LLC 12545 Folsom Blvd. Folsom, CA 95630	5/4/2014	95	Declined Services
Official	3/6/2014	The Fresh Market, Inc. 2339 Fair Oaks Blvd. Sacramento, CA 95825	5/6/2014	62	3/13/14 3/14/14
Official	3/18/2014	Sprint Customer Service Center 3068 Kilgore Rd. Rancho Cordova, CA 95670	5/17/2014	245	Declined Services

Dislocated Worker Information PY 2013/2014

The following is an update of information as of April 14, 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
Unofficial	3/26/2014	ABM 7120 East Parkway Sacramento, CA 95823	6/30/2014	40	4/17/2014
			Total # of Affected Workers	1,608	

ITEM IV-E – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

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

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee



Quality Assurance Summary Report

TO: SETA Policy Council and Governing Board members
 RE: Quality Assurance/Monitoring Results – March 2014

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
Elk Grove Unified School District	Union House Sierra Enterprise Leimbach McKee	6 6 class observations 4 facilities inspections	18 Head Start	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- High quality of comprehensive services is being provided to children and families
- Strong partnership between teachers, para-educators and families: warm social interactions, up-to-date knowledge of each child and each family's status
- Follow-up documentation on content service areas is consistent, easy to read and follow
- Numerous parent/family volunteers in the classrooms
- Tooth brushing procedure was effective (orderly and flowed smoothly in daily schedule)

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	91%	No significant noted findings
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	99%	No significant noted findings
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	89%	1-Not all center postings were displayed 2-One school site has classroom doors covered in paper and posters
Family, Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	96%	No significant noted findings
Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	89%	No significant noted findings

Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	100%	No significant noted findings
Written Individualization <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i>	89%	1-Lack or limited evidence on file to support children's assessments
Curriculum/Implementation of Individualization <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i>	80%	1-Supervision of all children needs improvement when children are using the restroom 2-Teacher-directed and large group activities dominate the daily class schedule
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	86%	1-Inaccuracies between data in ChildPlus and information in the child's file

*Scores between 90-99% will be addressed by the program but do not require a formal Monitoring Response Plan. Scores less than 90% require a written Monitoring Response Plan. Thresholds will be adjusted in the future when historical data is available.

Corrective Action Plans:

The program has 30 days to submit a written Monitoring Response Plan for areas under 90%. Follow-up visits will be scheduled within 120 days or less.



Quality Assurance Summary Report

TO: SETA Policy Council and Governing Board members
 RE: Quality Assurance/Monitoring Results – March 2014

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
San Juan Unified School District	Pasadena HS Lichen HS Richardson HS Fair Oaks EHS San Juan EHS	6 6 classroom observations 5 facilities inspections	15 9 Head Start 6 Early Head Start	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Warm and positive relationships with families were very evident at centers. There were numerous volunteers in the HS/EHS centers reviewed.
- Organization and display of health emergency contact information at all centers is exemplary. They were all posted in prominent areas, consistently organized for easy reference by staff and visitors.
- Universal screening procedure utilized by SJUSD appears effective as evidenced by timely screenings.
- Family engagement materials and community resources information at centers are consistently organized, updated and relevant.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	96% HS 97% EHS	No significant noted findings
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	99% HS 96% EHS	No significant noted findings
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	96% HS 97% EHS	No significant noted findings
Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	93%	No significant noted findings

Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	100%	No significant noted findings
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	100% HS 100% EHS	No significant noted findings
Written Individualization <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i>	95% HS 93% EHS	No significant noted findings
Curriculum/Implementation of Individualization <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i>	96% HS 95% EHS	No significant noted findings
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	94%	No significant noted findings

*Scores between 90-99% will be addressed by the program but do not require a formal Monitoring Response Plan. Scores less than 90% require a written Monitoring Response Plan. Thresholds will be adjusted in the future when historical data is available.

Corrective Action Plans:

The program has 30 days to submit a written Monitoring Response Plan for areas under 90%. Follow-up visits will be scheduled within 120 days or less.



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members
 RE: Quality Assurance/Monitoring Results – March 2014

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
SETA Operated Program	Illa Collin Broadway Fruitridge Walnut Grove New Helvetia II	12 11 Head Start 1 Early Head Start	35 33 Head Start 2 Early Head Start	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Warm and positive relationships with parents
- Good parent participation (i.e., parent aides in the classrooms)
- Staff's adaptability and great ability to manage site activities smoothly

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	85% HS 79% EHS	1- Incomplete Emergency Cards 2- Not all Health screens were completed within the 30-45 day time line 3- Not all dental exam results were in the child's file 4- Some ChildPlus did not match contents of the child's file 5 – Not all health history items had documented follow-up in the file
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	92% HS 81% EHS	No noted findings
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	87% HS 77% EHS	1-Not all center postings were displayed 2-Some classrooms had uncovered outlets
Family, Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	83%	1-Limited evidence that all immediate need or information requested had adequate follow-up (not documented in the child's file)

Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	74%	1-Not all referrals were processed in a timely manner 2-Mental Health professional contact information not clearly posted at the center
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	87% HS 89% EHS	1-Some developmental screens were missing in file and/or not included within 30-45 day time line 2-Not all contents of the child's file matched in ChildPlus
Written Individualization <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i>	68% HS 57% EHS	1-Not all assessments were completed in a timely manner and/or contained limited written observations 2-Not all files contained Individual Development Plans
Curriculum/Implementation of Individualization <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i>	91% HS 93% EHS	1-Supervision of all children needs improvement when children are using the restroom
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	85%	1-Missing or inaccurate information on some enrollment forms 2-Inaccuracies between data in ChildPlus and information in the child's file

*Scores between 90-99% will be addressed by the program but do not require a formal Monitoring Response Plan. Scores less than 90% require a written Monitoring Response Plan. Thresholds will be adjusted in the future when historical data is available.

Corrective Action Plans:

The program has 30 days to submit a written Monitoring Response Plan for areas under 90%. Follow-up visits will be scheduled within 120 days or less.

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, February 25, 2014
9:00 a.m.

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

Ms. LaTasha Windham called the meeting to order at 9:06 a.m. and read the Thought of the Day. Secretary, Mr. Steven Wormley, called the roll; a quorum was established.

Members Present:

Toni Espinoza, Elk Grove Unified School District
Steven Wormley, Sacramento City Unified School District
Benjamin Bailey, Sacramento City Unified School District
Lynda Williams, San Juan Unified School District
Linda Litka, San Juan Unified School District
Kristyn Ingram, Twin Rivers Unified School District
Saleema Ali, Twin River Unified School District (arrived at 9:20 a.m.)
Richina Siackasorn, WCIC/Playmate Child Development Center (arrived at 9:25 a.m.)
Kenneth Tate, SETA-Operated Program
Colleen Fietzek, SETA-Operated Program
Derek Adams, SETA-Operated Program
LaTasha Windham, SETA-Operated Program
Colleen Fietzek, SETA-Operated Program
Angeles Soberanes, SETA-Operated Program
Justin Fietzek, Home Base Option
Jenna Kline, Community Representative
Genevieve Deignan, Sacramento Food Bank
Willie Jean Peck, Foster Parent Representative (arrived at 9:28 a.m.)

Members Absent:

Celina Fimbres, Sacramento City Unified School District (unexcused)
Rodney Pontiflet, SETA-Operated Program (unexcused)

New Members to be seated not Present:

Lisa Burke, Home Base Option (unexcused)
Alexis Barajas, Elk Grove Unified School District (unexcused)

II. Consent Item

A. Approval of the Minutes of the January 28 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Williams, second/Espinoza, to approve the minutes of the January 28 as distributed.

Show of hands vote:

Aye: 13 (Adams, Bailey, Ingram, Deignan, Espinoza, C. Fietzek, J. Fietzek, Kline, Litka, Soberanes, Tate, Williams, Wormley)

Nay: 0

Abstentions: 1 (Windham)

III. **Action Items**

A. Approval of Community Assessment 2014-2017 and Resulting Countywide Head Start/Early Head Start 3-Year Goals

Ms. Robyn Caruso, Administrative Program Officer, stated that 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.

Moved/Williams, second/Espinoza, that the Policy Council approve the 2014-2017 Community Assessment and resulting countywide Head Start/Early Head Start 3-Year Goals.

Show of hands vote:

Aye: 13 (Adams, Bailey, Ingram, Deignan, Espinoza, C. Fietzek, J. Fietzek, Kline, Litka, Soberanes, Tate, Williams, Wormley)

Nay: 0

Abstentions: 1 (Windham)

Ms. Saleema Ali arrived at 9:20 a.m.

Ms. Richina Siackasorn arrived at 9:25 a.m.

Ms. Willie Jean Peck arrived at 9:28 a.m.

B. Approval of Past Parent Representative

Moved/J. Fietzek, second/Wormley, that the policy council.

Show of hands vote:

Aye: 16 (Adams, Ali, Bailey, Ingram, Deignan, Espinoza, C. Fietzek, J. Fietzek, Kline, Litka, Peck, Siackasorn, Soberanes, Tate, Williams, Wormley)

Nay: 0

Abstentions: 1 (Windham)

Ms. Annette Duran introduced herself and was welcomed to the board as a Past Parent Representative.

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

The board went into closed session at 9:45 a.m. The board went into open session at 9:51 a.m. and reported out of closed session that the following eligible lists were approved: Approval of Eligibility List for Head Start Site Supervisor.

IV. **Information Items**

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Windham noted a correction on the calendar; March 20 is the PAC Executive Committee meeting.
- Parent/Staff Recognitions: None.
- Parent/Staff Recognitions – CHSA Parent Training Conference Reports: No additional reports.
- Community Resources-Parents/Staff: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson reviewed the six month fiscal report. The expenditures for the county wide program are at 49.6% of budget with the non-federal share at 25.5%; the administrative costs are at 9.6% which is well below the 15% threshold. Ms. Patterson stated that a budget planning meeting was held last week which was the beginning of the process for creating the budget; no one showed up at the committee meeting. It is crucial that parents provide some guidance on the development of the budget. Staff was recently notified that the Agency will be fully restored from the sequestration cuts (\$2.4 million). Staff still does not know the amount; there will be a 1.3% COLA in the new fiscal year. The March 7 and 14 budget planning meetings will be canceled. The meetings will reconvene after March 15 which will give staff a chance to get more budget information. Staff needs to figure out what date would be best for the committee members.

B. Governing Board Minutes of December 5, 2013: No questions.

- C. Presentation from Community Representatives: Will be continued to the March meeting.

V. Committee Reports

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

VI. Other Reports

- A. Executive Director's Report: No report.
- B. Head Start Deputy Director's Report: Ms. Denise Lee stated that she is expecting the federal review to be the last two weeks in April. This has not yet been confirmed.

Ms. Alma Hawkins and Ms. Brenda Campos were introduced and recognized for their 30 years of service to SETA. Ms. Denise Lee presented each employee with flowers.

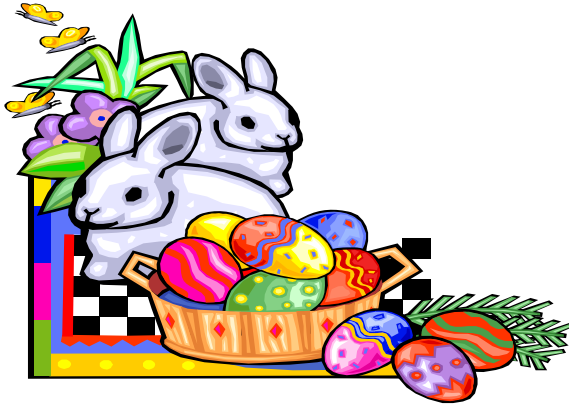
- C. Head Start Managers' Reports: No reports.
- D. Chair's Report: Ms. Linda Litka and Ms. Denise Lee were wished a Happy Birthday.
- E. Open Discussion and Comments: Mr. Bailey requested more specific details regarding the hiring process, i.e., what kind of tests are given, what is the screening process, etc. Ms. Lee replied that she cannot give actual written or oral exam information but would be happy to discuss the matter after the meeting. Ms. Lee urged all board members to consider working on a screening panel for employees to learn the process.
- F. Public Participation: Ms. Jessica Williams, Toni Espinoza's aunt, was acknowledged.

Ms. Fietzek reported that she will be resigning as a Northview representative. She will be seeking to be a Home Base representative.

- VIII. Adjournment:** The meeting was adjourned at 10:17 a.m.

VII. Training

The Parent Advisory Committee and Head Start Policy Council will participate in AB 1234 Ethics Training.



Monthly Head Start Report April 2014

SETA Operated Program

Family Engagement

Our male involvement program has been going strong, with Daddy and Me breakfasts and lunches happening at a variety of early learning sites. Men are given the opportunity to have a meal with their child, to participate in circle time activities, and then meet as a group to talk about the importance of male involvement in their child's life, and the correlation to their involvement and increased school success.

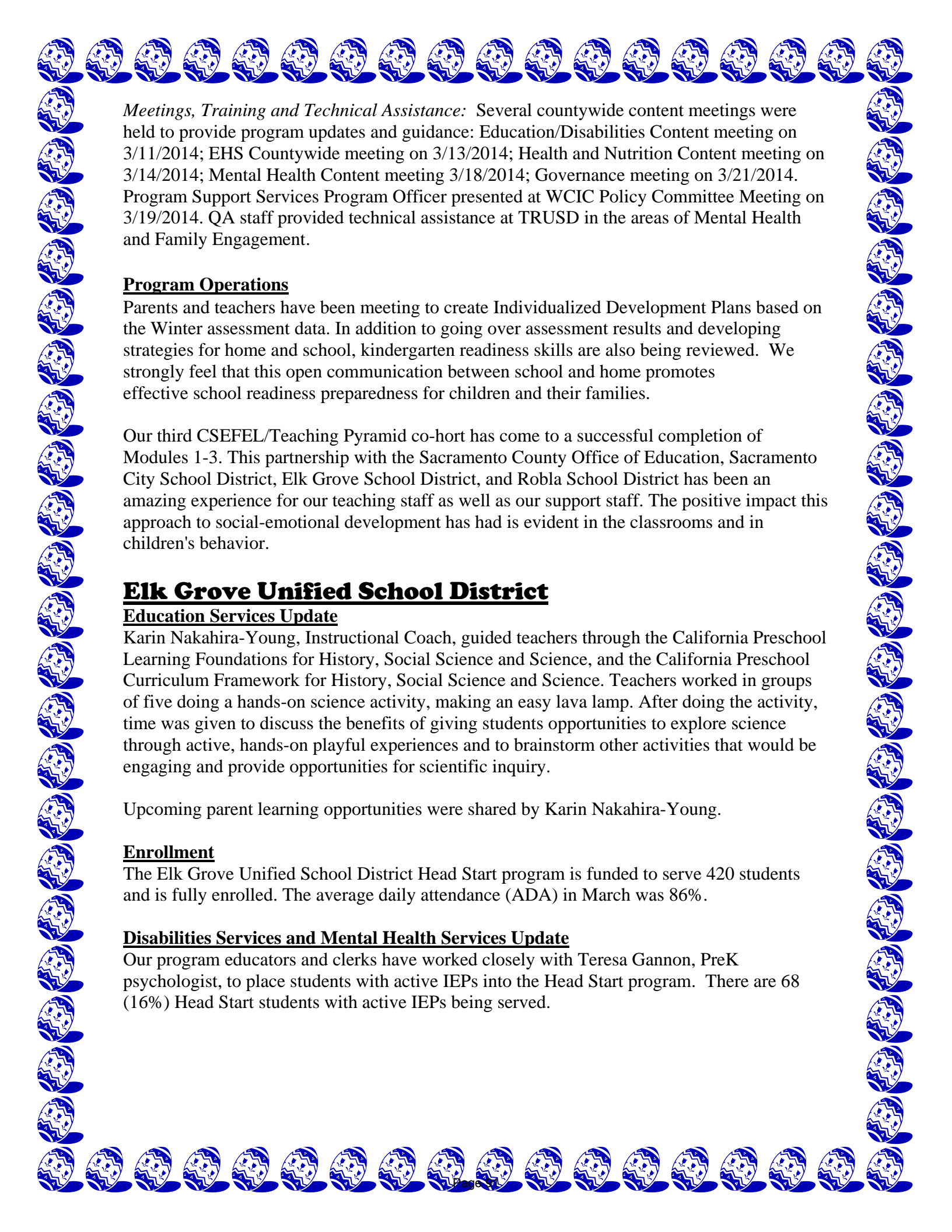
Staff has been extremely busy attending community fairs, providing information about all of the incredible services that Head Start and Early Head Start have to offer. With the launch of our revamped website, staff has been fielding inquiries from families wishing to enroll into the program.

All of our sites were fully enrolled this month and are working hard to ensure not only do the sites stay full, but that children attend daily. We continue to educate parents about the importance of daily attendance and the link to reading and later school success.

Our Positive Solutions for Parents (a six-week social-emotional parenting curriculum) is going strong. We have 18 parents attending, and this year we have been able to offer the class in both English and Spanish. Families are working hard each week, and coming back to talk about the success they are having at home implementing new parenting techniques.

Program Support Services

Quality Assurance Unit: The following programs were monitored for the month of March: SCUSD Head Start/Early Head Start Center-Based Program; TRUSD Head Start and SETA-Operated Programs. Reports are being finalized and will be available soon. New Quality Assurance Analysts joined the unit in March. We welcome James Saetern and Nancy Fugate who joined on March 10, 2014!



Meetings, Training and Technical Assistance: Several countywide content meetings were held to provide program updates and guidance: Education/Disabilities Content meeting on 3/11/2014; EHS Countywide meeting on 3/13/2014; Health and Nutrition Content meeting on 3/14/2014; Mental Health Content meeting 3/18/2014; Governance meeting on 3/21/2014. Program Support Services Program Officer presented at WCIC Policy Committee Meeting on 3/19/2014. QA staff provided technical assistance at TRUSD in the areas of Mental Health and Family Engagement.

Program Operations

Parents and teachers have been meeting to create Individualized Development Plans based on the Winter assessment data. In addition to going over assessment results and developing strategies for home and school, kindergarten readiness skills are also being reviewed. We strongly feel that this open communication between school and home promotes effective school readiness preparedness for children and their families.

Our third CSEFEL/Teaching Pyramid co-hort has come to a successful completion of Modules 1-3. This partnership with the Sacramento County Office of Education, Sacramento City School District, Elk Grove School District, and Robla School District has been an amazing experience for our teaching staff as well as our support staff. The positive impact this approach to social-emotional development has had is evident in the classrooms and in children's behavior.

Elk Grove Unified School District

Education Services Update

Karin Nakahira-Young, Instructional Coach, guided teachers through the California Preschool Learning Foundations for History, Social Science and Science, and the California Preschool Curriculum Framework for History, Social Science and Science. Teachers worked in groups of five doing a hands-on science activity, making an easy lava lamp. After doing the activity, time was given to discuss the benefits of giving students opportunities to explore science through active, hands-on playful experiences and to brainstorm other activities that would be engaging and provide opportunities for scientific inquiry.

Upcoming parent learning opportunities were shared by Karin Nakahira-Young.

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 March was 86%.

Disabilities Services and Mental Health Services Update

Our program educators and clerks have worked closely with Teresa Gannon, PreK psychologist, to place students with active IEPs into the Head Start program. There are 68 (16%) Head Start students with active IEPs being served.



Health Services Update

Program Educators are monitoring files and providing additional support to ensure that children in need of further dental treatment receive those services.

In March, 11,474 meals were served to our Head Start students. The March 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. Every opportunity is utilized to inform parents of upcoming parent meetings and to encourage their attendance. Parents are informed of education opportunities during monthly classroom parent meetings, by publication of a monthly parent calendar, by their child's classroom teacher, and by the Academic Program Coordinator at their school site.

“Latino Family Literacy” workshops were held on March 5, 12, and 19, at Samuel Kennedy Elementary School. These classes provided Spanish speaking parents with strategies for working with their children in the area of literacy and ways to establish a reading routine in their home. Two (2) families attended these workshops.

“English Family Literacy” workshops were held at Herman Leimbach Elementary School on March 4, 11, 18, and 25. This presentation provided our English speaking families with the same information on literacy, techniques and strategies as those provided in “Latino Family Literacy”. An average of five (5) families attended this workshop.

“Positive Parenting” classes were held in Spanish at Charles Mack Elementary School on March 4, 11, 18, and 24, and in English at David Reese Elementary School on February 4, 11, 18, and 24. These classes teach parents positive approaches to discipline, stress management techniques, communication skills, and developmental milestones. An average of seven (7) parents attended the classes at Charles Mack and an average of four (4) parents attended the classes at David Reese.

Proper car seat installation and use is important to keep children safe. On March 13, a “Car Seat Safety” workshop was held at Herman Leimbach Elementary School. Parents were taught the proper way to install a car seat. Parents were provided with information on the laws and requirements about car seat usage. In addition, each parent received a free car seat. The car seats were donated by Birth and Beyond, Valley Hi Family Resource Center. Eighteen (18) parents took advantage of this wonderful learning opportunity.

“I Am Moving, I Am Learning” was held at Samuel Kennedy Elementary School on March 20. This class teaches parents that children who have daily physical activity perform better in school and how to use simple materials found at home to create fun, physically active experiences for their children. Five (5) families attended this class.



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

Health and Nutrition

The Child Development Preschool nurses continue to follow-up with parents regarding spring height, weight and Body Mass Index measurements. Referrals are made to Registered Dietitian Karen Ito for parents requesting further nutrition counseling for their child's overweight or underweight status.

Spring Dental Varnish Clinics continue with the nurses conducting follow-up on any preschooler dental concerns noted by the Smile Keepers Dental Hygienist.

The Preschool section of the Child Development Program continues with a nurse vacancy. The Child Development nurses cover the preschool sites for the former nurse's assignments.

The school nurse began mentoring LVN students from CAJ Skills Center this month. The students have had the opportunity to learn sensory screening skills, present a Parent Education class and contact parents by phone for health follow-up.

It has been especially helpful to Nurse Victoria Benson to have a bilingual LVN student to assist with calls to Spanish-speaking families.

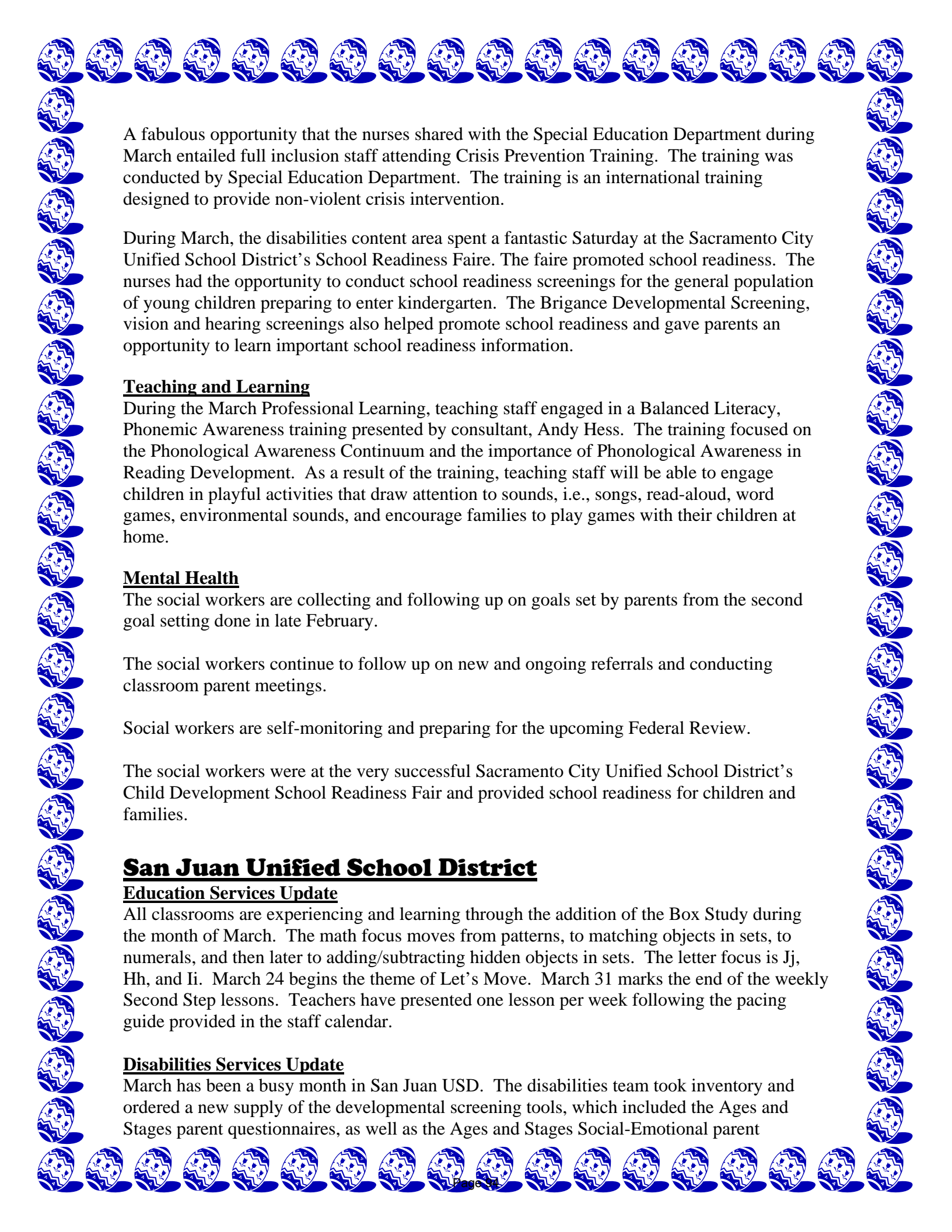
Nurses Lisa Stevens and Victoria Benson have conducted several Parent Education classes this month on topics such as nutrition, dental health and safety.

The Child Development nurses were frequently out at the preschool sites this month conducting sensory re-screens, performing chart audits and conducting safety assessments of the preschool class environment.

Disability

During March, the full inclusion classes held Common Planning Time, the SCOE Special Education teachers and the Sacramento City Unified General Education Teachers had the opportunity to talk about inclusive practices, problem solve and look at some areas of best practices to implement in SCUSD's full inclusion classrooms. This year in particular, the staff has had the opportunity to work side by side and form even stronger relationships designed to embrace inclusive practices for all of the children.

One of the full inclusion sites is working with West Ed as a "partner site" modeling CSEFEL practices. The Sacramento School District is looking towards the possibility of forming a Leadership Team. Teaching staff had the opportunity during the month of March to participate in cohort three of CSEFEL.



A fabulous opportunity that the nurses shared with the Special Education Department during March entailed full inclusion staff attending Crisis Prevention Training. The training was conducted by Special Education Department. The training is an international training designed to provide non-violent crisis intervention.

During March, the disabilities content area spent a fantastic Saturday at the Sacramento City Unified School District's School Readiness Faire. The faire promoted school readiness. The nurses had the opportunity to conduct school readiness screenings for the general population of young children preparing to enter kindergarten. The Brigance Developmental Screening, vision and hearing screenings also helped promote school readiness and gave parents an opportunity to learn important school readiness information.

Teaching and Learning

During the March Professional Learning, teaching staff engaged in a Balanced Literacy, Phonemic Awareness training presented by consultant, Andy Hess. The training focused on the Phonological Awareness Continuum and the importance of Phonological Awareness in Reading Development. As a result of the training, teaching staff will be able to engage children in playful activities that draw attention to sounds, i.e., songs, read-aloud, word games, environmental sounds, and encourage families to play games with their children at home.

Mental Health

The social workers are collecting and following up on goals set by parents from the second goal setting done in late February.

The social workers continue to follow up on new and ongoing referrals and conducting classroom parent meetings.

Social workers are self-monitoring and preparing for the upcoming Federal Review.

The social workers were at the very successful Sacramento City Unified School District's Child Development School Readiness Fair and provided school readiness for children and families.

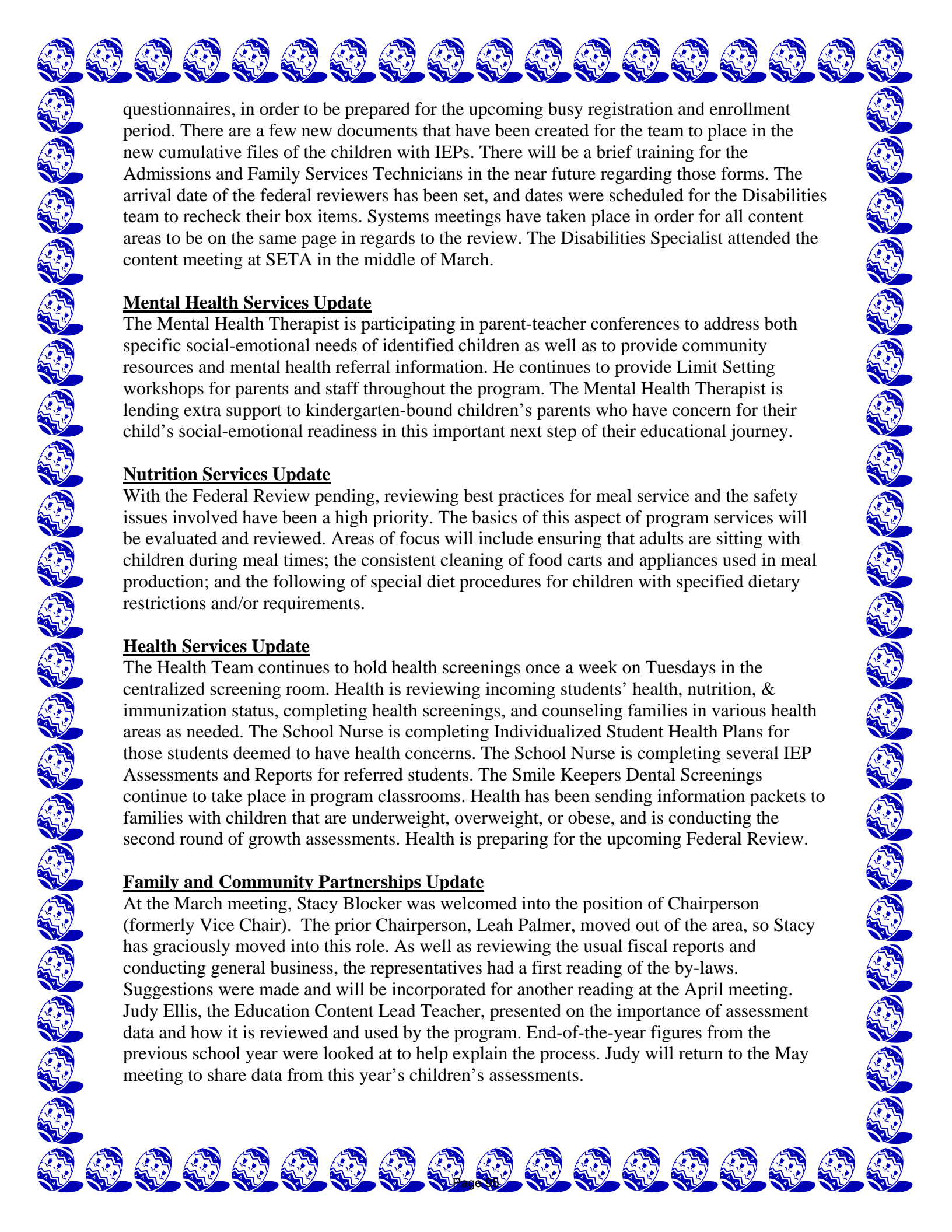
San Juan Unified School District

Education Services Update

All classrooms are experiencing and learning through the addition of the Box Study during the month of March. The math focus moves from patterns, to matching objects in sets, to numerals, and then later to adding/subtracting hidden objects in sets. The letter focus is Jj, Hh, and Ii. March 24 begins the theme of Let's Move. March 31 marks the end of the weekly Second Step lessons. Teachers have presented one lesson per week following the pacing guide provided in the staff calendar.

Disabilities Services Update

March has been a busy month in San Juan USD. The disabilities team took inventory and ordered a new supply of the developmental screening tools, which included the Ages and Stages parent questionnaires, as well as the Ages and Stages Social-Emotional parent



questionnaires, in order to be prepared for the upcoming busy registration and enrollment period. There are a few new documents that have been created for the team to place in the new cumulative files of the children with IEPs. There will be a brief training for the Admissions and Family Services Technicians in the near future regarding those forms. The arrival date of the federal reviewers has been set, and dates were scheduled for the Disabilities team to recheck their box items. Systems meetings have taken place in order for all content areas to be on the same page in regards to the review. The Disabilities Specialist attended the content meeting at SETA in the middle of March.

Mental Health Services Update

The Mental Health Therapist is participating in parent-teacher conferences to address both specific social-emotional needs of identified children as well as to provide community resources and mental health referral information. He continues to provide Limit Setting workshops for parents and staff throughout the program. The Mental Health Therapist is lending extra support to kindergarten-bound children's parents who have concern for their child's social-emotional readiness in this important next step of their educational journey.

Nutrition Services Update

With the Federal Review pending, reviewing best practices for meal service and the safety issues involved have been a high priority. The basics of this aspect of program services will be evaluated and reviewed. Areas of focus will include ensuring that adults are sitting with children during meal times; the consistent cleaning of food carts and appliances used in meal production; and the following of special diet procedures for children with specified dietary restrictions and/or requirements.

Health Services Update

The Health Team continues to hold health screenings once a week on Tuesdays in the centralized screening room. Health is reviewing incoming students' health, nutrition, & 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 students deemed to have health concerns. The School Nurse is completing several IEP Assessments and Reports for referred students. The Smile Keepers Dental Screenings continue to take place in program classrooms. Health has been sending information packets to families with children that are underweight, overweight, or obese, and is conducting the second round of growth assessments. Health is preparing for the upcoming Federal Review.

Family and Community Partnerships Update

At the March meeting, Stacy Blocker was welcomed into the position of Chairperson (formerly Vice Chair). The prior Chairperson, Leah Palmer, moved out of the area, so Stacy has graciously moved into this role. As well as reviewing the usual fiscal reports and conducting general business, the representatives had a first reading of the by-laws. Suggestions were made and will be incorporated for another reading at the April meeting. Judy Ellis, the Education Content Lead Teacher, presented on the importance of assessment data and how it is reviewed and used by the program. End-of-the-year figures from the previous school year were looked at to help explain the process. Judy will return to the May meeting to share data from this year's children's assessments.



Transition Services Update

Successful transitions for students begin at the start of the school year with the many activities that prepare the children for kindergarten. This time of year, the teachers have gathered a great deal of data and parent input to make sure the remaining weeks are used to target readiness skills to aid in the transition from preschool to elementary school. Kindergarten is being discussed in the classrooms with expectations modeled and practiced for the children. Students will soon be visiting kindergarten classrooms and the teachers are busy preparing articulation cards to pass on to the kindergarten teachers.

Program Support/Staff Training Update

Teachers received the third session of trainings pertaining to how Preschool Learning Foundations align with the elementary Common Core standards. The focus was on read aloud strategies. Teachers were also given the opportunity to analyze their latest DRDP class data and to complete the DRDP Summary of Findings/Action Plan for the second assessment period.

Fiscal Update

March has been a month of preparation. The first preparation was the fiscal and attendance reports due March 10 for both the Head Start and Early Head Start Programs. The second involved preparing the 2014-15 HS/EHS Budget for submission to both SETA and to the San Juan Unified School District Board for approval. Thirdly, meetings were held between the Fiscal Team and the Preschool and Infant/Toddler Coordinators so that the Head Start and other preschool budgets, as well as Early Head Start and other infant/toddler programs, were ready to be entered online into the district's fiscal system for fiscal year 2014-15. And finally, the last task involved preparing all of the Child Development Funds, including Head Start and Early Head Start, for 3rd Interims. With all of this going on, March was a very busy month as budget and 3rd Interims carry on into April.

Early Head Start

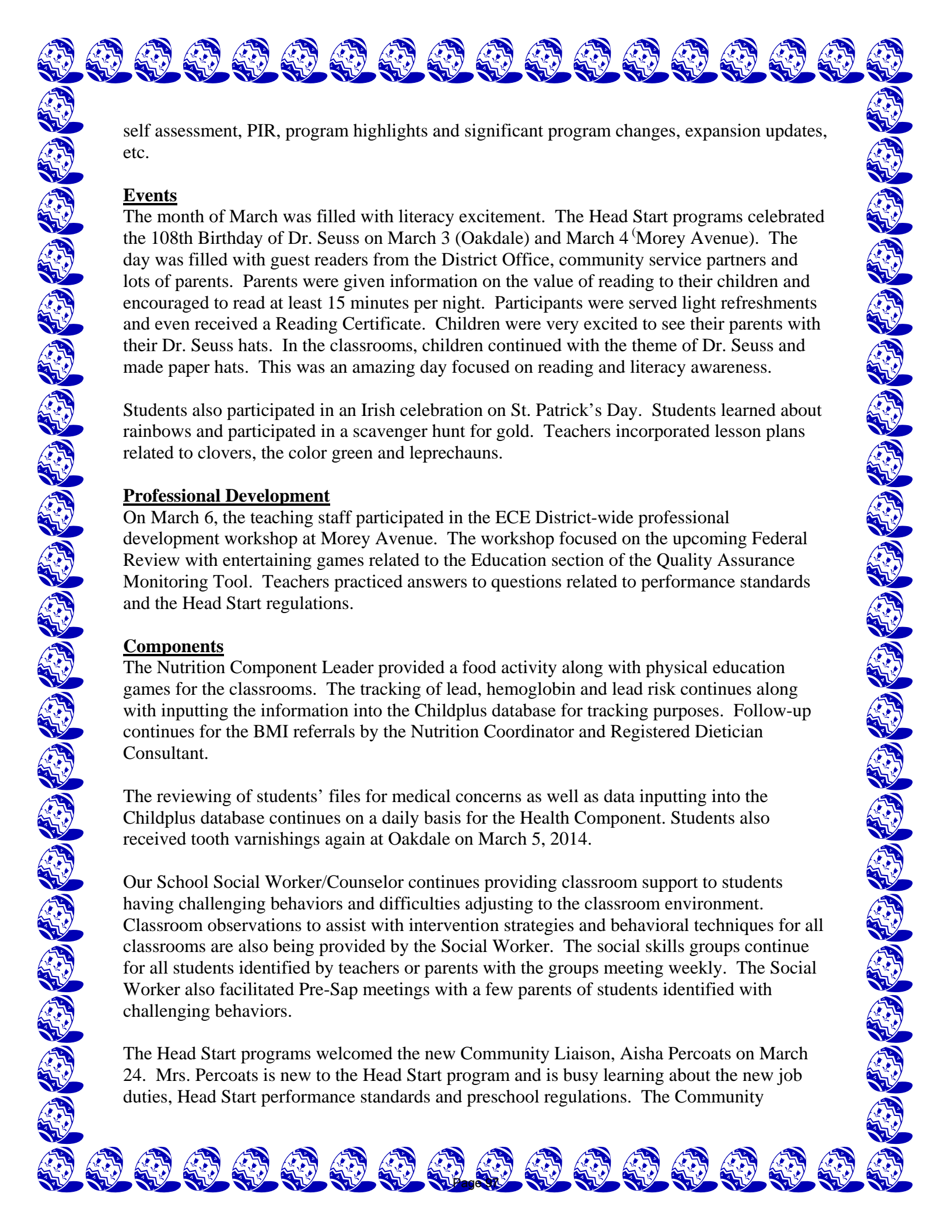
This month, the EHS staff received training on approaches to conflict management and effective communication strategies from one of the Home Based EHS teachers. The participants were enthusiastic about learning and practicing the strategies in the session, as well as taking them back to the classroom.

Increased collaboration with community agencies was the focus of a meeting between the EHS Coordinator, the EHS School Community Worker, and staff from a new Birth and Beyond location in the North Sacramento area. The meeting served to create a new link in the existing relationship with Birth and Beyond, and participants were able to share information about what each agency can provide to the local community.

Also this month, all sites held their quarterly Integration of Services meetings, where classroom and EHS support staff gather to do in-depth case management for each child in the center. Parent Conferences and new Individual Development Plans were done this month, and many were discussed at the Integration meetings.

Twin Rivers Unified School District

Highlights: challenges/successes, enrollment and attendance, on-going monitoring, DRDP-r,



self assessment, PIR, program highlights and significant program changes, expansion updates, etc.

Events

The month of March was filled with literacy excitement. The Head Start programs celebrated the 108th Birthday of Dr. Seuss on March 3 (Oakdale) and March 4 (Morey Avenue). The day was filled with guest readers from the District Office, community service partners and lots of parents. Parents were given information on the value of reading to their children and encouraged to read at least 15 minutes per night. Participants were served light refreshments and even received a Reading Certificate. Children were very excited to see their parents with their Dr. Seuss hats. In the classrooms, children continued with the theme of Dr. Seuss and made paper hats. This was an amazing day focused on reading and literacy awareness.

Students also participated in an Irish celebration on St. Patrick's Day. Students learned about rainbows and participated in a scavenger hunt for gold. Teachers incorporated lesson plans related to clovers, the color green and leprechauns.

Professional Development

On March 6, the teaching staff participated in the ECE District-wide professional development workshop at Morey Avenue. The workshop focused on the upcoming Federal Review with entertaining games related to the Education section of the Quality Assurance Monitoring Tool. Teachers practiced answers to questions related to performance standards and the Head Start regulations.

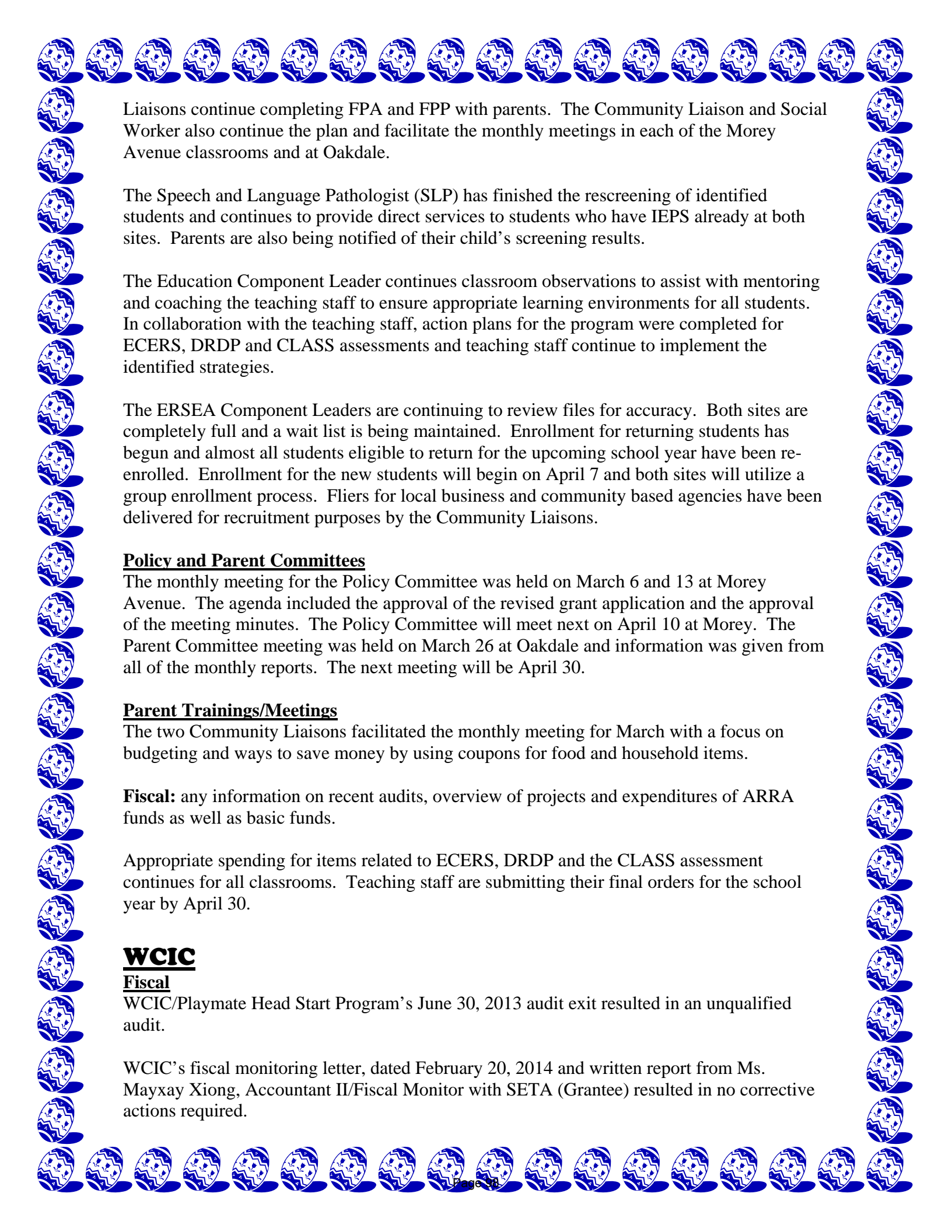
Components

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 Registered Dietician Consultant.

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. Students also received tooth varnishings again at Oakdale on March 5, 2014.

Our 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 meetings with a few parents of students identified with challenging behaviors.

The Head Start programs welcomed the new Community Liaison, Aisha Percoats on March 24. Mrs. Percoats is new to the Head Start program and is busy learning about the new job duties, Head Start performance standards and preschool regulations. The Community



Liaisons continue completing FPA and FPP 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 (SLP) has finished the rescreening of identified students and continues to provide direct services to students who have IEPs already 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 and teaching staff continue to implement the identified strategies.

The ERSEA Component Leaders are continuing to review files for accuracy. Both sites are completely full and a wait list is being maintained. Enrollment for returning students has begun and almost all students eligible to return for the upcoming school year have been re-enrolled. Enrollment for the new students will begin on April 7 and both sites will utilize a group enrollment process. Fliers for local business and community based agencies have been delivered for recruitment purposes by the Community Liaisons.

Policy and Parent Committees

The monthly meeting for the Policy Committee was held on March 6 and 13 at Morey Avenue. The agenda included the approval of the revised grant application and the approval of the meeting minutes. The Policy Committee will meet next on April 10 at Morey. The Parent Committee meeting was held on March 26 at Oakdale and information was given from all of the monthly reports. The next meeting will be April 30.

Parent Trainings/Meetings

The two Community Liaisons facilitated the monthly meeting for March with a focus on budgeting and ways to save money by using coupons for food and household items.

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

Appropriate spending for items related to ECERS, DRDP and the CLASS assessment continues for all classrooms. Teaching staff are submitting their final orders for the school year by April 30.

WCIC

Fiscal

WCIC/Playmate Head Start Program's June 30, 2013 audit exit resulted in an unqualified audit.

WCIC's fiscal monitoring letter, dated February 20, 2014 and written report from Ms. Mayxay Xiong, Accountant II/Fiscal Monitor with SETA (Grantee) resulted in no corrective actions required.



Enrollment

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

Education (Staff Training)

WCIC/Playmate Head Start Program's staff received the "Understanding Temperament Training" from Carlos Romero, Training Specialist from Child Abuse Prevention Council on March 7, 2014. Mr. Romero gave an overview on temperaments. It tells us the "why" of behavior, motivators, and sources of deep psychological stress. In knowing temperament patterns tells the core needs and values as well as the talents one is more likely to be drawn to develop. Mr. Romero stated there are many different types of temperaments. There are 9 temperaments traits in people: 1.) Activity Level-Some people are content to sit quietly for long periods of time, whereas others are happier when they are moving. 2.) Rhythmicity-Some people thrive on predictable daily routine, where the patterns of others are more variable. 3.) Adaptability-Some people are flexible and forgiving when a schedule changes, whereas others are bothered and take longer to adapt. 4.) Approach/Withdrawal-Some are shy and cautious when confronted with strangers, whereas, others approach them with interest and enthusiasm. 5.) Sensitivity to stimulation-Some people seems unaffected by noise, temperature extremes, or crowds; others cannot tolerate too many people in a room or clothing with unusual textures. 6.) Intensity of emotional response-Some people are described as mild-mannered and low-key, whereas others recognize that they show feelings with strong emotional responses and may have trouble controlling these reactions. 7.) Distractibility-Highly distractible people find their attending diverted when a phone rings or someone enters a room. Those are less distractible stick to an activity regardless and/or what is going on around them. 8.) Attention span/persistence-Some people get absorbed in a task for long periods, whereas others lose interest after a short time, whereas others change activities to avoid frustration. 9.) Quality of mood-Some people are generally happy and positive, whereas others are more anxious and negative. An individual's mood may be stable and predictable, or it may vary from day to day. Temperaments shape our personalities. Mr. Romero gave an overview on how some temperament may not mesh with some children. Creating a good fit was discussed. Meeting the Match is how to read a child's emotional signal and show empathy through verbal and nonverbal responses.

Mental Health (Staff and Parent Training)

WCIC/Playmate Head Start Program's staff and parents received "Mental Health Training" from Ms. Melanie Nicolas, Program Officer, SETA Support Services on March 19, 2014. Ms. Nicolas asked the parents and staff to close their eyes and to imagine growing up. Who was special to you growing up? What was your relationship to this person? What made you think of that special person? What did this person do that made him/her so important or special to you? Children and parents will always remember who protected them and kept them safe from harm. Every parent has had a challenging time in life and people who are good to them will be memorable. Things to do at home with children that do not cost: telling children you love them, hugging, and taking children to the playground/park.

Information Memorandums and Program Information Reports

ACF-IM-HS-14-02 Federal Oversight of Five Year Head Start Grants



SETA Head Start

Food Service Operations Monthly Report

*March 2014

March 7th - Minimum Day Preschool & EHS Full Day Classes.

March 31st: Holiday - Cesar Chavez Day

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
38,926	22,914	25,506	440

Total Amount of Meals and Snacks Prepared 87,786

Purchases:

Food	\$77,069.12
Non - Food	\$14,647.30

Building Maintenance and Repair: \$530.91

Janitor & Restroom Supplies \$0.00

Kitchen Small Wares and Equipment: \$743.38

Vehicle Maintenance and Repair : \$1,119.53

Vehicle Gas / Fuel: \$1,736.19
Normal Delivery Days 20

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
March 2014**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (March 28)	(b) % Actual to Funded	Attendance on Last Day of Month (March 28)	(c) % Attend. to Funded
Elk Grove USD	420	420	100	358	86%
Sacramento City USD	1,292	1,292	100	1,053	82%
SETA	1,974	2,003	115	1,456	74%
San Juan USD	693	703	101	530	76%
Twin Rivers USD	211	211	100	164	78%
WCIC/Playmate	120	120	100	82	68%

Note: March 28th was the Friday before a 3-day holiday weekend.

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (March 28)	(b) % Actual to Funded	Attendance on Last Day of Month (March 28)	(c) % Attend. to Funded
Sacramento City USD	147	147	100	112	76%
SETA	328	342	104	212	65%
San Juan USD	161	176	109	130	81%

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

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 3/31/14)

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)	16 (8 %)	N/A
Elk Grove USD (420)	68 (16%)	N/A
Sacramento City USD (1292)(147)	169 (13%)	19 (13%)
San Juan USD (693) (161)	99 (14%)	21 (13%)
WCIC (120)	12 (10%)	N/A
SETA (1974) (345)	187 (9%)	45 (13%)
County (4710)* (653)**	551 (12%)	85 (13%)

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.