



GOVERNING BOARD

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Board of Supervisors
County of Sacramento

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City of Sacramento

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City of Sacramento

SOPHIA SCHERMAN
Public Representative

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

KATHY KOSSICK
Executive Director

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, November 5, 2015

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

AGENDA

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- I. Call to Order/Roll Call/Pledge of Allegiance**
→ Recognition of long-term employee: **William Walker**,
Workforce Development Manager (30 years)
- II. Consent Items**
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III. Action Items

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2. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident (Loretta Su) 14
3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revised Job Specifications for Associate Teacher (Tier I, II and III) and Head Start Substitute Child Care Teacher (John Allen) 15-21
4. Approval to Extend Marketing, Advertising, Graphic Design and Website Maintenance Services Agreement and Authorize the Executive Director to Approve Additional Extensions (Terri Carpenter) 22

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services: None.

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1. Approval to Ratify the Deobligation of 2015 Community Services Block Grant (CSBG) Funding from the Greater Sacramento Urban League, and the Augmentation of 2015 CSBG Funding to the Salvation Army (Roy Kim) 23
2. Consideration of Non-Responsive Proposals and Approval to Waive the Electronic Submission Requirements for the PY 2016 CSBG Request for Proposals (Julie Davis-Jaffe) 24-25

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- Hmong Women's Heritage Association
- Sacramento Chinese Community Service Center, Inc.
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- Slavic Assistance Center
- Twin Rivers Unified School District

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VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Pursuant to Government Code Section 54956.8. The Governing Board may discuss negotiations concerning the following property(ies) and person(s):

Address: 925 Del Paso Boulevard, Sacramento

Agency Negotiator: Kathy Kossick

Negotiating Party: McCuen Acoma Street Investors, LP

Under Negotiation: Price and Terms of Payment for Extension of Existing Lease

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, OCTOBER 29, 2015

ITEM II-A - CONSENT

MINUTES OF THE OCTOBER 1, 2015 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the October 1, 2015 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, October 1, 2015
10:00 a.m.

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

Members Present:

Sophia Scherman, Vice Chair, Governing Board; Public Representative
Patrick Kennedy, Member, Board of Supervisors
Jay Schenirer, Councilmember, City of Sacramento
Allen Warren, Councilmember, City of Sacramento
Don Nottoli, Chair, Governing Board; Member, Board of Supervisors (arrived at 10:16 a.m.)

- ➔ Recognition of long-term employee: **Lisa Jones Ball**, Workforce Development Professional II (20 years): Mr. William Walker acknowledged Ms. Jones Ball's 20 years of service to SETA. Ms. Jones Ball expressed how much she enjoyed her job and introduced her mother and oldest son.
- ➔ Presentation on Workforce Innovation and Opportunity Act (WIOA): Mr. Roy Kim provided an overview of the WIOA which will be fully implemented by July 1, 2016.

II. **Consent Items**

- A. Minutes of the September 3, 2015 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Accept the "Weldforce" Apprenticeship Funds from the Los Rios Community College District
- D. Approval to Add One More Chance, TAD Grants, and Academic Records Evaluation Center to SETA's Vendor Services (VS) List

The consent items were reviewed;

Mr. Thatch requested that the addition of, "subject to legal counsel review," be added to the recommendation for II-C.

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

- A. Approve the September 3, 2015 minutes
- B. Approve the claims and warrants for the
- C. Accept funds from the Los Rios Community College in the amount of \$288,600 to provide case management for the Northern California Community College American Apprenticeship Initiative and authorize the Executive Directive to sign the agreement, subject to legal counsel review.
- D. Approve the addition of One More Chance, TAD Grants, and Academic Records Evaluation Center to SETA's VS List.

Roll Call Vote:

Aye: 5 (Kennedy, Nottoli, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Use of Agency Fund Balance

No questions or comments.

Moved/Schenirer, second/Scherman, to approve the use of the agency fund balance of \$3,494.49 to correct underpayments of the vehicle allowance and technology allowance.

Roll Call Vote:

Aye: 5 (Kennedy, Nottoli, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

2. Approval of Modifications to Janitorial Services Agreements for Fiscal Year Ending June 30, 2016, and Authorize the Executive Director to Sign the Agreements

Ms. Scherman asked if the janitorial services were being monitored closely and Ms. Kossick replied that staff is highly concerned with health and safety issues in the Head Start classrooms.

Moved/Scherman, second/Warren, to approve the modification of the service agreements with the correct total dollar amounts for MCH Janitorial Services and TEE Janitorial and Maintenance for janitorial services for an additional year, ending on June 30, 2016, and authorize the Executive Director to sign the agreements.

Roll Call Vote:

Aye: 5 (Kennedy, Nottoli, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None

One Stop Services

1. Approval to Transfer Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Funds to Adult Funds, Program Year (PY) 2015-16, and Authorize Staff to Submit a Request to the State of California, Employment Development Department

Ms. Michelle O’Camb reviewed this item which allows flexibility for local market needs and workforce population. It relieves some level of data collection and accounting.

Moved/Scherman, second/Schenirer, to approve the transfer of up to \$2,977,341 in WIOA dislocated worker formula funds to the WIOA adult formula funding stream for PY 2015-16, and authorize staff to submit a request to the State of California, EDD.

Roll Call Vote:

Aye: 5 (Kennedy, Nottoli, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

C. CHILDREN AND FAMILY SERVICES

1. Approval of the SETA Head Start/Early Head Start Health and Safety Screener Summary Report

Ms. Denise Lee stated that this report focuses on the safety and supervision of children at all times. There are more opportunities for preschoolers in the community which means there are more three-year olds in the program. Teaching staff must be diligent in their supervision of the children.

There are still some concerns regarding the janitorial services. The more time teachers have to clean the bathroom areas, the less they are working with the children. At the September 29 Policy Council meeting, parents felt that they can play a volunteer role in the classroom and help out in a general sweep to ensure the bathrooms stay clean. This supports teachers to ensure they can focus on their jobs. Ms. Lee was very pleased that the parents were so engaged in this issue. Staff will also put some systems in place for yard duty and ensuring the toilet areas remain clean.

Mr. Nottoli stated that staff needs to make sure all of the normal maintenance is done regularly and not put off. If there is funding or program support needed, let

the board know. Ms. Lee replied that staff will work on a system where each quarter certain centers are thoroughly cleaned.

Moved/Warren, second/Scherman, to approve and certify the SETA Head Start/Early Head Start Health and Safety Screener results.

Roll Call Vote:

Aye: 5 (Kennedy, Nottoli, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

IV. Information Items

A. Fiscal Monitoring Reports: None.

B. Employer Success Stories and Activity Report

Mr. Kennedy stated that he would be interested in knowing not just the quantity but the quality of the jobs. Mr. Walker stated that he will include whether positions are temporary or permanent and additional definition as requested.

C. Dislocated Worker Update

Mr. Kennedy asked about the closure of Raley's on Mack Road. Mr. Walker stated that many of those employees transitioned to other stores. There are plans to build a new Raley's where Capital Nursery was operating.

Mr. Walker stated that he recently spoke with Mr. Troy Givans regarding the company moving into the old Campbell's Soup building. The employer will be setting up a website for applicants and Mr. Walker expects that they will include the Employer Services in the very near future.

Mr. Walker reported that there is a company, VoxPro, moving into the Folsom or Rancho Cordova area. They build the round thermometers that are programmable.

D. Unemployment Update/Press Release from the Employment Development Department: No questions.

E. Head Start Reports: No questions.

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: Mr. Kennedy recently toured several schools in the Elk Grove USD, especially with the Head Start program. He received tremendous reports back from the staff; their only complaint is the waiting list.
- F. Public: None.

VI. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Pursuant to Government Code Section 54956.8. The Governing Board may discuss negotiations concerning the following property(ies) and person(s):

Address: 925 Del Paso Boulevard, Sacramento

Agency Negotiator: Kathy Kossick

Negotiating Party: McCuen Acoma Street Investors, LP

Under Negotiation: Price and Terms of Payment for Extension of Existing Lease

The board went into closed session at 11:12 a.m. Mr. Thatch stated that there would be no report out of closed session.

- VII. Adjournment:** The meeting was adjourned at 11:33 a.m. with no report out of closed session.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 9/25/15 through 10/28/15, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 9/25/15 through 10/28/15.

STAFF PRESENTER: Kathy Kossick

ITEM II-C - CONSENT

APPROVAL OF MODIFICATIONS TO THE BYLAWS OF THE
SACRAMENTO COUNTY HEAD START/EARLY HEAD START
POLICY COUNCIL

BACKGROUND:

The Personnel/Bylaws Committee met to review and recommend revisions to the bylaws of the Sacramento County Head Start/Early Head Start Policy Council.

Additions are indicated by *italic* type and deletions are indicated by ~~strikethrough~~.

A public hearing was opened at the September 29, 2015 meeting and the Policy Council closed the public hearing and approved the modified bylaws at their October 27, 2015 meeting.

The bylaws are being sent under separate cover.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the modifications to the Policy Council bylaws.

STAFF PRESENTER: Denise Lee

ITEM II-D – CONSENT

APPROVAL TO MODIFY CALIFORNIA EMPLOYERS ASSOCIATION'S (CEA)
VENDOR SERVICES CONTRACT

BACKGROUND:

In 2010, the SETA Governing Board approved California Employers Association (CEA) for SETA's Vendor Services (VS) List offering Job Readiness/Pre-Employment Skills Training and in August, 2015 they were approved to add Business Development and Process Improvement services to their VS contract.

In September, CEA submitted an application to add the Financial Literacy/Planning for youth and Job Retention/Life/Success Skills activities, and to modify the Job Readiness/Pre-employment Skills Training activity to include a curriculum for youth, as well as increase the cost of the activity. An evaluation team reviewed and evaluated the application, determined that CEA effectively demonstrated its ability to provide the additional services, and determined that the modifications submitted for the Job Readiness activity are appropriate.

Staff is seeking approval of the attached recommendation to modify CEA's VS Contract.

RECOMMENDATION:

Approve the attached recommendation to modify CEA's VS contract.

STAFF PRESENTER: Marianne Sphar

Workforce Development Vendor Services (VS) List

Staff Recommendation

Applicant: California Employers Association (CEA)

**Location: 1451 River Park Drive, Ste. 116
Sacramento, CA 95815**

Vendor's Background:

CEA is a private, non-profit, membership association that provides businesses with advice, education and compliance solutions for California labor laws, and organizational development. CEA provides training to assist the unemployed/underemployed in developing the professional skills necessary to achieve financial stability and career goals.

With the addition of Financial Literacy/Planning for youth, Job Retention/Life/Success Skills, and the modification of CEA's Job Readiness/Pre-Employment Skills Training to include a curriculum for youth, CEA will provide Workforce Development Services to both adult and youth customers of the Sacramento Works Job Center system.

Activities	Individual Rate	Workshop Rate
<p>Add –</p> <ul style="list-style-type: none"> • Financial Literacy/Planning (youth only)* • Job Retention/Life/Success Skills* 	<p>N/A</p>	<p>4 Hour Workshop - 6 – 30 participants \$1,595</p> <p>8 Hour Workshop - 6 – 30 participants \$2,995</p>
<p>Modify –</p> <ul style="list-style-type: none"> • Job Readiness/Pre-Employments Skills Training* 	<p>Previous Rate:</p> <p>32 hour series @ \$960 per person</p> <p>New Rate:</p> <p>32 hour series @ \$1,200 per person</p>	<p>Previous Rate: N/A</p> <p>New Rate - Youth :</p> <p>4 Hour Workshop - 6 – 30 participants \$1,595</p> <p>8 Hour Workshop - 6 – 30 participants \$2,995</p>

*All services subject to prior management approval.

ITEM II-E - CONSENT

APPROVAL TO ADD K CONSULTING TO SETA'S
VENDOR SERVICES (VS) LIST

BACKGROUND:

On December 5, 2005, the SETA Governing Board approved the release of the Vendor Services (VS) Request for Qualifications (RFQ) to recruit qualified vendors on an on-going basis to provide services to eligible adults and youth in an effort to prepare them for participation in the labor force and to expand SETA's VS List. Since that time, the SETA Governing Board has approved several amended releases of the RFQ to expand the selection of Adult and Youth Workforce Development Services and Child Development (ages 0-5) and Family Services. Vendor services are fee-for-service activities that provide additional options for adults and youth who face a myriad of challenges to academic success and/or gainful employment.

All vendors recommended for inclusion on SETA's VS List have demonstrated that the services proposed are justified and align with SETA's programs.

Staff is seeking approval of the attached recommendations.

RECOMMENDATION:

Approve the attached recommendations to add K Consulting to SETA's VS List.

STAFF PRESENTER: Marianne Sphar

Vendor Services (VS) List

Staff Recommendation

Applicant: K Consulting

Location: 553 36th Street
Sacramento, CA 95816

Applicant's Background:

K Consulting is a newly formed firm that offers more than 30 years of experience in early childhood education offering services to education leaders and staff to achieve their change objectives and quality assurance goals. The firm's experience encompasses managing early childhood education programs, including fostering parent involvement and providing access to social services.

As an approved vendor, K Consulting will provide In-Service Training and Education Services that will support and enhance SETA Head Start Child Development (ages 0 – 5) and Family Services.

Activity	Individual Rate	Group Rate
In-Service Training* – <ul style="list-style-type: none"> • Effective Change Management • Leadership Development • Program Design and Management • Coaching 	\$100 per hour	2– 4 participants @ \$100 per hour 5 – 25 participants @ \$150 per hour
Monitoring/Assessment Services* – <ul style="list-style-type: none"> • Quality Assurance Monitoring 	\$100 per hour for Quality Assurance reviews, not to exceed 8 hours per day	
Education Services* – <ul style="list-style-type: none"> • Reflective Supervision 	\$100 per hour	2 – 4 participants @ \$100 per hour 5 – 25 participants @ \$150 per hour

*Services subject to prior management approval.

ITEM III-A - 1 – ACTION

ELECTION OF OFFICERS OF THE SACRAMENTO EMPLOYMENT
AND TRAINING AGENCY GOVERNING BOARD

BACKGROUND:

As stipulated by the Joint Powers Agreement, "the Governing Board shall select a chairperson and vice-chairperson from among its members for one-year terms." The chair alternates among the City, County and Public Representative.

RECOMMENDATION:

That the Board nominate and elect officers for a one-year term to begin on November 6, 2015.

STAFF PRESENTER: Kathy Kossick

ITEM III-A – 2 - ACTION

APPROVAL TO PURCHASE AGENCY INSURANCE FOR GENERAL
LIABILITY, VEHICLE LIABILITY, UMBRELLA, ERRORS AND OMISSIONS
AND STUDENT ACCIDENT

BACKGROUND:

The Agency's insurance policies for general liability, vehicle liability, umbrella liability, property, student accident, sexual harassment and errors and omissions expire December 1, 2015.

SETA's broker, Arthur J. Gallagher, is currently exploring various markets to secure the necessary coverage and will present an oral report at the meeting.

If final quotes are not available at the November 5 meeting, the Board may delegate procurement authority to the Executive Director.

RECOMMENDATION:

Hear the oral report and take appropriate action.

STAFF PRESENTER: Loretta Su

ITEM III – A - 3 – ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF REVISED JOB SPECIFICATIONS FOR ASSOCIATE TEACHER (TIER I, II AND III) AND HEAD START SUBSTITUTE CHILD CARE TEACHER

BACKGROUND:

The Children and Family Services (CFS) Department is having significant challenges in filling vacant teaching positions with qualified, permanent staff, specifically entry level Associate Teacher and substitute positions.

With the expansion of state preschool and transitional kindergarten in Sacramento County, the job market is flooded with employment opportunities for teaching staff, resulting in less applicants and more turnover than previous years. The lack of permanent teaching staff poses a serious threat to teacher-child ratios in the classrooms and ultimately health, safety and supervision of children.

SETA receives several applications during open and continuous filing recruitment. Generally speaking, about 50% of the candidates that submit an application successfully screen in with the required units/permits/degrees, further limiting the pool of potential candidates.

Additionally, while the number of substitute teachers rises and lowers with the school semester at CSUS, the CFS Department is in need of developing an alternate plan to address the staffing concerns in a more permanent manner.

Together, the CFS and Human Resources Departments worked to review and amend current job specifications to reduce barriers to entry level positions and to create training pathways for career enhancement within SETA. Specific details are as follows:

Associate Teacher (Tier I, II and III) – the Associate Teacher (AT) job specification is being revised for two reasons: 1) to align with regulatory minimum qualifications that changed on September 30, 2015 as a result of the Head Start Act of 2007, Section 648A, Teacher Assistant Qualifications and 2) to create a long term substitute position (Associate Teacher/Substitute) with training and career pathways to obtain fully qualified/permitted Associate Teacher/Permitted. The Associate Teacher (Substitute) will fill long-term AT vacancies in a substitute capacity while working toward units to earn an Associate Teacher Permit or higher as awarded by the Commission on Teacher Credentialing. AT/Substitutes will be required to actively participate in a professional development plan that would lead to a fully-qualified AT/Permitted position.

Head Start Substitute Child Care Teacher – Changes to the Head Start Substitute Child Care Teacher job specification align with entry level requirement, removing the need to

ITEM III-A – 3 – ACTION (continued)

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obtain additional units within one year. Candidates in this arena will qualify under the revised Associate Teacher (Substitute) job specification. Revisions allow for more entry level candidates to qualify for substitute positions while meeting the minimum qualifications to be in the classroom with fully qualified staff.

Staff will be available to answer questions.

RECOMMENDATION:

Open a public hearing, hear testimony, close the public hearing and approve the revisions for the Associate Teacher and Head Start Substitute Child Care Teacher job specifications as attached.

STAFF PRESENTER: John Allen

Revised April 2011

Revised February 2006

Established August 2004

Class Code: 6055

ASSOCIATE TEACHER

ORGANIZATIONAL RESPONSIBILITIES

Associate Teacher reports to the Site Supervisor.

DEFINITION

Under general supervision, to conduct school readiness and educational activities for children up to the age of 95 years old in a Head Start and/or California Department of Education child development program; to supervise and assist children with learning activities; to assist teachers with daily classroom activities, to work with parents; to provide direction to parent volunteers; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a deep class with three Tiers. Appointees are initially placed in the most appropriate, the highest Tier for which they qualify and are advanced as they meet the requirements for higher Tiers.

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. Under general supervision, conducts classroom activities which provide individual developmental experiences for children;
2. Performs classroom teaching duties;
3. Responsible for the health, safety, and personal welfare of assigned children;
4. Assists in planning and implementing educational activities in a classroom;
5. Assists with observing and assessing the progress of children;
6. Supervises children in outdoor activities and field trips;
7. Participates in parent and staff meetings;
8. Assists children with basic needs;
9. Provides some direction for parent volunteers;
10. Promotes parent involvement in the classroom;
11. Performs other related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Child Care programs and functions, developmental stages and needs of infants to 59 years old;
- Problems and needs of low-income families;
- Teaching methods and techniques;
- Some word processing software.

Ability to:

- Perform care-giving routines for children from 36 months to 59 years in a child care program operated by SETA;
- Provide guidance for the parent volunteers, substitutes and teacher assistants;
- Promote the SETA program within the community it serves;
- Work effectively with low-income families and parent groups;
- Speak and write effectively;
- 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.

Training and Experience:

Tier I/Substitute

A minimum of six (6) college units in Early Childhood Education (ECE) and obtain a Child Development Associate Teacher Permit or higher as issued by the State of California Commission on Teacher Credentialing within 24 months of hire date. Successful completion of the permit will qualify a Tier I/ Substitute as a Tier III/Permitted Associate Teacher. -The time in the position will be dictated by the Individual Staff Development Plan (ISDP) as approved by the employee and the Supervisor. ~~and obtain an additional six (6) units in ECE within one year from hire date;~~ or

Tier II/Non-Permitted

A minimum of twelve (12) college units in core courses in Early Childhood Education (ECE); or

Tier III/Permitted

1. A minimum of one (1) year of successful work experience as a teacher or a teacher assistant in a child development program in an educational or recreational setting,

2. ~~and p~~ Possession of a current Child Development Associate Teacher Permit or higher as issued by the State of California Commission on Teacher Credentialing, or, Possession of a CDA, or

Possession of an Associate's Degree or Bachelor's Degree in Early Childhood Education or similarly applicable field of study.

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SPECIAL REQUIREMENT

~~When assigned to infant care, the Associate Teacher shall have at least three (3) of the semester units above related to the care of infants.~~

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 conversations with children, parents and staff;
 - Lead educational activities.
2. Sufficient Hearing to:
 - Supervise children;
 - Engage in conversations with children, parents and staff;
 - Hear sounds of the environment.
3. Sufficient Vision to:
 - Supervise children;
 - Observe the environment for health and safety.
4. Sufficient Sensitivity of Touch or Dexterity to:
 - Tie children's shoes;
 - Check children's health.
5. Sufficient Ability to Smell to:
 - Monitor the environment;
 - Check children's health;
6. Sufficient Strength and Conditioning to:
 - Sit on floor or low chairs, reach with hands and arms, stoop, kneel, crouch, bend, crawl, stand, walk, run, climb, and balance in assisting children in their physical, cognitive, and social, development;
 - Occasionally move up to fifty (50) pounds and occasionally move up to one hundred (100) pounds. The job involves moving and holding children.

Non-essential Physical Attributes:

1. Ability to Taste.

HEAD START SUBSTITUTE CHILD CARE TEACHER

ORGANIZATIONAL RESPONSIBILITY

The Head Start Substitute Child Care Teacher is responsible to a Site Supervisor.

DEFINITION

Under general supervision, to plan and conduct activities for children 6 months to 542 years old in a day care program; to provide direction to child care program teacher assistants and parent volunteers; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions assigned to provide a variety of educational activities at a program site for the Head Start Program 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. Under general supervision, to plan and conduct classroom activities which provide individual developmental experiences for children;
2. To perform classroom teaching duties;
3. To be responsible for the health, safety, and personal welfare of assigned children;
4. To provide some direction for Teacher Assistants and parent volunteers;
5. To conduct home visits and promote parent involvement in the classroom; and to do related work as required.

SPECIAL REQUIREMENTS

Candidates must possess a minimum of six (6) college units in Early Childhood Education (ECE) ~~and be willing to obtain an additional six (6) units in ECE within one (1) year of the hire date.~~ When assigned to infant care, the teacher shall have at least three (3) of the semester units above related to the care of infants.

MINIMUM QUALIFICATIONS

Knowledge of:

- Day Care programs and functions,
- Developmental stages and needs of infants to 425 years old;
- Child abuse reporting laws; problems and needs of low-income families;
- Teaching methods and techniques.

Ability to:

- Plan and implement daily activities for children from 6 months to 425 years in a day care program operated by Head Start;
- Provide guidance for the parent volunteers and teacher assistants;
- Promote the SETA program within the community it serves;
- Work effectively with low-income families and parent groups;
- Speak and write effectively;
- Mainstream 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.

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 successful work experience as a teacher or a teacher assistant in a day care program in an educational or recreational setting for children 0-65 years old.
- OR
- II. At least one (1) year of volunteer experience as a teacher or teacher assistant in an educational or recreational setting for children 0-65 years-old.
- OR
- III. Any combination of education, work, and volunteer hours that would adequately prepare the candidate for the work.

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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 conversations with children, parents and staff;
 - Lead educational activities.
2. Sufficient Hearing to:
 - Supervise children;
 - Engage in conversations with children, parents and staff;
 - Hear sounds of the environment.
3. Sufficient Vision to:
 - Supervise children;
 - Observe the environment for health and safety.
4. Sufficient Sensitivity of Touch or Dexterity to:
 - Tie children's shoes;
 - Check children's health.
5. Sufficient Ability to Smell to:
 - Monitor the environment;
 - Check children's health;
6. Sufficient Strength and Conditioning to:
 - Sit on floor or low chairs, reach with hands and arms, stoop, kneel, crouch, bend, crawl, stand, walk, run, climb, and balance in assisting children in their physical, cognitive, and social, development;
 - Occasionally move up to fifty (50) pounds and occasionally move up to one hundred (100) pounds. The job involves moving and holding children.

Non-essential Physical Attributes:

1. Ability to Taste.

ITEM III-A – 4 - ACTION

APPROVAL TO EXTEND MARKETING, ADVERTISING, GRAPHIC DESIGN AND WEBSITE MAINTENANCE SERVICES AGREEMENT AND AUTHORIZE THE EXECUTIVE DIRECTOR TO APPROVE ADDITIONAL EXTENSIONS

BACKGROUND:

In November 2014, the Governing Board approved a one year contract with EMRL to provide marketing, advertising, graphic design and website maintenance services to SETA with the option to extend the contract for two additional one year terms. Based on the services provided this year for marketing, advertising, design and website maintenance, staff is recommending extending the agreement for an additional year. The extended contract amount will not exceed \$60,000.

RECOMMENDATION:

Approve the extension of the agreement with EMRL, Inc. for marketing, advertising, graphic design and website maintenance services for the term November 10, 2015 through November 9, 2016 for a not to exceed amount of \$60,000 and authorize the Executive Director to sign the agreement and approve additional extensions.

STAFF PRESENTER: Terri Carpenter

ITEM III-B - 1 – ACTION

APPROVAL TO RATIFY THE DEOBLIGATION OF 2015 COMMUNITY SERVICES
BLOCK GRANT (CSBG) FUNDING FROM THE GREATER SACRAMENTO URBAN
LEAGUE, AND THE AUGMENTATION OF 2015 CSBG FUNDING TO THE
SALVATION ARMY

BACKGROUND:

On September 21, 2015, SETA staff received a letter from the Greater Sacramento Urban League (GSUL) requesting termination of its 2015 (January 1, 2015 – December 31, 2015) CSBG contract with SETA, in the amount of \$24,200, for the provision of Safety-Net emergency services in the North Sacramento Area. The contracted services include providing low-income individuals and families with services to reconnect or avoid the shut-off of household utilities, to avoid an eviction and to provide transportation vouchers to remove barriers to accessing vital services. To date, no contract services have been provided or funds expended by the GSUL.

Although the GSUL is the only CSBG-funded service provider with a site in the North Sacramento Area, The Salvation Army has the capacity to provide a similar array of safety-net services in the North Sacramento Area through the use of a mobile caseworker utilizing temporary community sites at the GSUL, the SETA or other community-based locations. Staff recommends augmenting The Salvation Army to provide these safety-net services to approximately 27 in-crisis households through December 31, 2015. The remaining funds will be utilized by SETA staff to provide safety net services through the calendar year.

RECOMMENDATION:

Approve the deobligation of \$24,200 in 2015 CSBG funds from the GSUL and the augmentation of \$10,000 in 2015 CSBG funds to The Salvation Army to provide Safety-Net services in the North Sacramento Area through December 31, 2015.

STAFF PRESENTER: Roy Kim

ITEM III-B – 2 - ACTION

CONSIDERATION OF NON-RESPONSIVE PROPOSALS AND APPROVAL TO WAIVE THE ELECTRONIC SUBMISSION REQUIREMENTS FOR THE PY2016 CSBG REQUEST FOR PROPOSALS

BACKGROUND

On Thursday, September 3, 2015, the SETA Governing Board approved the release of the PY2016 CSBG Request for Proposals (RFP). SETA received a total of twenty-nine (29) written proposals prior to the proposal deadline of October 8, 2015 at 4:30 P.M. Travelers Aid attempted to submit a proposal, but was unable to meet the proposal deadline and consequently no proposal was submitted or considered, consistent with Governing Board policy and the RFP requirement that “*proposals and documents delivered after 4:30 p.m. will not be accepted – NO EXCEPTIONS. NO APPEALS WILL BE ACCEPTED FOR LATE PROPOSALS.*”

The RFP included a requirement that written and electronic proposals be submitted by the deadline of Thursday, October 8, 2015 at 4:30 P.M. Specifically, the three following statements within the RFP directed respondents to submit electronic proposals by the proposal deadline:

- “An electronic version of the proposal must also be submitted by the proposal submission deadline or emailed to victor.bonanno@seta.net **no later than 4:30 P.M. (PST), Thursday, October 8, 2015.**” (See RFP Section I, page 9, **PROPOSAL DEADLINE AND SUBMITTAL PROCEDURE**)
- “To be considered for funding, all agencies must submit one (1) original proposal clearly marked “ORIGINAL,” seven (7) separate reproducible copies clearly marked “COPY,” and an electronic version of the proposal developed in response to this RFP.” (See RFP Section I, page 10, **PROPOSAL DEADLINE AND SUBMITTAL PROCEDURE**)
- “An electronic version of the proposal must be submitted with the original proposal or emailed to victor@delpaso.seta.net by the proposal submittal deadline” (See RFP Section III, page 55, **PROPOSAL FORMAT**)

Notwithstanding the requirement for the submission of both electronic and written proposals prior to the proposal deadline, the following three respondents failed to submit electronic copies of their proposal with their timely-submitted written proposals: the Sacramento County Department of Health and Human Services, Volunteers of America and Elk Grove Food Bank Services (EGFB).

STAFF PRESENTER: Julie Davis-Jaffe

Staff have reviewed the RFP, the written responses, and the evaluation team process, and have determined that failure to meet the electronic proposal deadline by these three respondents would not prevent an evaluation team member from accurately evaluating the written proposals. The purpose of the electronic proposal requirement is to gain efficiencies in the administrative and contracting processes and is not part of the evaluation process. Although the failure to submit an electronic version with the timely-submitted written proposals does not impact the competition under the RFP, it is contrary to the clear language of the RFP referenced above. Consequently, staff has identified two available options, as follows:

1. Waive the electronic submission requirements in the RFP, provided that electronic copies are submitted no later than November 6, 2015.
2. Declare proposals not meeting the electronic submission requirements in the RFP to be non-responsive and withdraw the proposals from any further consideration.

RECOMMENDATION

Approve the waiver of the electronic submission requirements for the PY2016 CSBG Request for Proposals, provided that electronic proposals are submitted no later than November 6, 2015.

STAFF PRESENTER: Julie Davis-Jaffe

ITEM IV-A - INFORMATION

REPORT ON AMERICAN EXPRESS CORPORATE ACCOUNT
REWARDS POINTS PROGRAM, FY2015

BACKGROUND:

Since 2003, SETA has maintained an American Express (AMEX) Corporate Account used for travel, online payments, and miscellaneous purchases. The AMEX account has allowed staff to more timely pay invoices and reduced the volume of transactions that flow through the County Department of Finance.

In January, 2010 SETA added the Membership Rewards program to its AMEX account, which allows SETA to accrue one point for every dollar charged on its AMEX account. In January, 2011 the SETA Governing Board approved the implementation of the American Express Corporate Account Policy and Procedure, including the use of the AMEX points to defray Agency travel and other costs, provide supportive services and incentives to enrolled customers, and provide employee recognition, board recognition and employee health and wellness activities.

Attached for your information is the annual report on the American Express Corporate Account Rewards Points Program for the fiscal year ending June 30, 2015.

Staff will be available to answer questions.

STAFF PRESENTER: Loretta Su

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

**REPORT ON AMERICAN EXPRESS CORPORATE ACCOUNT
REWARDS POINTS PROGRAM
FOR THE FISCAL YEAR ENDING JUNE 30, 2015**

Total REWARDS points at the end of the last reporting period		1,386,793
REWARDS points accumulated since the last reporting period		474,788
REWARDS points used for:		
Supplies, travel and miscellaneous expenses	(1,091,230)	
Customer supports and incentives	-	
Employee/Board recognition/wellness activities	(194,467)	
Total REWARDS points used since the last reporting period		<u>(1,285,697)</u>
Total REWARDS points available/remaining		<u><u>575,884</u></u>

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

MEMORANDUM

TO: Ms. Devon Scheitrum **DATE:** September 17, 2015
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Center for Employment Training

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u>	<u>PERIOD</u> <u>PERIOD</u>	<u>COVERED</u>
WIA	DW	\$ 86,352	7/1/13-6/30/14	7/1/13-6/30/14	
WIA	Adult	\$ 273,448	7/1/13-6/30/14	7/1/13-6/30/14	
WIA	CW	\$ 15,000	7/1/13-6/30/14	7/1/13-6/30/14	

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
Date of review: March 5, 2015

WIA	CW	\$ 15,000	7/1/14-6/30/15	7/1/14-2/28/15	
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Monitoring Purpose: Initial X Follow-Up ___ Special ___ Final ___
Date of review: March 5, 2015, follow up in June & July

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

Program Operator: Center for Employment Training

Findings and General Observations:

The total costs as reported to SETA WIA and CalWorks programs 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.

SETA encourages CET to return the Internal Controls Questionnaire and Form 990 for 2014 at their earliest convenience.

cc: Kathy Kossick
Governing Board

Program Operator: City of Sacramento – Dept. of Parks and Recreation

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Jason Buckingham **DATE:** September 16, 2015
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Golden Sierra JTA

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
NEG	OJT	\$ 50,400	1/1/14-3/15/15	1/1/14-3/15/15

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: April 17, 2015

Prop 39	OJT	\$ 104,675	7/1/14-12/31/15	7/1/14-3/31/15
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Monitoring Purpose: Initial Follow-Up Special Final
Date of review: April 17, 2015

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

Program Operator: Golden Sierra JTA

Findings and General Observations:

The total costs as reported to SETA NEG OJT and Prop 39 OJT programs 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: Ms. Kendra Thao **DATE:** September 23, 2015
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Hmong Women’s Heritage Association

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u>	<u>PERIOD</u> <u>PERIOD</u>	<u>COVERED</u>
CSBG	FSS	\$ 23,800	1/1/14-12/31/14	3/1/14-12/31/14	
RESS	SA&CO	\$ 25,000	1/1/14-12/31/14	3/1/14-12/31/14	

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: Feb 18, 2015 and follow-up in June and July.

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

Program Operator: Hmong Women's Heritage Association

Findings and General Observations:

The total costs as reported to SETA CSBG Family Self Sufficiency and RESS SA & CO have been traced to the subgrantee's fiscal records. The records were verified and appear to be in order.

The expenses reported for the RESS SA & CO Program exceeded the actual expenses by \$195.66. The discrepancy went unidentified until reviewed by SETA. The agency has reimbursed to SETA the amount of \$195.66 on September 21, 2015.

The expenses reported for the CSBG Program exceeded the actual expenses by \$144.39. The discrepancy went unidentified until reviewed by SETA. The agency has reimbursed to SETA the amount of \$144.39 on September 21, 2015.

HWA lacks the internal controls necessary to ensure expenses are accurately posted to the appropriate programs and program year.

Recommendations for Corrective Action:

1. Implement and provide SETA with documented internal control procedures to ensure that expenses are accurately posted to the appropriate program and program year.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Henry Kloczkowski **DATE:** September 10, 2015
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento Chinese Community Service

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OY-US	\$ 86,500	7/1/13-6/30/14	4/1/14-6/30/14
WIA	OY-IS	\$ 362,880	7/1/13-6/30/14	4/1/14-6/30/14

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
Date of review: April 7 – 10, 2015, follow-up in Sept.

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

MEMORANDUM

TO: Mr. Henry Kloczkowski **DATE:** September 10, 2015
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento Chinese Community Service

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OY-US	\$ 86,650	7/1/14-6/30/15	7/1/14-2/28/15
WIA	OY-IS	\$ 362,880	7/1/14-6/30/15	7/1/14-2/28/15

Monitoring Purpose: Initial X Follow-Up Special Final
Date of review: April 7 – 10, 2015, follow-up in Sept.

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

Program Operator: Sacramento Chinese Community Service Center, Inc.

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Richard Odegaard **DATE:** October 1, 2015
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento City Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	DW/25%	\$ 75,000	7/1/14-3/31/15	7/1/14-3/31/15
WIA	Adult/OSSI	\$ 589,925	7/1/14-6/30/15	7/1/14-5/31/15
WIA	Youth	\$ 61,000	7/1/14-6/30/15	7/1/14-5/31/15
WIA	OS	\$ 150,800	7/1/14-6/30/15	7/1/14-5/31/15
WIA	DW/OSSI	\$ 126,675	7/1/14-6/30/15	7/1/14-5/31/15
CalWorks	VESL/ABE/GED	\$ 126,000	7/1/14-6/30/15	7/1/14-5/31/15

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: June 1, 2015

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

Program Operator: Sacramento City Unified School District

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Roman Romaso **DATE:** September 18, 2015
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Slavic Assistance Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	SA & CO	\$ 25,000	10.1.13-9.30.14	10.1.13-9.30.14
ORD	SA & CO	\$ 11,497	9.30.13-9.29.14	9.30.13-9.29.14

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: April 21, 2015

	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	Tuition Payments		N/A		
8	OJT Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation		N/A		
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: Slavic Assistance Center

Findings and General Observations:

The total costs as reported to SETA RESS and ORD programs 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: Dr. Sara Haycox **DATE:** September 10, 2015
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>
Head Start	Basic	\$ 1,291,599	8/1/13-7/31/14	4/1/14-7/31/14
Head Start	T & TA	\$ 7,500	8/1/13-7/31/14	4/1/14-7/31/14

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: March 23-27, 2015 and follow-up in Sept.

	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	X			
12	Equipment Records	X			

MEMORANDUM

TO: Dr. Sara Haycox **DATE:** September 10, 2015
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>
Head Start	Basic	\$ 1,589,191	8/1/14-7/31/15	8/1/13-2/28/15
Head Start	T & TA	\$ 7,500	8/1/14-7/31/15	8/1/13-2/28/15

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: March 23-27, 2015 and follow-up in Sept.

	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	X			
12	Equipment Records	X			

Program Operator: Twin Rivers Unified School District

Findings and General Observations:

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

The 2014 audit resulted in a finding related to substitute time sheets not accurately being coded to the correct program. During the course of this review, we have ensured that the issue has not resulted in any funds due back to SETA. TRUSD has taken the necessary steps with their auditor to identify changes in the payroll audit process to ensure continued accuracy.

Recommendations for Corrective Action:

Please provide SETA documentation of the new audit process which will ensure continued accuracy with the coding of substitute time sheets.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM IV-B – 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	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
A1 Heating & Air	3	HVAC Technician	1
	3	Journeyman Plumber	1
Advanced Call Center Technologies	1	Customer Service Representatives	50
Allstate Insurance-Alain Ionescu Office	1	Insurance Sales Representative	1
Amerigas	1	Customer Care Agent	24
Amware Pallet Services	3	Pallet Repairman	4
Barnes & Noble	1	Assistant Store Manager	1
	1	Barista/Cafe Server	2
	1	Bookseller	2
	1	Community Business Development Manager	1
	1	Head Cashier	1
	1	Merchandise Manager	1
BBC Services, Inc.	3	Carpenter	10
Big Brothers Big Sisters of Greater Sacramento	1	Match Support Specialist	1
Bozzuto Insurance Agency	1	Insurance Sales Agent	1
Castle House Distributors	1	Driver/Service Tech	1
CBS13/CW31	1	Administrative Assistant	1
Child Action	1	Human Resources Analyst	1
	5	Assessment Unit Clerk (Bilingual)	1
Children's Law Center of California	1	Scanning Clerk	1
	1	Secretary	1
City of Sacramento	1	Out of School Time Leader	29
Cokeva, Inc.	9	Logistic Operator	5
	10	Sales Executive	1
	3	Technician II	1
Comcast	10	Individual Direct Sales	1
	1	Xfinity Sales Associates	9
Comfort Systems Construction	7	Apartment Renovator	2
Core Commercial	1	Marketing/Graphic Design/Office	1
Corporate Care	1	Technician	2
Craig Cares	4	Caregiver/Home Health Aide/CNA	1
Crossroads Facility Services	1	Senior Accountant	1
	1	Youth Specialist	1
Culinary Staffing America	1	Food Service Workers	40
Dayles Diesel & Genrtr Repair	7	Generator Mechanic	1
E3 CA INC	1	Administrative Assistant	1
Electrofreeze of Northern California	1	Office Administrator	1
eVerifile	1	Team Manager	4
Faneuil/InSync Consulting Services LLC	1	Customer Service Representative	500
Fish Window Cleaning	10	Window Cleaner	2
First Security Services	1	Security Officer	10
Frito-Lay	10	Detailer	1
	9	Route Sales Representative - General	1
Greater Sacramento Urban League	1	Youth Specialist	1
GRID Alternatives North Valley	1	Outreach Coordinator	1
	3	SolarCorps Construction Fellows	2
	1	SolarCorps Outreach Fellow	1
H&R Block	1	Office Manager/Lead	20
	1	Tax Professional	20
Headway Workforce Solutions	1	Seasonal Assistant Manager	1
Horizon Personnel Services	9	Order Puller	10
Hunter Douglas Fabrication	7	Production Associate/Assembler	9
J. Powers Recruiting Inc.	1	Account Executive	1
Kair In-Home Social Svc	1	Foster Family Agency Administrator, Social	1
Leukemia & Lymphoma Society	1	Part Time Outreach Assistant	15
LG Electronics	7	Field Service Technician - Appliances and HVAC	1
Liberty Tax Service #8097	1	Tax Preparer	1
Lofings Lighting Inc	9	Warehouse and Delivery	1

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Los Rios Community College	1	Account Clerk II	1
	1	Accounting Adjunct Assistant Professor	1
	1	Accounting Specialist	1
	1	Administrative Secretary I	1
	1	Admissions/Records Clerk II	2
	1	Associate Vice President of Student Services	1
	1	Campus Operations Director - Sutter County Center	1
	1	Clerical Assistant	1
	1	Clerk II	1
	1	Clerk III	2
	1	Control Center Technician	1
	1	Counselor/Articulation Officer	1
	1	Custodian	2
	1	Deaf Culture and American Sign Language (ASL) Studies Assistant Professor	1
	1	Dean of Communication, Visual and Performing Arts	1
	1	Dean of Fine and Applied Arts	1
	1	Dean, Kinesiology and Athletics	1
	1	Diagnostic Medical Sonography (DMS) Assistant Professor / Program Coordinator	1
	1	Facilities Planning and Engineering Specialist	1
	1	Faculty Diversity Internship Program Pool	1
	1	Financial Aid Clerk II	1
	1	Financial Aid Officer	1
	1	Horticulture Assistant Professor	1
	1	Hospitality Management/Culinary Arts Assistant Professor	1
	6	Information Technology Systems/Database Administrator Analyst II	1
	1	Instructional Assistant - Foreign Language	1
	1	Instructional Assistant - Learning Resources	1
	1	Instructional Assistant - Phlebotomy Laboratory	1
	1	Instructional Assistant - Photography	1
	1	Instructional Assistant - Sign Language Studies	1
	1	Instructional Assistant - Writing/English/Reading	1
	1	Instructional Assistant- Costuming and Makeup	1
	1	Instructional Science Laboratory Supervisor	1
	1	Instructional Services Assistant I	1
	6	IT Specialist II - Microcomputer Support	1
	1	Laboratory Technician - Science	1
	1	Library/Media Technical Assistant	1
	1	Philosophy Instructor	1
	1	Physical Education/Athletic Attendant	1
	1	Police Communication Dispatcher	1
	1	Police Officer	1
	1	Psychology Assistant Professor	1
	1	Public Relations Technician	1
	1	Public Services Librarian	1
	4	Registered Nurse	1
	6	Senior Information Technology Systems/Database Administrator Analyst	1
	6	Senior IT Technician - Lab/Area Microcomputer Support	1
	1	Special Projects- Inmate Education Specialist	1
1	Special Projects- Laboratory Technical Support Assistant - Health and Education Labs	1	
1	Special Project - Student Personnel Assistant - Health and Wellness Services	1	

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Los Rios Community College	1	Special Projects- Work-based Learning Specialist	1
	1	Student Personnel Assistant - Assessment/Testing	1
	1	Student Personnel Assistant - Career & Job Opportunity Services	1
	1	Student Personnel Assistant - Outreach Services	1
	1	Student Personnel Assistant - Student Life	1
	1	Student Personnel Assistant - Student Services	1
	1	Student Personnel Assistant - TANF	1
	1	Student Personnel Assistant- Student Services	1
	1	Student Success and Support Program (SSSP) Faculty Coordinator	1
	1	Student Success and Support Program (SSSP) Specialist	1
Markstein Beverage Co.	9	Vice President of Student Services	1
	9	Category Space Technician	1
	1	Merchandiser	1
	9	Night Warehouse Associate	1
MAXIMUS	1	Enrollment Service Representative	1
Merryhill School	1	Preschool Teacher	2
Modis IT Staffing	6	Group Level Processor	20
National Audubon Society	1	Contracts and Government Grants Manager	1
Northcentral Pizza, LLC. dba Domino's Pizza	1	Assistant Manager	1
Northern Sheets LLC	9	Production Workers	3
Pacific Health & Home	3	Masonry Installer	2
	3	Skilled Tradesman/Craftsman	2
Pacific Protection INC	1	Unarmed Security Officer	10
Package One	9	Class A Truck Driver	1
Pep Boys	7	Technicians and Mechanics	10
Pilkington North America Inc.	1	Service Center Administrator	1
PowerSchool Group LLC	1	Accountant	1
	2	Associate Performance Test Engineer	1
	2	Associate QA Test Engineer	1
	6	Associate Software Engineer	1
	1	Associate Systems Administrator	1
	1	Billing Associate	1
	1	Collections Associate	1
	6	Compliance Application Software Engineer	1
	6	Compliance Database Software Engineer	1
	1	Contracts Administrator	1
	1	Corporate Trainer	1
	1	Customer Support Representative (Tier 1)	1
	6	Desktop Technician	1
	1	Entry Level Accounts Payable Specialist	1
	1	Entry Level Corporate Development Analyst	1
	1	Entry Level Pricing Analyst	1
	1	Entry-Level Project Manager	1
	1	Financial Analyst	1
	1	Inside Sales Account Representative	1
	1	Marketing Campaign Coordinator	1
	1	Product Manager-Consumer	1
	1	Product Marketing and Competitive Intelligence Manager	1
	1	Product Marketing Manager	1
	1	Recruiting Manager	1
	1	Renewals Associate	1
	1	Salesforce Administrator	1
	1	Senior Corporate Recruiter	1
	1	Senior Manager of Human Resources	1
	1	Senior Project Manager	1
	6	Senior UI Interface Designer	1
	6	Sr Network Engineer	1

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
PowerSchool Group LLC	6	Sr Systems Engineer	1
	6	Systems Engineer II	1
	1	Vice President of Customer Operations- School Systems Group	1
PrideStaff	3	Machine Operator and Woodworking Craftsman	10
	9	Production and Manufacturing Technician	10
Quality Driver Solutions	9	Commercial Truck Drivers	20
Restoration Hardware	1	Client Service Center Supervisor	2
	1	Project Leader	2
Sacramento Employment and Training Agency	1	CFS Education Program Officer	1
	1	Early Head Start Educator	1
	1	Family Services Worker Range III	1
	1	Head Start Education Coordinator	1
	1	Site Supervisor	1
Sacramento Metro Chamber-Commerce	1	Accounting Clerk	1
Sacramento Regional Transit District	1	Assistant General Manager - Administration	1
	7	Maintenance Supervisor - Wayside	1
	1	Community Bus Services (CBS) Dispatcher/Supervisor	1
	7	Mechanic A	1
	3	Network Operations Engineer	1
	1	Safety Specialist II	1
Security Tech Protective Services	1	Armed Security Officer	10
Serenity Respite	4	Respite Care Provider	10
Slingshot Connections	10	Outside Sales	5
Smartguard	1	Security Officer/Patrol Officer	6
Softsol Technologies Inc.	1	Business Analyst	1
	1	Document Prep/Scan Technician	8
SolarCity	1	Call Center Concierge	20
	3	Electrician	20
	7	PV Installer	20
Southeast Asian Assistance Center	1	Executive Director	1
South Side Art Center	1	Ceramic Lead Artist Instructor	1
Staff Management	1	Area Manager	30
Starbucks Corporation	1	Barista	7
Stations	9	Installer	4
Stericycle	1	Customer Service Representative	6
Strategies To Empower People STEP	1	Direct Support Professional	20
SVS GroupP, Inc.	1	Event Staff & Security Guards	30
Teledyne Microwave Solutions	9	Assembler 1	2
	7	Calibration Lab Technician	1
	1	Contracts/Pricing Manager 4	1
	3	Electrical Engineer 4	1
	3	Electronic Engineer 2	1
	7	Electronic Technician	1
	7	Machinist 4	1
	1	Senior Contracts Administrator	1
	7	Technician 1	1
	1	Trade Compliance Support Administrator 1	1
9	Warehouse Loader	4	
The Firehouse Restaurant	1	Fine Dining Line Cook	1
Therapeutic Pathways	4	Behavior Technician	20
Thoughtful Food Inc.	10	Dishwasher	2
Timco Construction Inc	3	General Construction Estimator	1
Trinity Fresh	9	Class B Truck Driver	4
	9	Warehouse Loader	2
Villara Building Systems	9	Class A and Class C Driver	1
	9	Driver	1
	7	Duct Blaster	1
	7	Fire Sprinkler Installer	1

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS	
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations				
Villara Building Systems	1	Human Resources Bilingual Receptionist	1	
	7	HVAC Apartments Installer	1	
	7	HVAC Commercial Installer	1	
	7	HVAC Retro-Fit Lead	1	
	7	HVAC Sheet Metal Installer	1	
	7	HVAC Start-Up Technician	1	
	7	HVAC Warranty and Paid Service Technician	1	
	9	Inventory Control Clerk	1	
	1	Manufacturing Administrative Assistant	1	
	7	Plumbing Finish/Service	1	
	7	Plumbing Installer	1	
	7	Quality Control Load Master/Inspector	2	
	4	Caregiver	10	
Visiting Angels Senior Home Care	7	Alarm & Detection Technician	1	
	7	Fire Alarm/Fire Sprinkler Inspector	1	
	7	Fire Sprinkler Designer	3	
	1	Service Administrator		
Western States Fire Protection	9	Shop Foreman	1	
	9	Entry-Level Production Machine Operator	1	
	9	Entry Level Production Welder	1	
Woodmack Products, Inc.	9	Janitor & Machine Operator	1	
	1	Accounting Assistant	1	
	1	Cashier	1	
Yuba Community College District	1	Custodial Maintenance Worker	1	
	1	Custodian	1	
	1	Director of Financial Aid	1	
	1	Director of TRiO Programs	1	
	1	Financial Aid Technician	1	
	1	Interim - Human Resources Analyst/Academic)	1	
	1	Interim Chief of Police	1	
	1	Library Technical Assistant	1	
	1	Nursing Instructor	1	
	1	Part Time Adjunct Instructors	1	
	1	Part Time Philosophy Instructor	1	
	1	Site Supervisor - Child Development Center	1	
	1	Site Supervisor - Child Development Center	1	
	1	Testing Technician	1	
	1	X-Ray Technology Instructor	1	
	Total			1316

ITEM IV-C – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2015/2016

The following is an update of information as of October 23, 2015 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	5/8/2015	Sutter Medical Foundation 8170 Laguna Blvd Elk Grove, CA 95758	7/1/2015	15	6/25/2015
Unofficial	6/4/2015	Bank of America 10850 White Rock Rd. Rancho Cordova, CA 95670	10/30/2015	35	9/30/2015
Official	6/11/2015	Intel 1900 Prairie City Rd. Folsom, CA 95630	7/15/2015	152	Declined
Official	6/26/2015	Raley's 4551 Mack Road Sacramento, CA 95823	9/12/2015	60	Declined
Official	6/15/2015	Insync 3712 Douglas Blvd. Roseville, CA 95661	9/30/2015	148	7/1/2015 8/14/15
Official	7/27/2015	Hank Fisher Properties, Inc. 610 Fulton Avenue Suite 100 Sacramento, CA 95825	9/30/2015	243	10//15/15
			Total # of Affected Workers	653	

ITEM IV-D – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of September was 5.2%.

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

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA
(MSA)
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)
Leisure and hospitality dominated year-over job growth**

The unemployment rate in the Sacramento-Roseville-Arden Arcade MSA was 5.2 percent in September 2015, down from a revised 5.7 percent in August 2015, and below the year-ago estimate of 6.6 percent. This compares with an unadjusted unemployment rate of 5.5 percent for California and 4.9 percent for the nation during the same period. The unemployment rate was 4.8 percent in El Dorado County, 4.4 percent in Placer County, 5.4 percent in Sacramento County, and 5.3 percent in Yolo County.

Between August 2015 and September 2015, combined employment located in the counties of El Dorado, Placer, Sacramento and Yolo increased by 300 to reach 925,700 jobs.

- Government was up 3,000 jobs from last month. The largest increase was seen in local government, which added 2,900 jobs.
- Education and health services added 1,100 jobs compared to August. Educational services accounted for the majority of the increase, adding 800 jobs.
- Manufacturing and mining and logging remained unchanged over the month.
- Seven industries experienced month-over decline. Financial activities and information lost 200 jobs each; trade, transportation, and utilities declined by 300 jobs; total farm cut back 400 jobs; construction decreased by 800 jobs; leisure and hospitality lost 900 jobs; and professional and business services declined by 1,400 jobs.

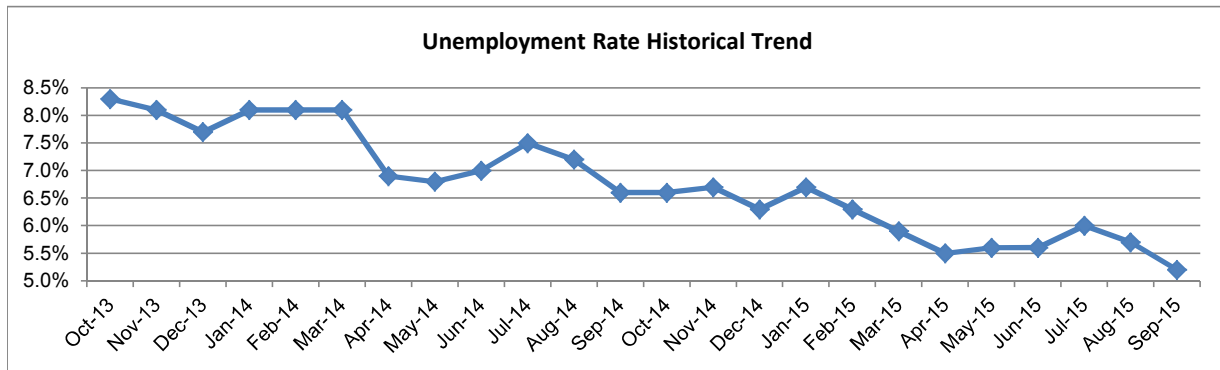
Between September 2014 and September 2015, total jobs in the region increased by 23,100, or 2.6 percent.

- Leisure and hospitality continued to lead year-over job growth, adding 10,900 jobs. Food services and drinking places led the growth with a gain of 8,700 jobs.
- Trade, transportation, and utilities grew by 4,900 jobs compared to last year. Retail trade accounted for the majority of the gain, adding 4,700 jobs.
- Construction ticked up by 800 jobs over the year. Specialty trade contractors accounted for 700 jobs.
- Two industries declined compared to September 2014. Manufacturing lost 100 jobs, and information was down 400 jobs.

IMMEDIATE RELEASE

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

The unemployment rate in the Sacramento-Roseville-Arden Arcade MSA was 5.2 percent in September 2015, down from a revised 5.7 percent in August 2015, and below the year-ago estimate of 6.6 percent. This compares with an unadjusted unemployment rate of 5.5 percent for California and 4.9 percent for the nation during the same period. The unemployment rate was 4.8 percent in El Dorado County, 4.4 percent in Placer County, 5.4 percent in Sacramento County, and 5.3 percent in Yolo County.



Industry	Aug-2015	Sep-2015	Change		Sep-2014	Sep-2015	Change
	Revised	Prelim				Prelim	
Total, All Industries	925,400	925,700	300		902,600	925,700	23,100
Total Farm	10,400	10,000	(400)		10,000	10,000	0
Total Nonfarm	915,000	915,700	700		892,600	915,700	23,100
Mining and Logging	500	500	0		500	500	0
Construction	49,400	48,600	(800)		47,800	48,600	800
Manufacturing	35,900	35,900	0		36,000	35,900	(100)
Trade, Transportation & Utilities	148,700	148,400	(300)		143,500	148,400	4,900
Information	13,500	13,300	(200)		13,700	13,300	(400)
Financial Activities	49,200	49,000	(200)		48,700	49,000	300
Professional & Business Services	125,300	123,900	(1,400)		119,800	123,900	4,100
Educational & Health Services	136,000	137,100	1,100		136,600	137,100	500
Leisure & Hospitality	103,400	102,500	(900)		91,600	102,500	10,900
Other Services	31,200	31,600	400		30,900	31,600	700
Government	221,900	224,900	3,000		223,500	224,900	1,400

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

Sacramento Roseville Arden Arcade MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
Industry Employment & Labor Force
March 2014 Benchmark

Data Not Seasonally Adjusted

	Sep 14	Jul 15	Aug 15 Revised	Sep 15 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,047,200	1,065,300	1,062,100	1,054,200	-0.7%	0.7%
Civilian Employment	978,000	1,001,700	1,002,000	999,900	-0.2%	2.2%
Civilian Unemployment	69,200	63,600	60,100	54,300	-9.7%	-21.5%
Civilian Unemployment Rate (CA Unemployment Rate)	6.6%	6.0%	5.7%	5.2%		
(U.S. Unemployment Rate)	7.0%	6.5%	6.1%	5.5%		
	5.7%	5.6%	5.2%	4.9%		

Total, All Industries (2)	902,600	922,700	925,400	925,700	0.0%	2.6%
Total Farm	10,000	11,100	10,400	10,000	-3.8%	0.0%
Total Nonfarm	892,600	911,600	915,000	915,700	0.1%	2.6%
Total Private	669,100	691,600	693,100	690,800	-0.3%	3.2%
Goods Producing	84,300	85,600	85,800	85,000	-0.9%	0.8%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	47,800	49,500	49,400	48,600	-1.6%	1.7%
Construction of Buildings	10,600	10,800	11,000	10,900	-0.9%	2.8%
Specialty Trade Contractors	31,400	32,700	32,600	32,100	-1.5%	2.2%
Building Foundation & Exterior Contractors	8,100	9,000	9,100	9,100	0.0%	12.3%
Building Equipment Contractors	12,100	12,500	12,600	12,800	1.6%	5.8%
Building Finishing Contractors	7,200	7,300	7,500	7,400	-1.3%	2.8%
Manufacturing	36,000	35,600	35,900	35,900	0.0%	-0.3%
Durable Goods	24,900	25,200	24,900	24,900	0.0%	0.0%
Computer & Electronic Product Manufacturing	6,700	6,700	6,600	6,600	0.0%	-1.5%
Nondurable Goods	11,100	10,400	11,000	11,000	0.0%	-0.9%
Food Manufacturing	4,500	4,000	4,500	4,500	0.0%	0.0%
Service Providing	808,300	826,000	829,200	830,700	0.2%	2.8%
Private Service Providing	584,800	606,000	607,300	605,800	-0.2%	3.6%
Trade, Transportation & Utilities	143,500	147,900	148,700	148,400	-0.2%	3.4%
Wholesale Trade	24,700	24,500	24,700	24,700	0.0%	0.0%
Merchant Wholesalers, Durable Goods	13,100	13,300	13,400	13,600	1.5%	3.8%
Merchant Wholesalers, Nondurable Goods	9,100	9,300	9,400	9,400	0.0%	3.3%
Retail Trade	94,900	99,400	99,700	99,600	-0.1%	5.0%
Motor Vehicle & Parts Dealer	12,600	13,100	13,200	13,100	-0.8%	4.0%
Building Material & Garden Equipment Stores	7,800	8,300	8,200	8,100	-1.2%	3.8%
Grocery Stores	18,500	18,600	18,700	18,700	0.0%	1.1%
Health & Personal Care Stores	5,200	5,200	5,200	5,200	0.0%	0.0%
Clothing & Clothing Accessories Stores	6,800	6,900	6,900	6,800	-1.4%	0.0%
Sporting Goods, Hobby, Book & Music Stores	4,200	4,300	4,400	4,600	4.5%	9.5%
General Merchandise Stores	20,000	20,600	20,700	20,600	-0.5%	3.0%
Transportation, Warehousing & Utilities	23,900	24,000	24,300	24,100	-0.8%	0.8%
Information	13,700	13,500	13,500	13,300	-1.5%	-2.9%
Publishing Industries (except Internet)	2,400	2,400	2,400	2,400	0.0%	0.0%
Telecommunications	6,600	6,500	6,500	6,500	0.0%	-1.5%
Financial Activities	48,700	49,100	49,200	49,000	-0.4%	0.6%
Finance & Insurance	35,200	35,200	35,200	35,100	-0.3%	-0.3%
Credit Intermediation & Related Activities	12,100	12,200	12,200	12,200	0.0%	0.8%
Depository Credit Intermediation	7,200	7,200	7,200	7,100	-1.4%	-1.4%
Nondepository Credit Intermediation	2,600	2,700	2,600	2,600	0.0%	0.0%
Insurance Carriers & Related	19,100	19,100	19,300	19,300	0.0%	1.0%
Real Estate & Rental & Leasing	13,500	13,900	14,000	13,900	-0.7%	3.0%
Real Estate	10,400	10,400	10,500	10,400	-1.0%	0.0%
Professional & Business Services	119,800	125,000	125,300	123,900	-1.1%	3.4%
Professional, Scientific & Technical Services	53,200	56,800	56,600	55,600	-1.8%	4.5%
Architectural, Engineering & Related Services	8,900	9,600	9,700	9,800	1.0%	10.1%
Management of Companies & Enterprises	10,500	10,700	10,700	10,800	0.9%	2.9%
Administrative & Support & Waste Services	56,100	57,500	58,000	57,500	-0.9%	2.5%
Administrative & Support Services	53,300	54,400	54,900	54,500	-0.7%	2.3%
Employment Services	20,700	21,000	20,900	21,000	0.5%	1.4%

Sacramento Roseville Arden Arcade MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
 Industry Employment & Labor Force
 March 2014 Benchmark

Data Not Seasonally Adjusted

	Sep 14	Jul 15	Aug 15 Revised	Sep 15 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	11,500	11,800	11,800	11,900	0.8%	3.5%
Educational & Health Services	136,600	136,300	136,000	137,100	0.8%	0.4%
Education Services	13,400	12,800	12,800	13,600	6.3%	1.5%
Health Care & Social Assistance	123,200	123,500	123,200	123,500	0.2%	0.2%
Ambulatory Health Care Services	42,500	43,100	42,900	42,900	0.0%	0.9%
Hospitals	23,600	23,800	23,900	23,900	0.0%	1.3%
Nursing & Residential Care Facilities	16,100	16,600	16,600	16,600	0.0%	3.1%
Leisure & Hospitality	91,600	102,600	103,400	102,500	-0.9%	11.9%
Arts, Entertainment & Recreation	13,500	15,900	15,700	15,100	-3.8%	11.9%
Accommodation & Food Services	78,100	86,700	87,700	87,400	-0.3%	11.9%
Accommodation	8,500	9,600	9,600	9,100	-5.2%	7.1%
Food Services & Drinking Places	69,600	77,100	78,100	78,300	0.3%	12.5%
Restaurants	66,000	73,400	73,500	73,300	-0.3%	11.1%
Full-Service Restaurants	31,900	36,000	36,000	35,300	-1.9%	10.7%
Limited-Service Eating Places	34,100	37,400	37,500	38,000	1.3%	11.4%
Other Services	30,900	31,600	31,200	31,600	1.3%	2.3%
Repair & Maintenance	8,800	8,900	8,900	8,900	0.0%	1.1%
Government	223,500	220,000	221,900	224,900	1.4%	0.6%
Federal Government	13,600	13,700	13,800	13,700	-0.7%	0.7%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	209,900	206,300	208,100	211,200	1.5%	0.6%
State Government	111,800	112,200	113,200	113,400	0.2%	1.4%
State Government Education	26,100	26,000	26,400	26,400	0.0%	1.1%
State Government Excluding Education	85,700	86,200	86,800	87,000	0.2%	1.5%
Local Government	98,100	94,100	94,900	97,800	3.1%	-0.3%
Local Government Education	53,200	47,400	48,200	52,100	8.1%	-2.1%
Local Government Excluding Education	44,900	46,700	46,700	45,700	-2.1%	1.8%
County	18,200	18,400	18,400	18,400	0.0%	1.1%
City	9,800	10,600	10,600	10,000	-5.7%	2.0%
Special Districts plus Indian Tribes	16,900	17,700	17,700	17,300	-2.3%	2.4%

Notes:

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

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

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Elizabeth Bosley 530/741-5191 or Luis Alejo 530/749-4885

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

#####

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 September 2015 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Unemp
Sacramento County	685,300	648,500	36,800	5.4%	1.000000	1.000000
Arden Arcade CDP	44,000	41,300	2,700	6.1%	0.063708	0.073225
Carmichael CDP	29,600	27,800	1,800	6.1%	0.042896	0.049253
Citrus Heights city	43,400	41,000	2,500	5.6%	0.063202	0.066743
Elk Grove CDP	76,600	73,400	3,200	4.1%	0.113216	0.085809
Fair Oaks CDP	16,400	15,600	800	4.6%	0.024089	0.020444
Florin CDP	19,600	18,000	1,600	8.2%	0.027683	0.043810
Folsom city	35,200	34,000	1,200	3.5%	0.052468	0.033253
Foothill Farms CDP	15,800	14,900	900	5.5%	0.023006	0.023675
Galt city	10,900	10,200	700	6.3%	0.015711	0.018695
Gold River CDP	4,100	4,000	100	2.3%	0.006200	0.002541
Isleton city	300	300	0	9.5%	0.000411	0.000751
La Riviera CDP	5,700	5,300	300	5.8%	0.008235	0.008869
North Highlands CDP	17,500	16,700	800	4.8%	0.025707	0.022985
Orangevale CDP	17,100	16,200	900	5.5%	0.024970	0.025527
Rancho Cordova City	32,500	30,600	1,900	5.9%	0.047165	0.052545
Rancho Murieta CDP	2,800	2,700	100	3.4%	0.004112	0.002552
Rio Linda CDP	6,600	6,300	300	5.2%	0.009698	0.009363
Rosemont CDP	11,400	10,800	600	5.2%	0.016685	0.015989
Sacramento city	227,700	214,800	12,900	5.7%	0.331159	0.351507
Vineyard CDP	12,500	12,000	500	4.1%	0.018491	0.013869
Walnut Grove CDP	600	600	100	9.6%	0.000889	0.001656
Wilton CDP	1,700	1,700	0	2.6%	0.002610	0.001224

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2013 Census.

Notes:

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

Methodology:

Monthly city and CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the employment and unemployment shares (ratios) of each city and CDP at the time of the 2013 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

Data Not Seasonally Adjusted

Area Name	Labor Force	Employ- ment	Unemployment Number	Rate	Census Ratios	
					Emp	Unemp

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

This method assumes that the rates of change in employment and unemployment, since 2013, are exactly the same in each city and CDP as at the county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

ITEM IV-E – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

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

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

**JOINT MEETING OF THE HEAD START
POLICY COUNCIL AND PARENT ADVISORY COMMITTEE**

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, July 21, 2015
9:00 a.m.

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

Mr. Kenneth Tate called the meeting to order at 9:05 a.m. The Pledge of Allegiance was recited. Ms. Amanda Self called the roll. A quorum was established.

PC Members Present:

Robin Blanks, Elk Grove Unified School District
Tyrone Broxton, Elk Grove Unified School District
Feuy Saelee, Sacramento City Unified School District
Brian Short, Women's Civic Improvement Club
Tawana Craig, Women's Civic Improvement Club
Sabrina Lovelady, SETA-Operated Program
Amanda Self, Home Base Option
Kenneth Tate, Past Parent Representative
Jenna Kline, KVIE Public Television
Calvin Sheppard, Men's Activities Affecting Children Committee
Nicole Chilton, Birth and Beyond
Jasmine Jamison, Past Parent

PC Members Absent:

Sonia Torres, Sacramento City Unified School District (unexcused)
Linda Litka, San Juan Unified School District (unexcused)
Lynda Williams, San Juan Unified School District (excused)
Joe Morales, Twin Rivers Unified School District (unexcused)
Todd Woods, SETA-Operated Program (excused)

New PC Member to be Seated:

Stacy Wilson, Twin Rivers Unified School District

Ms. Wilson was welcomed to the board. She provided a brief overview of her family and her Head Start participation.

III. Action Items (PC)

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

The Policy Council went into closed session at 9:05 a.m.; the board went back into open session at 9:11 a.m. Mr. Tate reported that during closed session, the following eligible lists were approved: 1) Associate Teacher, Tier III, and 2) Associate Teacher Infant Toddler.

PAC Member Roll Call:

The PAC was seated at 9:14 a.m. Ms. Jasmine Jamison read the Thought of the Day. Ms. Sabrina Lovelady called the roll. A quorum was established.

Members Present:

Vanessa Diego
Amanda Self
Deanna Yee
Sabrina Lovelady
Rafaela Casillas
Kenneth Tate
Calvin Sheppard
Jasmine Jamison
Terri McMillin (alternate)
Jasmine Gonzales (alternate)

Members Absent:

Joyce Turner (unexcused)
Dawonna Paniagua (alternate present)
Todd Woods (alternate present)
Lenda Wheeler (unexcused)

II. Consent Item (PC)

A. Approval of the Minutes of the June 23, 2015 Regular Meeting

Moved/Blanks, second/Sheppard, to approve the June 23, 2015 minutes as distributed.

Show of hands vote:

Aye: 12 (Blanks, Broxton, Chilton, Craig, Jamison, Kline, Lovelady, Saelee, Self, Short, Sheppard, Wilson)

Nay: 0

Abstentions: 1 (Tate)

II. Consent Item (PAC)

A. Approval of the Minutes of the June 16, 2015 Regular Meeting

Moved/Self, second/McMillin, to approve the June 16, 2015 minutes as distributed.

Show of hands vote:

Aye: 8 (Casillas, Diego, Gonzales, Lovelady, McMillin, Self, Sheppard, Yee)
Nay: 0
Abstentions: 2 (Jamison and Tate)

Ms. Wendy Tanner was thanked for staffing the board meeting today.

A. Approval of Changes to the SETA Personnel Policies and Procedures

Mr. John Allen reviewed the revisions to the Personnel Policies and Procedures. These modifications are a result of recent updates in technology, laws, regulations, and the work environment.

Moved/Lovelady, second/Blanks, to approve the changes in the SETA Personnel Policies and Procedures.

Show of hands vote:

Aye: 12 (Blanks, Broxton, Chilton, Craig, Jamison, Kline, Lovelady, Saelee, Self, Short, Sheppard, Wilson)

Nay: 0

Abstentions: 1 (Tate)

III. **Action Item** (PAC)

A. Election of Parent Advisory Committee Vice Chair

Ms. Jasmine Jamison reviewed the board item and asked for those interested in the Vice Chair position: Amanda Self, Calvin Sheppard. Nominees spoke of their interest in serving as Vice Chair.

Votes:

Amanda: 2

Calvin: 5

Abstentions: 3 (Jamison, Gonzales, & Tate)

Moved/Lovelady, second/Yee, to elect Calvin Sheppard as Vice Chair

Show of hands vote:

Aye: 7 (Casillas, Diego, Lovelady, McMillin, Self, Sheppard, Yee)

Nay: 0

Abstentions: 3 (Jamison, Gonzales, and Tate)

Mr. Sheppard assumed his position on the dais.

IV. **Information Items**

A. Child Enrichment and Parent Employment Project presentation by Ms. Pam Moore, Workforce Development Analyst III.

Ms. Pam Moore, Workforce Development Analyst III, addressed the board about a new program seeking participants.

The Community Action Plan is done every two years to research the needs of those in poverty in the county. In the newest CAP, the poverty rate of single mothers was found to be 56%. A new program was developed, Child Enrichment and Parent Employment Project, with the cooperation of Birth and Beyond, Waking the Village, and Head Start. The two goals of the program are to enroll the pre-school children in Early Head Start/Head Start to keep them on a positive path, and to get parents employed full time and earning a living wage. This program involves single fathers as well.

A key component is that each participant is assigned a job coach and will have access to all kinds of tools for training. This will support both the parents and children each step of the way. There is an orientation on Monday, July 27 and August 3. Anyone interested can contact Ms. Moore for more information. There is a checklist that will be utilized to determine whether a parent is suitable for the program.

B. Presentation on Office of Head Start (OHS) Performance Standards Notice of Proposed Rulemaking (NPRM): Mr. Rick Mockler, CHSA Executive Director

Ms. Denise Lee introduced Mr. Rick Mockler, California Head Start Association Executive Director. Mr. Mockler will review the new Performance Standards that are being proposed to be implemented in 2016. The last time the performance standards were modified was in 2007.

Mr. Mockler stated that the membership organization for all Head Start organizations in California. CHSA is the voice of Head Start in California and advocates on behalf of parents for continued Head Start funding and services. The SETA Head Start program has worked very closely with CHSA over the years.

The last time Congress reauthorized Head Start funding was in 2007 and this new notice of proposed rulemaking is the government's way of seeking input. The Performance Standards are the actual rules by which programs run their programs. All Head Start grantees have 60 days to submit their input on the proposed rulemaking.

Mr. Mockler reviewed a Power Point with the overviews of changes being proposed. One-third of the current standards will be cut out. Maintaining core Head Start principles will continue.

The most significant changes include:

- ✓ Potential shift from four to three year old children.

- ✓ Shift to require a minimum day of six hours and minimum of 180 days per year.
- ✓ Programs can only offer less-than-six-hour services and home base services unless locally designed model and justified with evidence and research.
- ✓ There are significant impact on priorities around family services; in the future, there are three expected outcomes:
 - Enhanced parenting skills
 - Increased parental engagement child learning & development
 - Improved family wellbeing in order to support child learning
- ✓ OHS would require programs to offer research based parenting curriculum
- ✓ Eliminate the need for written family partnership agreements.
- ✓ The length of Policy Council membership will be adjusted to five year contracts
- ✓ Eliminate the requirement for parent committees
- ✓ Creates an impasse procedure.
- ✓ Requirements for improved attendance and the requirement that programs do a home visit after four unexcused absences.
- ✓ Education requirement for program directors and support staff.
- ✓ Agencies create data governance councils
- ✓ Would give the grantee agency more authority to terminate a low performing delegate agency for cause.

Mr. Mockler stated that parents are welcome to provide input electronically by going to the OHS website no later than August 18. The draft initial comments will be released later in the month. The CHSA will be commenting and will be commenting on more California issues.

Ms. Lee shared some local data on how the proposed changes would affect Sacramento County children and families. It is expected that the new performance standards will take effect in the 2017 program year.

C. Standing Information Items

- PC/PAC Calendar of Events: Ms. Jamison reviewed the calendar of events.
- Parent/Staff Recognitions: Mr. Brian Short received a plaque from WCIC in appreciation of his service. He was also presented with a PC leadership award from WCIC.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson reviewed the expenditures as of June 30, 11 months into the program. It is expected that all delegates will spend their allocation; less than 10% of funds will be returned to OHS. The overall picture for the program looks great. Ms. Patterson reviewed the new report for the Child Care Partnership program. This is a new program and little has been spent as of June 30.
- Toastmasters Training: Due to the holiday schedule the July meeting was canceled; this will resume in August.
- Community Resources-Parents/Staff: None.

- PAC Joint Parent Activity Reports (Tour of Old Sacramento Railroad Museum): Ms. Vanessa Diego stated that it was very educational and that it was nice to get to know other board members on a more personal level. Ms. Lovelady stated that she is a native Sacramentan and it was her first visit to the museum. She really enjoyed it. Ms. Self stated that it was also her first time visiting the museum. The day they attended there was a citizenship event and it took her to a new level of appreciation for the country and Head Start. Ms. Tate also had a great time and was particularly proud that there was a ten mile track record and his wife's relative is part of the history of the railroad system in Sacramento. Ms. McMillin mentioned how large the museum was! Ms. Blanks had a great time.

D. Fiscal Monitoring Reports: No additional report.

V. **Committee Reports**

- A. Executive Committee: Mr. Tate read the PC Executive Committee critique. Ms. Jamison reviewed the PAC Executive Committee critique.
- B. Personnel/Bylaws Committee: Mr. Tate reviewed the most recent committee meeting. The next meeting will be held July 24.
- C. Men's Activities Affecting Children Committee (MAACC): No report.
- D. Social/Hospitality Committee: Ms. Lovelady provided an update on the most recent meeting. The End-of-Year Parent Appreciation Breakfast will be held at Shriner's Hospital with the date to be decided.
- E. Maternal, Child and Adolescent Health Advisory Board: No report.
- F. Sacramento Medi-Cal Dental Advisory Committee: Ms. Amanda Self stated that there is a meeting coming up and she will report out next month.
- G. Community Reports: Ms. Jenna Kline reported that the Odd Squad for older children; she has cards for distribution. She also has a reading journal and a chart for children. Ms. Nicole Chilton reported that Birth and Beyond is gearing up for the new school year.
- H. Community Action Board: No report.

VI. **Other Reports**

- A. Chair's Report: Ms. Jamison asked for some parents, both PC and PAC, to be available July 24 to be videotaped; the link would be uploaded to the SETA/Head Start website. Ms. Carr clarified that Head Start is working with a local Girl Scout to achieve her award. This would help the Girl Scout to achieve this award and the parents to provide a mini-parent success story. What has Head Start meant to you and what impact has it had on you and your family? Ms. Self, Mr. Broxton, Ms. McMillin, and Ms. Wilson all expressed interest in participating.
- B. Open Discussion and Comments: None.
- C. Public Participation: None.

VII. **Adjournment**: The meeting was adjourned at 11:12 a.m.

**REGULAR MEETING OF THE HEAD START/EARLY
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, August 25, 2015
9:00 a.m.

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

Ms. Amanda Self called the meeting to order at 9:04 a.m. and read the thought of the day. The Pledge of Allegiance was recited. Ms. Linda Litka called the roll. A quorum was established.

PC Members Present:

Robin Blanks, Elk Grove Unified School District
Linda Litka, San Juan Unified School District
Lynda Williams, San Juan Unified School District
Joe Morales, Twin Rivers Unified School District
Brian Short, Women's Civic Improvement Club
Tawana Craig, Women's Civic Improvement Club
Sabrina Lovelady, SETA-Operated Program
Todd Woods, SETA-Operated Program
Amanda Self, Home Base Option
Nicole Chilton, Birth and Beyond
Jasmine Jamison, Past Parent
Tyrone Broxton, Elk Grove Unified School District (arrived at 9:14 a.m.)
Stacy Wilson, Twin Rivers Unified School District (seated at 9:26 a.m.)

PC Members Absent:

Feuy Saelee, Sacramento City Unified School District (unexcused)
Jenna Kline, KVIE Public Television (excused)
Kenneth Tate, Past Parent Representative (excused)
Calvin Sheppard, Men's Activities Affecting Children Committee (excused)

II. Consent Item

A. Approval of the Minutes of the July 21, 2015 Special Meeting

A correction on page 10 was noted.

Moved/Jamison, second/Williams, to approve the minutes of the July 21 meeting as corrected.

Show of hands vote:

Aye: 10 (Blanks, Chilton, Craig, Jamison, Litka, Lovelady, Morales, Short, Williams, Woods)

Nay: 0
Abstentions: 1 (Self)

VI. Other Reports

- A. Executive Director's Report: Ms. Kossick stated that last week, five officials from the Housing and Urban Development Department reviewed a piece of property owned by the Sacramento Housing and Redevelopment Agency. This property is being considered for an improvement grant through the Choice Neighborhoods Initiative. SHRA was initially awarded \$2 million to develop a plan on how to improve a River District Rail yard area. Last week five officials reviewed the development with officials from city/county/private sector staff. The Sacramento area is one of the finalists. There will be five cities awarded by the end of September; we should know if we are awarded \$30 million to rebuild housing units and develop new housing units. Ms. Kossick stated that Sacramento has a very good chance of getting the award. SETA will be doing job development with the residents. Other city competitors include Boston and Kansas City; it is a national competition.

III. Action Item

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

The board went into closed session at 9:14 a.m.; the board went back into open session at 9:23 a.m. Ms. Self reported that during closed session, the following eligible lists were approved: Approval of Eligible List for: Early Head Start Educator, Site Supervisor, Associate Teacher/Infant Toddler, and Associate Teacher Tier III.

It was announced later in the meeting that the Associate Teacher/Infant Toddler eligibility list was pulled and not acted upon.

Mr. Broxton arrived at 9:14 a.m. during closed session.

B. TIMED ITEM: 9:00 A.M. AND PUBLIC HEARING: Approval of Changes to the SETA Personnel Policies and Procedures

Mr. John Allen reviewed this item which brings the Personnel Policies and Procedure into compliance with new modifications. This requires a 14 day public hearing period.

Ms. Self opened a public hearing; no comments.

Moved/Craig, second/Woods, to closed the public hearing and approve modifications to the policies and procedures.

Show of hands vote:

Aye: 11 (Blanks, Broxton, Chilton, Craig, Jamison, Litka, Lovelady, Morales, Short, Williams, Woods)

Nay: 0

Abstentions: 1 (Self)

11-0-1 (Self)

Ms. Stacy Wilson was seated at 9:25 a.m.

- C. Approval of the Submission of the Amendment Application for the Early Head Start-Child Care Partnership (EHS-CCP) Program to the Office of Head Start

Ms. Lee this reviewed the board item. The award will be serving 84 infants and toddlers with Sacramento City USD and Kinder World. National Human Development Foundation was unable to move forward and eight slots are yet to be filled; staff is still reaching out to secure the eight slots. The project is moving along well and the enrollment is almost at full capacity.

Moved/Lovelady, second/Williams, to approve the submission of the Early Head Start-Child Care Partnership and Expansion Amended Application to the Office of Head Start in the amount of \$918,735 including Basic and Training/Technical Assistance.

Show of hands vote:

Aye: 12 (Blanks, Broxton, Chilton, Craig, Jamison, Litka, Lovelady, Morales, Short, Williams, Wilson, Woods)

Nay: 0

Abstentions: 1 (Self)

- D. Approval of the SETA Early Head Start-Child Care Partnership Health and Safety Screener Summary Report

Ms. Lee asked that this item be acted upon after information items.

Ms. Craig excused at 9:37 a.m.

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Lynda Williams reviewed this item.
- Parent/Staff Recognitions: Ms. Self congratulated Ms. D'et Patterson Saurbourne on her recent marriage. Ms. Linda Litka was congratulated on her outstanding job of chairing the San Juan parent board. She is the PTO President for Whitney Avenue Elementary School for San Juan.

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne reviewed the program year end report ending July 31. The staff will have the final numbers in the next couple of months; delegates have until the end of October to submit their final expenditures. Overall, the budget for 2014-15 was 98.5% spent. The only program that was underspent was Elk Grove. The non-federal share is at 30% and more information is coming in. Administrative expenditures are at 11.1%.
- Parent/Staff Recognitions (continued): Parent Intern: Ms. Denise Lee one of the best things is parents have an opportunity to make modifications to the budget; one modification made was to create a position called Parent Intern. This is a training ground for new positions in the Agency. This offers training in child development and workforce development. The job specs went out in five areas: Clerical/Secretary; Courier/Maintenance; Data Entry Clerk; Health Aide; and School Cook. These are 600 hour positions. There were supervisors interested in assisting parents to develop job skills. In addition, there were workforce coaches available to assist the parents in their job development. At this time, four of the five individuals have been hired; Ms. Lee introduced Ms. Shalita Calhoun. Ms. Calhoun stated that she is the data entry clerk and does filing and enrollment at the various sites. She meets with Ms. Wanda Thomas Johnson to help her with her resume and job skills techniques. These positions were chosen as a potential position for employment at SETA.

Ms. Lynda Williams spoke of being interviewed by Senator Pan's staff seeking out people to be Greater Sacramento hero. San Juan is integrating ECE and she has been asked to sit on a team as a Parent Voice. San Juan will be working over three years to merge ECE with traditional K-12.

- Toastmasters Training: Ms. Stacy Wilson spoke of her first time at Toastmasters; she gave a speech on her favorite Superhero, SheRa.
- Community Resources-Parents/Staff: Ms. Self spoke of the Scholar Share Children's Book Festival and urged all board members to attend.

III. **Action Item** (continued)

- D. Approval of the SETA Early Head Start-Child Care Partnership Health and Safety Screener Summary Report (continued)

Ms. Brenda Campos reviewed the Health and Safety Screener.

Staff is very pleased with Sacramento City and Kinder World for assisting in getting ready for the program review. There were very concerns and the concerns that did arise were addressed immediately. SETA has a Quality Assurance liaison and will follow up on the noted concerns/findings. SETA will repeat this process for the regular Head Start/Early Head Start grant in August/September. All Head Start sites

will be reviewed with the same screener. Upon the Council's approval, the chair will certify the report.

Moved/Williams, second/Jamison, to approve and certify the SETA Early Head Start-Child Care Partnership Health and Safety Screener results.

Show of hands vote:

Aye: 11 (Blanks, Broxton, Chilton, Jamison, Litka, Lovelady, Morales, Short, Williams, Wilson, Woods)

Nay: 0

Abstentions: 1 (Self)

Ms. Lovelady excused at 10:19 a.m.

IV. Information Items (continued)

B. Fiscal Monitoring Report: No questions.

C. Governing Board Minutes for June 4, 2015: No questions.

V. Committee Reports

I. Executive Committee: Ms. Self reviewed the Executive Committee critique.

J. Budget/Planning Committee: No additional report.

K. Personnel/Bylaws Committee: Mr. Brian Short reported the committee members reviewed PC and PAC bylaws. Mr. Short urged all to attend future meetings.

L. Men's Activities Affecting Children Committee: Mr. Woods stated that they are working on MAACC flyers; there is no one in MAACC that speaks Spanish and Mr. Woods asked if someone knows Spanish, please attend the next meeting.

M. Social/Hospitality Committee: Ms. Self reported they approved the guest list. The guest speakers will be Ms. Jackie Bates and Ms. Alma Hawkins. Ms. Self urged all parents to come and participate.

N. Parent Ambassador Report: Mr. Joe Morales reported they worked on a flyer and tried to get some places for people to go to recruit. Mr. Woods reported that he and Ms. Litka went to Hagginwood Park on August 22 to do recruitment.

O. Maternal, Child and Adolescent Health Advisory Board: Ms. Williams shared the next meeting will be held in August.

P. Sacramento Medi-Cal Dental Advisory Committee: Ms. Self reported that at the July 23 meeting, Ms. Debra Payne was voted in as a member at large.

Q. Community Reports: Ms. Nicole Chilton reported that the first Child Enrichment And Parent Employment Workshop was held last week. Birth and Beyond will be hosting a Girl Scout troop in the area. If anyone knows of interested young girls, let her know.

R. Community Action Board: Ms. Self read Mr. Calvin Sheppard's report.

VI. Other Reports (continued)

- B. Chair's Report: No report.
- C. Head Start Deputy Director's Report: Ms. Lee reviewed the summary report of strategic planning session. We will be focusing some of our attention on how to make Head Start a brand name. In addition, there will be work to improve the number of people presented for consideration on staff eligibility lists. There are a huge number of reductions from the applicants to the eligibility list; we need to find out why there is such a huge drop off on the applicants.
- D. Head Start Managers' Reports
 - ✓ Brenda Campos: Grantee Program Support Services: The Quality Assurance unit will be utilizing the health and safety screener through the second week of September. Most of the delegate agencies will be starting school soon and are in the process of doing their pre-service training. Ms. Campos announced that she will be retiring as of September 18. She thanked the parents for their support over the years.
 - ✓ Lisa Carr: No report.
 - ✓ Karen Gonzales: Staff has been given new framework from the federal government regarding the assessment of children.
- E. Open Discussion and Comments: None.
- F. Public Participation: Ms. Self announced that the cake in the board room lounge is to celebrate April to August birthdays, new babies, retirements, and new Parent Interns.

VII. Adjournment: The meeting was adjourned at 10:56 a.m.



Monthly Head Start Report October 2015

SETA Operated Program

Family Engagement

Our home based preschool teachers and our home based Early Head Start educators just started a quarterly county-wide training with WestEd on facilitating social/emotional competencies with the children they serve. This is an exciting opportunity for home based teachers to receive the same information as our center based teachers, but tailored for a home based population. This superb training really allows teachers who go into the home, opportunities to facilitate that relationship between the parent, the child and the teacher.

During the month of September our recruitment staff participated in many recruitment events. The largest by far was the event held at Fairytale Town to promote children's literacy. This was a great opportunity for both staff, and our parent ambassadors to connect with, and talk about the Head Start and Early Head Start program. We have to really applaud those parents who volunteer to help staff our recruitment tables, because of their experience and their love of the Head Start program, they are really able to talk to other potential families about the importance of early education. There is nothing like getting the seal of approval from someone who has used our services and found them valuable.

In addition to the Children's Book Festival, other events SETA participated in were: the Rio Linda Country Fair, the Fruit and Veggie Festival, and Feria De Education.

Program Support Services

Health and Safety Screening Review. Program Support Services staff completed the mandatory health and safety screener within 45 days of start date at all Head Start/Head Start locations countywide. Using the 40-item checklist provided by Office of Head Start, onsite inspection was conducted at 104 centers/ outdoor environments and 198 classrooms by September 18. Reports are being finalized and will be submitted to individual programs for follow-up.

Content Meetings and Training. Education and Disabilities Content Meeting was held on September 29, 2015. Agenda items included Safety and Supervision, School Readiness Goals and the new OHS Birth to 5 Head Start Learning Outcomes, coaching programs and 45-day screenings. ERSEA Meeting was held on September 24, 2015.

Unannounced Safety and Supervision Visits. First quarter (August to October 2015) unannounced safety and supervision visits by Quality Assurance and Monitoring Unit is going on. This process is part of a comprehensive approach to keep safety and supervision of children a priority at all times. Additionally, Delegate/SOP programs conduct and track their own internal unannounced visits which are submitted to SETA on a quarterly basis.

Program Operations

It is the season for screenings. Teachers are using standardized screening tools to determine preliminary developmental levels for new students. Information gathered will be used to determine if additional supports are needed as well as to individualize curriculum to meet the needs of all children.

- For Social and Emotional screening, DECA is a Nationally standardized assessment of protective factors and a screener for behavioral concerns. The behavior rating scale includes a total of 37 items--- 27 of which assess a child's protective factors related to resilience (initiative, self-control and attachment) and 10 of which screen for behavior concerns.
- For Speech, the Fluharty articulation screen provides rapid identification of those preschool children whom a complete speech and language evaluation is recommended. If needed, a secondary screening using the speech section of the Ages & Stages tool is used to gather parent input as well.
- For overall development, The Learning Accomplishment Profile - Diagnostic Edition (LAP-D) provides a systematic method for observing children functioning in the 30-72 month age-range. The purpose of this normed-referenced assessment is to assist teachers, clinicians, and parents in assessing individual skill development in four major developmental domains (each contains two subscales): gross motor, fine motor, cognitive, and language.

Governance

Mr. Jerry Gomez provided WCIC Board of Director's orientation training on Monday, September 14. He'll provide TRUSD Board of Trustee orientation on Tuesday, October 20 at 7 p.m. Ms. Denise Lee will host a Governance meeting on the same day from 1:30-3:30 p.m. at SETA to provide an opportunity for Mr. Gomez to review the Office of Head Start new governance protocol questions which are said to be very different. This will be a great time to understand questions and prep for review.

The parents in Toastmasters continue to improve and develop their public speaking skills. During the September meeting the focus was gestures, manipulating the voice and speaking without notes. The Toastmasters training for the 2014-2015 year is coming to a close. The last session is scheduled for November 13th at 1:30 PM. At that time, parents will present speeches to staff using the skills they have learned throughout the year.

This will be a time to applaud the dedication to a training that will provide marketable skills. A special thank you is given to Mrs. Jackie Bates, DTM (Distinguished Toastmaster) for her unique skills and talent that has made an impact to those completing her training.

The Parent Ambassadors have selected a design for T-shirts and buttons that will distinguish them at various recruitment and community events. These recruitment events provide information about Head Start services from the parents' point-of-view. The Parent Ambassadors have reported positive experiences at the following events:

- September 13th – Fruit and Veggie Fest at La Superior Supermarket – Mr. Brian Short said the event was a “blast.” There were 16 stations in which information was given, Head Start being one.

- September 26th Fairytale Town Book Faire - Ms. Robin Blanks and Ms. Linda Litka reported that they had a great time helping to sign up families for Head Start. They were particularly made aware of the need to promote Head Start services.
- October 3rd Sleep Train Arena - Healthy Kids Day - Mr. Joe Morales and Ms. Sabrina Lovelady – was also a great event to publicize the great services provided by Head Start.

The Parent End of Year of Brunch will be held Wednesday, October 14 at Shriners Hospitals for Children from 10:30 a.m. to 1:30 p.m. Event theme: *Head Start/Early Head Start Sowing Seeds Together*. The PC/PAC Chairs, Ms. Lynda Williams and Ms. Jasmine Jamison will host event. Ms. Alma Walton Hawkins and Ms. Jackie Bates are the keynote speakers.

Elk Grove Unified School District

Education Services Update

Karin Nakahira-Young, PreK instructional coach, presented training on the new Desired Results Developmental Profile 2015 (DRDP 2015) assessment at the PreK Teacher in-service on September 18. Teachers had an opportunity to talk through the differences between the previous assessment, the DRDP-R, and the new assessment, the DRDP 2015. They shared strategies for taking anecdotal notes for new measures on the assessment and for documenting observations.

Claudia Charter, PreK program specialist, reminded teachers of the Early Childhood Environment Rating Scale (ECERS) requirement that children wash their hands when entering the classroom and the beginning of the day, after recess, and before eating meals. Strategies were shared for how to fulfill the requirement without it taking away from instruction time by using the time to sing songs, chant poems, count, and do finger plays.

Enrollment

The Elk Grove Unified School District Head Start Program is fully enrolled with 440 students in the program. Average Daily Attendance (ADA) for the month of September was 89%.

Disabilities Services and Mental Health Services Update

Our program educators and clerks have worked closely with Catherine Barbero, PreK social worker and Dr. Alicia Valero -Kerrick, PreK psychologist, to place students with active IEPs into the Head Start program. There are 32 students with active IEPs being served, which is seven percent (7%) of our Head Start student population.

Health Services Update

Parents of children who need immunizations are being contacted and student files are being monitored to assure that all students who needed to be screened for vision and hearing have had this completed.

USDA Meals/Snacks

In September, 12,994 meals were served to our Head Start students. This month's Elk Grove Meals/Snack calendars are attached.

Fiscal Update

This month's Fiscal report is attached.

Family and Community Partnerships Update

Family education activities are offered in conjunction with the School Readiness grant funded by First 5 California. Class offerings are dictated in part by the desires and needs of families expressed in a yearly survey and in part by the School Readiness grant. Parents are notified of classes at monthly meetings, by our monthly newsletter, and individually by teachers.

“Junior Amazing Reader”, a workshop designed to help parents understand the importance of reading with their children and the link between reading with children and brain development, vocabulary development, and future school success, was presented at Samuel Kennedy Elementary School, Herman Leimbach Elementary School, Charles Mack Elementary School, Florin Elementary School, David Reese Elementary School, and Daylor High School during the first two weeks of September. These workshops took place in the classroom at the beginning or end of class periods in order to maximize parent participation. An average of 55 parents attended from each of the sites.

“Discover Art” was presented in partnership with KVIE, Sacramento, at Samuel Kennedy Elementary School on September 15, at Herman Leimbach on September 16, at David Reese Elementary School on September 17, at Charles Mack Elementary School on September 22, and at Florin Elementary School on September 23. Twenty four (24) parents attended the class held at Samuel Kennedy Elementary School, thirty (30) parents attended the class held at Herman Leimbach Elementary School, seventeen (17) parents attended the class held at David Reese Elementary School, eighteen (18) parents attend the class held at Charles Mack Elementary School, and eight (8) parents attended the class held at Florin Elementary School. Discover Art is designed to help parents learn the importance of art as a form of expression, creativity and problem solving in their child’s life. Parents participate in hands-on art experiences that they can do with their children at home.

A “Latino Family Literacy” class was held on September 29 at Charles Mack Elementary School. This class provides 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. Twelve (12) families attended this class.

An “English Family Literacy” class was held at Herman Leimbach Elementary on September 29. This presentation provided our English speaking families with the same information on literacy, techniques and strategies as those provided in “Latino Family Literacy”. Seventeen (17) families attended this workshop.

A “Supporting Positive Behavior in Children” workshop was held on September 30, at Prairie Elementary School. The “Supporting Positive Behavior in Children” workshop provides information and support to families to promote their child’s social/emotional development. Seventeen parents attended this workshop.

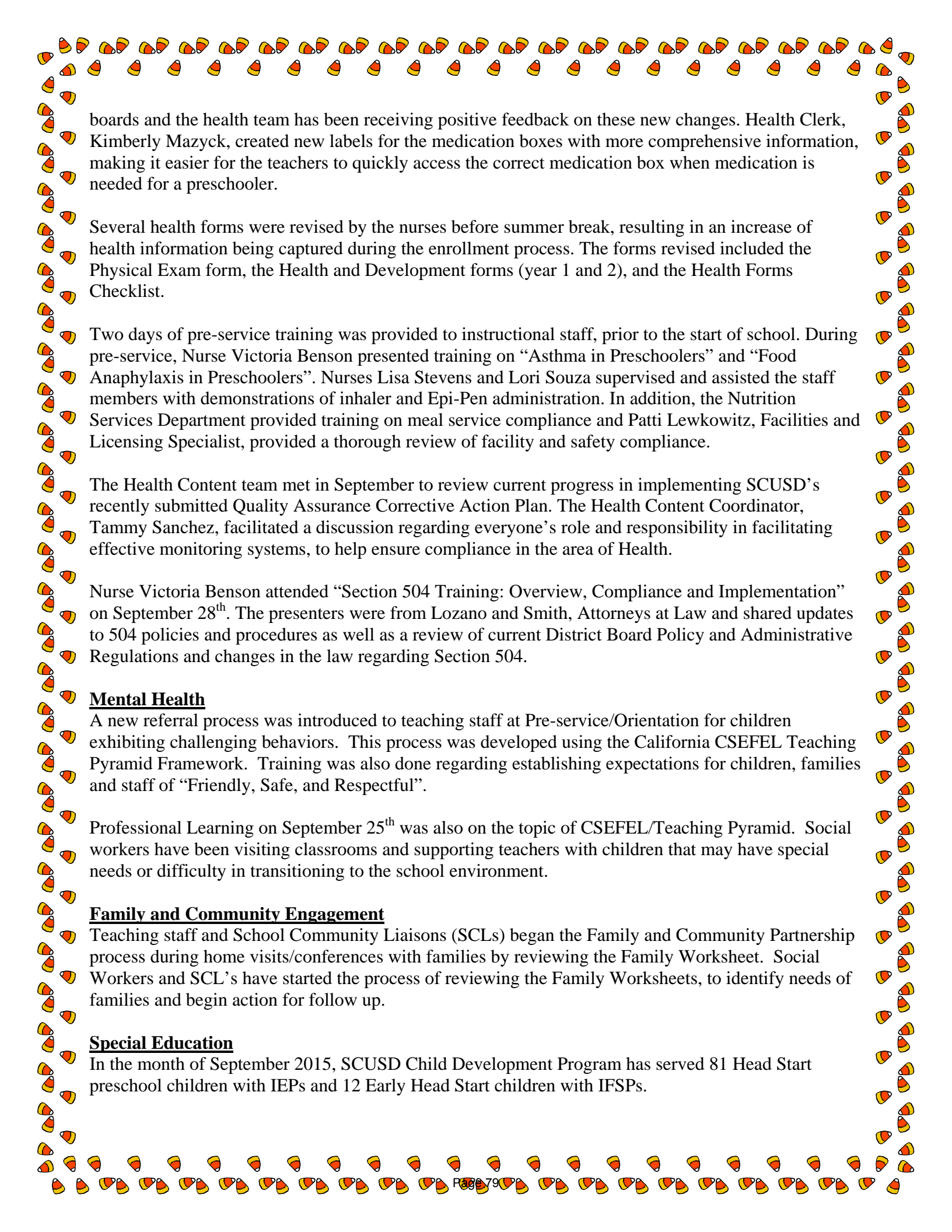
Recruitment

Individual registrations are taking place and 14 students are on the wait list for the Head Start program.

Sacramento City Unified School District

Health and Nutrition

Each preschool classroom has two new green boards that display “Health and Nutrition” and “Emergency” information thanks to the diligent efforts of Health Clerks, Chia Cha and Kimberly Mazyck! Chia Cha was instrumental in creating more colorful graphics for several items on the green



boards and the health team has been receiving positive feedback on these new changes. Health Clerk, Kimberly Mazyck, created new labels for the medication boxes with more comprehensive information, making it easier for the teachers to quickly access the correct medication box when medication is needed for a preschooler.

Several health forms were revised by the nurses before summer break, resulting in an increase of health information being captured during the enrollment process. The forms revised included the Physical Exam form, the Health and Development forms (year 1 and 2), and the Health Forms Checklist.

Two days of pre-service training was provided to instructional staff, prior to the start of school. During pre-service, Nurse Victoria Benson presented training on “Asthma in Preschoolers” and “Food Anaphylaxis in Preschoolers”. Nurses Lisa Stevens and Lori Souza supervised and assisted the staff members with demonstrations of inhaler and Epi-Pen administration. In addition, the Nutrition Services Department provided training on meal service compliance and Patti Lewkowitz, Facilities and Licensing Specialist, provided a thorough review of facility and safety compliance.

The Health Content team met in September to review current progress in implementing SCUSD’s recently submitted Quality Assurance Corrective Action Plan. The Health Content Coordinator, Tammy Sanchez, facilitated a discussion regarding everyone’s role and responsibility in facilitating effective monitoring systems, to help ensure compliance in the area of Health.

Nurse Victoria Benson attended “Section 504 Training: Overview, Compliance and Implementation” on September 28th. The presenters were from Lozano and Smith, Attorneys at Law and shared updates to 504 policies and procedures as well as a review of current District Board Policy and Administrative Regulations and changes in the law regarding Section 504.

Mental Health

A new referral process was introduced to teaching staff at Pre-service/Orientation for children exhibiting challenging behaviors. This process was developed using the California CSEFEL Teaching Pyramid Framework. Training was also done regarding establishing expectations for children, families and staff of “Friendly, Safe, and Respectful”.

Professional Learning on September 25th was also on the topic of CSEFEL/Teaching Pyramid. Social workers have been visiting classrooms and supporting teachers with children that may have special needs or difficulty in transitioning to the school environment.

Family and Community Engagement

Teaching staff and School Community Liaisons (SCLs) began the Family and Community Partnership process during home visits/conferences with families by reviewing the Family Worksheet. Social Workers and SCL’s have started the process of reviewing the Family Worksheets, to identify needs of families and begin action for follow up.

Special Education

In the month of September 2015, SCUSD Child Development Program has served 81 Head Start preschool children with IEPs and 12 Early Head Start children with IFSPs.

During September Professional Learning, the teaching staff were retrained in the area of the program's referral processes to help teaching staff refer and support students who may need additional services or accommodations. These support systems may include Student Study Teams, Speech Referrals, observations from Resource staff, one-on-one adult support, as well as the possibility of a more formal assessment plan that leads to an IEP or IFSP.

We now have a new Disabilities Coordinator, Jennifer Osalbo, who will be supporting all the classrooms within the program options in the area of special needs. We welcome her and look forward to her support and assistance.

We have begun collaborating at campuses where our preschools are located to connect with their Administrators, building relationships.

We have also been fortunate to be able to hire back this year two Itinerant Aides. Their job duties include supporting students who need additional assistance, observing students and providing teaching staff with strategies to support these student's individual needs, as well as sharing the use of materials used to accommodate children to fully access the curriculum within their daily routines at school.

Early Head Start and Home-Based

Early Head Start CCP programs had the Baseline audit this month. The reviewer visited all five classrooms. The teachers and staff were very excited to show off their hard work and the high quality classroom environments. American Legion infant/toddler classroom had their annual licensing visit and passed with no concerns or violations. This month First 5 started their play groups at three of our EHS sites. The collaboration and team work has been a great asset to the community and families being served within SCUSD. This has brought more awareness to EHS sites and has helped to increase our waitlist and spread the word in our community about our centers.

The EHS home base program had another successful socialization this month. The parents learned about early literacy for infants and toddlers and also elected a new PC representative.

San Juan Unified School District

Education Services Update

All classrooms began the year with the *Beginning of the Year* study. This study helped children to become aware of the classroom routines, the class rules, and the basic expectations of being at school with friends and teachers. Teachers started their social emotional curriculum called *Second Step*. They presented one oral language card for this curriculum weekly. All classrooms have introduced the Alphabet through emphasis on the first letter of each child's name.

Disabilities Services Update

The Screening Center has continued to remain steadily busy throughout the month of September. Screening has been reduced to two days per week during this month, and will drop to one day per week beginning in October. The Special Education Department is following up with assessments for referrals that were submitted in August and September. In September staff said good bye and good luck to Cindy Morris, the Disabilities Content Lead Teacher, who retired on August 31st. Temporarily, Cathy Carpenter will be handling her workload until a replacement is hired.

Mental Health Services Update

The Mental Health Therapist has given a number of talks to staff, teachers and parents. He has covered topics such as the Mental Health Referral Process, Positive Parenting Tips, Limit Setting, and Stress Management. His focus continues to be on providing support and referrals for children whose social and emotional functioning is lacking. Teachers continue to be given support on the implementation of the Operations Guide mental health criteria.

Health & Nutrition Services Update

Health screened children two days per week during September, continued reviewing students' health, nutrition, and immunization status, and worked to complete and review health files for children enrolling in the 2015-16 school year. The School Nurse also focused on completing and updating Individualized Student Health Plans for those children who have health concerns. She gave Staff Trainings preparing teachers for the care of health issues of their students. Smile Keepers started screening children at the preschool sites. Health is traveling to sites to screen and rescreen children as needed to meet performance standards. Additionally, the Nurse is completing the Annual Immunization Assessment of Children Enrolled in Child Care Centers (the preschool classrooms).

Juliann Wolney has jumped right into the world of CACFP as the new content area administrator. At this time, site observations are scheduled for May with the fiscal audit occurring in August.

Family and Community Partnerships Update

This month, the Policy Committee welcomed some new representatives who attended the September meeting ahead of being formally seated next month. In addition, the Executive Board met to develop the agenda for the month as well as to discuss plans and agendas for upcoming months. During the PC meeting, volunteers signed up to sit on the Program Area Plan subcommittee.

Transition Services Update

Classes began on September 1st as many children made their way into the classroom for the first time. The transition into this structured learning environment was facilitated by prior home visits, which were conducted by teachers and other support staff to help ease the children into this new setting. Classroom staff also implemented norms and routines with both children and parents to further acclimate families to the school environment, as well as prepare them for the eventual transition into elementary school.

Program Support/Staff Training Update

Teachers and assistants received professional development training on the topics of Education updates, CCFP, Safe Environments, Mandated Reporting, and various mandated Health subjects on September 4th. On September 18th six more teachers were trained on the implementation of *The Creative Curriculum for Preschool* edition 5. This is now officially an implementation of the new curriculum which began as a pilot in the preschool programs.

Fiscal Update

Fiscal Year 2014-15 was reconciled, closed and submitted to SETA at the end of August. The new Fiscal Year 2015-16 began and all Head Start and Early Head Start reports were submitted to SETA by the 10th of the month. With the beginning of Fiscal Year 2015-16, San Juan Unified School District's Head Start and Early Head Start are fully under the new Uniform Guidance. This entails revised regulations for purchasing, allowable expenditures, cost allocation, Personnel time studies, and many other regulations. At this time a new cost allocation will be put into place due to the ECE redesign.

Early Head Start

This month the Infant Toddler teaching and support staff focused on early math in the First Friday professional development meeting. Teachers had an opportunity to work with classroom materials and discuss ways to enhance early math experiences, as well as ways to observe for existing logico-mathematical behavior in infants and toddlers. In addition, teachers delved further into their Gracious Space reflective book study, pulling a reading activity from selected pages in the book and discussing in pairs the primary question from the staff calendar, "What is Gracious Space?" Planning continued this month for upcoming PD sessions, including iPad technology for October and Meaningful Observation for November.

Twin Rivers Unified School District

Events

All three TRUSD Head Start sites facilitated Back to School Events for the preschool parents. The events focused on literacy and the book chosen by the students was "Hungry, Hungry Caterpillar." At Morey Avenue, the Del Paso Heights Librarian read the book to the students and parents who then completed fun art activities in each classroom related to the book. All participants were then treated to free books and a delicious snack from the Nutrition Department. At Oakdale, parents were treated to a Power Point Presentation showcasing their child's daily activities as well as all the benefits of attending preschool. At Rio Linda, parents were entertained with an Art Walk where students were able to be the tour guide for their parents as they showcased their classroom and art projects.

Professional Development

On September 25th, the entire district participated in the Professional Development Day. Preschool Staff participated in DRDP 2015 training with WestEd at the District Office along with their fellow preschool colleagues. The training focused on the new measures in the assessment as well as ways to incorporate the measures into your daily schedule and lesson plans.

Components

The program continues to have one vacant Community Liaison position. The short staffed Community Liaisons are continuing to assist with parent orientations and scheduling for the completion of the Family Partnership Agreement. Community Liaisons are also beginning the tracking of blood lead results, hemoglobin and lead risk. The inputting of information will begin after the file review.

Students participated in hearing, vision and dental screenings with the Health Component Leaders at all three sites. The dental screenings for all sites occurred on the 8th, 15th and 16th of September. Vision screenings occurred on September 29th and 30th. The reviewing of students' files for medical concerns as well as data inputting into the Childplus database continues on a daily basis. All staff will completed medical training on September 10th related to bloodborne pathogens, epipens, and inhalers.

The School Social Worker/Counselor is providing in 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. All teaching staff participated in a refresher training with the Social Worker to review the Student Assistant Plan (SAP) and how to refer students with possible behavior concerns on September 10th. The first case staffing occurred on September 24th to determine which students may require additional support (related to academic, behavioral or health concerns).

The Community Liaison completed most of the Family Partnership Agreements during parent orientations. The Community Liaisons facilitated the first parent meeting for September related to adult pedestrian safety for all parents at all three sites.

The Speech and Language Pathologist (SLP) continues to screen students that have come to our attention from parent referrals during enrollment/intake process and the multidisciplinary meeting. Services for students with IEPs continue on a weekly basis.

The Education Component Leader continues assisting with parent orientations with the Community Liaisons. Classroom observations to assist with academic strategies and teacher coaching by the Education Resource Teacher continues and planning for the monthly Education Component meetings.

The ERSEA Component Leaders and Community Liaisons are very busy calling families and recruiting families to get the program fully enrolled. Fliers for local business and community based agencies have been delivered for recruitment purposes. The ERSEA Component Leaders are busily enrolling to ensure fully enrollment of all sites is reached as soon as possible and the program is 90% full. The Program Design and Management component leaders will begin updating the personnel files.

Policy and Parent Committees

Parents were provided preliminary information about the Parent and Policy Committees during parent orientations. Information sessions were held on September 8th, 9th, 16th and 17th at all sites to solicit parents for the PC for 2015-16. The September meeting was held at Morey on September 23, 2015. The agenda will include monthly reports from August 2015. The PC elections will be held in the third week of September so new members can attend the first meeting and be seated in anticipation of the first meeting in October 2015.

Parent Trainings

The classroom parent meetings for September 2015 focused on information regarding pedestrian safety. Parents will learn tips to keep the students safe while driving and walking.

Fiscal

The HS Budget Analyst completed the August 2015 Fiscal reports which were provided to the PC group and Board of Trustees.

WCIC

Enrollment

WCIC/Playmate Head Start Program's 2015-2016 Program Year first day of school was Tuesday, September 8, 2015.

During the month of September 2015, WCIC's Enrollment was maintained at 100%.

Health

WCIC/Playmate Head Start Program's children received Sacramento County Smile Keepers Dental Health Program dental screening and fluoride varnishes on September 23, 2015 and September 24, 2015.

WCIC/Playmate Head Start Program's children received dental screenings from Dr. Kristi Alexander on September 29, 2015.

Trainings

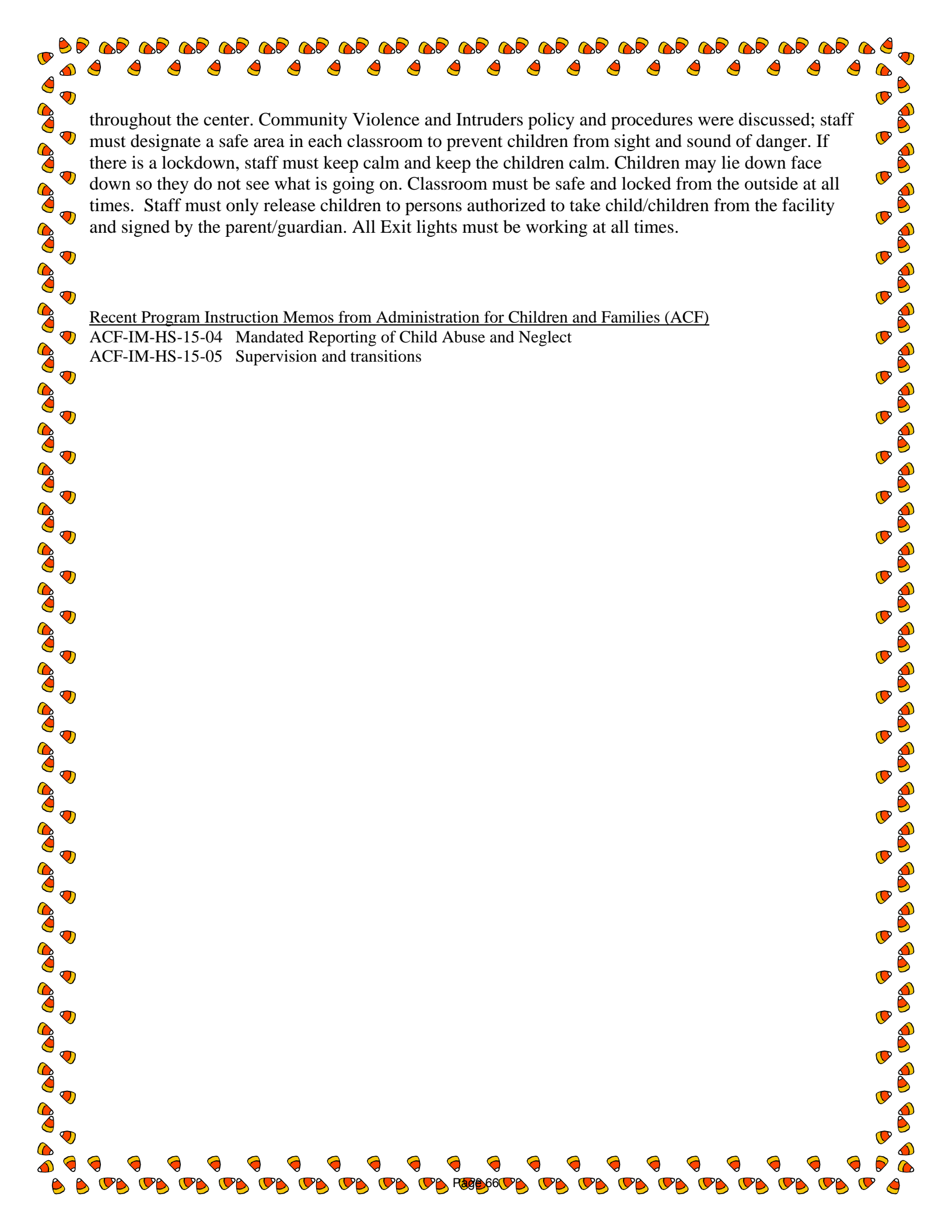
WCIC/Playmate Head Start Program's staff received the WCIC/Playmate Head Start Program's Safety and Supervision Policies and Procedures Training by Ms. Janet Wong-Acorda, Head Teacher on September 11, 2015. Each page of the Safety and Supervision Policies and Procedures was read and discussed. The Safety and Supervision Policies and Procedures include the following: Restroom, Classroom, Indoors and Outdoors Time, Ratio, and Transitions.

WCIC/Playmate Head Start Program's staff received a training on In-Kind Activity Forms on September 11, 2015 by Ms. De't Patterson, Fiscal Manager from Sacramento Employment and Training Agency. Ms. Patterson addressed staff on the new In-Kind Activity Scantron Forms. She stated the scantron forms are to be filled out by the staff who is verifying the parent/volunteers hour. The In-Kind Home Activities Scantron Forms are to be signed and dated by parents. All questions on the forms need to be bubbled in, dated and signed in order to receive credit. Photo copies of the scantrons are not accepted. Original scantrons are to be submitted only to Donald Schmidt, SETA School Readiness Support. A cover sheet from the Grantee will be submitted to the center once it has been scanned and counted for. Ms. De't stated each agency must meet the required In-Kind match. Any volunteer hours given are valuable!

WCIC/Playmate Head Start Program's staff and parents received a Pedestrian Safety and Car Seat Training by Officer Mike Bradley from CHP on September 16, 2015. Officer Bradley addressed staff and parents on Pedestrian Safety and Child Car Seats. He has been with the CHP for 18 years and an officer for 21 years. At night pedestrians should not wear dark clothing, because people can get hit by a vehicle. Pedestrians should not step off the curb, because drivers may not always see them. Pedestrians cannot estimate the speed of a vehicle. Cyclists need to ride the same direction as vehicles. Drivers must always make a complete stop at Stop Signs. Pedestrians must pay attention to cars at all times to avoid being hit. Officer Bradley also stated that J-walking is illegal. Studies have shown that 12 year old children perceive oncoming cars at a much further distance. Texting and talking on cell phones are considered distractions when driving or walking.

Car Seats Laws for children have changed. The children must be 4'9" in height and 8 years old. Infant children car seat must be 20lbs and under and must face rear seating. Car Seats that are expired are not good anymore. Never buy a used car seat. Correct car seat installation is a must. Parents/Guardians must read instructions manual. Child who can face forward in car seat must be at least 20lbs - 45 lbs. The name brand of a car seat does not matter as long as they fit correctly in the vehicle.

WCIC/Playmate Head Start Program's staff received the WCIC/Playmate Head Start Program's Disaster Recovery Staff Training: Planning, Preparation and Execution Policies and Procedures on September 25, 2015 by Ms. Edenaugboye Davis, Executive Director/Head Start. Ms. Davis gave a thorough overview on making sure all staff and children are always safe in case of emergencies. The policies and procedures were read and discussed on the following: Natural Disasters, Community Violence, Intruders, and Attempted Removal of a Child by Unauthorized Adult or Adult Who Appears Intoxicated. Monthly Fire Drills and Earthquake Drills are done in AM and PM Classes. In case of a disaster staff needs to have on file an out-of-the area telephone contact. The Emergency Preparedness of food supplies is on site. The Emergency Disaster Plan for Child Care Center form is located



throughout the center. Community Violence and Intruders policy and procedures were discussed; staff must designate a safe area in each classroom to prevent children from sight and sound of danger. If there is a lockdown, staff must keep calm and keep the children calm. Children may lie down face down so they do not see what is going on. Classroom must be safe and locked from the outside at all times. Staff must only release children to persons authorized to take child/children from the facility and signed by the parent/guardian. All Exit lights must be working at all times.

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

ACF-IM-HS-15-04 Mandated Reporting of Child Abuse and Neglect

ACF-IM-HS-15-05 Supervision and transitions



SETA Head Start Food Service Operations Monthly Report *September 2015

September 4th - Minimum day Preschool & EHS full day classes.

September 8th - WCIC classes reopen after Summer break.

September 10th - Auberry Park 1238 A class closed due to a scheduled power outage.

September 14th - Illa Collin morning class closed due to lack of substitute coverage.

September 25th - Freedom Park closed A&C classes due to lack of substitute coverage.

Meetings & Trainings:

The Food Service Team attended an Outlook Computer Training on 9/1/15 at Plaza Del Paso.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
41,048	24,146	26,436	0

Total Amount of Meals and Snacks Prepared **91,630**

Purchases:

Food	\$83,716.50
Non - Food	\$14,634.97

Building Maintenance and Repair: **\$562.90**

Janitorial & Restroom Supplies: **\$0.00**

Kitchen Small Wares and Equipment: **\$8,263.72**

Vehicle Maintenance and Repair : **\$1,338.02**

Vehicle Gas / Fuel: **\$1,604.64**
 Normal Delivery Days **21**

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(September 30, 2015)

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 (233)	9 (4%)	N/A
Elk Grove USD (440)	32 (7%)	N/A
Sacramento City USD (1,211)(144)	81 (6.5%)	12 (8%)
San Juan USD (668) (160)	66 (10%)	(%)
WCIC (120)	4 (3 %)	N/A
SETA (2028) (369)	151 (7.5 %)	72 (19.4%)
County (4700)* (673)**	343 (6.8%)	84 (12.6%)

*AFE = Annual Funded Enrollment

**% AFE = Percentage of Annual Funded Enrollment

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
September 2015**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 9/30/15	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	445	101	89
Sacramento City USD	1,211	1,211	100	90
SETA	2,028	2,049	101	76
San Juan USD	668	670	100	85
Twin Rivers USD	233	208	89	89
WCIC/Playmate	120	120	100	83
Total	4,700	4,703		

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 9/30/15	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	145	100	68
SETA	369	374	101	86
San Juan USD	160	158	99	86
Total	673	677		

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 9/30/15	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	33	92	To Be Determined
Sacramento City USD	40	40	100	85
Unspecified Partner	8	0	0	N/A
Total	84	73		

(a) Includes children who have dropped during the month and whose slot will be filled within the 30 day allowable period.

(b) If enrollment is less than 100%, agency includes corrective plan of action.

(c) Average Daily Attendance for month, excluding Home Based

ITEM VI - 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.