



GOVERNING BOARD

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**SPECIAL MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, April 27, 2017

TIME: 10:30 a.m.

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

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

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DISTRIBUTION DATE: THURSDAY, APRIL 20, 2017

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE APRIL 6, 2017 REGULAR MEETING
AND APRIL 10, 2017 SPECIAL MEETING

BACKGROUND:

Attached are the minutes of the April 6 and April 10, 2017 meetings for your review.

RECOMMENDATION:

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

PRESENTER: Kathy Kossick

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, April 6, 2017
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Schenirer called the meeting to order at 10:00 a.m. The roll was called and a quorum established. The Pledge of Allegiance was recited.

Members Present:

Jay Schenirer, Chair, Governing Board; Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Larry Carr, Councilmember, City of Sacramento (arrived at 10:05 a.m.)
Don Nottoli, Member, Board of Supervisors

Member Absent:

Patrick Kennedy, Vice Chair; Member, Board of Supervisors

II. Consent Items

- A. Minutes of the March 2, 2017 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Selection Criteria for Enrollment in Head Start or Early Head Programs
- D. Ratification of the Submission of an Application to the California Employment Development Department's (EDD) Disability Employment Accelerator (DEA) Funding Opportunity, and Authorize the Executive Director to Execute the Agreement and any other Documents Required by the Funding Source

Mr. Thatch asked that item II-E Consent be moved to the action portion of the agenda.

There were no questions or comments on Items II-A-D-Consent.

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

- A. Approve the March 2, 2017 minutes.
- B. Approve claims and warrants for the period 2/23/17 through 3/30/17.
- C. Approve the Early Head Start Enrollment Selection Criteria and the Head Start Enrollment Selection Criteria for Sacramento County.
- D. Ratify the submission of the application to EDD for the Disability Employment Accelerator (DEA) funding opportunity in the amount of \$350,000, and

authorize the SETA Executive Director to execute the agreement and any other documents required by the funding source.

Roll Call Vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr & Kennedy)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Selection of Janitorial Companies and Authorize the Executive Director to Negotiate with each Vendor and Execute each Agreements Contracts

Mr. Thatch suggested that this item be continued to April 27 since negotiations are not yet underway.

Moved/Schenirer, second/Scherman, to continue this item to the April 27 agenda.

Roll Call Vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr & Kennedy)

2. Ratification of the Submission of an Application to the California Employment Development Department's (EDD) Workforce Innovation and Opportunity Act (WIOA) English Language Learner (ELL) Workforce Navigator Pilot Funding Opportunity, and Authorize the Executive Director to Execute the Agreement, any other Documents Required by the Funding Source and Enter into Subcontracts with Training Providers

Ms. Michelle O'Camb reviewed this item and stated that these funds will assist a minimum of 120 English language learners. Services are intended to increase ELLs opportunities for high school diplomas and fluency.

Mr. Thatch stated that the item identifies the authority to enter into subgrants; the staff was advised that they received sole source approvals.

Moved/Nottoli, second/Scherman, to ratify the submission of the application to EDD for the WIOA ELL Workforce Navigator Pilot funding opportunity in the amount of \$500,000, and authorize the SETA Executive Director to execute the agreement, any other documents required by the funding source and enter into subcontracts with training providers.

Roll Call Vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0
Abstentions: 0
Absent: 2 (Carr & Kennedy)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.
Community Services Block Grant: None.

One Stop Services

1. Approval of Appointment to the Sacramento Works Workforce Development Board

Mr. Nottoli stated that Mr. Givans is a member of the County Economic Development Department and is very engaged.

Moved/Nottoli, second/Scherman, to approve the appointment of Mr. Troy Givans, the Sacramento County Economic Development Director, to complete the term of the seat vacated by Mr. Burkhardt to represent Economic Development.

Roll Call Vote:
Aye: 3 (Nottoli, Schenirer, Scherman)
Nay: 0
Abstentions: 0
Absent: 2 (Carr & Kennedy)

2. Approval to Accept Workforce Innovation and Opportunity Act, Regional Organizer Funds, and authorize the Executive Director to Execute the Funding Agreement, Modifications, or other Documents Required by the Funding Source

Mr. Roy Kim stated that SETA, as a lead agency in the regional collaboration, was allocated \$84,714 in organizer funds to further regionalism within the other workforce partners.

Moved/Scherman, second/Nottoli, to approve the acceptance of WIOA Regional Organizer funds, and authorize the Executive Director to execute the funding agreement, modifications, or other documents required by the funding source.

Roll Call Vote:
Aye: 3 (Nottoli, Schenirer, Scherman)
Nay: 0
Abstentions: 0
Absent: 2 (Carr & Kennedy)

3. Approval to Hire SETA Retired Annuitant as a Temporary SETA Consultant Employee

Mr. Carr arrived at 10:05 a.m.

Mr. Schenirer stated that he was glad to have Robin back to work at the agency.

Moved/Schenirer, second/Scherman, to approve hiring Robin Purdy, a retired annuitant, as a temporary SETA Consultant employee at an hourly rate of \$55 for up to 960 hours.

Roll Call Vote:

Aye: 4 (Carr, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Kennedy)

4. Ratification of the Submission of an Application to the California Workforce Development Board for Workforce Innovation and Opportunity Act, Regional Implementation and Innovation Funds, and Authorize the Executive Director to Execute the Funding Agreement, Modifications, or other Documents Required by the Funding Source and Enter into a Subcontract for Services

Mr. Kim reported that the state is emphasizing regionalism. This proposal creates two decision making structures. First, a WIOA regional committee, and second, a more comprehensive system with regional partners. In convening that, staff would look to leverage the existing structures.

Mr. Nottoli expressed concern to spend \$125,000 to facilitate this convening; it seems excessive for one year. Mr. Kim stated that it is a major undertaking to align multiple workforce systems; it is up to \$125,000 for working with up to nine counties.

Mr. Schenirer stated that this is an investment over all of the counties to get all counties working together. He would like to move forward to have a scope of work returned to the board to see the details of this program.

Moved/Schenirer, second/Carr, to make a sole source finding that the services to be provided by Valley Vision are available from no other source based upon the information provided in the Background, ratify the submission of an application to the CWDB for WIOA Regional Implementation and Innovation funds, and authorize the Executive Director to execute the funding agreement, modifications, or other documents required by the funding source and enter into a subcontract with Valley Vision for the independent convening, facilitation and coordination services necessary to engage and align system partners.

Roll Call Vote:

Aye: 4 (Carr, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Kennedy)

C. CHILDREN AND FAMILY SERVICES: No items.

IV. Information Items

A. Fiscal Monitoring Reports: No comments.

B. Employer Success Stories and Activity Report: No comments.

C. Dislocated Worker Update: No comments

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

E. Head Start Reports: Ms. Denise Lee reviewed one change to the selection criteria which provides a targeted focus on families experiencing homelessness. This includes families that are relocating into Sacramento County so that families do not lose their Head Start services.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kossick reminded the board that there will not be a May meeting but there will be another meeting on April 27.

C. Deputy Directors: No comments.

D. Counsel: No report.

E. Members of the Board: No report.

F. Public: No comments.

VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Paragraph (1) of Subdivision (d) of Section 54956.9)

Johnson v. SETA – Superior Court Case No. 34-2015-00180341

Mr. Thatch stated that there would be no report out of closed session. The board adjourned into closed session at 10:17 a.m. The board went out of closed session at 10:33 a.m. with no report out.

VII. Adjournment: The meeting was adjourned at 10:33 a.m.

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

Minutes/Synopsis

Sacramento City Hall
915 "I" Street, 5th Floor, Room D5
Sacramento, CA 95814

Monday, April 10, 2017
2:00 p.m.

- I. **Call to Order/Roll Call:** Mr. Schenirer called the meeting to order at 2:03 p.m. The roll was called and a quorum established.

Members Present:

Jay Schenirer, Chair, Governing Board; Councilmember, City of Sacramento
Patrick Kennedy, Vice Chair; Member, Board of Supervisors
Larry Carr, Councilmember, City of Sacramento
Don Nottoli, Member, Board of Supervisors

Member Absent:

Sophia Scherman, Public Representative

- II. **CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

(Paragraph (1) of Subdivision (d) of Section 54956.9)

Johnson v. SETA – Superior Court Case No. 34-2015-00180341

- III. **Adjournment:** The meeting was adjourned at 2:25 p.m. with no report out of closed session.

ITEM II-B-CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 3/31/17 through 4/20/17, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 3/31/17 through 4/20/17.

PRESENTER: Kathy Kossick

ITEM II-C - CONSENT

APPROVAL TO ADD LEADERS EVOLVING, INC. 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 recommendation.

RECOMMENDATION:

Approve the attached recommendation to add Leaders Evolving, Inc. to SETA's VS List.

PRESENTER: Marianne Sphar

Vendor Services (VS) List

Staff Recommendation

Applicant: Leaders Evolving, Inc.

Location: 435 Fiesta Ave.
Davis, CA 95616

Applicant's Background:

Leaders Evolving, Inc. has provided training and coaching services for individuals and teams since 2013. The training and coaching made available by Leaders Evolving, Inc. addresses building the skills needed by leadership/management in the areas of decision-making, communication, team-building, values and authenticity, wellness, personnel management, and organizational development.

As an approved vendor, Leaders Evolving, Inc. will be available to provide training to leaders/management of both Workforce Development Services and Child Development (ages 0-5) and Family Services that will teach the skills needed to be successful in their positions and to better serve SETA's customers.

Activity	Individual Rate	Group Rate
<p>In-Service Training*</p> <p>Coaching/Leadership Training:</p> <ul style="list-style-type: none"> ▪ <u>Effective Communication Skills</u> ▪ <u>Conflict Management Strategies</u> ▪ <u>Managing Accountability of Staff</u> ▪ <u>Creating a Culture of Learning</u> (including developing behavioral and communication norms) ▪ <u>Change Management</u> ▪ <u>Organizational Development</u> 	<p>\$200 per hour (4 hour max. or \$800)</p>	<p>\$200 per hour (2 – 6 participants) (12 hour max. or \$2,400)</p> <p>4-hour Training: \$1,200 (5 – 30 participants)</p> <p>8-hour Training: \$2,400 (5 – 30 participants)</p>

*Services subject to prior management approval.

ITEM III-A – 1 - ACTION

APPROVAL OF SELECTION OF JANITORIAL COMPANIES AND
AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE
WITH EACH VENDOR AND EXECUTE EACH AGREEMENT

BACKGROUND:

On January 6, 2017, SETA released a Request for Proposals (RFP) to procure janitorial services for the Children and Family Services Department. The RFP solicited janitorial services for twenty-eight (28) Early Learning Centers and one central kitchen. Under the terms of the RFP, the resulting contract(s) will be of 2-year duration, with three - 1 year extension options, subject to the right of either party to terminate the contract upon ten (10) days written notice. A Public Notice Announcement was posted in the Sacramento Bee and on the SETA website. Additionally, SETA emailed and faxed copies of the Public Notice to 80 local janitorial companies, including SETA's current janitorial contractors, and the RFP was available to download from SETA's website. On January 20, 2017, an Offerors' Conference was held with six janitorial companies in attendance.

The RFP outlined seven Groups of Early Learning Center locations and one kitchen location for which proposals could be submitted for evaluation. Eight companies submitted proposals by the deadline of February 16, 2017. The proposal evaluation committee, consisting of individuals from partner-agency SHRA and SETA's Children and Family Services Department, Fiscal Department and Facilities Unit, evaluated and ranked each proposal for each Group submitted, after consideration of each company's prior janitorial experience, size and structure, qualifications of staff, responsiveness and fees. Groups were evaluated independently from other Groups.

The results of the ranking were reviewed. The Deputy Director of Children and Family Services and the Fiscal Manager met individually with the top three ranked companies for each Group and negotiated pricing for the proposed services and determined if each company could provide services with the proposed award for each Group. Rankings for each group are attached. Final staff recommendations are attached.

Staff will be making an oral presentation regarding rationale for the recommendations and will be available to answer questions.

RECOMMENDATION

Approve the selection of companies for each Group for janitorial services for the SETA Head Start/Early Head Start centers and central kitchen and authorize the Executive Director to negotiate and execute each agreement.

PRESENTER: Denise Lee

Staff Recommendations for Head Start Janitorial Services

Rank	Company	Negotiated Proposed Pricing	Staff Recommendation	Amount
Group #1				
1	Consolidated Facility Services	\$75,028.00		
2	Universal Building Services	\$98,976.00	Universal	\$98,976.00
3	MCH Building Maintenance	\$91,903.81		
Group #2				
1	New Generations	\$48,348.87	New Generations	\$48,348.87
2	Consolidated Facility Services	\$41,990.00		
3	MCH Building Maintenance	\$44,125.31		
Group #3				
1	MCH Building Maintenance	\$36,159.30		
2	New Generations	\$49,709.27	New Generations	\$49,709.27
3	Consolidated Facility Services	\$42,321.00		
Group #4				
1	MCH Building Maintenance	\$32,976.05	MCH Building Maintenance	\$32,976.05
2	Consolidated Facility Services	\$33,650.00		
3	Universal Building Services	\$56,618.00		
Group #5				
1	New Generations	\$48,190.42	New Generations	\$48,190.42
2	Consolidated Facility Services	\$39,180.00		
3	MCH Building Maintenance	\$43,064.12		
Group #6				
1	Consolidated Facility Services	\$32,230.00		
2	MCH Building Maintenance	\$34,759.80	MCH Building Maintenance	\$34,759.80
3	Custom Hi Tech	\$35,700.00		
Group #7				
1	Consolidated Facility Services	\$41,730.00		
2	Custom Hi Tech	\$46,800.00	Custom Hi Tech	\$46,800.00
3	MCH Building Maintenance	\$46,014.50		
Group #8				
1	Calico	\$7,669.48	declined to participate in negotiations	
2	Universal Building Services	\$11,640.00		
3	Custom Hi Tech	\$9,000.00	Custom Hi Tech	\$9,000.00
	Total Contract(s) Amount			\$368,760.41
	Current Janitorial Services Amount			\$282,606.00
	% Change in Costs from 2012			30.5%

ITEM III-A – 2 – ACTION

RATIFICATION OF EXECUTIVE DIRECTOR'S DEVIATION FROM INSURANCE REQUIREMENTS CONCERNING NOTICES OF CANCELLATION FOR WORKERS' COMPENSATION INSURANCE IN RECENTLY EXECUTED CONTRACTS

BACKGROUND:

SETA's Insurance Requirements do not currently authorize the Executive Director to deviate from those requirements. Accordingly, any deviation from those requirements necessitates Board approval. In the past, staff has brought such requests to the Board for approval in advance. SETA recently procured services in its Slingshot Project and a new Audit Services provider, Vavrinek, Trine, Day and Co. ("Vavrinek"). Vavrinek and two of the selected providers of Slingshot services – The Hacker Lab and the Sacramento Metropolitan Chamber of Commerce – each experienced the same difficulty in obtaining Additional Insured Endorsement non-cancellation provisions as required by the Insurance Requirements. In each case, the Workers' Compensation insurance carrier refused to provide the following non-cancellation endorsement:

"This insurance shall not be canceled, limited, or non-renewed until after thirty (30) days advance written notice has been given to the Sacramento Employment and Training Agency, except in the event of non-payment of premium when a ten (10) day advance written notice shall apply."

All other carriers providing insurance to these three service providers provided the requested endorsements. In order to proceed with these time-sensitive contracts, the Executive Director conditionally agreed to deviate from the Insurance Requirements with respect to the requirement to obtain this endorsement from the Workers' Compensation carriers, subject to your Board's ratification of that deviation. Each of the contractors was advised that if your Board did not ratify the deviation, then the contracts would be suspended until the required endorsement could be provided. If the Board ratifies the deviation, each of the Contracts will proceed without the non-cancellation endorsement.

While other Workers' Compensation Insurance carriers will provide the requested endorsement, it is extremely difficult to change workers' compensation carriers in mid-year because of the unique nature of such coverage, where premiums are tied to the actual claims made. Even though the endorsement would not be provided, staff will closely monitor the Workers' Compensation Insurance provided for each Contractor. The Contractor is separately obligated to notify SETA of any lapse in coverage and staff will endeavor to enforce that requirement. Because Workers' Compensation Insurance is required by state and federal law, the risk that a contractor might allow such

ITEM III-A – 2 – ACTION (continued)

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insurance to be cancelled is more remote than for other types of insurance. Moreover, any risks associated with the lack of such coverage would impact the Contractor directly and have limited adverse repercussions for SETA.

RECOMMENDATION:

Ratify the Executive Director's deviation from the Insurance Requirements with respect to the lack of a non-cancellation endorsement under Workers' Compensation policies for three contractors – Vavrinek, Trine, Day and Co.; The Hacker Lab; and the Sacramento Metropolitan Chamber of Commerce.

PRESENTER: Legal Counsel

ITEM III-B – 1 – ACTION

APPROVAL OF THE 3-YEAR PLAN FOR THE PROVISION OF REFUGEE
SOCIAL SERVICES (RSS), TARGETED ASSISTANCE (TA), AND RSS
SET-ASIDE FUNDED SERVICES TO REFUGEES
PROGRAM YEARS (PYs) 2017-2020

BACKGROUND:

The current RSS and TA 3-year Plan, approved by the Governing Board in 2013, will end on September 30, 2017. A locally developed plan for the provision of TA and RSS funded services is a requirement of the California Department of Social Services—Refugee Programs Bureau (CDSS—RPB). The 2017-2020 Refugee Social Services (RSS), Targeted Assistance (TA), and RSS Set-aside Draft Plan has been sent under separate cover for your review and approval. This 3-year Plan represents SETA's intended use of the RSS, TA, and RSS Set-aside funds for the period of October 1, 2017 through September 30, 2020 for the provision of refugee employment services.

This 3-year Plan responds to current and foreseen challenges faced by the refugee community, addresses changes in demographics, provides a framework for regional collaboration, encourages continuous improvement of services to refugees, and responds to federal and state policy direction in refugee resettlement. A public hearing was held on March 6, 2017 to solicit comments from the public, as well as input from community based organizations, voluntary agencies, and other local, public and private stakeholders involved in refugee resettlement to assist in the development of the Draft Plan. In addition, SETA staff conducted an analysis of demographic data, reviewed publications on trends and refugee issues in Sacramento County, and utilized other sources of information depicting the most recent conditions affecting the refugee population in this region to further assist in the development of the Draft Plan.

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

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

ITEM III-B – 1 – ACTION (continued)

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

SETA has been an active member of the Rescue and Restore Victims of Human Trafficking Coalition in Sacramento that launched on June 27, 2007. The Coalition has developed a service delivery system made up of a network of organizations committed to providing outreach and services to victims of human trafficking in the Sacramento area. Under the 2017-2020 Draft Plan, SETA will continue to offer RSS and TA funded employment and social adjustment services to local certified victims of human trafficking who qualify for services to the same extent as refugees.

The overarching goal of the refugee programs administered by SETA will continue to be economic self-sufficiency and empowerment. To assist eligible Sacramento County refugees in their quest for self-sufficiency, staff is recommending the provision of the following employment and social adjustment services for refugees over the next 3-year period:

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

In addition, the following higher cost, employment services components maybe procured over the next 3-year period if future RSS and TA grant allocations to Sacramento County increase significantly:

- VESL/VT- Vocational English-as-a-Second Language combined with Vocational Training
- VESL/OJT - Vocational English-as-a-Second Language combined with On-The-Job Training

Although unknown at this time, the projected Sacramento County allocations for the RSS, TA, and RSS Set-aside formula grants for PY 2017-18 are:

RSS:	\$1,354,039
TA:	\$ 609,622
RSS Set-Aside:	\$ 10,650

ITEM III-B – 1 – ACTION (continued)
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If final RSS, TA, and/or RSS Set-aside formula allocations to Sacramento County are different, budget and participant plan documents will be modified accordingly.

RECOMMENDATION:

Approve the 3-year Draft Plan for the Provision of Refugee Social Services (RSS), Targeted Assistance (TA), and RSS Set-aside Funded Services to Refugees, Program Years 2017-2020.

PRESENTER: Michelle O’Camb

ITEM III-B – 2 - ACTION

APPROVAL TO RELEASE A REQUEST FOR PROPOSALS (RFP) FOR THE
REFUGEE SOCIAL SERVICES (RSS), TARGETED ASSISTANCE (TA), AND RSS
SET-ASIDE FUNDED PROGRAMS, PROGRAM YEAR (PY) 2017-18

BACKGROUND:

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

The current program year for the RSS, TA, and RSS Set-aside grants will end on September 30, 2017, and the new program year will begin October 1, 2017. At this time, the RSS, TA, and RSS Set-aside allocations for PY 17-18 are unknown, however, staff is estimating that funding available for allocation under this RFP will be as follows:

RSS:	\$1,354,039
TA:	\$ 609,622
RSS Set-Aside:	\$ 10,650

Staff is requesting that the SETA Governing Board approve the release of a RFP (sent under separate cover) to solicit proposals from qualified agencies with the capacity and experience to meet the needs identified in the 2017-2020 RSS, TA, and RSS Set-aside Draft Plan. Solicited services are client centered and geared towards obtaining employment. Services include job search instruction, job orientations, referral, development and retention, vocational English language training, and social adjustment and cultural orientation services, all of which will result in early economic self-sufficiency and the reduced dependency on public assistance among refugees in Sacramento County. The services solicited in the RFP are:

- Vocational English-as-a Second Language combined with Employment Services (VESL/ES)
- Employment Services (ES) Stand Alone
- Social Adjustment and Cultural Orientation (SA & CO)

It is anticipated that at least 750 refugees will be served in the English language and employment training related components and 120 will receive social services in the SA & CO component.

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

The process and criteria for selecting qualified applicants to implement SETA's 2017-2020 RSS, TA, and RSS Set-aside Draft Plan are outlined in the RFP for RSS, TA, and RSS Set-aside Funded Programs, PY 2017-2018, sent under separate cover.

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

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

RECOMMENDATION:

Approve the release of the Request for Proposals (RFP) for the Refugee Social Services (RSS), Targeted Assistance (TA), and RSS Set-aside Funded Programs, Program Year 2017-2018.

PRESENTER: Michelle O'Camb

ITEM III-B – 3 - ACTION

RATIFICATION OF THE ACCEPTANCE OF STRONG WORKFORCE PROGRAM (SWP) FUNDING FROM THE LOS RIOS COMMUNITY COLLEGE DISTRICT TO PROVIDE JOB DEVELOPMENT SERVICES, AND THE EXECUTION OF THE CONTRACT BY THE EXECUTIVE DIRECTOR

BACKGROUND

This item seeks approval to accept Strong Workforce Program (SWP) funding from the Los Rios Community College District to provide Job Development services to graduating Career Technical Education (CTE) students. The SWP is the California Community College Chancellor's Office (CCCCO) statewide workforce initiative, which is aimed at boosting skilled workers produced by California Community Colleges who will meet the employer and business community needs.

In January, 2017, the Sacramento Employment and Training Agency (SETA) received notification from the Los Rios Community College District that it was awarded SWP funding in the amount of \$125,000 to provide job development and follow-up services to a minimum of 63 Los Rios students for a six month period beginning April 1, 2017 and ending September 30, 2017. Under the initiative, four SETA job developers are co-located at each community college campus two days per week, and are responsible for connecting graduating CTE students with job opportunities that align with their fields of study and career goals. Services funded also include providing 12 months of follow-up for students obtaining employment, as well as conducting employer and student tracking for program reporting.

At the conclusion of the first six month period ending September 30, 2017, SETA and the Los Rios Community College District will review the services provided, as well as the objectives and outcomes achieved and negotiate the next round of SWP funding for the period beginning October 1, 2017 and ending September 30, 2018.

RECOMMENDATION:

Ratify the acceptance of SWP funding in the amount of \$125,000 from the Los Rios Community College District to provide job development and follow-up services to graduating CTE students for the period of April 1, 2017 through September 30, 2017, and the execution of the Contract with the Los Rios Community College District by SETA's Executive Director.

PRESENTER: Michelle O'Camb

ITEM III-C - 1 - ACTION

APPROVAL OF ANNUAL SELF ASSESSMENT FOR 2016-2017
AND RESULTING PROGRAM IMPROVEMENT PLAN
SETA-OPERATED PROGRAM

BACKGROUND:

This agenda item provides an opportunity for the SETA Governing Board to review and approve the results of the Head Start/Early Head Start Annual Self-Assessment for the base grant as well as the EHS-Child Care Partnership/Expansion grant.

In January/February 2017, a team of staff and parents were assembled for the 2016-2017 self-assessment process. Teams reviewed and analyzed service areas including Program Governance, Planning, Communication, Record-keeping/Reporting, On-going Monitoring, Human Resources, Prevention/Early Intervention, Tracking/Follow-up, Disabilities, Individualization, Family Community Engagement, Eligibility/ Recruitment/ Selection/Enrollment/Attendance, Safe Environments, Child Development/ Education including child outcomes, curriculum and individualization. A summary report of program strengths and areas of improvement are attached.

Additionally, a Self-Assessment was conducted for the Early Head Start-Child Care Partnership/Expansion (EHS-CCP) program. A summary report of program strengths, areas of improvement and resulting program improvement plan are attached.

The Head Start Policy Council will review and take action on this item at their April 25, 2017 meeting. Staff will be available to answer questions.

RECOMMENDATION:

Approve Program Year 2016-2017 Self-Assessment and resulting Program Improvement Plan for the Head Start/Early Head Start program and the EHS-Child Care Partnership/Expansion program.

PRESENTER: Denise Lee



Self Assessment Summary of Results 2016-2017

Project Background:

During late 2016, SETA Head Start/Early Head Start developed a self-assessment plan that included parents, administrative and field staff, as well as management. The self-assessment process resulted in a review of the quality and compliance of the SETA Head Start/Early Head Start program.

To conduct the self-assessment, the teams utilized the *2016 OHS Monitoring Protocols*, *OHS Health and Safety Screener*, the *Head Start Self-Assessment: Your Foundation for Building Program Excellence* tool, the *SETA Head Start/Early Head Start Monitoring and Quality Assurance Tool*, *SETA's standard file checklist tool*, and the new *Head Start Program Performance Standards*. Each team developed a review plan and the team leaders trained all staff and parents to ensure they were clear on the protocols. The teams conducted site visits in the winter. Many of the Early Learning Centers were visited and all were observed using the CLASS and CLASS Toddler observation tools. Team reviews included, but were not limited to the following: children's files, on-going monitoring (Quality Assurance) reports, program information reports, policies and procedures manuals, personnel and licensing files, human resource and fiscal documents, monthly reports, *ChildPlus* reports, self-assessment results, goals and objectives, ECERS, ITERS, and CLASS results, DRDP data, health and safe environments checklist, medication releases and care plans, home visit and classroom observations, etc. Results from the self-assessment were analyzed and resulted in a detailed Self-Assessment Program Improvement Plan (PIP).

Team Composition:

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

Program Governance	Parent and Family Engagement
Screenings	Disabilities, Education and Mental Health
Fiscal	ERSEA
Human Resources	Health, Nutrition and Safe Environments

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

Education, Disabilities and Mental Health:

- The vast majority of children's files are neat, organized, current and complete.

- CLASS scores in Instructional Support have increased to 2.94, which is above the national average.
- Parents report that every child and parent is greeted upon arrival to school.
- Parents and teachers working together to complete the ASQs has resulted in less speech and language referrals.
- Follow-up based on the ASQ results is evident in children's files.
- Intervention Specialists and teachers are working collaboratively to develop behavioral support plans that best fit the individual needs of children.
- Teachers are implementing Teaching Pyramid strategies to promote social emotional development in preschool classrooms.
- Teachers have a variety of resources (curriculum, materials, support staff) to use to support appropriate classroom behavior and to develop strategies for addressing challenging behaviors.

Parent and Family Engagement:

- Family Service Workers are able to identify the needs of their enrolled families and refer them to the appropriate community resources.
- All files have the first page of the Family Partnership Agreement (FPA) completed at the time of enrollment.
- Current policy and procedure on the FPA process is aligned with the new Performance Standards.

Health, Nutrition and Safe Environments:

- Proper procedures consistently being followed for medication management, hand washing, and tooth brushing.
- Restrooms are clean, free of debris and well maintained.
- Policies and procedures for special diets are clearly followed.
- Kitchens, cabinets and food preparation areas are clean and well organized.
- Required center postings are clearly visible.
- Children are within sight of teaching staff and it is very clear that center staff is following supervision procedures and protocols.

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

- Increased recruitment and hiring in 2016.
- Continued collaboration between the Head Start and Workforce Development programs.
- Parent internship program has resulted in successful regular employment for each participant.
- There has been a 26% reduction in worker's compensation claims in 2016.
- Larger number of PC and PAC members are involved in the hiring process.
- Good documentation of PC and PAC agendas, minutes, and training materials.
- The Parent Ambassador program has strong participation and adds much value to the organization.
- Timely and useful monthly reports that contribute and support PC's decision-making.
- Most of the current ERSEA procedures already align with the new HS Performance Standards.

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

Education, Disabilities & Mental Health:

- CLASS scores in Classroom Organization are 5.74, which is slightly below the national average.
- Some classrooms are missing labels or supplies.
- Intervention Specialists expressed challenges with the mental health and disabilities referral process and identified that parents need additional support with the process.
- Many teachers are not fully utilizing the TIPS tool to document individualization.
- Some teachers are unaware of some student's IEP goals.

Parent and Family Engagement:

- None of the Family Partnership Agreements (FPAs) have timelines identified.
- New policy/procedure is needed on process of assigning staff and resources based on urgency and intensity of family needs.
- Most of the FPA goal sheets did not identify staff person responsible.

Health, Nutrition and Safe Environments:

- Some indoor equipment was also available for outdoor play, often is disrepair and/or worn due to inclement weather.
- Staff is not always able to consistently articulate emergency relocation site.
- Tools to inspect disaster preparedness bins/equipment are either not being used or are outdated.

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

- Staff wellness program has become less robust due to staff reductions and restricted funding.
- Continued difficulty in recruiting enough qualified Teachers, Associate Teachers, Associate Teacher/Infant Toddler, and Site Supervisors.
- Some ERSEA procedures need revision to comply with new HS Performance Standards.

Individual self-assessment team summary reports are on file.

**Sacramento Employment and Training Agency
Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2016-2017**

<i>Action Steps:</i>	<i>Responsible Person(s)/Unit</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<i>SCHOOL READINESS/CHILD OUTCOMES</i>				
<i>Goal: Continue to support teacher's growth and development regarding CLASS, DRDP and data analysis</i>				
CLASS- Support growth in Classroom Organization through a specific focus on Instructional Learning Formats in Summer Series Training.	Alexis Briggs (Lead) Kelly Sprake (Lead) Education Coordinators Education Program Officers	June 2017		
Implement the Creative Curriculum Infant Toddler kit in all EHS classrooms to increase data driven lesson planning and responsive activities. Changes in curriculum approach and revised schedule guidance will be documented in updated EHS Tool Kit	Sonja LaCaze (Lead) Betsy Uda (Lead) Laura Moore (Lead) Education Coordinators Education Program Officers	August 2017		
Continue to support the use of the new TIPS binders (Teachers Individualization Planning Support) through coaching and scheduled quarterly monitoring using the SCOFF.	Megan Berridge (Lead) Patricia Marshall (Lead) Education Program Officers Site Supervisors	June 2017		
Continue roll out of sites transitioning to Learning Genie electronic data/ assessment collection. Coach and monitor to ensure that data is being used effectively.	Megan Jones (Lead) Nathanael Gale (Lead) Education Coordinators Education Program Officers	July 2017		
Increase effectiveness of support for children with IEP's through the use of new strategy forms as well as goal tracking sheet for individualization. Intervention Specialist Tool Kit will be used as a guide.	Susan Garland (Lead) Nikki Hill (Lead) Education Coordinators Education Program Officers	May 2017		

**Sacramento Employment and Training Agency
Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2016-2017**

FAMILY AND COMMUNITY OUTCOMES

Goal: Continue to strengthen family partnership agreement approaches and documented paperwork

Continue to work with Family Service Workers to ensure all components of the FPA are completed and updated.	Reta Keirse, CFS Program Officer Rebel Rickansrud-Young CFS Program Officer	March 31, 2017	Program Officers/SS met with cohort of staff who completed the Family Development Credential in January of 2017, for additional training on family goal setting, timelines, and working with parents to identify the urgency of family needs. This will be a quarterly training.	
Continue to offer family engagement staff opportunities to earn their FDC Credential, with the goal of continuing to strengthen the family partnership process.	Reta Keirse, CFS Program Officer Rebel Rickansrud-Young CFS Program Officer Lisa Carr, CFS Manager	October 2017		

HEALTH, NUTRITION AND SAFE ENVIRONMENTS

Goal: Continue to strengthen health/nutrition/safe environments systems to ensure high quality services to children and families

Provide re-fresher training to Site Supervisors regarding appropriate use of indoor equipment being used outdoors and the use of the work order system to when there is indoor/outdoor equipment/materials that needs to be picked up for disposal.	Health/Nutrition Specialist Program Officer/Education Site Supervisors Facilities Unit	April 2017		
Update the Emergency Disaster Tool Kit to reflect updated phone numbers, evacuation routes, and point of contacts for emergencies. Provide an update/training to center staff on evacuation and emergency procedures.	Health/Nutrition Specialist Program Officer/Education Site Supervisors	May 2017		

**Sacramento Employment and Training Agency
Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2016-2017**

Revise current daily health and safety checklist procedures and forms. Create checklist database in <i>ChildPlus</i> based on revised daily health and safety checklist.	Health/Nutrition Specialist Program Officer/Education Site Supervisors Facilities Unit	May 2017		
<i>RECORD-KEEPING AND REPORTING</i>				
<i>Goal: Improve efficiency and effectiveness of record-keeping and reporting systems</i>				
Increase use of <i>ChildPlus</i> and available modules (i.e. sign-in/out module, attendance and meal count tracking, online application and waiting list form, etc.)	Denise Lee, Deputy Director ChildPlus User's Group (individual/group assignments within the Work Group)	January 2017		
Strengthen accuracy of data entry (i.e. application and health data entry matching the child's file) and improve set-up screens for health tracking in <i>ChildPlus</i> .	Lisa Carr, Manager Martha Cisneros, Manager Monica Avila, Program Officer/SS	March 2017		
Update Written Service Plans and Policies/Procedures manuals to include all new Head Start Program Performance Standards	CFS Managers: Lisa Carr Karen Griffith Martha Cisneros Robyn Caruso D'et Saurbourne	November 2016		
Revise and design new data reporting reports for the PAC, PC and Governing Board	Denise Lee, Deputy Director	January 2017		

**Sacramento Employment and Training Agency
Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2016-2017**

HUMAN RESOURCES/STAFF TRAINING AND STAFF DEVELOPMENT

Goal: Provide additional staff development and training sessions to enhance quality and systems delivery

Continue to host recruitment events that are distinct and well-advertised to ensure ample, qualified candidates submit employment applications to SETA	Allison Noren, HR Manager Karen Gonzales, CFS Manager			
Review and update some ERSEA procedures to ensure compliance with the new Performance Standards.	Monica Avila, Program Officer Lisa Carr, CFS Manager	July 2017		



Early Head Start-Child Care Partnership Self-Assessment Summary 2016-2017

Approach & Justification:

In early 2017, SETA, SCOE and KinderWorld developed a self-assessment plan that included staff and management from all three agencies in the partnership. The self-assessment process resulted in a review of the quality and compliance of the Early Head Start-Child Care Partnership (EHS-CCP) program at KinderWorld. The review took place in January 2017 and all EHS classes were reviewed.

The team conducted file reviews and onsite monitoring to evaluate processes and systems for Education, ERSEA, Human Resources, Health, Nutrition, Safe Environments and Family Engagement. To conduct the review, the team utilized the FY 2017 Office of Head Start Comprehensive Services and School Readiness Guide and SETA's Quality Assurance Self-Assessment Checklist. Team reviews included, but were not limited to the following: children's files, policies and procedures manuals, parent handbook, personnel files, enrollment applications, attendance reports, human resource and fiscal documents, *Childplus* reports, case conferencing binder, ITERS and DRDP results, health and safety checklist, home visit and classroom observations, etc. Results from the self-assessment were analyzed which resulted in a detailed Self-Assessment Program Improvement Plan (PIP), as attached.

Program Strengths:

Education

- Teaching staff have received training and coaching on primary caregiving
- Ongoing professional development training and coaching for full implementation of the Creative Curriculum
- Home visits and parent conferences are conducted in a timely manner; resources provided to families during home visits are relevant to classroom curriculum
- Evidence of regular case conferencing between KW and SCOE staff
- Overall improvement on child education file system
- Improvement on small primary caregiving groups and classroom arrangement
- Improved completion of developmental screens within required timeframes

ERSEA

- Evidence of enrollment of 10% of children with disabilities
- Improved Average Daily Attendance report

- Vacancies are filled in a timely manner
- Routings are completed as necessary, prior to enrollment

Parent and Family Engagement

- Parent contacts are documented in files and communication log is current and concise
- Improved community resources provided to families
- Improved Parent Binder
- All files have Family Partnership Agreements (FPAs)
- Monthly parent meetings are offered

Human Resources

- Grantee has provided Professional Growth Advisor to work with teaching staff to develop educational plans to attain education goals
- Some staff are fully qualified or will soon meet qualifications

Health, Nutrition and Safe Environments

- Improved procedures in place for medication administration and storage, hand washing and diapering
- System of routings and referrals for medical needs and special diets has improved
- Improvement in documentation of well-baby checks, follow-up and IFSPs in file
- Improvement in *Child Plus* data being kept up to date, including 45 day screens
- Improved family style meals with teachers allowing children to serve themselves and practice mealtime etiquette. Teachers are engaged in conversation with children during meals.
- Teachers consistently perform daily outdoor safety inspection
- Each pod has its own entrance and restrooms are easily accessible to children
- Improvement on supervision (teaching staff are aware of the number of children present)
- Evacuation map is clear and fire extinguisher inspected annually
- The newly updated playground layout minimizes possible injury to children and provides for better supervision outdoors
- Classrooms are generally clean

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

ERSEA

- Some confusion regarding EHS selection criteria (i.e. EHS program was being advertised as “first come, first serve basis”)
- No evidence of active recruitment
- Communication system regarding enrollment and attendance between SCOE and KW needs improvement

Parent and Family Engagement

- Minimal evidence of goal follow-up, available resources and/or referral on FPAs
- Very low turnout at monthly parent meetings
- Center lacks a designated parent area

Human Resources

- Staff needs a broader understanding of the Performance Standards
- Some teachers have sent in their permit applications, but no status follow-up available

Health, Nutrition and Safe Environments

- Inconsistent daily health checks and tooth brushing
- Rescue medications were not consistently brought outside by teachers
- Surface cleaning agents sprayed while children were seated
- Food safety system needs improvement (i.e. food service areas in pods are not consistently sanitized; kitchen staff walk through bathroom to deliver food to classrooms; no evidence of checking food temperature when food is served, meal service bins have limited quantity of dishes, utensils, milk and food)
- Garbage cans have a swing lid and do not always stay closed
- Classrooms are in need of minor repair to reduce safety hazards (uncovered electrical outlets, most door chimes are not in functioning order, newly extended area in Pod 1A is dark, classroom step entry at Pod 1C is very high, hot water temps in classroom are high)
- Lack of access to drinking water (Room 0)

**Sacramento Employment and Training Agency
Early Head Start-Child Care Partnership
Self-Assessment Program Improvement Plan (PIP)
2016-2017**

<i>Action Steps:</i>	<i>Responsible Person/Department</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<i>EDUCATION/DISABILITIES</i>				
<i>Goal: Continue to support teacher's growth and development regarding education and disabilities services</i>				
Develop rotation schedule for toys and classroom materials to ensure that children have access to a variety of items. As needed, purchase additional toys and classroom materials to meet the environmental requirements from ITERS and <i>Creative Curriculum</i> .	KW	May 2017		
Teachers will continue to receive on-going training, support and coaching to ensure full implementation of <i>Creative Curriculum</i> .	KW and SETA	Spring 2017		
Teaching staff will receive professional development training on a variety of relevant topics outside of classroom floor time.	KW and SETA	Spring 2017		
CLASS- Support growth in Classroom Organization through a specific focus on Instructional Learning Formats in Summer Series Training.	SETA	June 2017		
Implement the Creative Curriculum Infant Toddler kit to increase data driven lesson planning and responsive activities. Changes in curriculum approach and revised schedule guidance will be documented in updated EHS Tool Kit.	SETA	August 2017		

**Sacramento Employment and Training Agency
Early Head Start-Child Care Partnership
Self-Assessment Program Improvement Plan (PIP)
2016-2017**

FAMILY AND COMMUNITY ENGAGEMENT

Goal: Strengthen service delivery systems to ensure high quality family engagement and parent participation

Provide families with more community opportunities tied to Family Partnership Agreement (FPA) goals.	SCOE	Spring 2017		
Create and distribute a parent survey to determine why attendance at parent meetings is so low. Develop plan to promote parent meeting attendance.	SCOE and SETA	May 2017		
Continue to provide staff coaching on FPA goal setting and community resources available to support family goals	SETA	Spring 2017		
Develop uniform messaging for families regarding available comprehensive services.	SCOE, KW and SETA	Spring 2017		

HEALTH, NUTRITION AND SAFE ENVIRONMENTS

Goal: Continue to strengthen health/nutrition/safe environments systems to ensure high quality services to children and families.

Staff will be re-trained on policies and procedures related to daily health checks, food safety, diapering, rescue medications and sanitation to ensure proper procedures are understood and practiced by all.	KW and SCOE	April 2017		
Designated tooth brushing times will be clearly noted on the daily schedule for each class and staff will be monitored to ensure timelines are being followed routinely.	KW	April 2017		
Staff will be re-trained on meal service expectations as it relates to time allotted for meals and transitions from activity to mealtime.	KW and SCOE	May 2017		

**Sacramento Employment and Training Agency
 Early Head Start-Child Care Partnership
 Self-Assessment Program Improvement Plan (PIP)
 2016-2017**

Bin system for meal service will be re-evaluated so that each self-contained pod has enough dishes, utensils and food.	KW	May 2017		
Leadership staff will review detailed findings of each classroom health/safety checklist and address all urgent health and safety concerns immediately, including any needed repairs. Staff will be re-trained as necessary. Contact the grantee for assistance as needed.	KW	April 2017		
ERSEA				
Goal: To ensure compliance with the EHS Performance Standards in the ERSEA component.				
Staff will develop formalized recruitment plan to ensure active waiting lists are available and vacancies are filled within 30 days. Staff will keep a Recruitment Log as evidence of recruitment activities.	SCOE and KW	April 2017		
Collaboration meetings will take place regularly between KW and SCOE regarding enrollment, attendance, case conferencing, coordination of services, etc.	SCOE and KW	April 2017 and on-going		
Enrollment staff will receive refresher training on ERSEA, including the updated countywide selection criteria. KW and SCOE staff will re-evaluate and refine communication system regarding enrollment and attendance.	SETA	April 18, 2017		

**Sacramento Employment and Training Agency
 Early Head Start-Child Care Partnership
 Self-Assessment Program Improvement Plan (PIP)
 2016-2017**

PROGRAM DESIGN AND MANAGEMENT SYSTEMS

Goal: Improve efficiency and effectiveness of monitoring, record-keeping and reporting systems

All EHS teachers who do not currently meet EHS educational requirements will remain enrolled in school and will pass all classes to be fully qualified. Any EHS staff vacancies will be filled with fully EHS qualified staff.	KW	May 2017		
All EHS staff will participate in an Individualized Staff Development Plan (ISDP). Ongoing monitoring of EHS teachers' educational plans to ensure teaching staff become fully qualified by Summer 2016.	KW	March 2017		
Professional Growth Advisor will continue to monitor EHS staff progress on educational goals.	SETA	March 2017		
Staff will continue to generate monthly <i>ChildPlus</i> reports and monitor data to ensure services, screenings and data are up to date.	SCOE	5 th of every month		

ITEM III-C - 2 – ACTION

APPROVAL OF PROGRAM YEAR 2017-2018
HEAD START/EARLY HEAD START REFUNDING APPLICATION

BACKGROUND:

This agenda item provides an opportunity for the SETA Governing Board to approve the Program Year 2017-2018 Head Start/Early Head Start Refunding Application.

A copy of the Head Start/Early Head Start Program Narrative will be sent under separate cover for review. Some highlights include:

- Additional Head Start funding in the amount of \$1,646,752 to provide extended service hours (6.5 hours or more) for 344 more children
- A Head Start to Early Head Start enrollment slot conversion to provide 78 additional Early Head Start enrollment slots within Sacramento County
- Expanded Early Head Start Home Base services to an additional 22 children/families in partnership with the Sacramento County Office of Education
- Added Early Head Start services for 16 infant/toddlers and their families with Twin Rivers Unified School District

Services for the 2017-2018 program year will commence on August 1, 2017 through July 31, 2018.

The Head Start Policy Council will review and take action on this item at their April 25, 2017 meeting. Staff will be available to answer questions.

RECOMMENDATION:

Approve the Program Year 2017-2018 Head Start/Early Head Start Refunding Application.

PRESENTER: Denise Lee

ITEM III-C – 3 – ACTION

APPROVAL OF THE SETA HEAD START/EARLY HEAD START
BUDGET FOR PROGRAM YEAR 2017-2018

BACKGROUND:

This agenda item provides an opportunity for the SETA Governing Board to approve the 2017-2018 Head Start/Early Head Start budget in the amount of \$53,613,447. The budget includes Basic and Training and Technical Assistance funds for the SETA-Operated Program and its five delegate agencies and two partners. Budget details are as follows:

Head Start Basic (4,395 children)	\$44,018,071
<i>* includes Duration Funding and COLA 2016-17</i>	
Head Start Training and Technical Assistance	\$ 352,474
Early Head Start Basic (759 children)	\$ 9,020,921
Early Head Start Training and Technical Assistance	<u>\$ 221,981</u>
TOTAL	<u>\$53,613,447</u>

The Budget/Planning Committee met during February and March, including Head Start parents, the Deputy Director/Children and Family Services, Head Start Managers, and the Social Services/Parent Involvement Coordinator to provide input on the budget and program design.

A copy of the 2017-2018 Head Start/Early Head Start Budget will be sent under separate cover.

The Head Start Policy Council will review and take action on this item at their April 25, 2017 meeting. Staff will be available to answer questions.

RECOMMENDATION:

Approve the Program Year 2017-2018 Head Start/Early Head Start Budget in the amount of \$53,613,447 for Basic and Training/Technical Assistance funds.

PRESENTER: Denise Lee

ITEM III-C – 4 – ACTION

APPROVAL OF THE 2017-2018 HEAD START/EARLY HEAD START
PROGRAM OPTIONS AND CENTER LOCATIONS FOR
SACRAMENTO COUNTY

BACKGROUND:

This agenda item provides an opportunity for the SETA Governing Board to approve the program options and center locations for the SETA-Operated Program and its delegate agencies for the 2017-2018 Program Year.

A detailed list of the program options and center locations is attached.

The Head Start Policy Council will review and take action on this item at their April 25, 2017 meeting. Staff will be available to answer questions.

RECOMMENDATION:

Approve the Head Start/Early Head Start countywide program options and center locations for the 2017-2018 program year.

PRESENTER: Denise Lee

HEAD START
2017-2018 SACRAMENTO COUNTY PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES

AGENCY	Funded Enrollment	Center Based • Year-Round • 5 Days/Week					Center Based • Traditional School Year • 5 Days/Week		
		4 hrs/day	6.5 hrs/day	8 hrs/day	9 hrs/day	10 hrs/day	6 hrs/day	6.5 hrs/day	8 hrs/day
SETA	1,868	1,040	40	240	132		60		
Elk Grove	440						40		
Sac. City	1,139			72		72		599	72
San Juan	668						68	276	
Twin Rivers	180								
WCIC	100								
TOTAL	4,395	1,040	40	312	132	72	108	935	72

AGENCY	Funded Enrollment	Center Based • Traditional School Year • 4 Days/Week					Home-Based		
		3.5 hrs/day	4 hrs/day	5 hrs/day	6.5 hrs/day	7.5 hrs/day			
SETA	1,868	120			133		103		
Elk Grove	440	400							
Sac. City	1,139	300					24		
San Juan	668	324							
Twin Rivers	180			180					
WCIC	100		60			40			
TOTALS	4,395	1,144	60	180	133	40	127		

Comments - Head Start funded enrollment reflects a proposed HS-EHS conversion of 258 HS enrollment slots

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

EARLY HEAD START
2017-2018 SACRAMENTO COUNTY PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES

PROGRAM OPTIONS								
		Center Based • 5 days/week					Locally Designed Option * (LDO)	Home-Based
		Year Round			Traditional School year			
AGENCY	Total Funded Enrollment *	6.5 hrs/day	8 hrs/day	9 hrs/day	6.5 hrs/day	8 hrs/day		
SETA	431	8	99	31	8	8		277
Sacramento City	152	16					16 ¹	120
San Juan	160		48			32		80
Twin Rivers	16				16			
TOTALS	759	24	147	31	24	40	16	477
Comments		¹ This option serves high school teen mothers and families with children with disabilities. Class operates one day per week during the school year along with bi-weekly home visits. During the summer the program converts to weekly home visits when high school and special education is out of session. * Funded enrollment includes a proposed HS-EHS conversion, adding 78 more EHS enrollment slots						

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

SACRAMENTO COUNTY HEAD START AND EARLY HEAD START SITE LOCATIONS 2017-2018

SETA OPERATED HEAD START PROGRAM
Funded Enrollment:
1,868

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

Alder Grove ELC
 816 Revere Street
 Sacramento, CA 95818

Auberry Park
 8120 Power Inn
 Sacramento, CA 95828

Bannon Creek
 2775 Millcreek Drive
 Sacramento, CA 95833

Bright Beginnings
 10487 White Rock Road, P52
 Rancho Cordova, CA 95670

Crossroad Gardens
 7322 Florinwood Dr.
 Sacramento, CA 95823

Elkhorn
 5249 Elkhorn Blvd.
 Sacramento, CA 95660

Freedom Park
 6015 Watt Ave., S #5
 North Highlands, CA 95660

Fruitridge
 5746 40th Street
 Sacramento, CA 95824

Galt
 615 2nd Street
 Galt, CA 95632

Grizzly Hollow
 805 Elk Hills Drive
 Galt, CA 95632

Hillsdale
 5665 Hillsdale Ave., Bldg. 4
 Sacramento, CA 95842

Hopkins Park
 2317 Matson Drive
 Sacramento, CA 95822

Illa Collin Center
 3530 41st Avenue
 Sacramento, CA 95824

Job Corps
 3100 Meadowview
 Sacramento, CA 95832

Kennedy Estates
 6501 Elder Creek
 Sacramento, CA 95824

LaVerne Stewart
 5545 Sky Parkway
 Sacramento, CA 95823

Marina Vista ELC
 263 Seavey Circle
 Sacramento, CA 95818

Mather
 10546 Peter A. McCuen Rd.
 Mather, CA 95655

Nedra Court
 #60 Nedra Court
 Sacramento, CA 95822

Norma Johnson Early Learning Center
 3265 Norwood Avenue
 Sacramento, CA 95838

North Avenue Elem. School
 1281 North Avenue
 Sacramento, CA 95838

Northview
 2401 Northview
 Sacramento, CA 95833

Parker Avenue
 4516 Parker Avenue
 Sacramento, CA 95820

Phoenix Park
 4400 Shining Star Dr.
 Sacramento, CA 95823

Sharon Neese Early Learning Center
 925 Del Paso Blvd., Suite 300
 Sacramento, CA 95815

Solid Foundation
 7505 Franklin Blvd.
 Sacramento, CA 95823

Strizek Park
 3829 Stephen Drive
 North Highlands, CA 95660

Vineland
 6450 20th Street
 Rio Linda, CA 95673

Walnut Grove
 14181 Grove Street
 Walnut Grove, CA 95690

SETA Home Base Program

ELK GROVE UNIFIED SCHOOL DISTRICT HEAD START
Funded Enrollment:
440

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

Charles E. Mack Elementary
 4701 Brookfield Drive
 Sacramento, CA 95823

David Reese Elementary
 7600 Lindale Drive
 Sacramento, CA 95828

Florence Markofer Elementary
 9759 Tralee Way
 Elk Grove, CA 95624

Franklin Elementary
 4011 Hood Franklin Road
 Elk Grove, CA 95757

Florin Elementary
 7300 Kara Drive
 Sacramento, CA 95828

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

Irene B. West Elementary
 8625 Serio Way
 Elk Grove, CA 95758

Isabelle Jackson Elementary
 8351 Cutler Way
 Sacramento, CA 95828

James McKee Elementary
 8701 Halverson Drive
 Elk Grove, CA 95624

John Reith
 8401 Valley Lark Drive
 Sacramento CA 95823

Maeola Beitzel Elementary
 8140 Caymus Drive
 Sacramento CA 95829

Prairie Elementary
 5251 Valley Hi Drive
 Sacramento, CA 95823

Samuel Kennedy Elementary
 7037 Briggs Drive
 Sacramento, CA 95828

Sierra Enterprise Elementary
 9115 Fruitridge Road
 Sacramento, CA 95826

Union House Elementary
 7850 Deer Creek Dr.
 Sacramento, CA 95823

William Daylor Continuation High School
 6131 Orange Ave.
 Sacramento, CA 95823

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT HEAD START
Funded Enrollment:
1,139

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

Abraham Lincoln Children's Center
 3324 Glenmoor Drive
 Sacramento, CA 95827

Bear Flag Children's Center
 6620 Gloria Drive
 Sacramento, CA 95831

Bowling Green Elementary-Chacon
 6807 Franklin Blvd.
 Sacramento, CA 95823

Bowling Green Elementary-McCoy
 4211 Turnbridge Drive
 Sacramento, CA 95823

Bret Harte Children's Center
 2761 9th Avenue
 Sacramento, CA 95818

Capital City
 7220 24th Street
 Sacramento, CA 95822

Charles A. Jones Skills Children's Center
 5451 Lemon Hill Ave.
 Sacramento, CA 95824

Collis P. Huntington Elementary
 5917 26th Street
 Sacramento, CA 95822

Earl Warren Elementary
 5420 Lowell Street
 Sacramento, CA 95820

Edward Kemble Elementary
 7495 29th Street
 Sacramento, CA 95822

Elder Creek Elementary
 7800 Lemon Hill Avenue
 Sacramento, CA 95824

Ethel I. Baker Elementary
 5717 Laurine Way
 Sacramento, CA 95824

Ethel Phillips Elementary
 2930 21st Avenue
 Sacramento, CA 95820

Fr. Keith B. Kenny
 3525 MLK Jr. Blvd.
 Sacramento, CA 95817

Freeport
 2118 Meadowview Drive
 Sacramento, CA 95832

Fruit Ridge Elementary
 4625 44th Street
 Sacramento, CA 95820

Golden Empire Elementary
 9045 Canberra Drive
 Sacramento, CA 95826

SACRAMENTO COUNTY HEAD START AND EARLY HEAD START SITE LOCATIONS 2017-2018

H. W. Harkness Elementary
2147 54th Avenue
Sacramento, CA 95822

Hiram Johnson
3535 65th Street
Sacramento, CA 95820

Hollywood Park
4915 Harte Way
Sacramento, CA 95822

Isador Cohen Elementary
9025 Salmon Falls Drive
Sacramento, CA 95826

James Marshall Elem.
9525 Goethe Road
Sacramento, CA 95827

John Bidwell Elementary
1730 65th Avenue
Sacramento, CA 95822

John Cabrillo Elementary
1141 Seamas Avenue
Sacramento, CA 95822

John Sloat
7525 Candlewood Way
Sacramento, CA 95822

Leataata Floyd
401 McClatchy Way
Sacramento, CA 95818

Lisbon
7555 S. Land Park Dr.
Sacramento, CA 95831

Marian Anderson
2850 49th Street
Sacramento, CA 95817

Mark Twain Elementary
4914 58th Street
Sacramento, CA 95820

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

Nicholas Elementary
6601 Steiner Drive
Sacramento, CA 95823

Oak Ridge Elementary
4501 Martin L King Jr. Blvd.
Sacramento, CA 95820

Pacific Elementary
6201 41st Street
Sacramento, CA 95824

Parkway Elementary
4720 Forest Parkway
Sacramento, CA 95823

Peter Burnett Elementary
6032 36th Avenue
Sacramento, CA 95824

Rosa Parks Elementary
2250 68th Avenue
Sacramento, CA 95822

Susan B. Anthony Elementary
7864 Detroit Blvd.
Sacramento, CA 95832

Washington Elementary
520 18th Street
Sacramento, CA 95814

Woodbine
2500 52nd Ave.
Sacramento, CA 95822

SCUSD Home Base

**SAN JUAN UNIFIED
SCHOOL DISTRICT HEAD
START
Funded Enrollment:
668**

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

Choices Charter
4425 Laurelwood Way
Sacramento, CA 95864

Coleman Elementary
6545 Beech Avenue
Orangevale, CA 95662

Cottage Elementary
2221 Morse Avenue
Sacramento, CA 95825

Dyer Kelly
2236 Edison Avenue
Sacramento, CA 95821

Encina
1400 Bell Street
Sacramento, CA 95825

Garfield
3700 Garfield Avenue
Carmichael, CA 95608

General Davie Jr. Primary Center
1500 Dom Way
Sacramento, CA 95864

Grand Oaks
7901 Rosswood Dr.
Citrus Heights, CA 95621

Howe Elementary
2404 Howe Avenue
Sacramento, CA 95825

Kingswood Elementary
5700 Primrose Drive
Fair Oaks, CA 95610

Lichen Elementary
8319 Lichen Drive
Citrus Heights, CA 95621

Marvin Marshall
5309 Kenneth Avenue
Carmichael, CA 95608

Pasadena Elementary
4330 Pasadena Avenue
Sacramento, CA 95821

Ralph Richardson Elementary
4848 Cottage Way
Carmichael CA 95608

Skycrest Elementary
5641 Mariposa Ave.
Citrus Heights, CA 95610

Sunrise Elementary
7322 Sunrise Blvd.
Citrus Heights, CA 95610

**TWIN RIVERS USD
ECD CENTER
HEAD START
Funded Enrollment:
180**

Castori Elementary
1801 South Avenue
Sacramento, CA 95838

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

Oakdale Preschool Center
3708 Myrtle Avenue
North Highlands, CA 95660

Rio Linda Preschool Center
631 L Street
Rio Linda, CA 95673

Village Preschool Center
6845 Larchmont Drive
North Highlands, CA 95660

**WOMEN'S CIVIC
IMPROVEMENT CLUB/
PLAYMATE HEAD START
Funded Enrollment:
100**

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

Playmate #1
3930 8th Avenue
Sacramento, CA 95817

Playmate #2
3555 3rd Avenue
Sacramento, CA 95817

SACRAMENTO COUNTY HEAD START AND EARLY HEAD START SITE LOCATIONS 2017-2018

**SETA OPERATED EARLY
HEAD START
Funded enrollment:
431**

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

**Alder Grove Infant/Toddler
Center**
2640 A/B Muir Way
Sacramento, CA 95818

Crossroad Gardens
7322 Florinwood Dr.
Sacramento, CA 95823

Elkhorn
5249 Elkhorn Blvd.
Sacramento, CA 95660

Grizzly Hollow
805 Elk Hills Dr.
Galt, CA 95632

Job Corps
3100 Meadowview
Sacramento, CA 95832

LaVerne Stewart
5545 Sky Parkway
Sacramento, CA 95823

Marina Vista ELC
263 Seavey Circle
Sacramento, CA 95818

Mather
10546 Peter A. McCuen Rd.
Mather, CA 95655

North Avenue Elem. School
1281 North Avenue
Sacramento, CA 95838

Norma Johnson ELC
3265 Norwood Avenue
Sacramento, CA 95838

Northview
2401 Northview
Sacramento, CA 95833

Phoenix Park
4400 Shining Star Dr.
Sacramento, CA 95823

**Sharon Neese
Early Learning Center**
925 Del Paso Blvd., Ste. 300
Sacramento, CA 95815

Vineland
6450 20th Street
Rio Linda, CA 95673

**SETA/Partners EHS Home
Base**

**SACRAMENTO CITY USD
EARLY HEAD START
Funded Enrollment:
152**

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

American Legion
3801 Broadway
Sacramento, CA 95817

Capital City
7220 24th Street
Sacramento, CA 95822

SCUSD EHS Home Base

**SAN JUAN USD EARLY
HEAD START
Funded Enrollment:
160**

**San Juan Unified School
District EHS Admin Office**
5309 Kenneth Avenue
Carmichael, CA 95608
(916) 971-7375

**Encina Infant/Toddler
Center**
1400 Bell Street
Sacramento, CA 95825

**Fair Oaks Infant/Toddler
Center**
10700 Fair Oaks Blvd.
Fair Oaks, CA 95628

General Davie Jr.
1500 Dom Way
Sacramento, CA 95864

**Marvin Marshall Toddler
Center**
5309 Kenneth Avenue
Carmichael, CA 95608

**San Juan Infant/Toddler
Center**
7551 Greenback Lane
Citrus Heights, CA 95610

SJUSD EHS Home Base

**TWIN RIVERS USD
EARLY HEAD START
Funded Enrollment:
16**

Morey Avenue School
155 Morey Avenue
Sacramento, CA 95838

ITEM III-C - 5 – ACTION

APPROVAL OF 2017-2018 TRAINING/TECHNICAL ASSISTANCE PLAN FOR
THE SETA HEAD START/EARLY HEAD START PROGRAM, AS ALIGNED
WITH ESTABLISHED FIVE-YEAR GOALS AND OBJECTIVES

BACKGROUND:

This agenda item provides an opportunity for the SETA Governing Board to approve the Program Year 2017-2018 Head Start/Early Head Start Training/Technical Assistance Plan (TTA) in the amount of \$352,474 for Head Start and \$221,981 for Early Head Start. The funds reflect a transfer of \$25,170 from the Head Start TTA budget to the Early Head Start TTA budget as result of the Head Start-Early Head Start conversion. The following chart outlines the changes:

	2016-2017	2017-2018
Head Start	\$377,644	\$352,474
Early Head Start	\$196,811	\$221,981
TOTAL	\$574,455	\$574,455

Training and Technical funds in the amount of \$5,852 will be provided to Twin Rivers USD for their new Early Head Start (EHS) program. Twin Rivers does not currently operate EHS and therefore does not have an EHS TTA budget. The amount provided to TRUSD is the same percentage as other delegate agencies that operate EHS.

The TTA Plan was developed to ensure continued quality and improvement and to support training activities for staff and parent development. The Budget/Planning Committee met several times, including Head Start parents, Deputy Director/Children and Family Services, Head Start Managers, and the Social Services/Parent Involvement Coordinator to provide input on the plan and correlating budget.

The Training and Technical Assistance Plan and a summary of five-year goals and objectives is attached.

The Head Start Policy Council will review and take action on this item at their April 25, 2017 meeting. Staff will be available to answer questions.

RECOMMENDATION:

Approve the Program Year 2017-2018 SETA Head Start/Early Head Start Training/Technical Plan as aligned with established five-year goals and objectives.

PRESENTER: Denise Lee

Sacramento Employment and Training Agency (SETA) TRAINING AND TECHNICAL ASSISTANCE PLAN 2017-2018

PHILOSOPHY

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

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

PLANNING PROCESS

SETA employs an exacting strategic planning process to identify and accomplish the training, professional development and coaching needs of Head Start staff, parents, delegate agencies and partners. This process results in a T/TA Plan which carefully incorporates needs identified through PIR, OHS Monitoring Protocols, Self-Assessment, Community Assessment, on-going Quality Assurance results, Desired Results and child outcomes, as well as analysis of embedded program and operational reporting systems such as enrollment and attendance reports, disabilities reports, food services reports, and established countywide goals. Ultimately, under the direction of SETA's strong parent boards (PC/PAC), specific dollars are allocated to these prioritized needs to ensure staff, parents, delegate agencies and partners receive the necessary training and professional development to move SETA's organization forward.

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

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

The Training and Technical Assistance Plan was the direct result of an exhaustive and highly collaborative partnership between Head Start grantee staff, parents, delegate agencies and partners. The plan was adjusted to align with The Five Year Goals and Objectives, and the Self-Assessment Program Improvement Plan (PIP). Items which were modified on the current T/TA Plan to support specific PIP goals are denoted with an asterisk *.

Outcomes and timetable attainment of the Program Improvement Plan will be tracked and measured on a monthly basis. Leadership Team and Management meetings are conducted weekly with specific agenda content.

Sacramento Employment and Training Agency (SETA)
TRAINING AND TECHNICAL ASSISTANCE PLAN
 2017-2018

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

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					T/TA Budget Source	HS EHS	
Child Services and Consultants							
A. Consultants							
Assistance to pregnant woman and new mothers on issues ranging from feeding to self-care. On-call consultants are also used to develop training for EHS staff on a variety of topics.	EHS Parents and EHS Staff	Consultants	Depending on the consultants used and the audience, the expected outcomes range from increased knowledge on how to care for a newborn, or self-care techniques for the new parent. For staff, the expected outcomes include increased knowledge around topics important to EHS and how to provide quality services.	Consultants will be scheduled as needed in the program year 17/18		\$4,000	PIP
Parent Services							
A. Parent Intern Training							
Parents will be recruited to train for a variety of apprentice type jobs, including working with facilities, office work, working in the kitchen.	HS/EHS parents	Head Start staff SETA Workforce Job Coaches	HS/EHS parents will be offered the opportunity to learn skills, including soft skills that potentially may lead to permanent employment opportunities in the community.	August 2017-July 2018	\$40,000		BP
B. Family Literacy Involvement Project							
Parents will be provided books and other school readiness activities to do at home with their child(ren) monthly	HS/EHS parents	SS/PI Specialist	Parents will be given a book monthly along with activity sheets to do monthly with their child. Activity sheets will focus on literacy and	August 2017- July 2018	\$14,000	\$6,000	PIP

Sacramento Employment and Training Agency (SETA)
TRAINING AND TECHNICAL ASSISTANCE PLAN
 2017-2018

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					T/TA Budget Source HS	EHS	
			math skills that parents can easily do at home with their child. The expected outcome will be increased literacy scores in children's assessment data, and increased knowledge about the importance of parent participation in school readiness activities.				
Training or Staff Development							
Teaching Pyramid Center-based training	Grantee and Delegate Staff	Certified Teaching Pyramid Trainers	Consultants will be used to provide 4-full-day training of all modules of the Teaching Pyramid.	Oct 2017- July 2018	\$8,000	\$5,000	GO
Curriculum Training	Grantee and Delegate Staff	Teaching Solutions	Teaching Strategies will be contracted to provide in-service workshops for staff in the area of Creative Curriculum for Preschool and EHS. The expected outcome is for staff to have increased confidence in their ability to implement this curriculum in their classroom.	To be determined	\$10,000	\$5,000	BP
On-line Professional Development Courses	Grantee and Delegate Staff	Childcare Education Institute	Staff will have access to a variety of on-line courses to enhance professional development	August 2017- July 2018	\$1,000	\$1,000	BP GO
Career Incentive Plan Funds	HS/EHS Staff	Community College and Universities and Teacher	Staff will have the opportunity to be reimbursed a set amount of money annually to continue their	August 2017- July 2018	\$36,670	\$4,000	BP

Sacramento Employment and Training Agency (SETA)
TRAINING AND TECHNICAL ASSISTANCE PLAN
 2017-2018

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					T/TA Budget Source HS	EHS	
		Credentialing	education and to keep up required teaching credentials.				
Workforce/Head Start Parent Tuition Reimbursement	HS/EHS Parents	Community College and Universities and Accredited Training Institutes	Parents who have a child enrolled in the SETA operated program may qualify for tuition reimbursement if the parents are enrolled in an approved program through SETA's Workforce Development Department.	August 2017- July 2018	\$10,000	\$5,000	BP
CLASS Reliability Observer Training	Grantee and Delegate Staff	Education Coordinators	Three CLASS Reliability Observer Training sessions for program staff. This cost will include Teachstone registration, materials, and CLASS Trainer Fees.	TBA	\$5,000		GO
CLASS Observation Assessment	Grantee and Delegate Staff	Consultants	Consultants will be hired in order to meet the countywide goal of 100% of Head Start classrooms to have received at least one CLASS Observation each year.	Through out Program year	\$8,000	\$2,000	GO
Learning Genie Training	HS/EHS Staff	Learning Genie	Teaching staff will be trained to use this on-line tool for assessments and observations.	August 2017	\$2,000		PIP
Remote Coaching	Education Coordinators	Teachstone	Staff will have the opportunity to work with Teachstone to enhance their classroom techniques and to have CLASS feedback provided. .	TBA	\$4,000		PIP
Out-of State Travel/ Conferences	Grantee Staff	WIPFLI, Child Plus,	Staff will participate in the annual conferences to learn	Nov 2017 July 2018	\$17,500	\$2,000	

Sacramento Employment and Training Agency (SETA)
TRAINING AND TECHNICAL ASSISTANCE PLAN
 2017-2018

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					T/TA Budget Source	HS EHS	
			new information about fiscal, technology tracking systems, and newest research in infant/toddler development.				
Teaching Pyramid Coaching	Grantee Staff	Head Start Trained Staff	Teaching Pyramid coaches will work with teachers using inventory of practice for T.P.O.T and results as guides for quality enhancement.	TBA	\$10,000		GO
Other Conference, Training, Resources	Grantee Staff	To Be Determined	Staff and supervisors will have the opportunity to access training and resource funds throughout the program year in order to enhance and support services to children.	TBA	\$24,000	\$13,043	
Partners for a Healthy Baby	Grantee and Delegate Home Visitors	Partners for a Healthy baby	EHS Home based staff will be given a refresher course in the parenting curriculum- Partners for a Healthy Baby	Nov 2017- May 2018		\$20,000	GO
Family Service Worker Credential	Grantee and Delegate Staff	SETA Trainers	Family Service Workers will be given the opportunity to earn their Family Service Worker Credential. This will increase quality services to parents enrolled on the program. We will have two cohorts for the program year	October 2017-August 2018	\$11,000	\$2,000	BP
Delegate/Partner Support Services							

Sacramento Employment and Training Agency (SETA)
TRAINING AND TECHNICAL ASSISTANCE PLAN
 2017-2018

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					T/TA Budget Source HS	EHS	
Delegate Kick-off and on-site training	Delegate Staff	Delegate Support Staff	The expected outcomes include continued support on polices and procedures and monitoring processes between the Grantee and delegate and partner agencies.	November 2017	\$5,000		BP



Summary of 5-Year Goals and Objectives

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

Objectives:

- 1) Implement a math curriculum that will increase children’s level of skill and knowledge as well as provide parents with information on supporting math in the home.

Objective 1 - Activities:

- Provide resources/ training on math curriculum (Math Works) linked to math indicators on DRDP;
- Schedule Make and Take sessions to produce the materials needed to carry out math activities;
- Increase the number of planned math activities that children participate in to 3 per week;
- Increase math materials in classrooms;
- Provide coaching on effective teaching practices with both individualized coaching and TLC (Teachers Learning and Collaborating) Group;
- Train School Readiness Aides (parents) on the how they will be able to support math activities during their volunteer hours;
- Provide home connection activities in the area of math. Time spent on home activities will be tracked.

Objective 1 - Expected Outcomes:

- Increase in numbers of classrooms that include math activities in daily lesson plans
- 5% improvement in child assessment data, particularly in the measures that assess Math knowledge and skills;
- Improvement in CLASS scores, particularly in Instructional Support;
- Increase in ECER scores, specifically in Math Activities;
- Parents will report increased awareness on supporting Math activities in the home.

- 2) Implement an effective approach to promote positive, significant and sustained outcomes for children by improving the quality of Instructional Support.

Objective 2 – Activities:

- Provide resources/training on problem solving, prediction/experimentation, classification/comparison as well as increasing how/why questions;
- Provide individualized mentor/coaching to teachers through the use of internal coaching as well as collaboration with Race to the Top;
- Facilitate two groups using the TLC (Teachers Learning and Collaborating) coaching model;
- Increase the use of video-recording in the classroom to improve teacher feedback;
- Provide resources/ training on utilizing small groups to introduce higher level concepts and activities.

Objective 2 – Expected Outcomes:

- Improvement in child assessment data, particularly in the measures that assess Approaches to Learning, Science and Math skills;
- Improvement in CLASS scores, particularly in Concept Development;
- Increase in ECER scores specifically in Language- Reasoning and Activities-Math, Science;
- 16 Teachers (each year) will complete the TLC sessions.

Goal 2 – Mental Health/Social Services: Assist families, children and staff with accessing mental health and social services through communication, advocacy, and education.

Objectives:

- 1) Increase formal collaborations with community agencies and professionals to improve access to culturally-responsive mental health and social services.

Objective 1 - Activities:

- Seek and formalize relationships with current and potential SETA Workforce and community partners with Memorandum of Understanding (MOU);
- Maintain, cultivate and evaluate active SETA Head Start membership and participation in various boards and collaborative groups;
- Engage HS/EHS parents as program ambassadors by sharing personal successes;
- Disseminate information to SOP leadership and staff (FSWs, Home Base Educators) to utilize services with partners.

Objective 1 - Expected Outcomes:

- SETA will have stronger collaborations which will lead to routine referrals and recommendations for enrollment in Head Start;
- Parents will share testimonial stories to encourage other parents to enroll in the program;
- Community collaborations will be strengthened to support families during their time in Head Start and thereafter.

- 2) Deepen and support the use of Reflective Practice strategies for effective communication and collaboration between staff members, families and community agencies.

Objective 2 - Activities:

- Coordinate at least 4 delegate consultation meetings between grantee consultant and delegates on the use of Reflective Practice within their programs;
- Grantee to host 2 countywide combined content meetings per year with the objectives of fostering collaboration and networking; promoting inclusion and deepening awareness of diversity;
- Assess delegate strengths and improvement areas in Parent Family and Community Engagement (PFCE) utilizing OHS materials.

Objective 1 - Expected Outcomes:

- Small group opportunities will be created to engage in critical reflection for personal and professional development;
- PFCE Outcomes reviewed and discussed at all content area meetings

- 3) Develop a program plan to evaluate and improve current Parent Family and Community Engagement (PFCE) program strategies using guidelines and resources provided by Office of Head Start.

Objective 3 - Activities:

- Content Coordinators will include the review and discussion of PFCE framework and training materials related to building Relationship-based Competencies for support staff (health, mental health, family service workers, etc.)

- Grantee will host 2 countywide combined content meetings annually (February and May) with the objectives of fostering collaboration and networking; promoting inclusion and deepening awareness of diversity.

Objective 3 - Expected Outcomes:

- Countywide training plan will be developed on how PFCE Outcomes are used to inform and guide practice in health, mental health, family engagement, disabilities, etc.
- Summary of recommendations for agency strategic planning process

Goal 3 – Enrollment/Recruitment: Create innovative marketing/recruitment strategies to ensure full enrollment by increasing the community’s awareness of the value of earl education programs and Head Start comprehensive services.

Objective:

- 1) SETA Head Start/Early Head Start will have greater name recognition in the community and increase enrollment and referral opportunities for families being served by other community agencies.

Objective - Activities:

- Identify community agencies in high need areas in which Family Services Workers IIIs can collaborate by 1) being on a community board, 2) by presenting information at a monthly meeting, or 3) being included in enrollment packets for the identified agencies;
- Through outreach opportunities, recruitment staff will identify and commit to participate in more community sponsored events;
- Work with the Parent Ambassador group to provide representation at community events;
- Head Start Managers will reach out and present information to content specific professional groups and organizations;
- Work with marketing agency to develop marketing materials that target high needs clients as identified in the program’s community assessment and enhance the website to ensure ease of use for clients;
- Increase SETA Head Start and Early Head Start’s participation in community events.

Objective - Expected Outcomes:

- Each year, 25% of Family Service Workers will have made contact with at least one of the identified community agencies;
- Each year, the program will increase by 10% the number of community events that staff participate in;
- 10% of all community events will include at least one parent ambassador annually;
- Within each area of responsibility, each Head Start Manager will develop two content specific relationships each year in order to increase awareness of the Head Start and Early Head Start Program in their professional circles;
- 35% of the professional relationships developed with FSWIIIs and Managers will result in a formal MOU with community agencies annually.

ITEM III-C - 6 – ACTION

APPROVAL OF PROGRAM YEAR 2017-2018
EARLY HEAD START-CHILD CARE PARTNERSHIP AND
EXPANSION REFUNDING APPLICATION

BACKGROUND:

This agenda item provides an opportunity for the SETA Governing Board to approve the Early Head Start–Child Care Partnership and Expansion (EHS-CCP) refunding application for Program Year 2017-2018 in the amount of \$1,533,185, which includes Basic and Training and Technical Assistance funds. Budget details are as follows:

EHS-CCP Basic (serves 80 children)	\$1,496,436
EHS-CCP Training and Technical Assistance	<u>\$ 36,749</u>
TOTAL	\$1,533,185

The Budget/Planning Committee met during February and March, including Head Start parents, the Deputy Director/Children and Family Services, Head Start Managers, and the Governance/Social Services/Parent Involvement Coordinator to provide input on the budget and program design.

A copy of the 2017-2018 EHS-CCP refunding application is attached for review, including the Program Narrative, Program Approach, Training and Technical Assistance Plan, and center roster. The Budget and Budget Narrative will be sent under separate cover.

The Head Start Policy Council will review and take action on this item at their April 25, 2017 meeting. Staff will be available to answer questions.

RECOMMENDATION:

Approve the Program Year 2017-2018 Early Head Start-Child Care Partnership and Expansion refunding application in the amount of \$1,533,185 for Basic and Training/Technical Assistance.

PRESENTER: Denise Lee



**Early Head Start – Child Care Partnership
Program Narrative
2017-2018**

The Sacramento Employment and Training Agency (SETA) serves as the grantee for Sacramento County and operates its own program, the SETA Operated Program (SOP). Assisting the grantee in the delivery of Early Head Start-Child Care Partnership/Expansion services are one delegate agency, Sacramento City Unified School District (SCUSD) and one child care provider, KinderWorld (KW).

Sub-Section A. Long Range Goals, Objectives and Program Impacts

Goals, Objectives and Outcomes

There are no five year goals or objectives to report on yet as the first year of the project has been focused on start-up and implementation. In the 2016-2017 program year this project will develop program specific objectives and outcomes that align with the countywide goals.

Progress on Goals

The short-range goals for the EHS-CCP project have focused on full enrollment, implementation of Early Head Start, and staff development.

Progress on Program Impacts

The Early Head Start-Child Care Partnership classes have been up and running since July

2015. All agencies providing EHS-CCP services have largely stayed fully enrolled each month since the EHS classes were opened.

Sacramento City Unified School District (SCUSD)

SCUSD is one of SETA's original EHS delegate agencies that has been providing Early Head Start services since the county was first awarded the EHS grant in 1995. As such, SCUSD is an experienced EHS provider who has 152 EHS slots as part of SETA's regular base grant. With these additional funds SCUSD was able to open 5 EHS-CCP/Expansion classes (40 slots) at the following school campuses: Elder Creek (1 class), American Legion (1 class), and Hiram Johnson (3 classes). Prior to the EHS-CCP grant, Elder Creek did not have any EHS classes while the other two school sites were already providing EHS services on campus.

All 5 EHS-CCP/Expansion classrooms are fully staffed with qualified teachers and associate teachers. Classroom staff received ongoing training in Creative Curriculum and STEM (science, technology, engineering and math); two teaching teams received training and coaching on CSEFEL/Teaching Pyramid. An ITERS review was also completed on all 5 classrooms to assess the classroom environments and determine if additional materials or training/technical assistance was required. Action plans were created and additional materials were purchased to ensure all classrooms pass with a score of 5 or higher. Additional professional development and training will also be provided to those staff needing extra support. This program has shown to be a high demand for the community with large waitlists for all three sites.

As part of the grant, start-up funds were awarded for a toddler playground at Elder Creek which was completed in June 2016.

KinderWorld/SCOE

From the beginning of the project, this has been a three-way partnership between the grantee, KinderWorld and the Sacramento County Office of Education. KinderWorld is the child care provider and Sacramento County Office of Education (SCOE) is the partner who provides direct comprehensive services to the 36 EHS children and families at KinderWorld. KinderWorld is new to the world of EHS, while SCOE partners with SETA as a provider of EHS home-based services as part of SETA's base grant. That being said, both KinderWorld and SCOE have been learning the complexities of center-based EHS services. SETA has continued to provide training and direct technical assistance to both KinderWorld and SCOE since this grant was awarded in early 2015.

Beginning with the upcoming program year, Sacramento County Office of Education (SCOE) will no longer be part of this project. Instead, SCOE will focus their resources on providing expanded EHS home-based services in the county. SCOE has been partnering with SETA to provide home-based services since ARRA funding was awarded in Sacramento County. They have provided excellent home-based services in a top notch program with a growing waiting list for services. As a result, SETA asked SCOE to expand its home-based program and assist the county with an unmet need. As a result, KinderWorld will be serving as its own Family Services Worker (FSW) for the 36 enrolled EHS children. SETA will provide intensive T/TA during this transition time and into the next program year, with the understanding that this will be a significant learning curve for KinderWorld. A detailed transition plan has been developed with input from all

three agencies. The plan consists of a detailed month by month approach which includes training of KinderWorld staff by SETA and SCOE, formalized shadowing activities in which KW staff can shadow SCOE performing specific FSW related tasks, and a practice period in which KW can try some of the activities on their own with support from SCOE and the grantee. Training activities begin in mid-April. The grantee will ensure the transition is smooth and successful without any negative impacts or disruption in services to children and families.

The EHS Performance Standards have required that KinderWorld change many of their internal systems. Both grantee and SCOE staff have worked intensively with the KinderWorld management to facilitate this transition and provide on-going assistance. During the current program year, KinderWorld management and staff have received training on the following topics: safety and SUPERvision, blood borne pathogens, mandated child abuse reporting, diapering and gloving, daily health checks, EHS DRDPs, home visiting, strategies for working with children with challenging behaviors, as well as targeted math, science and language development training. The KinderWorld teaching staff has received on-going training in Creative Curriculum, an evidenced-based curriculum, which is now being utilized in the EHS classes. Teaching staff have also been receiving individualized coaching and support.

The recent self-assessment that was done at KinderWorld indicated that the program has made significant improvements in addressing some of the areas requiring attention from last year's self-assessment. The *ChildPlus* tracking system has been kept up to date. Screenings are being completed on time. There has been a significant improvement in small primary caregiving groups and classroom arrangement. Teachers are now consistently performing daily outdoor safety inspections. Some areas which need more attention include the following: the communication

system between SCOE and KW staff related to enrollments and attendance, daily health checks, and tooth brushing. One of the main on-going challenges has been finding fully qualified EHS teaching staff. The field of Early Childhood Education is currently experiencing a staffing shortage. Current KinderWorld teaching staff are working towards their required classes and are eligible to access the grantee's Career Incentive Program, which offers reimbursement for tuition and books as well as an educational incentive for those in school. Additionally, the EHS classes underwent an ITERS review last July and all scored a 5. The classes will undergo another review in August.

SETA's Quality Assurance Unit conducted a formal monitoring of the EHS classes at KinderWorld. The monitoring report highlighted good working relationships among KinderWorld staff members. Active communication and supervision was observed during the monitoring visit. There was excellent documentation of children's anecdotal records and pictures in the individual portfolios. There was evidence of exemplary recordkeeping practices in the area of educational services and in staff communication with families. SCOE staff who provide family support services and professional development training were observed to be warm and welcoming, and were highly engaged with parents and teaching staff. The monitoring report highlighted a few areas which necessitate greater attention, including such things as: goal-setting in the Family Partnership Agreement process, ERSEA procedures, and safe environment items related to food preparation areas, classroom and outdoor areas. A corrective action plan is due at the end of April and the Quality Assurance Unit will follow-up to verify corrections, provide any needed technical assistance, and close out the report.

SETA Operated Program/Job Corps

The SETA Operated Program continues to offer four infant/toddler expansion slots at its Job Corps Early Learning Center, which also offers 22 Head Start and 12 Early Head Start slots, funded by the regular grant.

Sub-Section B. Service Delivery

Needs of Children and Families

There are no changes to the needs of children and families being served by this program.

Service Area

There are no changes to SETA Head Start's service area or delegate agency; however, as noted above there will be a change with partners as SCOE will be leaving the project.

Justification of Proposed Funded Enrollment and Program Options

The grantee, SCUSD, and KinderWorld will continue to offer year-round Early Head Start services in a full-day center-based model, serving 80 infants and toddlers. Of the 80 slots, 36 are EHS expansion and 44 are partnership slots layered with alternate funding sources. All classes will continue to operate at least 8 hours per day, 5 days per week, for a minimum of 240 days per year (48 weeks); minimum annual service hours will be 1,920. All children will receive two home visits

during the year. There are no proposed changes to funded enrollment or program options for the 2017-2018 program year.

Centers and Facilities

There are no proposed changes to centers or facilities.

Recruitment and Selection

Sacramento County's selection criteria has been revised to meet the new Head Start Performance Standards by actively prioritizing the highest need populations (foster and homeless children) and allowing Head Start families to move within other Head Start programs in the county without losing their eligibility. Specifically, the county-wide ERSEA work group was assembled and made minor revisions to reflect that families have priority in any Head Start classroom within the county, not just at their own agency. This gives families flexibility in maintaining their Head Start enrollment across Sacramento County. Similarly, the work group also added priority ranking for homeless and foster children who were previously enrolled in Head Start in another county and relocated to Sacramento County. This ensures children will continue their Head Start services regardless of the original county in which the child was served. The revised countywide selection criteria has been approved by SETA's boards.

Transportation

The program does not offer transportation services.

Educational Services

There are no updates or changes to how the program provides educational services.

Health

For the upcoming program year, the grantee will be aligning current policies and procedures to adhere to the new periodicity schedule under EPSDT (Early and Periodic Screening, Diagnosis, and Treatment). Every state Medicaid office must determine their periodicity schedule under EPSDT. California is changing to a new periodicity schedule, the American Academy of Pediatrics' Bright Futures schedule. For a child to be current on their immunizations and screenings, s/he must meet all of the items in the Bright Futures periodicity schedule. With the new periodicity schedule, *ChildPlus*, the electronic child record database, will also be updated to reflect new parameters for well-baby checks, health assessments, and immunizations. The periodicity schedule for dental health has not been changed. Parents will be receiving an overview of the Bright Futures periodicity table, which will include information on how to use the schedule as a guide to speak with their medical provider. Staff will be trained to ensure understanding of the new requirements for each age group. Additionally, the Health Services Unit will be working with the county Health Services Advisory Committee to develop strategies to ensure that physicians have received the updates as to what is required for Medicaid recipients in terms of health.

With California's recent passage of SB 792, SETA and its delegate agencies continue to struggle with ensuring all families who engage with children in the classroom have evidence of immunizations on file with the program. SETA continues to engage Community Care Licensing and the Sacramento public health office regarding the interpretation of the law, risks, and

challenges with implementation of the law, and the unintended consequences to program quality with parents' important role in the classroom. Meanwhile, programs work to develop and implement policies, procedures and tracking systems. Staff immunization requirements have been implemented smoothly and without challenges.

Family Services and Social Services

There are no updates or changes to how the program provides family services and social services.

Early Head Start

Aside from the change in project partners at the KinderWorld site, there are no updates or changes to how the program provides Early Head Start services.

Transition

There are no updates or changes to the program's transition procedures.

Coordination

There are no updates or changes to how the program coordinates resources with other agencies.

Sub-Section C. Approach to School Readiness

Updates to Approach in School Readiness

Across the county, there will be only minor changes to child assessment tools, staff-child interaction tools, and curriculum. This year, all grantee and delegate programs converted to the condensed fundamental view of the DRDP-2015 assessment tool analysis for children ages 0-5 years old. The fundamental view has a reduced number of measures to be assessed; however, with the inclusion of 4 additional math focused preschool measures, there is complete alignment to the Early Learning Outcomes Framework. There were no changes to the toddler assessment tool used in the county. SETA has piloted the use of Learning Genie on electronic tablets to increase the productivity and effectiveness of teachers assessing children’s growth using the DRDP assessment tool.

School Readiness Progress

SETA Operated Program~

Based on the winter 2016 Desired Results Developmental Profile (DRDP) scores, children 18 -36 months old are scoring in the highest level of the Infant/Toddler view of the DRDP (Building Earlier) at the following rates:

Central Domains	Developmental Averages
Approaches to Learning	4.64
Social/ Emotional Development	4.66
Language and Communication	4.67
Cognitive Development	4.63
Perceptual, Motor and Physical Development	4.97

Since this is mid-year data, more growth is expected in the remaining months of the program year. However, based on the assessment results to date, the sub-domains that are showing the highest level of development are in the areas of Perceptual, Motor and Physical Development and Language and Communication. The specific strengths in these sub-domains are Gross Motor Skills and Literacy. The domain that presents an opportunity for focused intervention is Cognition. Specifically, Reasoning & Problem Solving is the sub-domain with less children scoring in the *Building Earlier* range. The *Creative Curriculum* Learning Games are being piloted to support teachers as they address these areas. For purposes of this narrative, SETA did not extract the data for the 4 children attending Job Corps. The data includes all of SOP's EHS program and not just EHS-CCP.

Sacramento City Unified School District~

The DRDP data indicates there were some moderate improvements in the areas of Perceptual, Motor and Physical Development and a minor increase in Cognition (Math and Science) for children across the board. Although there was continued improvement in these areas, children continue to need support in the areas of self-regulation and social emotional development. SCUSD will address this need with continued CSEFEL/Teaching Pyramid training and coaching for classroom staff, with a goal of two additional teaching teams receiving CSEFEL/Teaching Pyramid training and coaching. As a result, 50% of SCUSD's EHS-CCP teachers will have been trained in the CSEFEL/Teaching Pyramid. The department has recently hired a Social Worker that is trained in the Teaching Pyramid framework and can support classroom staff with ongoing coaching and by conducting bi-annual mental wellness observations.

KinderWorld/SCOE~

The results of the winter DRDP assessment indicates that children are scoring in the middle range of the tool. Perceptual, Motor and Physical Development is the area with the highest level of growth, specifically in the fine and gross motor sub domains. The Language and Communication domain continues to be an area of focus for professional development. “Mighty Minutes,” a tool within the *Creative Curriculum* has been incorporated into lesson plans to help in the area of Language and Communication. To address the domain Social and Emotional Development, CSEFEL tools have been utilized within the classroom as well as with families of enrolled children. In particular, the book, Tucker Turtle Takes Time to Tuck and Think, is used in the classroom and each family received their own copy as well as other books that support social emotional development.

Program Improvements

Improvements to the Early Head Start program across the county have been made as a result of the analysis of child assessment and other data. For example, CLASS Toddler observations demonstrated a need for a greater focus on Engaged Support for Learning. As a result, there have been additional efforts to provide more individualized coaching to teaching staff. Teaching staff from the SETA and SCUSD participate in the Teaching Pyramid Toddler training and additional teaching staff have been certified as CLASS Toddler assessors. SCUSD is looking into the use of CLASS Toddler as an assessment tool in its EHS classes. SOP and SCUSD have also recently applied for infant/toddler QRIS funds which will help provide teachers with additional resources and training toward the goal of improved classroom quality.

In the grantee operated program, SETA has begun a pilot of the Creative Curriculum Infant, Toddler and Two's kits, including Learning Games. To also increase the effectiveness of teaching practices, the development of Teacher Individualization Planning Support (TIPS) binders promoted lesson planning that is directly aligned with goals identified in assessment results for children individually as well as the group data. The various coaching models, including Practice Based, *Teaching Pyramid* and *My Teachstone* remote coaching are continuing to help teachers connect their instruction to goals. This variety of modalities and approaches will effectively meet individual teacher needs and allow each program to adopt various coaching methods that can be easily supported by available staff and resources. Coaching is aligned with efforts to increase effective teaching practices as identified by the CLASS Toddler tool. Finally, the program will continue to prioritize children's social and emotional development as an essential identifier of school readiness. One Infant/Toddler cohort of training and coaching support was completed for EHS staff. In the next program year, SETA will repeat this training plan to reach more teachers. Intervention and education staff has been participating in coaching certification in the Teaching Pyramid. Coaching for participants will be a critical piece of the approach to ensure sustainability of fidelity as identified by the Teaching Pyramid Inventory of Practice.

In SCUSD, DRDP scores continue to demonstrate a need for continued focus on professional learning and classroom support with social emotional learning. There will be a continued increased focus on social emotional learning in the upcoming program year. Additionally by 2018, the District has required that all teachers will obtain a BA degree, thus improving quality and instructional opportunities for children; EHS teachers are currently working towards this goal. Because the department is continuously looking into making improvements

based on children's assessment data, adjustments have been made in redirecting training needs to meet teacher's individual needs versus large group trainings. Teachers will receive hands-on training and coaching in the classroom by resource staff and trained consultants.

Additionally, each program continues to work on updating written policies, procedures and systems to align with the new Head Start Program Performance Standards.

Sub-Section D. Parent, Family, and Community Engagement (PFCE)

Changes to Goals, Objectives or Outcomes

There were no changes to goals, objectives or outcomes related to family outcomes.

Data Sources

There were no new data sources used regarding PFCE goals and/or objectives.

Program Data on Family Progress

SETA and its delegate agencies utilize a pre and post parent questionnaire that is based on the PFCE framework to examine the relationship between PFCE goals and children's school readiness. The questionnaire provides important data on the needs of parents, identifies ways that staff can help parents achieve their own goals as well as information parents may need to better support their child's school readiness goals. The questionnaire is given again toward the end of the program year to determine if parents feel like the Early Head Start program has helped them move toward their goals; this is valuable program feedback.

Communication of Program Progress to Families

Program progress toward PFCE goals and objectives is communicated to families in a variety of ways, including: Policy Council/Committee meetings, monthly parent meetings, parent communication boards, parent-teacher conferences, and home visits. The grantee's Parent Advisory Committee (PAC) has been expanded to include parent representation from the partners and providers. This ensures parents of each center are receiving important information and training opportunities that can be shared with all center families. Each PAC representative takes the information back to their individual site and shares at the parent classroom meeting. Additionally, results are also shared with classroom staff in an effort for them to help parents make the connection between moving toward their own goals and how that improves their children's school readiness.

Sub-Section E. Governance, Organizational and Management Structures, and Ongoing Oversight

Board and Policy Council

There are no changes to the roles and responsibilities of the Board and Policy Council.

Staff Qualifications

SETA, along with its delegate agencies and partners, recruits for and hires only those applicants who can show evidence of specialized education, training, skills, knowledge and expertise in early childhood education and other related content services. It has continued to be a challenging year to fill vacancies in the teaching arena and as a result, dedicated attention has

focused on recruitment/outreach efforts to attract talent in a high-demand, yet shrinking workforce. SETA hosted two weekend recruitment fairs and has outreached to community colleges and local agencies to increase the potential candidate pool. Despite the success of these efforts, there has been frequent staff turnover as candidates are offered alternate positions at other child development entities, often with competing wages and benefit packages. The shortage of applicants has put a significant burden on staffing and program support staff. As the minimum wage increases in California, SETA does not anticipate this trend to get any better over the next several years. SETA is actively working on the minimum wage issue within the constraints of its budget but was able to increase the wage for Associate Teachers, which has been the hardest position in which to recruit/retain.

Partner staff has worked diligently to obtain the required permit and/or units required with the new partnership. However, with high staff turnover at KW it has been increasingly more difficult to keep all staff permitted to meet the requirements. Each staff has an Individualized Staff Development Plan outlining additional training he/she would like to receive and college coursework to be scheduled in the upcoming semesters. Additionally, the grantee has contracted with a community college instructor to serve as an on-site Professional Growth Advisor who has assisted teaching staff with their educational roadmaps. The Advisor provides on-site office hours at KinderWorld so that the teaching staff do not have to travel to meet with her. Several of the teachers have attended more than one community college and it has been a tremendous benefit to the staff to have one Advisor review all of their transcripts with them and develop/refine an educational plan. Funds have been set aside to assist staff in the educational attainment. The grantee also continues to offer on-site, after-hours college coursework in ECE and infant/toddler

development each summer.

Staff continues to work toward meeting the EHS staff qualifications. Degree/permit attainment is as follows:

	Total Number*	CDA Equivalent (Permit)	Associate's Degree	Bachelor's Degree
SETA Operated Program/Job Corp				
Teacher	1	1		
Teacher Assistants	2	2		
Sacramento City USD				
Teachers	5		3	2
Teachers Assistants	5	2	1	2
KinderWorld				
Teachers	5	2	2	
Teacher Assistants	4			
TOTAL	22	7	6	4

*Where staff totals do not match degree totals, substitutes are being used and/or staff is working toward permits

Management Systems

There are no changes in management systems.

I. Enrollment by Program Option		Head Start							
This section should be filled out and submitted for each grantee and delegate agency		X Early Head Start-Child Care Partnership/Exp.							
1. Funded enrollment by program option: Center-based enrollment <u>80</u> Home-based enrollment _____ Combination option enrollment _____ Family child care enrollment _____ Other option enrollment _____ Total enrollment <u>80</u>		2. Number of pregnant women enrolled for EHS: _____							
II. Program Schedule									
This section should be filled out for <i>each group of children served for different hours of service each year.</i>									
Complete #1-3 for all groups of children									
1. Program schedule number	SETA Operated Program	Kinder World	Sacramento City USD	Sacramento City USD					
2. Program option identification	CB Expansion	CB Partnership	CB Expansion	CB Partnership					
3. Funded enrollment	4	36	24	16					
Complete #4-9 for all groups of children									
4a. Number of classes per child care settings	1	5	3	2					
4b. Double session, enter D									
5. Number of hours of classes per child, per day	8	10*	9	8					
6. Number of days of classes per child, per week	5	5	5	5					
7. Number of days of classes per child, per year	245	238	241	241					
8. Number of home visits per child, per year	2	2	2	2					
9. Number of hours per home visit	1	1	1.5	1.5					
Complete #10-13 for home-based options									
10. Number of home visits per child, per year									
11. Number of hours per home visit									
12. Number of hours per home-based socialization experience									
13. Number of home-based socialization experiences per child, per year									
Comments: *For the purposes of core curriculum planning, EHS services must be offered between the hours of 8:45 and 2:45 daily (6 hours/day).									

SETA Head Start
 Early Head Start – Child Care Partnership (EHS-CCP)
TRAINING AND TECHNICAL ASSISTANCE PLAN
 2017-2018

Ongoing training and technical assistance ensures that all Partner staff are knowledgeable about the Early Head Start philosophy, infant/toddler development, goals and objectives, mission, values and Performance Standards of the Head Start and Early Head Start programs.

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/T & TA Budget Source EHS
Training & Staff Development					
Provider Training	KinderWorld EHS Staff	SETA Staff	EHS-CCP staff will continue to be trained monthly on a variety of topics (i.e. comprehensive services, lesson planning, individualization, self assessment, new Performance Standards, screenings, <i>ChildPlus</i> , etc).	Monthly Aug 2017- July 2018	Minimal
Practice-Based Coaching	KinderWorld EHS Staff	Consultants	EHS-CCP staff will receive individualized coaching to improve teaching practices and child outcomes. Coaching will also be provided to newly hired provider staff to ensure high quality infant/toddler care-giving.	On-going Aug 2017- July 2018	\$8,000
Professional Growth Advising	KinderWorld EHS Staff	Professional Growth Advisor/ Community College Instructor	EHS-CCP staff will work with Professional Growth Advisor quarterly to develop and/or refine their educational roadmaps.	Aug 2017- July 2018	\$2,300
Career Incentive Program	KinderWorld EHS Staff	Community Colleges, Universities and Teacher	EHS-CCP staff will have the opportunity to be reimbursed for educational expenses incurred to meet the educational requirements of	Summer, Fall, Winter and Spring semesters	\$3,000

SETA Head Start
 Early Head Start – Child Care Partnership (EHS-CCP)
TRAINING AND TECHNICAL ASSISTANCE PLAN
 2017-2018

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/T & TA Budget Source EHS
		Credentialing Entities	EHS, including: permit costs, tuition, books and materials. Funds will also be used to incentivize staff to return to college to earn their Associate or Bachelor degree.	Aug 2017- July 2018	
California Head Start Association (CHSA) Conference	Grantee and KinderWorld EHS staff	CHSA	Project staff will have an opportunity to attend the EHS conference strand at the annual CHSA Education and Parent Conference which will result in knowledge gained and a better understanding of best practices in EHS and networking with other grantees across the state.	Feb 2018	\$4,000
Conferences and Trainings	Grantee and KinderWorld EHS Staff	To Be Determined	Staff will have the opportunity to access training and resource funds throughout the program year in order to enhance and support services to children. Funds will be set aside for local, state or federal training and conferences, which have yet to be identified.	Aug 2017- July 2018	\$1,949

EXHIBIT E - IDENTIFICATION OF
EARLY CHILD CARE-PARTNERSHIP AND EXPANSION CENTERS

Agency: Sacramento Employment and Training Agency

Length of Operating Year (must agree with Program Calendar):
First Day of Class: August 1, 2017 Last Day of Class: July 31, 2018

Classroom/Center Name	Location Street Address, City, State, Zip	Days of Operation/ Operating Hours	No. of Classes	No. of Children per class	Name & Address of Kitchen (School) Site Providing Food Service
Sacramento City Unified School District – Partnership and Expansion					
American Legion Infant/Toddler Center	3801 Broadway Sacramento, CA 95817	Monday-Friday 8:00-4:00	1	8	American Legion 3801 Broadway
Elder Creek Infant/Toddler Center	7934 Lemon Hill Avenue Sacramento, CA 95824	Monday-Friday 8:00-4:00	1	8	Elder Creek 7934 Lemon Hill Avenue
Hiram Johnson Infant/Toddler Center	3535 65 th Street Sacramento, CA 95820	Monday-Friday 7:30-4:30	3	24	Hiram Johnson 6879 14 th Avenue
KinderWorld – Partnership					
KinderWorld EHS-CCP	6565 Belleau Wood Lane Sacramento, CA 95822	Monday – Friday 7:30 – 5:30	5	36	Kinderworld 6565 Belleau Wood Lane
SETA Operated Program - Expansion					
Job Corp Early Learning Center	3100 Meadowview Road Sacramento, CA 95832	Monday-Friday 8:00 – 4:00	1	4	WCIC Kitchen 3555 – 3 rd Avenue Sacramento, CA 95817

Sites: 5

Classes: 11

ITEM IV- A- INFORMATION

REPORT ON AMERICAN EXPRESS CORPORATE ACCOUNT
REWARDS POINTS PROGRAM AS OF MARCH 31, 2017

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 American Express Corporate Account Rewards Points Program for the period ending March 31, 2017.

Staff will be available to answer questions.

PRESENTER: Loretta Su

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

**REPORT ON AMERICAN EXPRESS CORPORATE ACCOUNT
REWARDS POINTS PROGRAM
FOR THE PERIOD ENDING MARCH 31, 2017**

Total REWARDS points at the end of the last reporting period		1,585,171
REWARDS points accumulated from July 1, 2016 to March 31, 2017		2,717,720
REWARDS points used for:		
Supplies, travel and miscellaneous expenses	(113,149)	
Customer supports and incentives	-	
Employee/Board recognition/wellness activities	-	
Total REWARDS points used since the last reporting period		<u>(113,149)</u>
Total REWARDS points available/remaining		<u><u>4,189,742</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.

MEMORANDUM

TO: Mr. Jason Buckingham **DATE:** March 22, 2017
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>
Prop 39	OJT	\$ 104,670	1/1/16-11/30/16	1/1/16-11/30/16

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
Date of review: Feb. 22, 2017

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATION:	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation		N/A		
4	Disbursement Control		N/A		
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	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		

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: Golden Sierra JTA

Findings and General Observations:

The total costs as reported to SETA 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. Kathleen Steffanic **DATE:** April 4, 2017
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of
 Goodwill Industries of Sacramento Valley and Northern Nevada, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Out-of-School Youth	\$151,340	7/1/16-6/30/17	7/1/16-12/31/16

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 2/27&2/28/17

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

Program Operator: Goodwill Industries of Sacramento Valley and Northern Nevada, Inc.

Findings and General Observations:

- 1) We have reviewed the WIOA program from July 1, 2016 to December 31, 2016. The costs reported for the program has been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Cassandra Jennings **DATE:** March 28, 2017
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Greater Sacramento Urban League

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Adult	\$ 180,000	7/1/16-6/30/17	7/1/16-11/30/16
WIOA	DW	\$ 60,000	7/1/16-6/30/17	7/1/16-11/30/16
WIOA	OS	\$ 79,004	7/1/16-6/30/17	7/1/16-11/30/16

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: Feb 27, 2017

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

Program Operator: Greater Sacramento Urban League

Findings and General Observations:

The total costs as reported to SETA for the WIOA programs have been reviewed and 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. Kathleen Steffanic **DATE:** April 4, 2017
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of
 Sacramento Area Emergency Housing Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Family Self-Sufficiency	\$60,000	1/1/16-12/31/16	1/1/16-12/31/16
CSBG	Safety Net	\$15,200	1/1/16-12/31/16	1/1/16-12/31/16
CSBG	Youth and Senior Services	\$25,000	1/1/16-12/31/16	1/1/16-12/31/16
CSBG	Safety Net	\$70,400	1/1/16-12/31/16	1/1/16-12/31/16

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 2/27&2/28/17

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

Program Operator: Sacramento Area Emergency Housing Center

Findings and General Observations:

- 1) We have reviewed the CSBG programs from January 1, 2016 to December 31, 2016. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 2) None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Leo McFarland **DATE:** April 12, 2017
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: Fiscal Monitoring of Volunteers of America

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 7,600	1/1/16-12/31/16	1/1/16-12/31/16

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
Date of review: March 2017 desk audit

	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	N/A			
6	Fringe Benefits	N/A			
7	Direct Participant Cost	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			

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: Volunteers of America

Findings and General Observations:

The total costs as reported to the SETA CSBG 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

ITEM IV-C – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

PRESENTER: William Walker

ERA
July 1 - April 14, 2017

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			
1STOPlighting	1	Customer Service	1
	1	Warehouse Technician	1
347Group	7	Machine Operator/Laborer	6
Air National Guard	1	Intelligence Analysis	45
Alan Schlossberg, LLC dba Jani-King	1	Janitor	1
Amador Stage Lines Inc.	9	Motorcoach Operator	20
Aggressive Legal Svc Inc.	1	Court Runner	1
America's Lawns Inc.	1	Landscaping Crew	3
Arcade Creek Manor	1	Groundskeeper	1
Assurance Roofing and Construction	3	Laborer	1
Black Dog Graphics	1	Warehouse Technician	1
Blue Shield of California	1	Case Management Staff	1
	1	Clinical Support Coordinator	1
	1	Customer Experience Management Trainee	1
	6	Cyber Security Engineer	1
	1	EDI Data Analyst	1
	1	Employee Relations Consultant	1
	4	FEP PPO Utilization Management Lead RN	1
	10	Government Affairs (Lobbyist)	10
	6	IT Management/Senior Manager	1
	6	IT Security Cyber Defense Platform Management Team Member	1
	6	IT Senior Project Manager	1
	1	Lead Database Administrator	1
	1	Lead Human Resources Specialist	1
	6	Learning Database Analyst	1
	6	Medical Director, Medical Operations	1
	4	Medicare Supplement Supervisor	1
	1	Operations Management Supervisor CE	2
	1	Product Operations Analyst	1
	1	Program Manager	1
	1	Provider Information & Enrollment Correspondence/Phone Representative	1
	1	Provider Information and Enrollment Correspondence/Phone Representative	1
	1	Provider Product Configuration Analyst, Senior	1
	1	QA Analyst Intermediate	1
	1	Quality Assurance Intermediate Specialist	1
	1	Reconciliation Business Analyst	1
	1	Regulatory Complaint Coordinator, Lead	1
	1	Senior Business Analyst	1
6	Senior Business Application Developer	1	
1	Senior Business Information Analyst-Traceability	1	
1	Senior Manager, Portfolio Analytics	1	
1	Senior Project Analyst	1	
1	Senior Project Manager	1	
1	Senior Technical Lead-Business Objects	1	
1	Technical Writer	1	
1	Utilization Care Manager Staff	1	

ERA
July 1 - April 14, 2017

EMPLOYER	CRITICAL CLUSTERS	JOB	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
California Caregivers	4	Caregiver	20
California Native Plant Society	1	Director of Communications and Marketing	1
Capitol Architectural Production	3	Welder/Shop Helper	1
Carson's Coatings Inc.	3	CADD Tech	1
Ciera Staffing LLC.	1	Custodian	15
City of Sacramento	1	Account Clerk II	1
	1	Accountant Auditor	1
	1	Administrative Analyst	1
	2	Associate Architect	1
	2	Associate Civil Engineer	1
	3	Construction Inspector I	1
	1	Cultural Services and Creative Economy Manager	1
	1	Deputy City Attorney II	1
	1	Dispatcher II	1
	10	Events Associate	1
	6	Information Technology Supervisor	1
	6	Information Technology Support Specialist II	1
	3	Instrument Technician II	1
	7	Integrated Waste Equipment Operator	1
	1	Junior Development Project Manager	1
	1	Junior Plant Operator	1
	10	Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers	1
	7	Machinist	1
	1	Office of Public Safety Accountability Analyst	1
	1	Office of Public Safety Accountability Specialist	1
	1	Operations General Supervisor	1
	1	Paralegal	1
	1	Police Chief	1
	1	Police Officer	1
	1	Police Recruit	1
	1	Program Analyst	2
	1	Program Analyst	1
	1	Program Manager-ADA & Leave Manager	1
	1	Program Specialist	1
	1	Program Specialist	1
	1	Recreation General Supervisor	1
	1	Senior Accountant Auditor	1
	1	Senior Animal Control Officer	1
	6	Senior Applications Developer	1
	10	Senior Camp Aquatics Leader	1
	2	Senior Engineer	1
	2	Senior Engineer	1
	1	Senior Tree Maintenance Worker	1
	1	Special Districts Manager	1
	1	Staff Aide Management/Working Title: Marijuana Policy and Enforcement Manager	1
	1	Support Services Manager	1
1	Survey Party Chief	1	
2	Telecommunications Engineer II	1	
1	Tree Pruner II	1	
1	Utilities Operations and Maintenance Superintendent	1	
7	Water Quality Laboratory Technician	1	
Chico Comcast	7	Installation Technician	1
Children's Law Center-Sacramento	1	Part Time Administrative Assistant	1

ERA
July 1 - April 14, 2017

EMPLOYER	CRITICAL CLUSTERS	JOB	NO OF POSITIONS
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Cosumnes River College	1	Instructional Services Assistant II	1
Culinary Staffing Agency	1	Servers, Bussing , Dishwasher, Prep Cooks	20
D V Austin Contractors	3	Helpers--Painters, Paperhangers, Plasterers, and Stucco Masons	1
Davis Academy Driving School	1	Driving Instructor	2
Davis Center	1	Administrative Assistant I	1
Denio's Roseville Farmers Market and Auction, Inc.	1	Cashier	4
Easter Seals	1	Custodial Supervisor	1
Electrofreeze of Northern California	1	Office Administrator	1
Elite Cleaning	1	Housecleaner	2
Enterprise Holdings, Inc.	1	Service Agent	4
Essential Healthcare Staffing	4	Occupational Therapist - Home Healthcare	1
	4	Physical Therapist - Home Healthcare	1
	4	Speech Therapist - Home Healthcare	2
Excel Network LLC	1	Core Gas Agent	65
Express Employment Professionals	7	Apartment Maintenance Technician	1
Falafel Corner	8	Line Server	1
Farmers Insurance	1	Bilingual Insurance Sales	1
Fedex Freight	9	City Driver	1
Folsom Dam Car Wash	1	Car Wash Line Work	5
Frito-Lay	9	Route Sales Representative - General	13
Fulton-El Camino Rec-Park District	10	Recreational Leaders	20
Golden State Overnight Delivery	9	Truck Driver	3
Handyman Network	7	Handyman/Contractor	5
Health Advocates	1	Coordinator	1
Health and Life Organization	1	Member Service I	1
	4	Registered Dental	2
Hialeah Terrace	4	Caregiver	2
Imko Workforce Solutions	7	Automotive Mechanics	1
	3	Mig Welder	1
InSync Consulting Services LLC	1	Customer Service Professional	90
Island Angels	1	Administrative/Care Coordinator	1
	4	Caregiver	1
JUMA Ventures	1	Enterprise Manager	1
Junk King	9	Driver/Loader	1
Labor Finders	9	Labor	1
La Bou Bakery & Cafe	8	Food Prep/Sandwich Maker/Cashier	1
Lewis Group Of Companies	4	Maintenance Technician	3
LICAP Technologies	9	Maintenance & Facility Technician	1
	2	R & D Engineer	1
Los Rios Community College	1	Account Clerk II	2
	1	Account Clerk III	1
	1	Accountant	2
	1	Administrative Assistant I	8
	1	Administrative Assistant II	5
	1	Admissions/Records Clerk II	1
	1	Admissions/Records Clerk III	1
	1	Admissions/Records Evaluator I	3
	1	Admissions/Records Evaluator II	1
	1	Art Assistant Professor (Studio Art)	1
	1	Associate Vice Chancellor, Resource Development	1
	1	Associate Vice President of Instruction	1
	1	Athletic Trainer	1

ERA
July 1 - April 14, 2017

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
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Los Rios Community College	1	Biology Assistant Professor	1
	1	Buyer	1
	1	California Apprenticeship Initiative Grant Project Coordinator	1
	1	Child Development Center Lead Teacher	1
	1	Clerk II	4
	1	Clerk III	5
	1	College Police Detective	1
	1	Communications and Public Information Officer	1
	1	Computer Information Science Assistant Professor	4
	1	Confidential Human Resources Specialist I	1
	1	Confidential Human Resources Specialist II	1
	1	Confidential Human Resources Specialist III	1
	1	Counseling Clerk I	1
	1	Counseling Clerk II	2
	1	Counselor	3
	1	Culinary Arts Management Adjunct Assistant Professor	1
	1	Custodial/Receiving Supervisor	1
	1	Custodian	1
	1	Dean of Business and Computer Science	1
	1	Dean of Business and Family Science	1
	1	Dean of Career and Technical Education	1
	1	Dean of Distance Education, Virtual Education Center	1
	1	Dean of Health and Education	1
	1	Dean of Institutional Effectiveness	1
	1	Dean of Instruction	1
	1	Dean of Kinesiology, Health, and Athletics	1
	1	Dean of Student Services Admissions and Transition Services	1
	1	Dean of Student Services, Counseling and Transfer Services	1
	1	Dean of Student Success	1
	1	Dean of Workforce and Economic Development	1
	4	Dental Hygiene Assistant Professor	1
	1	Director of Administrative Services	1
	1	Director of Facilities Planning and Construction	1
	1	Director of Human Resources	1
	1	Director of Marketing and Communication, Harris Center for the Arts	1
	6	Educational Media and Web Design Specialist	1
	1	Electronics Technology Assistant Professor+D160	1
	1	Employee Benefits Specialist	1
	1	Employee Benefits Supervisor	1
	1	Engineering Assistant Professor	1
	2	Facilities Planning and Engineering Specialist	1
	1	Facilities Planning Specialist	2
	1	Fashion Assistant Professor	1
1	Financial Aid Clerk II	2	
1	Financial Aid Supervisor	1	
1	Foreign Languages Assistant Professor	1	
1	Foster and Kinship Care Education Coordinator	1	
1	Grant Coordination Clerk	1	

ERA
July 1 - April 14, 2017

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	Grant Program Director Career and Technical Programs	1
	1	Groundskeeper	1
	1	Head Grounds Maintenance Technician	1
	1	Head Groundskeeper	1
	1	Healthcare Interpreting Assistant Professor	1
	1	Horticulture Assistant Professor	1
	7	HVAC Mechanic	2
	6	Information Technology Business/Technical Analyst I	1
	6	Information Technology Business/Technical Analyst II	1
	1	Information Technology Director of Production Services	1
	6	Information Technology Systems/Database Administrator	1
	6	Information Technology Systems/Database Administrator Analyst II	1
	1	Instructional Assistant - Accounting Laboratory	1
	1	Instructional Assistant - Campus Computer Laboratory	1
	1	Instructional Assistant - Disabled Student Program & Services	1
	1	Instructional Assistant - Learning Resources	1
	1	Instructional Assistant - Sign Language	1
	1	Instructional Assistant - Welding Technology	1
	1	Instructional Assistant -Costuming and Makeup	1
	1	Instructional Assistant -Tutorial Center	2
	1	Instructional Assistant-Music	1
	1	Instructional Services Assistant I	1
	1	Instructional Services Assistant II	1
	1	Journalism Assistant Professor	1
	1	Kinesiology Assistant Professor/Head Men's Baseball Coach	1
	1	Laboratory Technician - Construction	1
	1	Laboratory Technician-Science Chemistry	1
	7	Lead Laboratory Technician - Mechanics	1
	1	Lead Library Media Technical Assistant	1
	3	Lead Maintenance Electrician	1
	1	Lead Police Communication Dispatcher	1
	1	Learning Disabilities Assistant Professor	1
	1	Learning Skills and Tutorial Services Coordinator	1
	1	Legal Assisting Assistant Professor	1
	1	Library Media Technical Assistant	1
	1	Library Technician	2
	1	Maintenance Operations Clerk	1
	7	Maintenance Plumber	1
	1	Mathematics Assistant Professor	2
	1	Mathematics Lab Coordinator	1
	3	Mechanical-Electrical Systems Technician	1
	1	Nursing Assistant Professor	8
	1	Occupational Therapy Assistant Professor	1
	1	Outreach Specialist	1
	1	Physical Education/Athletic Attendant	1
	1	Physical Therapy Assistant Professor	1
	1	Physics Assistant Professor	1

ERA
July 1 - April 14, 2017

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 Community College	1	Physics/Astronomy Assistant Professor	1
	1	Police Communications Dispatcher	1
	1	Police Officer	1
	1	President, Folsom Lake College	1
	1	President, Sacramento City College	1
	6	Programmer I	1
	1	Project Director for TRIO, Educational Talent Search	1
	1	Project Director for TRIO, Student Support Services, STEM, and Veterans Programs	1
	1	Psychology Assistant Professor	1
	1	Public Relations Technician	1
	1	Research Analyst	2
	1	Researcher/Psychology Assistant Professor	1
	1	Respiratory Care Assistant Professor	1
	6	Senior IT Network Administrator Analyst	3
	6	Senior IT Technician -Lab/Area Microcomputer Support	2
	1	Student Personnel Assistant-Assessment and Testing	1
	1	Student Personnel Assistant - Contract Education	1
	1	Student Personnel Assistant-Cultural Awareness Center	2
	1	Student Personnel Assistant-DSP&S	1
	1	Student Personnel Assistant-EOPS	2
	1	Student Personnel Assistant - Outreach Services	1
	1	Student Personnel Assistant-Student Life	2
	1	Student Personnel Assistant-Student Services	2
	1	Student Personnel Assistant Workforce and Economic Development	2
	1	Student Success and Support Program Specialist	2
	1	Theater Arts Adjunct Assistant Professor	2
	1	Universal Design Coordinator	1
	1	Vice Chancellor of Education and Technology	1
	1	Vice President of Instruction	1
	1	Vice President of Student Services	1
1	Women's Basketball Adjunct Faculty Head Coach	1	
1	Women's Track and Field Head Coach	1	
McLane Company, Inc.	10	Independent Sales Representative	1
MAXIMUS-Health Care Options	1	Bilingual Client Service Representative	10
MGO Strategic Staffing	1	Administrative Assistant	1
	1	Senior Accountant	1
Mr. Security Camera	7	Installation Technician	1
Nature Care Landscape, Inc.	1	Landscape Maintenance and Installation Crew Members	5
Nor Cal Mobile Mechanics	7	Auto Technician	1
Ooma, Inc.	1	Outside Sales Representative	10
Pinnacle Telecommunications, Inc.	7	Central Office Installer - Level 2 or Higher	1
	1	CFO/Controller	1
	2	Detail/Field Engineer	1
	1	Engineering Quality Auditor	1
	6	Help Desk Support	1
	6	Network Engineer	1
ProWraps, Inc.	1	Office Manager/Project Manager	1
Public Storage	1	Relief Property Manager	5
Ramos Oil Company	1	Maintenance Worker	1
Rancho Murieta Country Club	8	Dishwasher / Kitchen Worker	1
	8	Line Cook	1
Randstad U.S., LP	9	Production	200
Ray McCauley Insurance Agency	1	Insurance Sales Agent	1
Resource Staffing Group	1	Document Agent	30
	1	Inbound Customer Service Representative	2

ERA
July 1 - April 14, 2017

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			
	9	Warehouse Clerk	3
Retail Business Development	1	Wireless Sales Ambassador	8
Rimenetics	9	Manufacturing/Production Worker	5
River City Rickshaw LLC.	9	Pedicab Driver	1
Sacramento Asian/Pacific Chamber	1	Events Coordinator	1
	1	Manager of Membership Relations/Business Development/Programs	1
	1	Marketing and Events Coordinator	1
Sacramento Employment & Training Agency	1	Accountant II	1
	1	Administrative Assistant	1
	1	Children and Family Services Facilities Supply Clerk	1
	1	Payroll Specialist	1
	1	Head Start Site Supervisor	2
	7	Maintenance/Courier	1
	1	Personnel Analyst	1
Sacramento LGBT Community Center	1	Senior Payroll Specialist	1
	1	Development Coordinator	1
Sacramento Regional Transit District	1	Director, Office Management and Budget	1
Sacramento Valley Alarm Security	7	Alarm Technician	1
Safety Center Inc.	4	Alcohol and Drug Program Counselor	1
	1	Alcohol and Drug Program Staff I	1
	1	Bi-Lingual Alcohol and Drug Program Counselor	1
Saint Claire's Nursing Home	1	Cook	3
	4	Dietary Aid	3
	1	Laundry Worker/Housekeeper	3
	1	Janitorial Maintenance Worker	3
Saint John's Lutheran Church	1	Church Accountant/Bookkeeper	1
Staffing Network	9	Loader/Unloader Operator	15
	1	Logisticians	15
	1	Mail Sorter	15
	2	Manufacturing Engineer	15
	9	Material Handler	15
Stonehouse Enterprises Inc.	1	Maintenance Supervisor	1
The Table Community Foundation	1	After School Group Leader	5
Tele Direct	10	Customer Service Representative	30
The Kensington	4	Caregiver	1
	8	Server	1
Tots of Love Child Development Center, LLC.	1	Preschool Teacher	5
Universal Security & Fire Inc.	1	Alarm Technician Trainee	2
University Of The Pacific, Mc George School Of Law	1	Legal Advocate	1
Urban Strategies Inc.	1	Education Liaison	1
Victoria S Mosur DDS PC	4	Registered Dental Assistant	1
Villara Corporation	1	Sales	1
Volunteers of America Sacramento	1	Support Staff/Monitor	6
Weidmann-ACTI Inc.	9	Shipping Technician	1
WFVC Contact Centers	1	Phone Banker I	1
Wheel Pros	9	Warehouse Worker	2
	9	Warehouse Driver/Worker	1
Total			1132

ITEM IV-D – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

PRESENTER: William Walker

Dislocated Worker Information PY 2016/2017

The following is an update of information as of April 18, 2017 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County.

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Unofficial	3/10/2016	Orchard Supply Hardware 905 E. Bidwell St. Folsom, CA 95630	8/1/2016	40	7/7/2016 7/14/16
Unofficial	5/19/2016	Sports Authority 3350 Arden Way Sacramento, CA 95815	8/31/2016	150	7/28/2016
Official	6/10/2016	CVS Health: Financial Services Center 11092 Sun Center Dr. Rancho Cordova, CA 95670	9/30/2016	152	8/29/2016 8/31/16 9/20/16 9/22/16
Unofficial	6/27/2016	Hancock Fabrics 2711 El Camino Sacramento, CA 95821	7/13/2016	22	6/6/16 6/8/16
Official	6/27/2016	CST California Stations 4625 San Juan Avenue Fair Oaks, CA 95628	7/5/2016	6	8/18/2016
Unofficial	6/29/2016	CalStar 4933 Bailey Loop McClellan, CA 95652	9/15/2016	20	8/24/2016
Official	6/30/2016	DCS Facility Services 3731 Metro Dr. Suite 600 Sacramento, CA 95215	8/31/2016	11	Packets Delivered
Unofficial	7/5/2016	California State Senate 1020 N Street Sacramento, CA 95814	11/20/2016	40	8/5/16 9/28/16
Unofficial	7/24/2016	Flapjacks 2721 El Camino Ave. Sacramento, CA 95821	7/23/2016	27	7/29/2016
Unofficial	8/1/2016	Farrell's Ice Cream 1625 Watt Ave Sacramento, CA 95864	8/1/2016	100	8/3/2016
Official	9/6/2016	ITT Technical Institute 10863 Gold Center Dr. Ranch Cordova, CA 95670	9/16/2016	104	Declined Services
Official	10/3/2016	Sutter VNA & Hospice 8330 Ferguson Ave Sacramento, CA 95828	12/2/2016	15	Declined Services
Official	10/10/2016	Red Lion Hotel Woodlake 500 Leisure Ln Sacramento, CA 95815	12/12/2016	120	12/2/2016
Official	10/11/2016	Verizon Wireless 10734 International Dr. Rancho Cordova, CA 95670	1/27/2016	1,180	Job Fair 11/30/16
Unofficial	10/14/2016	AAA 8880 Cal Center Dr. Sacramento, CA 95826	12/31/2016	15	12/8/2016

Dislocated Worker Information PY 2016/2017

The following is an update of information as of April 18, 2017 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	11/3/2016	Marvell Semiconductor, Inc. 890 Glenn Dr. Folsom, CA 95630	1/27/2017	12	Pending
Unofficial	1/12/2017	TransAmerica 870 Glenn Dr. Folsom, Ca 95670	2/28/2017	30	1-31-17 2/1/2017
Official	1/12/2017	PG&E 10381 Old Placerville Rd. Ste.150 Rancho Cordova, CA 95670	3/18/2017	12	2/16/2017
Unofficial	2/3/2017	L3 Technologies, Inc. 107 Woodmere Rd. Folsom, CA 95670	2/15/2017	10	2/15/2017
Official	3/24/2017	bebe store, Inc. 13000 Folsom Blvd. #1006 Folsom, CA 95630	5/27/2017	10	Pending
Official	3/30/2017	Advanced Call Center Technologies, LLC. 4837 Watt Ave. North Highlands, CA 95660	5/30/2017	135	Pending
			Total # of Affected Workers	2,211	

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:

- Policy Council Minutes

Staff will be available to answer questions.

PRESENTER: Denise Lee

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, March 28, 2017
9:00 a.m.

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

Ms. Vocheri Thomas called the meeting to order at 9:05 a.m. The Pledge of Allegiance was recited. Ms. Angel Chenault read the thought of the day. Ms. Linda Harris called the roll. A quorum was established.

Members Present:

Linda Harris, Elk Grove Unified School District
Vocheri Thomas, WCIC/Playmate Child Development Center
Andrea Scharnow, Sacramento City Unified School District
Angel Chenault, SETA-Operated Program
David Lesnick, San Juan Unified School District
Ezell Humphrey-Grant, Twin Rivers Unified School District
Henrietta Gutierrez, SETA-Operated Program
Terri McMillin, Community Representative
Robin Blanks, Community Representative
Penelope Scott, Community Representative
Calvin Sheppard, MAACC
Taneya Zimmerman, Early Head Start, Sac. City Unified School Dist. (seated at 9:15 a.m.)
Linda Litka, Community Representative (seated at 9:29 a.m.)
Elnora Nears, Elk Grove Unified School District (seated at 9:31 a.m.)

Members Absent:

Reginald Castex, WCIC/Playmate Child Development Center (unexcused)
Stacey Soloman, Sacramento City Unified School District (unexcused)
Jennifer Lane, Twin Rivers Unified School District (unexcused)
Angela Burnell, SETA-Operated Program (excused)
Brianna Isaac, SETA-Operated Program (unexcused)
April Jean, Birth and Beyond (excused)
Kenneth Tate, Community Representative (excused)

Members to be seated:

Anchil Goswami, Sacramento City Unified School District (seated at 9:30 a.m.)

II. Consent Item

A. Approval of the Minutes of the February 28, 2017 Regular Meeting

Moved/Blanks, second/Scharnow, to approve the February 28, 2017 minutes as distributed.

Show of hands vote:

Aye: 10 (Blanks, Chenault, Gutierrez, Harris, Humphrey-Grant, Lesnick, McMillin, Scharnow, Scott, Sheppard)

Nay: 0

Abstentions: 1 (Thomas)

Absent: (Castex, Burnell, Goswami, Isaac, Jean, Lane, Litka, Nears, Soloman, Tate, Zimmerman)

III. Action Items

A. Approval of the Parent Advisory Committee and Policy Council Joint Parent Activity

Ms. Thomas reviewed this item; there were no questions.

Moved/Scott, second/McMillin, to approve a joint parent activity with the Parent Advisory Committee.

Aye: 10 (Blanks, Chenault, Gutierrez, Harris, Humphrey-Grant, Lesnick, McMillin, Scharnow, Scott, Sheppard)

Nay: 0

Abstentions: 1 (Thomas)

Absent: 11 (Castex, Burnell, Goswami, Isaac, Jean, Lane, Litka, Nears, Soloman, Tate, Zimmerman)

Ms. Taneya Zimmerman was seated at 9:15 a.m.

B. Approval of Selection Criteria for Enrollment in Head Start Programs

Ms. Monica Avila reviewed this item; this selection criteria is a way to decide how to prioritize families.

Moved/McMillin, second/Gutierrez, to approve the Early Head Start Enrollment Selection Criteria and the Head Start Enrollment Selection Criteria for Sacramento County.

Aye: 11 (Blanks, Chenault, Gutierrez, Harris, Humphrey-Grant, Lesnick, McMillin, Scharnow, Scott, Sheppard, Zimmerman)

Nay: 0

Abstentions: 1 (Thomas)

Absent: 10 (Castex, Burnell, Goswami, Isaac, Jean, Lane, Litka, Nears, Soloman, Tate)

Ms. Linda Litka was seated at 9:29 a.m.

Ms. Anchil Goswami was seated at 9:30 a.m. Ms. Goswami introduced herself. She has two children at Parkway School (Sacramento City USD).

Ms. Elnora Nears was seated at 9:31 a.m.

C. Election of Treasurer for Program Year 2016-17

Ms. Thomas stated that representatives from Twin Rivers USD, SOP, and San Juan USD are eligible to serve as Treasurer.

Ms. McMillin nominated Ms. Chenault as Treasurer. Ms. Chenault accepted the nomination. Mr. Ezell Humphrey-Grant was nominated; he accepted the nomination. Ms. Chenault nominated Henrietta Gutierrez; she declined the nomination.

Vote:

Angel: 9

Ezell: 5

Ms. Angel Chenault was welcomed as Treasurer.

Moved/McMillin, second/Scott, to ratify the election of Ms. Angel Chenault as Treasurer.

Show of hands vote:

Aye: 14 (Blanks, Chenault, Goswami, Gutierrez, Harris, Humphrey-Grant, Lesnick, Litka, McMillin, Nears, Scharnow, Scott, Sheppard, Zimmerman)

Nay: 0

Abstentions: 1 (Thomas)

Absent: (Castex, Soloman, Lane, Burnell, Isaac, Jean, Tate)

D. Ratify the Election of Representative to Serve on the Sacramento Medi-Cal Dental Advisory Committee

Ms. Thomas reviewed this item. There was discussion of adding an alternate; the alternate position will be placed on an upcoming agenda.

Moved/Gutierrez, second/Chenault, to ratify the election of Ms. Robin Blanks to serve on the Sacramento Medi-Cal Dental Advisory Committee.

Aye: 14 (Blanks, Chenault, Goswami, Gutierrez, Harris, Humphrey-Grant, Lesnick, Litka, McMillin, Nears, Scharnow, Scott, Sheppard, Zimmerman)

Nay: 0

Abstentions: 1 (Thomas)

Absent: (Castex, Soloman, Lane, Burnell, Isaac, Jean, Tate)

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

Ms. Nancy Hogan provided information on the Community Action Board.

Ms. Scott nominated Mr. Sheppard to serve as representative. Ms. Thomas nominated herself as alternate.

Moved/Blanks, second/Sheppard, to elect Calvin Sheppard as representative and Vocheri Thomas as alternate to the cab

Aye: 14 (Blanks, Chenault, Goswami, Gutierrez, Harris, Humphrey-Grant, Lesnick, Litka, McMillin, Nears, Scharnow, Scott, Sheppard, Zimmerman)

Nay: 0

Abstentions: 1 (Thomas)

Absent: (Castex, Soloman, Lane, Burnell, Isaac, Jean, Tate)

F. Ratification of Maternal, Child and Adolescent Health Advisory Board Representative

Ms. Martha Cisneros reviewed this board that consists of doctors and dentists in Sacramento County. The person that attends this board will meet once a month.

Ms. Robin Blanks spoke of her interest in continuing to serve on this board.

Moved/Chenault, second/Zimmerman, to ratify Ms. Robin Blanks as the representative to the Maternal, Child and Adolescent Health Advisory Board.

Aye: 14 (Blanks, Chenault, Goswami, Gutierrez, Harris, Humphrey-Grant, Lesnick, Litka, McMillin, Nears, Scharnow, Scott, Sheppard, Zimmerman)

Nay: 0

Abstentions: 1 (Thomas)

Absent: (Castex, Soloman, Lane, Burnell, Isaac, Jean, Tate)

Alternate position will be presented at an upcoming date.

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events – Ms. Thomas reviewed the calendar.
- Parent/Staff Recognitions –Mr. Victor Bonanno was unable to attend; Ms. Thomas read the plaque.
- Community Resources-Parents/Staff – Mr. Bob Silva had packets of information including community information
- Toastmasters Training – Ms. Chenault spoke of her thoughts of the training and urged other parents to attend the upcoming meetings.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Saurbourne reviewed the most recent fiscal report.

B. Fiscal Monitoring Report: No questions.

C. SETA Governing Board Minutes: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Linda Harris reviewed the critique.
- Budget/Planning Committee: Ms. Scott stated that the next meeting is this-coming Friday. She urged all board members to attend.
- Men's Activities Affecting Children Committee (MAACC): Mr. Sheppard reported that the last meeting was a meet and greet. There is another meeting coming up in April; Mr. Sheppard reminded the board members that this committee is open to both men and women.
- Maternal, Child and Adolescent Health Advisory Board: Ms. Blanks reported on the last meeting.
- Parent Ambassadors Committee: Ms. Blanks reported on the March 15 meeting.
- Sacramento Medi-Cal Dental Advisory Committee: Ms. Robin Blanks reported on the most recent meeting.
 - Summary Update on What Parents Are Saying About Barriers to Children Use of Dental Services: Ms. Blanks reviewed a report.

VI. Other Reports

- A. Executive Director's Report: No report.
 - B. Head Start Deputy Director's Report: No report.
 - C. Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, and ERSEA Services: Ms. Lisa Carr stated that a meeting of all delegate agencies was held last month. The topic of the meeting was to discuss county-wide enrollment.
 - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP Services: Ms. Caruso stated that she is working on the county-wide Head Start and Early Head Start grants that are due May 1. She is also reviewing the delegate grants and the PC as well. Ms. Caruso reviewed the Quality Assurance monitoring report for Twin Rivers. We have a 90% compliance threshold.
- Ms. Goswarmi left the meeting at 10:45 a.m.
- Martha Cisneros - Health, Nutrition and Safe Environments Services: No additional report.
 - Karen Griffith - School Readiness, Special Education and Mental Health Services: No report.
- D. Chair's Report: Ms. Thomas reported that Ms. Hawkins fell ill over the weekend and asked the board to send her healing vibes. A retirement celebration is being planned with details to follow; Ms. Thomas urged all board members to attend.
 - E. Open Discussion and Comments: Ms. McMillin stated that Ms. Thomas has done an excellent job filling in for Mr. Tate.

Ms. Blanks stated that she is very happy with our new board members; they are doing a good job.

F. Public Participation: None.

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

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

March 2017

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.*

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	1988	257	13%	377	75	20%
Twin Rivers USD	233	27	12%			
Elk Grove USD	440	56	13%			
Sac City USD	1211	144	12%	144	26	18%
San Juan USD	668	88	13%	160	18	11%
WCIC	120	16	13%			
EHS CCP				80	4	5%
COUNTY TOTAL	4660	588	13%	761	123	16%

AFE: Annual Funded Enrollment

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
March 2017**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 3/31/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	474	107	84
Sacramento City USD	1,211	1,215	100	83
SETA	1,988	2,027	102	78
San Juan USD	668	695	104	79
Twin Rivers USD	233	233	100	84
WCIC/Playmate	120	120	100	72
Total	4,660	4,764		

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 3/31/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	157	109	73
SETA	377	385	102	82
San Juan USD	160	178	111	78
Total	681	720		

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 3/31/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	39	108	83
Sacramento City USD	40	40	100	75
SETA/Job Corps.*	4	4	100	TBD
Total	80	83		

- (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 V - REPORTS TO THE BOARD

- A. CHAIR'S REPORT: The Chair of the SETA Governing Board, on a regular basis, receives numerous items of information concerning employment and training legislation, current programs, agency activities, and miscellaneous articles about human service programs throughout the nation, and attends meetings pertinent to SETA business.

The important information from the material received and meetings attended will be shared with the entire Board and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Board to provide input on items that may require future action.

- B. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal SETA Governing Board Packet.

The Executive Director's Report also allows the opportunity for the SETA Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.

- C. DEPUTY DIRECTORS REPORT: 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.