



GOVERNING BOARD

LARRY CARR
Councilmember
City of Sacramento

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

KATHY KOSSICK
Executive Director

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

Main Office
(916) 263-3800

Head Start
(916) 263-3804

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

**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, March 1, 2018

TIME: 10:00 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.

AGENDA

PAGE NUMBER

- I. Call to Order/Roll Call/Pledge of Allegiance**
- II. Consent Items**
 - A. Minutes of the February 1, 2018 Regular Board Meeting 1-6
 - B. Approval of Claims and Warrants 7
 - C. Approval to Extend Audit Services Agreement for Fiscal Year Ending June 30, 2018 and Authorize the Executive Director to Sign the Agreement (Loretta Su) 8
 - D. Approval to Add Money Wisdom for Women to SETA's Vendor Services (VS) List (Marianne Sphar) 9-10

III. Action Items

A. **GENERAL ADMINISTRATION/SETA**

1. Approval of Reappointments to the Sacramento Works Workforce Development Board (Kathy Kossick) 11-14
2. Approval to Release a Request for Proposals to Purchase a HPE SimpliVity or an Equivalent Integrated Solution for SETA's Information Technology Infrastructure Hardware (Edward Proctor) 15
3. Approval of Revised Procurement Policies and Procedures (Loretta Su) 16-18

B. **WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services

Community Services Block Grant

One Stop Services

1. Approval to Release a Request for Proposals for Workforce Innovation and Opportunity Act (WIOA), Sacramento Works Job Center Services for the Galt Area (Roy Kim) 19
2. Approval of Application to the California Workforce Development Board for the supervised Population Workforce Training Grant 3.0 Program, and Authorize the Executive Director to Sign the Agreement and any other Required Documents Pertaining to the Agreement (William Walker) 20

C. **CHILDREN AND FAMILY SERVICES:** No items.

IV. Information Items

- A. Fiscal Monitoring Reports (Loretta Su) 21-25
 - California Human Development Corp.
 - LaFamilia Counseling Center
- B. Employer Success Stories and Activity Report (William Walker) 26-34
- C. Dislocated Worker Update (William Walker) 35-36
- D. Head Start Reports (Denise Lee) 37-50

V. Reports to the Board 51

- A. Chair

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

VI. **Adjournment**

DISTRIBUTION DATE: WEDNESDAY, FEBRUARY 21, 2018

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE FEBRUARY 1, 2018 REGULAR MEETING

BACKGROUND:

Attached are the minutes of the February 1, 2018 meeting 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

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

Thursday, February 1, 2018
10:00 a.m.

- I. Call to Order/Roll Call:** Mr. Kennedy 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:

Patrick Kennedy, Chair; Member, Board of Supervisors
Larry Carr, Vice Chair; Councilmember, City of Sacramento
Jay Schenirer, Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Don Nottoli, Member, Board of Supervisors

II. Consent Items

- A. Minutes of the December 7, 2017 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Use Fund Balance for Additional Sales Tax Allocations
- D. Receive, Adopt and File the Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2018
- E. Approval of Amended SETA Travel Policies and Procedures

Mr. Nottoli asked about the modifications to the Travel Procedures. Ms. Kossick replied that the main change is making employees aware that the County will be enforcing IRS guidelines that their travel expenses must be submitted in a timely manner. The travel claim must be filed within 60 days of completion of travel or it is treated as taxable income.

Moved/Schenirer, second/Carr, to approve consent items as follows:

- A. Approve the December 7, 2017 minutes
- B. Approve claims and warrants for the period 11/30/17 through 1/23/18.
- C. Approve the use of fund balance to cover the additional sales tax allocations of \$3,899.88 resulting from the State Board of Equalization Sales Tax Audit from October 1, 2013 to September 30, 2016.
- D. Receive, adopt, and file the Sacramento County Annual Investment Policy of the Pooled Investment Fund for the Calendar Year 2018.
- E. Approve the attached amended Sacramento Employment and Training Agency Travel Policies and Procedures.

Roll call vote:
Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Nottoli)
Nay: 0
Abstentions: 0

III. Action Item

A. GENERAL ADMINISTRATION/SETA

1. Approval to Upgrade SETA's Information Technology Infrastructure Hardware to the SimpliVity Platform

Mr. Edward Proctor offered to answer questions. No questions or comments.

Moved/Scherman, second/Schenirer, that the Governing Board: (1) make the following findings regarding non-competitive procurement- that, after solicitation of a number of sources, competition has been deemed inadequate and, consistent with SETA's Procurement Policies and Federal Regulations, the Governing Board finds that non-competitive procurement is appropriate; and (2) authorize the staff to negotiate and execute a five-year (60 months) operational lease at \$3,581.60 per month.

Roll call vote:
Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Nottoli)
Nay: 0
Abstentions: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

Community Services Block Grant: None.

One Stop Services:

1. Agree with the Sacramento Works, Inc. Board in Approval of Workforce Innovation and Opportunity Act (WIOA), Title I, Youth Program Funding Augmentations

Ms. Terri Carpenter stated that this is an agreement item with the Sacramento Works, Inc. board. It augments the youth service provider contracts funded June 1, 2017. The augmentations are a result of the minimum wage increase. The program requires a paid work experience and the contracts are being amended to cover the wage increase.

Moved/Nottoli, second/Schenirer, to approve the augmentation recommendation for the WIOA, Title I, Youth Program providers for PY 2017-18 as reflected in the chart presented to the board.

Roll call vote:
Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Nottoli)

Nay: 0
Abstentions: 0

Refugee Services:

2. Approval to Augment Funds to Refugee Program Service Providers Under the Refugee Social Service (RSS) And Targeted Assistance (TA) Grants, Program Year (PY) 2017-18

Ms. Michelle O’Camb stated that this item requests approval to augment five of seven service providers. The funding recommendation will serve 244 participants. All five providers recommended for augmentation are meeting or exceeding their contracted goals. Ms. O’Camb reviewed updated numbers for Twin Rivers. The currently funded service level for Twin Rivers is understated by 35 participants. The new totals for Twin Rivers increases the total number to be served to 913.

Moved/Schenirer, second/Carr, to approve staff augmentation recommendations under the Refugee Social Services (RSS) and Targeted Assistance (TA) grants for PY 2017-2018 as indicated in the attached funding charts. Additionally, approve the following stipulations:

- 1) Open entry and prompt placement into VESL classes must be ensured for all clients that are assessed to be in need of English language training.
- 2) Budgets must include a minimum allocation of 5% for supportive services.
- 3) Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, a minimum of eight hours a day, from October 1, 2017 through September 30, 2018.
- 4) Participants in Match Grant employment services provided by IRC are not eligible to participate in IRC’s RSS funded program until all services within the Match Grant have been exhausted.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Nottoli)

Nay: 0

Abstentions: 0

3. Ratification of the Submission of a Proposal for Office of Refugee Resettlement (ORR) Discretionary Grant Funds for a Refugee Youth Mentoring Pilot Project, and Authorize the Executive Director to Execute the Agreement, Including Modifications, and any other Documents Required by ORR

Ms. Michelle O’Camb stated that this item seeks ratification of an application to the Department of Social Services (DSS). The application is for a refugee youth pilot program funded by the Administration for Children and Families. The application of \$240,000 is for a two-year period and intended to assist refugees with integration. There will be a minimum of 100 youth aged 15-24 years. If

funded, SETA will subcontract with two current service providers, Asian Resources and Sacramento City USD, to provide services. Each provider will receive \$100,000. The focus of the program is around adult mentorship. There is concern that young refugees are not engaging and integrating into American society. Asian Resources and Sacramento City USD are located in highly impacted areas of refugees. Priority will be given to newly arriving refugees. The funding is available and SETA may get the call that the program begins March 1. This is a collaboration between the WIOA Youth Program managed by Terri Carpenter and the refugee program.

Moved/Nottoli, second/Scherman, to ratify the submission of SETA's proposal in the amount of \$240,000 to the Refugee Programs Bureau of the DSS for ORR's Refugee Youth Mentoring Pilot program, and authorize SETA's Executive Director to execute the agreement, including modifications, and any other documents required by ORR.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Nottoli)

Nay: 0

Abstentions: 0

C. CHILDREN AND FAMILY SERVICES: No items.

IV. Information Items

A. Report on American Express Corporate Account Rewards Points Program as of December 31, 2017: Mr. Nottoli inquired how much is 5.5 million points is worth and Ms. Su replied that it varies depending upon what you purchase. Generally, every 1,000 points is worth \$7.00 so the total would be around \$38,000. There is no expiration of the points.

B. Fiscal Monitoring Reports: No questions.

C. Employer Success Stories and Activity Report: No questions.

D. Dislocated Worker Update: No questions.

E. Unemployment Update/Press Release from the Employment Development Department

Mr. Nottoli requested the LMI data for Sacramento County.

F. Head Start Reports

Ms. Denise Lee reported that staff received notification that SETA/Head Start's CLASS review is scheduled for April 2-5. The program review will begin on

February 5 and we are expecting 12 reviewers. The review will consist of a lot of conversation on how the grantee uses data and how programs are prepared.

Ms. Lee introduced Mr. Reginald Castex, Policy Council chair.

V. Reports to the Board

- A. Chair: Mr. Kennedy asked board members to send him a list of their top choices for potential board presentations. He wants to put together a matrix for future presentations.
- B. Executive Director: Ms. Kossick announced that a celebration of SETA's 40th anniversary has been scheduled for on October 10, 4:30 – 6:30 p.m. Mr. Kennedy offered to assist staff in security possible sponsors for the event.
- C. Deputy Directors: Mr. Roy Kim reminded board members that staff need their assistance to fill a public sector vacancy on the Community Action Board filled.
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman announced that today is her 25th year anniversary with SETA.
- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 10:26 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 1/24/18 through 2/21/18, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 1/24/18 through 2/21/18.

PRESENTER: Kathy Kossick

ITEM II-C – CONSENT

APPROVAL TO EXTEND THE AUDIT SERVICES AGREEMENT FOR FISCAL YEAR ENDING JUNE 30, 2018 AND AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN THE AGREEMENT

BACKGROUND:

On March 2, 2017, the SETA Governing Board approved the selection of Vavrinek, Trine, Day & Company, LLP (“VTD”), to provide audit services for one year with the option of extending the agreement for two additional one-year terms. The audit fee for the fiscal year ended June 30, 2017 was \$44,500 which included the single audit for one major federal program. Additional major programs will be audited at an additional cost of \$4,500 per program in the future fiscal years. The agreement also allows for an increase of 5% or the Consumer Price Index, whichever is smaller. The Consumer Price Index increased by 2.9% during 2017.

Staff is recommending extending the agreement for audit services in the amount of \$45,790.50 ($\$44,500 \times 1.029\%$) for the fiscal year ending June 30, 2018, plus \$4,500 for the second federal program should VTD determine that SETA is required to be audited for an additional federal program.

RECOMMENDATION:

Approve the extension of the agreement with Vavrinek, Trine, Day & Company, LLP, for audit services for the fiscal year ending June 30, 2018, for a total amount up to \$50,290.50 and authorize the Executive Director to sign the agreement.

PRESENTER: Loretta Su

ITEM II-D - CONSENT

APPROVAL TO ADD MONEY WISDOM FOR WOMEN 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 the Sacramento Works America's Job Centers of California (SWAJCC) system.

Staff is seeking approval of the attached recommendation.

RECOMMENDATION:

Approve the attached recommendation to add Money Wisdom for Women to SETA's VS List.

PRESENTER: Marianne Sphar

Vendor Services (VS) List

Staff Recommendation

Applicant: Money Wisdom for Women
Location: 3104 O Street, Suite 315
 Sacramento, CA 95816

Applicant’s Background:

Money Wisdom for Women was organized in 2000 to address the need for educating and helping clients manage their finances and overcome the constant struggle and anxiety created around money. Their stated mission is to promote financial literacy through a holistic and traditional approach of understanding spending behaviors and learning to formulate a positive mindset of change that enables healthy financial decision making. Providing for an outcome of improved financial knowledge and capability will enable economically disadvantaged individuals to become self-sufficient stakeholders in their future.

As an approved vendor, Money Wisdom for Women will provide Financial Literacy and Planning to **all** job seekers of the SWAJCC system. Topics covered by include planning and budgeting, saving, credit and debt, and understanding taxes.

Activity	Individual Rate	Workshop Rate
<ul style="list-style-type: none"> • Financial Literacy/Planning* 	\$68 per hour per client 2 hours per module, or \$136 5 module maximum, or \$680	(5 – 20 participants) \$65 per hour per client 2 hours per workshop, or \$650 to \$2,600 per workshop 5 workshop maximum, or \$3,250 to \$13,000

*Services subject to prior management approval.

ITEM III-A - 1 - ACTION

APPROVAL OF REAPPOINTMENTS TO THE SACRAMENTO WORKS WORKFORCE DEVELOPMENT BOARD

BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) was passed in 2014 to replace the 1998 Workforce Investment Act (WIA) and to provide state and local areas the flexibility to collaborate across systems in an effort to better address the employment and skills needs of current employees, jobseekers, and employers. WIOA prescribes a stronger alignment of the workforce, education, and economic development systems. The WIOA modifies the structure of State and local workforce boards, allowing them to be smaller, charging them to be more strategic analysts and investors in the labor market.

As part of its effort to transition into WIOA at its January 7, 2016 meeting, the Governing Board approved the application process for appointing members of the Workforce Development Board, identifying five separate categories for Workforce Development Board membership including: Business; Labor/Workforce; Education/Training; Government and Economic/Community Development; and others deemed by the Governing Board to be appropriate.

In order to implement the WIOA, Sacramento Works, Inc., the local Workforce Development Board, approved a series of amendments to Article III of its bylaws at its January 27, 2016 meeting. The SETA Governing Board approved these bylaw changes at its February 4, 2016 meeting. These amendments included modifications to the number of directors and the manner of appointment.

The bylaw amendments included the following changes and the changes in Sections 3.01 (number of directors), 3.03 (staggering of terms) and 3.05 (process of appointment to implement staggered terms):

- Section 3.01 reduced the size of the board from a range of 36 to 50 down to a range of 15 to 30 and set the current size of the board at 25, a reduction from the current size set at 41. The size of the board can be changed by simple board resolution any time so long as it stays within the new range set by this amendment
- Section 3.02 changed the references to the qualifying law from the former WIA to the new WIOA.
- Section 3.03 made one change to provide for staggered terms as required under WIOA.
- Section 3.04 changed the reference to the qualifying law from the former WIA to the new WIOA.

ITEM III-A – 1 – ACTION (continued)

Page 2

- Section 3.05 (a) incorporated the changes needed to set up staggered terms by appointing approximately 1/3 of the directors appointed in March 2016 to two year terms, 1/3 to three year terms and 1/3 to four year terms. After these initial terms, all terms will be three years.

On February 4, 2016 the Governing Board made changes regarding the composition and member requirements of the Sacramento Works Workforce Development Board to provide for consistency with WIOA requirements.

As part of its action on February 4, 2016, the Governing Board satisfied the desire for a smaller Workforce Development Board by setting the size of the Board at twenty-five members and allocated the twenty-five membership positions to the five membership categories in the following manner: Thirteen members were allocated to business (a majority of the membership); four members were allocated to Labor and Apprenticeship (at least 15% of the membership); six members were allocated to specific programs in the workforce system (community based organizations, Adult Education, Higher Education, Economic Development, Wagner-Peyser (EDD) and Vocational Rehabilitation); and two members were allocated to the “Other” category permitted by WIOA to provide the Governing Board with flexibility in appointing members in this catch-all category. Attached to this item is a table showing the allocation of positions as approved by the Governing Board on February 4, 2016.

Based on the Governing Board’s February 4, 2016 approval of staggered terms, on March 3, 2016 the Governing Board exercised its discretion by appointing 8 members whose initial term is two years, 8 members whose initial term is three years, and 9 members whose initial term is four years. The Board appointed members to staggered terms of two, three or four years by lot, with the term to begin April 1, 2016.

The initial term of the eight members (or their replacements) appointed to the two-year term will expire on March 31, 2018. Each of the eight members has been polled to determine their desire to continue to serve on the board. Each member affirmed their commitment to continue service.

Staff will provide an oral report.

RECOMMENDATION:

Review the attached summary and approve the reappointment of the eight members to the Sacramento Works Workforce Development Board for a three-year term beginning April 1, 2018.

PRESENTER: Kathy Kossick

WIOA Board Membership	
<u>Private Business*</u> (must include two small businesses)	13
<u>Labor/Workforce**</u>	
Labor	3
Joint Apprenticeship	1
Community Based Organizations	1
	3 > ***
<u>Education/Training</u>	
Adult Ed	1
Higher Ed	1
<u>Government and Economic/Community Development</u>	
Economic Development	1
Wagner-Peyser (EDD)	1
Vocational Rehabilitation	1
Other	2
Total	25

*Must be >50%
**Must be 20%
***Must be 15%

Private Business	
Name & Position	COMPANY
Larry Booth - President	Frank M. Booth, Inc.
Gary King - Chief Workforce Officer	Sacramento Municipal Utility District (SMUD)
Labor/Workforce	
Labor	
Matt Lege - Research Analyst	SEIU-United Healthcare Worker West
Fabrizio Sasso - Executive Director	Sacramento Central Labor Council
Organizations Serving Youth, Veterans or Disabled Individuals	
David DeMers - Executive Director	Sacramento Regional Conservation Corps
Government and Economic/Community Development	
Economic Development	
Troy Givans - Director of Economic Development	County of Sacramento
Vocational Rehabilitation	
Jay Onasch - District Administrator	Department of Rehabilitation
Other	
Kathy Kossick - Executive Director	Sacramento Employment and Training Agency

ITEM III-A-2 – ACTION

APPROVAL TO RELEASE A REQUEST FOR PROPOSALS TO PURCHASE A HPE SIMPLIVITY OR AN EQUIVALENT INTEGRATED SOLUTION FOR SETA'S INFORMATION TECHNOLOGY INFRASTRUCTURE HARDWARE

BACKGROUND:

SETA's current Information Technology (IT) infrastructure is a collection of computers (servers), storage, memory, operating software and a tape back-up system from different vendors which have been pieced together over the past 5+ years. This environment is difficult to support and the infrastructure has experienced performance problems, including SETA's back-up process. Problem resolution is time consuming and frequently a "trial and error" process. Recent Agency initiatives to move from paper to scanned content, along with reductions in IT staffing and expertise, have made it imperative to upgrade the IT infrastructure.

On November 2, 2017 SETA's Governing Board approved the release of a Request for Proposals (RFP) to lease a HPE SimpliVity or equivalent system. One value added reseller (DSA Technologies) submitted an operational lease proposal which SETA and legal counsel have been reviewing. SETA has been unable to negotiate an acceptable lease from this procurement effort. Staff has identified grant funds sufficient to purchase the needed hardware. Staff is proposing to release a RFP to purchase a SimpliVity or equivalent system including professional services to install, test and train SETA staff on the new platform. The RFP, sent under separate cover, seeks proposals to purchase a hyper-convergence solution using HPE SimpliVity or an equivalent integrated solution, including support services.

RECOMMENDATION:

Approve the release of an RFP to purchase an HPE SimpliVity, or an equivalent hyper-converged platform, including infrastructure support and professional services.

PRESENTER: Edward Proctor

ITEM III-A – 3 – ACTION

APPROVAL OF REVISED PROCUREMENT POLICIES AND PROCEDURES

BACKGROUND:

On August 6, 2015, the Board approved the revised Procurement Policies and Procedures that aligned SETA's policies with the "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (Uniform Guidance, 2 CFR Chapter 2, Part 200). Within the revised Procurement Policies and Procedures, the Small Purchase Procedure was defined as any purchase of goods or services that have a cost above the micro purchase threshold of Three Thousand Dollars (\$3,000 as of August 6, 2015), but below the simplified acquisition threshold of One Hundred Fifty Thousand Dollars (\$150,000 as of August 6, 2015, but subject to periodic adjustment for inflation). In the August 6, 2015 approved policies and procedures, the authorization level for the Executive Director to award contracts and make procurements without board approval remained at \$100,000.

In order to better streamline the procurement and contracting process, the proposed revision modifies the authorization amount for the Executive Director to award contracts and make procurements to align with the simplified acquisition threshold amount of One Hundred Fifty Thousand Dollars (\$150,000 as of August 6, 2015). Any contracts or procurements in excess of the simplified acquisition threshold, not previously included in the budget, would still require Governing Board approval.

Staff is recommending the Board approve revisions to the following sections of the Procurement Policies and Procedures:

INTRODUCTION

Contract Limitations

(a) Joint Exercise of Powers Limitations/Executive Director Approval.

All SETA procurements are subject to the limitations in the Joint Exercise of Powers Agreement under which SETA operates. Pursuant to Section 21(a) of the Joint Exercise of Powers Agreement, all contracts for the purchase of goods or services must be approved by the City of Sacramento and the County of Sacramento if the cost exceeds One Hundred Thousand Dollars (\$100,000), [unless the line item has been approved by the SETA Governing Board within the SETA budget](#). In all such cases, the proposed purchase shall be approved by the SETA Governing Board before being submitted to the County and the City for approval pursuant to the Joint Exercise of Powers Agreement. All purchases of goods or services that cost One Hundred Thousand Dollars (\$100,000), or less, must be approved by the Executive Director.

Persons Authorized to Award Contracts and Make Procurements

Only those persons authorized by the SETA Governing Board may award contracts in connection with a SETA procurement. This includes not only sealed bid procurements and request for proposals, but also small purchases, noncompetitive proposal procurements and emergency procurements. All SETA procurement of delegate agencies and subrecipients (program operators), and all SETA procurements for goods and services in excess of ~~One Hundred Thousand Dollars (\$100,000)~~the simplified acquisition threshold, must be authorized by the SETA Governing Board, regardless of the method of procurement. Procurement of goods and services ~~the cost of which is at or less than –costing One Hundred Thousand (\$100,000), –or less;~~the simplified acquisition threshold may be approved by SETA’s Executive Director, without prior Governing Board authorization. The procurement of goods and services may also be authorized as a line item in a SETA program budget that has been approved by the SETA Governing Board. In the case of such an approved line item, no further authorization from the Governing Board to purchase such items is necessary. ~~;~~
~~provided that the procurement does not exceed \$100,000. For all procurement of goods and services in excess of \$100,000, specific Governing Board approval must be obtained, regardless of prior Governing Board approval of a program budget.~~

CHAPTER 2

MICRO PURCHASE AND SMALL PURCHASE PROCEDURE

1. Introduction.

Where the purchase is not large enough to justify or require the more complex formal procurement procedures for an Invitation for Bids or Request for Proposals, then, consistent with federal regulations, the micro purchase or small purchase procedure may be utilized. When goods or services have a cost the aggregate dollar amount of which does not exceed the micro-purchase threshold set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Three Thousand Dollars (\$3,000) as of August 6, 2015, but subject to periodic adjustment for inflation), SETA may use the Micro Purchase Procedure. When goods or services have a cost above the micro purchase threshold, but below the simplified acquisition threshold set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (One Hundred Fifty Thousand Dollars (\$150,000) as of August 6, 2015, but subject to periodic adjustment for inflation), SETA may use the Small Purchase Procedure. Utilization of both the micro purchase and small purchase procedure is subject to any limitations contained in state or federal statutes, regulations, guidelines or directives applicable to the funds being utilized (e.g., limiting

ITEM III-A – 3 – ACTION (continued)
Page 3

directives, if any, of the California EDD applicable to Workforce Innovation and Opportunity Act (WIOA) funds). When using the small purchase procedure, staff must still seek and obtain approval from the SETA Governing Board, the Sacramento County Board of Supervisors and Sacramento City Council, consistent with the Joint Exercise of Powers Agreement, for all contracts for the purchase of goods or services in excess of One Hundred Thousand Dollars (\$100,000), [unless the line item has been approved by the SETA Governing Board within the SETA budget.](#)

Staff will be available to answer questions.

RECOMMENDATION:

Approve the above revisions to the Procurement Policies and Procedures.

PRESENTER: Loretta Su

ITEM III-B – 1 - ACTION

APPROVAL TO RELEASE A REQUEST FOR PROPOSALS FOR WORKFORCE
INNOVATION AND OPPORTUNITY ACT (WIOA), SACRAMENTO WORKS JOB
CENTER SERVICES FOR THE GALT AREA

BACKGROUND:

Since 1998, SETA has operated a Sacramento Works Job Center (SWJC) in Galt located at 1000 C Street. The current lease status is a month-to-month tenancy. SETA is reluctant to enter into a long-term lease commitment, and is therefore seeking proposals from qualified agencies to operate a SWJC that serves the Galt area.

The RFP has been sent under separate cover.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the release of a Request for Proposals for Workforce Innovation and Opportunity Act, Sacramento Works Job Center services for the Galt area.

PRESENTER: Roy Kim

ITEM III-B – 2 – ACTION

APPROVAL TO SUBMIT AN APPLICATION TO THE CALIFORNIA WORKFORCE DEVELOPMENT BOARD FOR THE SUPERVISED POPULATION WORKFORCE TRAINING GRANT 3.0 PROGRAM, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN THE AGREEMENT AND ANY OTHER REQUIRED DOCUMENTS PERTAINING TO THE AGREEMENT

BACKGROUND:

The California Workforce Development Board and the Employment Development Department (EDD) recently announced the availability of grants of up to \$400,000 in Recidivism Reduction Funds to implement and support recidivism reduction workforce training and development programs targeting the supervised population. As a previous recipient, SETA has been invited to submit an application to provide these services. The supervised population includes all persons who are on probation, mandatory supervision, post release community supervision and individuals paroled from the California Department of Corrections and Rehabilitation.

SETA was previously awarded a Supervised Population Workforce Training Grant Program to serve 80 individuals, and has successfully met applicable performance goals to date.

SETA will submit an application prior to the March 12, 2018, deadline requesting \$400,000 to serve 70 individuals under supervised probation or on parole.

A requirement of this Request for Application is that the awardee includes the use of experienced Community Based Organizations (CBOs) as partners to deliver services. SETA will be partnering with its current CBOs to provide these services: Asian Resources, Greater Sacramento Urban League and La Familia Counseling Center.

SETA is a member of the Community Correction Partnership and will work closely with the following agencies to coordinate services:

- County Sheriff's Department
- County Probation Department
- County District Attorney's Office
- County Department of Health Services
- Sacramento Police Department

RECOMMENDATION:

Approve the submission of an application for up to \$400,000 to the California Workforce Development Board for the Supervised Population Workforce Training Grant 3.0 Program, and authorize the Executive Director to sign the agreement and any other required documents pertaining to the agreement.

ITEM IV-A – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: Loretta Su

Program Operator: California Human Development

Findings and General Observations:

- 1) The total costs as reported to SETA from March 7, 2017 to September 30, 2017 for the Out-of-School Youth program has been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Rachel Rios **DATE:** February 16, 2018
FROM: Tammi L. Kerch, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of La Familia Counseling Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OSY	\$ 277,468	7/1/17-6/30/18	7/1/17-12/31/17
WIOA	AD/BIC	\$ 193,978	7/1/17-6/30/18	7/1/17-12/31/17
WIOA	DW/BIC	\$ 64,659	7/1/17-6/30/18	7/1/17-12/31/17
CSBG	YSS	\$ 55,000	1/1/17-12/31/17	8/1/17-12/31/17

Monitoring Purpose: Initial X Follow-Up Special Final X
Date of review: Jan 22-14, 2018

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

Program Operator: La Familia Counseling Center

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

ITEM IV-B – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

PRESENTER: William Walker

ERA
July 1 - February 15, 2018

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			
Aacres, CA LLC.	4	Direct Support Professional	1
Accountemps/Robert Half International	1	Tax Preparer	2
AlSCO, Inc.	1	Feeder/Folder	1
	1	Soil Counter Sorter	1
	1	Washroom-Tumbler Operator	1
Brookcrest Water	9	Bottled Water Delivery Driver	1
California Community Action Partnership Association	1	Executive Director	1
California Council of the Blind	1	Americorps VISTA Community Collaborations Coordinator	1
	1	Americorps VISTA Job Development Coordinator	1
CALPIA	1	Custodian	1
	1	Custodian Supervisor II	1
	1	Lead Custodian	1
Capitol Architectural Production	3	Shop Trainee	1
Carmichael Elks Lodge	1	Bookkeeper	1
Carmichael Recreation & Park District	1	Recreation Coordinator: Facilities	1
	1	Secretary/Receptionist	1
Child Action Inc.	1	Assessment Unit Clerk	1
	1	Supervisor - Referral	1
Children's Law Center of California	1	Secretary	1
City of Elk Grove	1	Assessment Unit Clerk	1
	1	Budget Manager	1
	1	Community Event Center Manager	1
	1	Dispatcher	1
	1	Economic Development Specialist	1
	6	Information Technology Analyst/ Sr. Information Technology Analyst	1
	7	Junior Plant Operator	1
	1	Multimedia Specialist	1
	7	Plant Operator	2
	1	Police Equipment and Supply Technician	1
	5	Police Officer	1
		Police Recruit	1
	6	Senior Applications Developer	1
	1	Senior Planner	1
	2	Traffic Engineer	1
	1	Transit System Manager	1
	1	Senior Planner D60	1
City of Sacramento	1	311 Manager	1
	1	Accounting Auditor	1
	1	Administrative Analyst	3
	1	Administrative Off+D42:E43icer (Fire)	1
	1	Animal Control Officer II	1
	1	Animal Services Adoption Coordinator	1
	6	Applications Developer	1
	1	Arborist/Urban Forester	1
	1	Archivist	1
	8	Art in Public Places Specialist	1
	1	Arts Program Coordinator	1
	2	Assistant Civil Engineer	1
	1	Assistant City Manager	1
	1	Assistant Code Enforcement Officer	2
	1	Assistant Pool Manager	1
	2	Associate Architect	1
	2	Associate Civil Engineer	1
	1	Associate Planner	1

ERA
July 1 - February 15, 2018

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			
City of Sacramento	1	Budget Analyst	1
	1	Building Inspector	1
	1	Business Services Manager	1
	10	Camp Recreation Leader	1
	1	Claims Collector	1
	1	Code Enforcement Officer	1
	1	Customer Service Specialist	2
	1	Deputy City Attorney I - Cannabis/Code	1
	1	Deputy City Attorney II	1
	1	Deputy City Clerk	1
	1	Development Services Technician I	1
	1	Development Services Technician III	1
	1	Director of Emergency Management	1
	1	Director of Governmental Affairs	1
	1	Dispatcher II	1
	1	Dispatcher Recruit	1
	1	Diversity and Equity Manager	1
	3	Electrician	1
	2	Engineer Technician I	1
	1	Facilities and Real Property Superintendent	1
	1	Facilities Manager	1
	9	Fleet Service Coordinator	1
	1	Financial Operations Manager	1
	1	Financial Services Manager (Accounting)	1
	1	Fingerprint Clerk	1
	1	Fire Prevention Officer I	1
	7	Generator Technician	1
	1	Human Resources Manager	1
	1	Integrated Wastes General Manager	1
	7	Junior Plant Operator	1
	10	Lifeguard	1
	1	Operations and Maintenance Wastewater and Drainage Division Manager	1
	1	Operations and Maintenance Water Division Manager	1
	3	Painter	1
	1	Paralegal	1
	7	Park Maintenance Worker III	1
	5	Park Safety Ranger	1
	5	Park Safety Ranger Assistant	1
	1	Parking Enforcement Officer (PEO)	1
	1	Parking Lot Attendant	1
1	Parking Meter Repair Worker	1	
1	Parks Supervisor	1	
1	Payroll Technician	1	
1	Personnel Analyst	1	
1	Personnel Technician	1	
1	Personnel Transactions Coordinator	1	
1	Planning Director	1	
7	Plant Operator	1	
1	Police Officer	2	
1	Police Records Specialist I	1	
1	Police Recruit	1	
1	Pool Manager	1	

ERA
July 1 - February 15, 2018

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			
City of Sacramento	1	Principal Accountant	1
	6	Principal Applications Developer	1
	1	Principal Planner	1
	6	Process Control Systems Specialist	1
	1	Program Analyst	3
	1	Program Director	1
	1	Program Leader	1
	1	Program Specialist	2
	5	Public Service Aide	1
	1	Recreation General Supervisor	1
	1	Recreation Manager	1
	1	Recreation Superintendent	1
	1	Security Officer	1
	1	Senior Accountant Auditor	1
	1	Senior Accounting Technician	1
	6	Senior Applications Developer	1
	1	Senior Budget Analyst	1
	6	Senior Department Systems Specialist	1
	10	Senior Deputy City Attorney	1
	2	Senior Engineer	1
	6	Senior Information Technology Support Specialist	1
	1	Senior Lifeguard	1
	1	Senior Personnel Analyst	1
	1	Senior Personnel Transactions Coordinator	1
	1	Senior Planner	1
	1	Senior Police Records Supervisor	1
	10	Senior Recreation Aide	1
	1	Senior Staff Assistant	1
	10	Student Trainee Aquatics	1
	2	Supervising Engineer	1
	1	Supervising Financial Analyst	1
	1	Supervising Fire Service Worker	1
	1	Supervising Forensic Investigator	1
	1	Support Services Manager	1
	7	Survey Party Chief	1
	6	Systems Engineer	1
	1	Traffic Worker I	1
	7	Tree Maintenance Worker	1
	1	Typist Clerk II	1
	1	Typist Clerk III	1
	1	Utilities Operations and Maintenance Superintendent - Mechanical	1
	1	Utilities Operations and Maintenance Supervisor	1
	10	Zoning Investigator	1
Conyers Auto Transport	10	Junk Removal Crew Member	4
Easter Seals Superior CA	1	Core Instructor	6
	1	Child Development Specialist	1
	1	Driver - Class B	3
	1	Landscaping Training and Ops Coordinator	1
	9	Production Assistant	1
	1	Rehabilitation Assistant	1
	1	Vocational Skills Trainer/Crew Lead	1

ERA
July 1 - February 15, 2018

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			
Folsom Premium Outlets	1	Guest Services Representative	1
Fortune Energy	1	Account Manager	5
Glory Children's Learning Center, Inc.	1	Childcare Center Teacher and Aide	2
	1	Preschool/Infant Teacher and Teacher's Aide	2
G W Demolition Inc.	3	Demolition Laborer	2
Hoppy Brewing Company	8	Line Cook	1
	8	Server/Bartender Shift Lead	1
Illum Solar	1	HR Admin/Accounting	1
	1	Warehouse Coordinator	1
Imko Workforce Solutions	9	Materials Processor	4
Indecare Corporation	4	Certified Nurse Aide	25
InSync Consulting Services LLC	1	Customer Service Specialist	250
Job Corps / Career Systems Development Corporation	1	Career Technical Instructor	1
	1	Safety & Security Manager	1
	4	Wellness Services Manager - RN	1
Kelly Services	9	Warehouse Worker	2
Los Rios Community College District	1	Account Clerk III	1
	1	Accounting Specialist	1
	1	Administrative Assistant I	1
	1	Administrative Assistant I	1
	1	Administrative Services Analyst	1
	1	Admissions Records Evaluator I	2
	1	Admissions/Records Evaluator/Degree Auditor	1
	1	Alternate Media Design Specialist	1
	1	American Sign Language (ASL)/English Language Interpreter Assistant Professor	1
	1	Anthropology Assistant Professor	1
	1	Associate Vice Chancellor of Education Services and Student Success	1
	1	Associate Vice Chancellor of Finance	1
	1	Associate Vice Chancellor of Instruction	1
	1	Athletic Trainer	2
	1	Aviation Assistant Professor	1
	1	Biology (Anatomy & Physiology) Assistant Professor	1
	1	Biology (Bio-Technology) Assistant Professor	1
	1	Biology (Non-Majors) Assistant Professor	1
	1	Chemistry Assistant Professor	1
	1	Chemistry Assistant Professor	1
	1	Chief of Police	1
	1	Child Development Center Teacher	2
	1	Children's Center Clerk	1
	1	Clerk II	1
	1	Clerk III	2
	1	Computer Information Science (Programming) Assistant Professor	1
	1	Confidential Administrative Assistant I	1
	1	Confidential Administrative Assistant II	1
	1	Confidential Human Resources Specialist III	1
	1	Counseling Clerk I	1
	1	Counseling Clerk II	1
1	Counseling Supervisor	1	
1	Custodian	1	
1	Dean of Behavioral and Social Sciences	1	
1	Dean of Business and Computer Science	1	

ERA
July 1 - February 15, 2018

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Los Rios Community College District	1	Dean of Business and Family Science	1
	1	Dean of Career Education and Workforce Development	1
	1	Dean of Financial Aid and Student Success	1
	1	Dean of Humanities and Social Science	1
	1	Dean of Mathematics, Science and Engineering	1
	1	Dean of Student Services, Counseling, and Transfer Services	1
	1	Dean of Student Services, Equity Programs, and Pathways	1
	1	Dean of the El Dorado Center	1
	1	Digital Communications Specialist	1
	1	Director of Accounting Services	1
	1	Director of Donor Relations	1
	1	Director of General Services	1
	1	Director of North/Far North Regional Consortium	1
	1	Director of Nursing Academic Program	2
	1	Director of the Center of Excellence	1
	1	Disabled Students Programs and Services Coordinator / Counselor	1
	1	District Financial Aid Specialist	1
	1	Educational Center Supervisor	1
	1	English Assistant Professor	1
	1	English Professor	1
	3	Facilities Planning and Engineering Specialist	1
	1	Financial Aid Clerk II	1
	1	Financial Aid Officer	2
	1	Financial Aid Officer	1
	1	Financial Aid Supervisor	1
	1	Fire Technology Assistant Professor/Coordinator	1
	1	Fire Technology Coordinator	1
	1	Fiscal Services Supervisor	1
	1	Graphic Designer	1
	1	Head Custodian	1
	1	Health Information Technology Assistant Professor	1
	1	Human Services Assistant Professor	3
	7	HVAC Mechanic	2
	6	Information Technology Business/Technical Analyst II	1
	6	Information Technology Network Administrator Analyst II	3
	6	Information Technology Technician II-Lab/Area Microcomputer Support	1
	1	Instructional Assistant - Aeronautics	1
	1	Instructional Assistant - Biology	1
	1	Instructional Assistant - Costuming and Makeup	1
	1	Instructional Assistant - English as Second Language	1
	1	Instructional Assistant - Food Service Management	2
1	Instructional Assistant - Fundamentals of Nursing	1	
1	Instructional Assistant - Health & Education Simulation Lab	1	
1	Instructional Assistant-Learning Resources	1	
1	Instructional Assistant - Welding	1	
6	IT Specialist II - Microcomputer Support	1	
1	Kinesiology, Health, and Athletics Assistant Professor/Head Women's Basketball Coach	1	
1	Kinesiology, Health, and Athletics Assistant Professor/Head Women's Softball Coach	1	
1	Library Technician	3	
7	Maintenance Electrician	1	
1	Maintenance Technician II	1	
1	Mathematics Assistant Professor	3	
1	McClellan/Sacramento Regional Public Safety Training Center Coordinator	1	

ERA
July 1 - February 15, 2018

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Los Rios Community College District	1	Mechanical- Electrical Technology Assistant Professor	1
	1	Media Systems/Resource Technician I	1
	1	Nursing Assistant Professor+D367	2
	1	Outreach Specialist	1
	1	P.E. Adjunct Assistant Professor/Head Coach for Women's Tennis	1
	1	Police Officer	1
	1	Project Director of TRIO Upward Bound Programs	1
	1	Public Services Librarian	1
	1	Radio, Television, and Film Production Assistant Professor	1
	1	Research Analyst	1
	1	Senior Buyer/Contract Specialist	2
	1	Sociology Assistant Professor	1
	1	Special Projects - Makerspace Project Specialist	1
	1	Specialist	1
	1	Student Personnel Assistant	1
	1	Student Personnel Assistant - Career & Job Opportunity Services	2
	1	Student Personnel Assistant - Counseling	1
	1	Student Personnel Assistant - Outreach Services	3
	1	Student Personnel Assistant - Student Services	1
	1	Student Success and Support Program Specialist	1
	7	Utility Worker	1
	1	Veterinary Technology Assistant Professor and Program Director	1
	1	Vice President of Administrative Services	1
1	Vice President of Instruction and Student Learning	1	
Macias Gini & O'Connell LLP	1	Accounting Assistant	1
	1	Recruitment Assistant	1
Mack Road Partnership	7	Maintenance Team Member	1
Mather Golf Course	1	Administrative Assistant	1
McLane Company	1	Independent Sales Representative	1
	10	Reset Specialist	1
Merry Maids	1	Teammate House Cleaner	6
Mobile Management LLC	10	Outside Sales Associate	20
Murieta Hospitality Group	1	Houseperson-Days Overnight Cleaners	6
OBO' Italian Table and Bar	8	Cook	2
	8	Counter Server	2
	8	Dishwasher	2
Official Pest Prevention	1	Customer Service Representative	1
	1	Pest Control Service Technician	1
Options In Supported Living, LLC.	1	Personal Support Staff	15
Pacific Protection Services, Inc.	1	Unarmed Security Officer	5
Pacific Rim Fall Protection	7	Installer	2
Pavilion Touchless Car Wash & Quick Lube	7	Auto Lube Sales and Technician	1
	1	Car Wash Crew/Driver	4
Pepsi Bottling Group	1	Delivery Supervisor	1
Pinnacle Telecommunications, Inc.	7	Installers Level I	1
	9	Warehouse Associate	10
Precision Automotive Repair Inc.	7	Shop Porter/Helper	1
Remetronix	7	Mechanical Installation Service Technician	1
Research America, Inc.	1	Telephone Interviewer	12
Sacramento Asian/ Pacific Chamber	1	Public Policy Coordinator	1
Sacramento Children's Home	1	Cultural Broker Supervisor	1

ERA
July 1 - February 15, 2018

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			
Sacramento Employment & Training Agency	1	CFS Quality Assurance Analyst	1
	4	Family Services Worker - Range II	1
	1	Head Start Cook/Driver	1
	1	Head Start Courier/Maintenance	1
	1	Head Start/Early Head Start Health-Nutrition Coordinator	1
	7	Head Start Education Coordinator	1
	1	Head Start Intervention Specialist	1
	1	Head Start Teacher	1
	1	Head Start Site Supervisor	1
	1	Payroll Specialist	1
Sacramento Job Corps Center	1	HVAC Instructor	1
Saint John's Program for Real Change	1	Director of Finance	1
	1	Executive Assistant	1
	1	Grants Development Specialist	1
Sarenne Capital	7	Maintenance Technician	1
Square One Clubs	1	Receptionist	1
Solar City	3	Licensed Electrician	10
	7	PV Solar Installer/Electrical Installer	10
	3	Roofers	10
Taylor Metal Products	9	Manufacturing Personnel	40
TimCo Construction Inc.	3	Carpenter	15
	3	Construction Laborer	10
	1	Project Manager	1
Tots of Love Child Development Center, LLC	1	Preschool Teacher	1
Villara Corporation	1	Accounts Payable Clerk	1
	1	Administrative Assistant	1
	9	Co-Driver	1
	1	Commercial Estimator	1
	1	Construction Admin	1
	9	Delivery+D176 Driver	1
	3	Duct Blaster	1
	7	Entry-Level Heating & Air Installers	1
	1	Estimator	1
	7	HVAC Installer	2
	3	HVAC Mechanical Designer	1
	7	HVAC Retro Fit Installer	1
	7	HVAC Retro Fit Installers/Lead Installers	1
	3	HVAC Tradesman	1
	7	HVAC Warranty Technician	1
	6	IT Help Desk Support Specialist	1
	1	Junior Administrative Assistant	1
	3	Manufacturing Worker	1
	1	Marketing Lead	1
	2	Mechanical Designer	1
	3	Plumbing Designer	1
	3	Plumbing Installers	1
	3	Plumbing Junior Estimator	1
	7	Plumbing Service Technician	1
	9	Production Manager	1
	3	Project Manager Plumbing	1
	1	Quality Control Assistant	1
1	Residential Fire Protection Designer	1	

ERA
July 1 - February 15, 2018

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Villara Corporation	9	Senior Warehouse Manager	1
	1	Service & Warranty Parts Coordinator	1
	3	Solar Electrician	1
	7	Start Up Technician	1
	1	T24 Energy Analyst	1
	9	Warehouse Worker	2
	1	Warranty Technician	1
Visiting Angels	4	Caregiver/Home Care Aide	30
Wetsel Oviatt Recycling LLC	7	Equipment Operator	6
Wild Bill's Cheesesteaks	8	Cooks and Cashiers	2
You've Got Maids	10	House Cleaner	2
Total			901

ITEM IV-C – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

PRESENTER: William Walker

Dislocated Worker Information PY 2017/2018

The following is an update of information as of February 13, 2018 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County.

Official	6/14/2017	Kmart Corporation 5100 Stockton Blvd. Sacramento, CA 95820	9/30/2017	84	7/25/17, 7/28/17, 8/15/17,8/18/17,8/2 9/17, 9/1/17
Official	6/30/2017	First Response EMS 10161 Croydon Way Sacramento, CA 95827	8/31/2017	66	8/11/2017
Official	8/16/2017	Sunbridge Carmichael Rehabilitation Center 8336 Fair Oaks Blvd. Carmichael, CA 95608	10/15/2017	72	Declined
Official	9/14/2017	Molina Medical Management 2180 Harvard St. Ste. 500 Sacramento, CA	11/15/2017	56	Services Not Needed
Official	11/30/2017	Delta Dental 11155 International Drive Rancho Cordova, CA 95670	1/29/2018	51	1/23/2018 2/6/2018
Unofficial	12/1/2017	Dorris Lumber & Molding 2601 Redding Ave. Sacramento, CA 95820	12/7/2017	20	12/7/2017
Unofficial	12/27/2017	EHS Medical 77 Cadillac Dr. Suite 180 Sacramento, CA 95825	1/31/2018	10	1/11/2018
Official	1/11/2018	Sam's Club 3360 El Camino Ave. Sacramento, CA 95821	3/16/2018	162	1/24-26/2018
Official	1/11/2018	Walmart 3460 El Camino Ave. Sacramento, CA 95821	3/16/2018	359	Services Not Needed
			Total # of Affected Workers	880	

ITEM IV-D – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: Denise Lee

SPECIAL 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

Wednesday, December 20, 2017
9:00 a.m.

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

Mr. Kenneth Tate called the meeting to order at 9:13 a.m. The Pledge of Allegiance was recited. Mr. Tate read the thought of the day. Ms. Linda Litka was asked to serve as Secretary. Ms. Litka called the roll and a quorum was established.

Members Present:

Andrea Scharnow, Sacramento City Unified School District
Maria Castro-Flores, Sacramento City Unified School District
Jessica Bradsberry, Sacramento City Unified School District
Charles Taylor, Twin Rivers Unified School District
Henrietta Gutierrez, SETA-Operated Program
Yezenia Lopez, SETA-Operated Program
Linda Litka, Past Parent/Community Representative
Terri McMillin, Past Parent/Community Representative
Penelope Scott, Grandparent/Community Representative
Kenneth Tate, Outgoing Chair
Elnora Nears (arrived and was seated at 9:18 a.m.)

Members Absent:

Linda Harris, Elk Grove Unified School District (excused)
Angel Chenault, SETA-Operated Program (excused)
Cindy Ruiz Lopez, SETA-Operated Program (unexcused)
Jasmine Robinson, SETA-Operated Program (unexcused)
Mason Taylor, Birth & Beyond, Community Agency Representative (unexcused)

Members to be seated:

Coline Jorgensen, San Juan Unified School District Present
Reginald Castex, Men's Activities Affecting Children Committee
Allison Vaughn, Twin Rivers Unified School District (arrived and was seated at 9:25 a.m.)

Members to be seated but absent:

Brina Thurston, Elk Grove Unified School District (unexcused)
Willie Holmes, Elk Grove Unified School District (unexcused)
Shannon Pierce, San Juan Unified School District (excused)
Domonique Garrett, WCIC/Playmate Child Development Center (unexcused)
Noor Altameemi, Early Head Start, San Juan Unified School District (unexcused)

Emily Culver, WCIC/Playmate Child Development Center (unexcused)
China Rosalez, SETA-Operated Program (unexcused)
Marisol Andrade, SETA-Operated Program (unexcused)
Beth Hassett, WEAVE, Community Agency Representative (resigned)

Mr. Castex gave up his WCIC seat and is now a MAACC representative.

II. Consent Item

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

The minutes were reviewed; no questions or corrections.

Moved/Scharnow, second/Castex, to approve the November 28, 2017 minutes.

Show of hands vote:

Aye: 11 (Bradsberry, Castex, Castro-Flores, Gutierrez, Jorgensen, Litka, Lopez, McMillin, Scharnow, Scott, Taylor,

Nay: 0

Abstentions: 1 (Tate)

Absent: 5 (Chenault, Harris, Robinson, Ruiz Lopez, Taylor)

III. Action Items

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

The board went into closed session at 9:17 a.m. Mr. Tate called the meeting back to order at 9:30 a.m. and stated that the Policy council approved the following eligible lists: Associate Teacher, Associate Teacher-Infant Toddler.

Mr. Tate reported that the following board members arrived and were seated during closed session:

Elnora Nears at 9:18 a.m.

Allison Vaughan at 9:25 a.m.

B. Election of Policy Council Officers for 2017-2018

Mr. Tate reviewed the various officer positions and the duties required of the officers.

Those interested in serving as **Chair**:

Terri McMillin

Linda Litka

Ms. McMillin withdrew her name.

Vote:

Linda: 13

Those interested in serving as **Vice Chair:**

Henrietta Gutierrez

Andrea Scharnow

Vote:

Henrietta: 4

Andrea: 9

Those interested in serving as **Secretary:**

Henrietta Gutierrez

Vote:

Henrietta: 13

Those interested in serving as **Treasurer:**

Charles Taylor

Vote:

Charles: 13

Mr. Tate rescinded the election of Treasurer

Those interested in serving:

Since there were no board members interested in serving, Mr. Tate tabled the election of Treasurer.

Those interested in serving as **Parliamentarian:**

Charles Taylor

Vote:

Charles: 13

Mr. Tate rescinded the vote for Chair. Ms. Litka still expressed interested in running for **Chair**. Mr. Reginald Castex also expressed interest.

Vote:

Linda: 5

Reginald: 8

Moved/Bradsberry, second/Scott, to ratify the election of Policy Council officers for 2017-2018 as follows: **Chair:** Reginald Castex, **Vice Chair:** Andrea Scharnow, **Secretary:** Henrietta Gutierrez, **Parliamentarian:** Charles Taylor.

Aye: 11 (Bradsberry, Castex, Castro-Flores, Gutierrez, Jorgensen, Lopez, Nears, Scharnow, Scott, Vaughan, Taylor)

Nay: 0

Abstentions: 3 (Litka, McMillin, and Tate)

Absent: 5 (Chenault, Harris, Robinson, Ruiz Lopez, Taylor)

Ms. Litka and Ms. McMillin left the meeting at 10:10 a.m.

The new officers assumed their seats on the dais.

C. Ratification of Governing Board Approval to Submit a Request to Carry Over Early Head Start-Child Care Partnership and Expansion Training and Technical Assistance Funds from 2016-2017 Program Year to 2017-2018 Program Year

Ms. Lee reviewed this item; the Governing Board approved this at their December 7 meeting. This is a one-time opportunity to carry over \$142,790 funds for Kinder World EHS-CCP program.

Moved/Gutierrez, second/Scharnow, to ratify the action of the SETA Governing Board to approve the submission of a carryover request for Program Year 2016-2017, Early Head Start-Child Care Partnership and Expansion training and technical funds up to \$142,790.

Aye: 10 (Bradsberry, Castro-Flores, Gutierrez, Jorgensen, Lopez, Nears, Scharnow, Scott, Vaughan, Taylor)

Nay: 0

Abstentions: 2 (Castex and Tate)

Absent: 7 (Chenault, Harris, Litka, McMillin, Robinson, Ruiz Lopez, Taylor)

Ms. McMillin returned to the meeting at 10:18 a.m.

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Gutierrez reviewed the calendar of events. The Budget/Planning Committee meeting is actually Tuesday, January 9.

Andrea Scharnow and Terri McMillin left the meeting at 10:20 a.m.

- Parent/Staff Recognition: None.
- PC/PAC Meet & Greet Breakfast Reports: Ms. Scott thought the event was very nice and it was nice to meet the new board members. Ms. Scott was very appreciative of the good food served.
- Toastmasters Update: Mr. Castex stated that the next meeting will be announced. He urged all board members to consider attending this important training.

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne reported on the fiscal report which covers a third of the program year. The in-kind funds must be twenty-five cents for every dollar received in grant money. The administrative percentage is currently at 9.8%, well below the 15% allowable. The Budget/Planning Committee reviews the monthly reports in much more detail.

Ms. Henrietta Gutierrez left the meeting at 10:30 a.m.

- Community Resources: Parents/Staff: Mr. Robert Silva distributed packets of community resources available.

Ms. Penelope Scott left the meeting at 10:33 a.m.

- PC Governance Self-Assessment: Ms. Denise Lee shared that this is a good opportunity for members to participate in self-assessment to ensure we are in compliance with the Performance Standards. On top of self-assessment, this also allows us to prepare for the federal review scheduled for February 5-9, 2018. The Governance self-assessment is scheduled for January 19, 2018.

B. Governing Board Minutes of November 2, 2017: No questions.

V. Committee Reports

- ✓ Executive Committee Meeting Critique: Mr. Castex reviewed the critique.
- ✓ Budget/Planning Committee: No report.
- ✓ MAACC/Parent Ambassador Committee: Mr. Castex reported on the last meeting. A tee shirt design was approved and will be ordered by January 5. Robin Blanks was elected MAACC representative for the PAC and he was elected MAACC representative for the PC. The Crocker Art Museum event is scheduled for Sunday, January 21. Ms. Desha stated that in November, the Social/Hospitality Committee selected to do a tour of the downtown library. Due to extenuating circumstances, that event was canceled. The Crocker Art Museum tour would be done in place of the library tour but it is on hold until staff hears back from Crocker Art Museum staff.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick stated that there are 12 job centers in the county; she encouraged board members to visit all of the centers. Let staff know if a private tour or a small group tour is preferred. All services are free. A list of all of the job centers will be available at the orientation.
- B. Head Start Deputy Director's Report

Ms. Denise Lee stated that before the meeting, she spoke with a Workforce manager. They agreed that the Workforce Department will provide a standing

board item sharing information available at the job centers as well as highlight some of the companies in the area that are hiring. This will be a good way to learn what the Workforce Department does. Ms. Lee is not yet sure how large the federal review team will be; generally, the review team is comprised of 30-35 people. She will have more details available at the PC meeting. Mr. Taylor spoke at an event sponsored by Twin Rivers sharing a vision of what we want for children and having access to services. He did a fine job!

- C. Chair's Report: Mr. Tate thanked the board for their support over the years. He has learned a lot during his time at Head Start.
- D. Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, and ERSEA Services: Ms. Lee referred board members to the monthly enrollment report. The program is under enrolled due to some of the classrooms capped at 17 children having three-year olds. There are some classrooms that are under-enrolled and Ms. Carr asked board members to spread the word about availability of the program. On January 5, Management staff will report to the OHS regarding the under enrollment. There are new home based staff hired to help make up the enrollment deficit. For the SOP, staff is now doing an electronic wait list so we are no longer taking paper applications for the wait list.
 - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services: Ms. Caruso congratulated the newly-elected officers. Ms. Caruso's staff is beginning the grant-writing season training delegate staff. Her unit is busy getting ready for the federal review. The QA team just finished the San Juan Head Start/Early Head Start program; they had a great review. Next month, they will review EHS classes at Twin Rivers and Kinder World.
 - Martha Cisneros - Health, Nutrition and Safe Environments Services: Ms. Cisneros reviewed the food services report which is for the SOP. Each delegate agency has a similar food services report. Ms. Robin Blanks and Ms. Cisneros sit on Maternal Child and Adolescent Health Board. In January, the MediCal Dental Advisory Committee is hoping to have a trainer for the dental forums which is funded by Proposition 56 (increased tobacco tax funds). Adult dental care has been a big issue with Head Start families. Ms. Yezenia Lopez said a parent came to her talking about food that has expired. Ms. Cisneros offered for parents to meet with food service staff.
 - Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith welcomed new board members. Education staff is doing a lot of teacher training and self-assessment training for classroom staff. On January 9, all staff will meet to go over assessment questions. Teachers are also coming in to review questions that may be presented by the federal reviewers. Ms. Bradsberry and Ms. Cindy Ruiz Lopez stated that it was nice to get involved in the review process at her class.
- E. Open Discussion and Comments: No comments.
- F. Public Participation: Ms. Robin Blanks announced that Ms. Cisneros received a commendation for her work on the MediCal Dental Advisory Committee.

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

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
January 2018**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/31/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	484	110	84
Sacramento City USD	1,139	1,118	99	83
SETA	1,868	1,851	98	76
San Juan USD	668	682	102	80
Twin Rivers USD	180	172	96	85
WCIC/Playmate	100	100	100	71
Total	4,395	4,407	100	

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/31/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	152	149	98	75
SETA	431	443	103	71
San Juan USD	160	181	113	83
TRUSD	16	16	100	63
Total	759	789	104	

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/31/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	33	92	73
Sacramento City USD	40	40	100	71
SETA/Job Corps.	4	4	100	TBD
Total	80	77	96	

- (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

Head Start Enrollment Challenges and Corrective Action:

SETA Operated Program:

Challenges:

- 5 classrooms capped due to majority of 3-year olds enrolled. This affects 15 enrollment slots at any given time.
- 6 classrooms capped at 20 due to class-size waiver denial. This affects 12 enrollment slots at any given time.
- Other minor enrollment issues at select locations (i.e. other preschool services/TK available in the immediate service area, not filling vacancies in a timely manner, delayed start dates due to routing/referrals for serious medical/nutritional needs, etc.)

Action Steps:

- SETA has hired additional Home Visitors to serve up to 33 enrollment slots in Home Base to help with the under-enrollment that may occur at any given time due to capped enrollment in classrooms where a majority of 3-year olds have been enrolled and/or due to class-size waiver denial.
- Additional support is provided to staff where targeted enrollment challenges exist.

Sacramento City USD:

Challenges:

- 3 centers capped at 20 due to class-size waiver denial. This affects 12 enrollment slots at any given time.
- Other minor enrollment issues at select locations (i.e. other preschool services/TK available in the immediate service area, not filling vacancies in a timely manner, delayed start dates due to lack of staff, routing/referrals for serious medical/nutritional needs, etc.)

Action Steps:

- SCUSD has hired two additional Home Visitors to serve up to 20 enrollment slots in Home Base to help with the under-enrollment that may occur at any given time due to capped enrollment in classrooms where a majority of 3-year olds have been enrolled and/or due to class-size waiver denial.
- Additional support is provided to staff where targeted enrollment challenges exist.

Twin Rivers USD:

Challenge:

- 2 duration classes not yet started due to facilities construction. This affects 40 enrollment slots at any given time.

Action Steps:

- TRUSD anticipates the modular building to be completed by April 1, 2018. In the meantime, 16 slots have layered funding to offer Head Start services to State preschool enrollees and 15 Twilight slots have started. The director continues to explore other opportunities.

Early Head Start Enrollment Challenges and Corrective Action:

SETA Operated Program:

Challenges:

- 2 EHS classrooms have not yet opened due to delays in licensing/fire clearances and/or lease negotiations. This affects 16 enrollment slots at any given time.

Action Steps:

- SETA has hired two additional Lead Infant/Toddler Teachers to serve up to 16 enrollment slots in EHS Home Base.



SETA Head Start

Food Service Operations Monthly Report

*January 2018

January 1st - Holiday - Happy New Year!

January 2nd to 5th - Calendar D Classes open - Calendars A, B, C & E closed.

January 12th - Strizek Park 1225B Class closed due to lack of staff.

January 15th - Holiday - Martin Luther King Day.

January 16th - Solid Foundation and Alder Grove ELC limited morning classes due to lack of staff.

January 18th - LaVerne and Strizek 1225B Class capped at 10 children due to lack of staff.

January 19th - Home Base Field Trip Lunch and Snack provided for 60 guests.

January 22nd - Solid Foundation limited the number of children in one AM class due to lack of staff.
Galt Kitchen closure due to lack of Food Services Staff.

January 25th - LaVerne capped the children at 10 due to lack of permanent staff.

Meetings & Trainings: None.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
33,720	18,360	23,680	160

Total Amount of Meals and Snacks Prepared 75,920

Purchases:

Food	\$74,386.76
Non - Food	\$7,966.97

Building Maintenance and Repair: \$735.60

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$806.79

Vehicle Maintenance and Repair : \$2,995.64

Vehicle Gas / Fuel: \$1,347.39
 Normal Delivery Days 21

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

January 2018

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	207	10%	377	98	26%
Twin Rivers USD	180	20	11%	16	0	0%
Elk Grove USD	440	45	10%			
Sac City USD	1211	103	9%	144	25	17%
San Juan USD	668	86	13%	160	13	8%
WCIC	120	10	8%			
EHS CCP				80	5	6%
COUNTY TOTAL	4607	471	10%	777	141	18%

AFE: Annual Funded Enrollment

Monthly Program Information Report

SETA Head Start / Early Head Start

February 2018

HHS Secretary Exercises Authority to Waive Duration Deadlines

Published by: HHS/OHS

The Head Start Program Performance Standards (HSPPS) state that programs must provide 1,020 annual hours of planned class operations over at least eight months per year for at least 50 percent of its center-based funded enrollment by August 1, 2019.

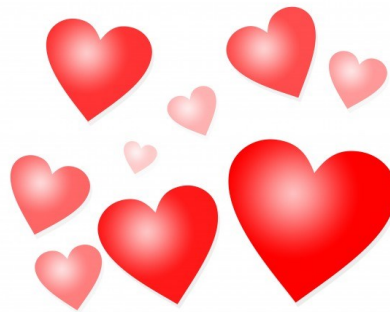
On January 19th, the Office of Head Start notified programs that the Secretary has exercised her authority under 45 CFR § 1302.21(c)(3)(i) of the HSPPS to waive the August 1, 2019 Head Start center-based service duration requirements, effectively lowering this requirement from 50 percent to zero percent. The Secretary has determined the mandate was not coupled with sufficient funding to mitigate a

substantial reduction in funded enrollment. Therefore, to avoid serving fewer children and families, this requirement will not go into effect.

Programs are still free to choose to increase the duration of services, but the Secretary's determination waives the mandate that all programs do so for at least 50 percent of its funded enrollment. Given the funding constraints, we believe programs will have more

flexibility to most effectively meet the needs of their communities.

The Department is also considering whether to remove the requirement that programs provide 1,020 annual hours of planned class operations for 100 percent of its funded enrollment by August 1, 2021. We expect to release a Notice of Proposed Rulemaking later this year.



Health/Nutrition Update

New Health/Nutrition Coordinator—The Health, Nutrition, and Safe Environments Unit would like to welcome **Gricelda Ocegueda** to the Head Start Team! Gricelda, comes with over 10 years of health and nutrition experience working with local non-profit organizations and UC Davis. Gricelda hit the ground running as the unit launched straight into federal review preparations. We are very excited to wel-

come Gricelda and have her as part of the SETA Head Start Family.

Dental Support—The Sacramento County Public Health Department in their has developed a dental surveillance system that will serve as a watch dog of dental providers and provide information to the public regarding dental awareness, oral health, treatment and prevention.

2-Year Old Immunizations—Extra efforts are being made to ensure 2-year old children get immunized! Free clinics and resources are available. Ask Martha Cisneros for more information.



Federal Review—Preliminary Feedback

SETA, its delegate agencies, and partners completed the first of two federal review processes. The Focus Area 2 (FA2) review began on Monday, February 5th with an Introductory Meeting and content interviews. The rest of the week consisted of 48 center visits, 56 classroom observations, one home visit, one socialization activity and many individual staff interviews. While no formal feedback was provided by the review team, staff reported that center visits and individual interviews went exceptionally well and that staff were able to comfortably showcase the quali-

ty services provided to children and families. Some comments heard throughout the week included: "Wow, great classroom," "exceptional quality," "you have high quality staff here in Sacramento," "I would leave my child in their care," "very impressive." "best program I have ever seen."

Overall, the review went well. Great job Sacramento! Part 2 of the review, CLASS, will begin April 2nd. We do not have an expected date for formal feedback from the Office of Head Start. Information will be shared upon receipt.



Training Opportunities for WCIC Staff and Parents

WCIC/Playmate Head Start offered training for staff and parents during the month of January including:

- ◆ **Kindergarten Registration** for Fortune School of Education, presented by Mr. Robert Ceasar. Extra curricular activities include basketball, jazz, marching band, cheerleading, and after school programs.
- ◆ **Home Ownership Program**, presented by Ms. Kara Thomson and

Beilul Naizghi. Programs are available to help increase and preserve homeownership; develop affordable housing; and empower residents through education and collaboration. Program staff are available to guide on how to pay bills on time, refinance, establish better credit and help raise FICO scores.

- ◆ **Early Childhood Environmental Rating Scale-R (ECERS-R)** for staff, presented by Ms. Joyce Lee. The training focused on space/furnishings, personal care routines, language-reasoning, activities, interactions, program structure, hand-washing, cleaning, table washing and diapering.

"Success in life requires training,
discipline and hard work"

David Rockefeller



Education Update

Child Assessments—Teachers are busy finishing up their DRDP assessments for the winter assessment period. They will receive their classroom and individual student data. The teachers will use the classroom data to plan small group and large group activities and will meet with families to set individual goals to focus on for each child. Teachers will be connecting with parents to share more about their child's progress.

Learning Genie—The final group of SETA Head Start teachers who will be using the Learning Genie application for DRDP assessment collection and assessment will be receiving training on the use of the iPad and the Learning Genie Application.

Teaching Pyramid—The county wide Teaching Pyramid cohort will meet in February for module 2b which focuses on emotional literacy, problem solving,

and provides teachers with resources to take back and implement in their classrooms.

Volunteers/Substitutes—SETA Head Start had 15 new volunteers and 28 new substitutes through the Sacramento State partnership start in February. The substitutes will have the opportunity to work alongside Head Start teachers while completing their ECE coursework.

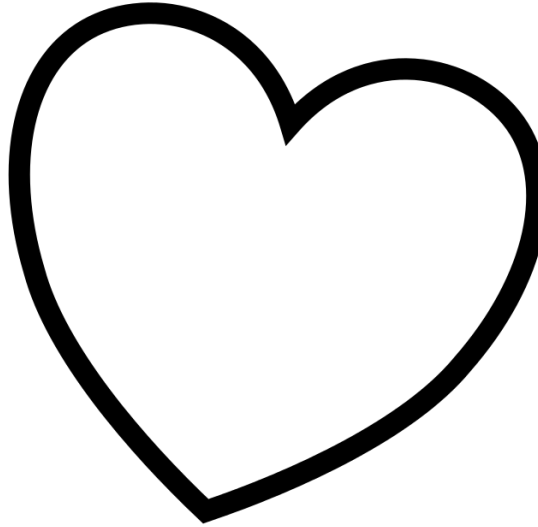
CONTEST!

Nominate a name for the new SETA Early Learning Center located on Martin Luther King Jr Blvd.

Nominations will be voted on by the SETA staff, PC/PAC board members and leadership.

Email nominations to: Wendy.Tanner@seta.net no later than March 1st.

No prizes will be awarded just the pleasure of seeing your nominated name on the front of the building.



Center Updates:

- Crossroad Gardens' temporary relocation will take place on February 20th.
- Hopkins Park new modular building is on schedule for ground-breaking on June 1st.
- New SOP center will be opening in Fall 2018 located on Martin Luther King Jr Blvd. More details to come regarding enrollment.

We're on the Web!

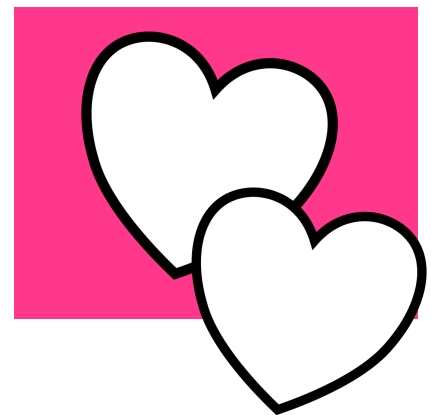
headstart.seta.net

QA Monitoring Unit Update

The Quality Assurance (QA) Unit completed monitoring reviews for Kinder World EHS-CCP and Twin Rivers USD EHS (TRUSD) for the month of January 2018. Monitoring for Compliance and Quality Improvement (MCQI) Exit Meetings are scheduled for February 21 (TRUSD EHS) and February 23 (Kinder World EHS-CCP). Program MCQI Summary Reports will be shared with the program staff during

the Exit Meetings. Additionally, QA staff conducted second quarter un-announced safety and supervision visits, which ended on January 31, 2018.

With the redesigned monitoring system, using the Child Plus Internal Monitoring Module, site-based Corrective Action Plans (CAPs) are now included as part of the follow-up system for areas determined to be non-compliant during the monitor-



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.