



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

ROBBIE WATERS
Councilmember
City of Sacramento

JIMMIE YEE
Board of Supervisors
County of Sacramento

KATHY KOSSICK
Executive Director

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, May 1, 2008

TIME: 10:00 a.m.

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

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

A G E N D A

I. Call to Order/Roll Call/Pledge of Allegiance

- Recognition of Long-term Employees: Terricina Mims (Associate Teacher) – 10 years
- Recognition of Elizabeth Mitchell, Chair of the Community Action Board

II. Consent Items

- A. Minutes of the April 3, 2008 Regular Board Meeting
- B. Approval of Claims and Warrants

III. Action Items

- A. **GENERAL ADMINISTRATION/SETA:** No items.
- B. **WORKFORCE INVESTMENT ACT:** No items.

“Preparing People for Success: in School, in Work, in Life”

C. HEAD START

1. Approval of Fiscal Year 2008-2009 Head Start/Early Head Start Grant Application and Budget (Maureen Dermott)
2. Approval of Fiscal Year 2008-2009 Head Start/Early Head Start Training/Technical Assistance Grant Application to be in Alignment with Newly Established Three-Year Goals (Maureen Dermott)

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS

1. Approval of the Plan for the Provision of Refugee Employment Social Services (RESS) and Targeted Assistance (TA) Funded Services to Refugees Program Years (PYs) 2008-2011 (Michelle Anderson)
2. Approval of the Release of the Request for Proposals (RFP) for the Refugee Employment Social Services (RESS) and Targeted Assistance (TA) Funded Programs, Program Year (PY) 2008-2009 (Michelle Anderson)

IV. Information Items

- A. Fiscal Monitoring Reports (Rick Pryor)
- Del Paso Heights School District
 - Elk Grove Unified School District
 - San Juan Unified School District
 - Sacramento Occupational Advancement Resources
- B. Monthly Head Start Fiscal Report (Thelma Manzano)
- C. Head Start Policy Council Minutes (Maureen Dermott)
- D. Dislocated Worker Update (William Walker)
- E. Article Regarding Bachelor's Degree Program for Staff (Kathy Kossick)

V. Reports to the Board

- A. Chair
- B. Executive Director
- C. Child and Family Services Deputy Director
- D. Counsel
- E. Members of the Board
- F. Public

VII. Adjournment

DISTRIBUTION DATE: FRIDAY, APRIL 25, 2008

ITEM II-A - CONSENT

MINUTES OF THE APRIL 3, 2008 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the April 3, 2008 regular Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

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

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

Thursday, April 3, 2008
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance**: Ms. Pannell called the meeting to order at 10:08 a.m.

Members Present:

Bonnie Pannell, Chair, SETA Governing Board; Councilmember, City of Sacramento

Jimmie Yee, Vice Chair; Member, Board of Supervisors

Sophia Scherman, Public Representative

Don Nottoli, Member, Board of Supervisors

Robbie Waters, Councilmember, City of Sacramento

- Recognition of Long-term Employees: **Susan Adams** (Personnel Analyst), **Ronald Dent** (Head Start Social Worker, Tier II), **Melinda Freese-Gearhart** (Head Start Family Services Worker), and **Eleanor Cooley** (Family Services Worker) - 10 years

Nam Wong (Head Start Teacher) - 15 years

Staff was acknowledged and pictures were taken with Governing Board members.

II. **Consent Items**

- A. Minutes of the March 6, 2008 Regular Board Meeting

- B. Approval of Claims and Warrants

No questions or corrections.

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

- A. Approve the March 6, 2008 regular Board minutes.
B. Approve the claims and warrants for the period 2/29/08 through 3/27/08.
Voice Vote: Unanimous approval.

III. **Action Items**

- A. **GENERAL ADMINISTRATION/SETA**

1. Approval of Non-Competitive Procurement and Selection of Audit Firm

Mr. Rick Pryor reviewed this item. There was not a lot of response to the RFP released seeking audit firms; one proposal was received from Gilbert and Associates. Macias Gini would not respond as they do not have the staff necessary to respond to the proposal. Mr. Pryor reported that the County of Sacramento is experiencing similar problems in receiving proposals for audit services. There are fewer firms, and more requirements are needed to provide services. Mr. Pryor reviewed the proposal from Gilbert and Associates which covered everything required in the RFP. Staff is asking that the Governing Board approve the selection of Gilbert and Associates with the stipulation that this is noncompetitive procurement.

Mr. Yee confirmed that the County has had a similar experience with lack of response.

Moved/Yee, second/Waters, that the Governing Board makes the following findings regarding non-competitive procurement and approve the selection of Gilbert Associates, Inc for audit services: 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. Furthermore, that based upon such findings, the Governing Board approves the selection of Gilbert Associates, Inc. for audit services for SETA for the fiscal year ending June 30, 2008 for the fee not to exceed \$43,000 for one year with optional two additional one-year terms. Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

2. Approval of Revisions to the Sacramento Employment and Training Agency 2007-2008 Budget

Mr. Roger Bartlett reviewed this item and stated that the modified budget will more accurately reflect expenditures for the year. The changes in the budget do not reflect a significant increase in cash available in the Agency. Some errors were made in the accrual of services in 2006/2007 which were paid in 2008.

Ms. Scherman asked that in the future, identify changes with bold print. The modified budget will go before the Board of Supervisors and City County.

Moved/Waters, second/Scherman, to approve modifications to the budget for fiscal year 2007-2008.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Approval for Subcontracting Data Collection Activities for the Occupational Outlook and Training Directory

Mr. John Harden reviewed this item. Four quotes were received in response to the RFQ; staff is recommending subcontracting with BW Research Partnership for data collection activities.

Moved/Scherman, second/Yee, to approve an agreement with BW Research Partnership to provide Labor Market Information sample design and data collection services for one year, with the ability to extend the agreement for two additional one year terms. The cost will not exceed \$18,600 annually or \$55,800 for the entire term of the agreement.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

2. Review and Concur with Funding Extension Recommendations for the Workforce Investment Act, Title I, Youth Program, for Program Year 2008 – 2009

Ms. Christine Welsch reviewed the funding recommendations for the Youth Program. Staff has not yet received the final allocation for program year 2008-2009; hopefully, it will be known by May. Ms. Welsch reviewed the funding stipulations and answered questions from the board. Because performance data will not be available until August 2008, if providers do not meet funded goals, staff will bring the funding recommendations back for reconsideration. Staff will also bring this item back if the funding allocation is severely cut.

Moved/Yee, second/Scherman, to concur with the Workforce Investment Board to approve funding for the WIA, Title I, Youth Program, PY 2008-2009 with the program year beginning May 2008. In addition, approve with the stipulations included in the board agenda and that all funding recommendations are subject to satisfactory year-end program performance reviews. Subgrantees that do not meet performance goals and benchmarks will be evaluated in August, 2008 and may face deobligation of funds. If the WIA Youth allocation is less than the anticipated amount, SETA retains the right to reduce the contracted amounts.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

3. Approval of Employer Sponsorships for Youth Employment

Ms. Welsch reported that Sacramento Works will be partnering with Area Congregations Together to increase employment opportunities for youth. She distributed a flyer showing the various boot camp sessions available to the youth participants as well as the employer sponsorship for youth employment. One hundred percent of funds received from businesses will be used for summer employment opportunities for Sacramento youth.

Moved/Scherman, second/Nottoli, to approve the implementation of a Sacramento Works for Youth Employer Sponsorship program.

Voice Vote: Unanimous approval.

Ms. Welsch reported that last year, 95 youth graduated from the boot camp classes and 62 of them secured employment.

4. Approval to Submit a Proposal for Workforce Investment Act Governor's Discretionary 15% Funds for the Construction Talent Transfer Training Initiative

Ms. Welsch reviewed this item which is in partnership with Golden Sierra Job Training Agency. The total amount being requested is \$500,000.

Moved/Scherman, second/Yee, to approve the submission of a proposal to the California Employment Development Department for the Sacramento Construction Talent Transfer Initiative in the amount of up to \$500,000 and, authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the State of California.

Voice Vote: Unanimous approval.

C. HEAD START

1. Approval of Head Start/Early Head Start Written Service Plans

Ms. Maureen Dermott reported that the written service plans is the 'blue print' of services provided. She reviewed the modifications made to the plan.

A board member inquired about the car seat installation issue. Ms. Brenda Campos stated SETA does not have funds to train on car seat installation but we work with others that do provide the training.

Moved/Scherman, second/Yee, to approve the SETA Head Start/Early Head Start Written Service Plans, modified February 2008.

Voice Vote: Unanimous approval.

2. Approval of SETA Head Start/Early Head Start Self-Assessment Results for 2008

Ms. Dermott reviewed the self-assessment results and answered questions.

Moved/Waters, second/Yee, to approve the Head Start/Early Head Start Self-Assessment results for 2008.

Voice Vote: Unanimous approval.

3. Approval of Grantee Specific Three-Year Goal for 2008-2011

Ms. Dermott reviewed the grantee-specific three year goal.

Using the 2008 Community Assessment Results, staff will research, develop, and implement a master plan to assess current and future slot distribution based on countywide needs.

Moved/Yee, second/Scherman, to approve the grantee-specific goal for 2008-2011.

Voice Vote: Unanimous approval.

Ms. Kossick asked that the board consider an off-agenda item to hear an appeal from the Greater Sacramento Urban League regarding their proposal.

Ms. Robin Purdy reported that at the last meeting, there was an item requesting an extension of the RFP deadline to 4:00 p.m. on Tuesday, April 1. The Greater Sacramento Urban League submitted a proposal at 4:06 p.m. that day.

Mr. Thatch stated that if the board wishes to hear this as an off-agenda matter, two findings must be made:

- 1) that the matter arose subsequent to the posting of the agenda
- 2) that there is a need to take immediate action.

Moved/Nottoli, second/Scherman, to hear the off-agenda item with the two findings.

Voice Vote: Unanimous approval.

Mr. James Shelby stated that the Urban League's proposal was completed in ample time; it should have arrived on time but the staff person delivering the proposal was sick.

Ms. Purdy stated that the RFP was not created with a certain funding amount per area. Staff has not yet come to the board with the funding recommendations. If the appeal is granted, it will not jeopardize other operators. The Urban League serves a significant number of people living in the 95838 ZIP code.

Mr. Waters inquired if this was done last year and Mr. Thatch stated that the Agency has not accepted proposals except with rare exceptions. Some options offered:

- 1) Inform the Urban League that their proposal is late and move forward with the proposals already submitted.
- 2) Accept the proposal as late; Mr. Thatch believes that this would be the wrong choice and would be subject to challenge.
- 3) Extend the deadline to apply for the funds; this has been done before when it was determined that SETA had some blame or culpability for it. It has never been done just to accept a late proposal.

Mr. Thatch recommended an option to direct staff to 'carve' out some portion of the funding and do an RFP for this particular area. He suggested doing it as a finding for a lack of services to the Del Paso Area.

Mr. Thatch stated that the timing is such that a new RFP can be issued. The Sacramento Works board is not involved in this decision; it is entirely within this board's discretion. Staff will continue to review the proposals received.

Mr. Thatch stated that the new RFP should be easy to draft; staff just needs to narrow the geography. Mr. Waters wanted to ensure that the request highlights the fact that the North Area is specifically targeted for these funds.

Moved/Yee, second/Scherman, to direct staff to carve out requisite funding for the North Area and issue new a RFP to get qualified proposals.

Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Preview of Sacramento Works Television Ad: Ms. Terri Carpenter reported that the Sacramento Works Employer Outreach Committee approved the production of a commercial to continue branding of Sacramento Works. These commercials will continue to increase awareness of job seekers for employment. The 30-second commercials will be running on Comcast for one year in the geographic area that we serve. The commercial will also run on CNBC, CNN, Bravo, and Fox News to target the employer community. Employers that have used our services are featured in the commercial.

B. Fiscal Monitoring Report: No questions.

C. Monthly Head Start Fiscal Report: Mr. Rick Pryor distributed updated reports to board members.

D. Head Start Policy Council Minutes: No questions.

E. Dislocated Worker Update: Mr. William Walker spoke of layoffs at Senator Ford. SETA staff worked with 24 CSAA staff to assist in their dislocation plans. Staff received notice of TGI Friday's closure due to remodeling their facility; their staff will be laid off during the remodeling process.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: No report.

C. Child and Family Services Deputy Director: Ms. Dermott stated that the Head Start budget will be presented for approval in May. The Federal review begins in 9 days; there will be 13 federal reviewers. Ms. Pannell and Mr. Nottoli have agreed to be interviewed by reviewers. Also on the May 1 agenda will be the Head Start Grant Application which was developed over a four-month period.

D. Counsel: No report.

E. Members of the Board: No report.

F. Public: None.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

The board went into closed session at 11:39 a.m. No report will be provided.

VII. Adjournment: Meeting adjourned at 11:50 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 3/27/08 to 4/24/08, and all expenses appear to be appropriate.

STAFF PRESENTER: Rick Pryor

ITEM III-C – 1 - ACTION

APPROVAL OF FISCAL YEAR 2008-2009
HEAD START/EARLY HEAD START GRANT APPLICATION AND BUDGET

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Head Start/Early Head Start grant application and budget for Fiscal Year 2008-2009 in the amount of \$39,383,216 for Head Start, and \$4,726,060 for Early Head Start.

The Budget/Planning Committee, which included significant parent participation, met six times with Mr. Rick Pryor, Fiscal Department Chief, Ms. Maureen Dermott, Deputy Director, Children and Family Services, and staff to provide input on the budget.

Other items contained in the grant application include:

- ✓ Program Narrative
- ✓ Head Start/Early Head Start Budgets
- ✓ Head Start and Early Head Start Site Locations
- ✓ SETA-Operated Program Options/Tracks
- ✓ Sacramento County Program Options/Grantee and Delegate Agencies

Ms. Dermott and Mr. Pryor will be available to answer any questions.

The Head Start Policy Council reviewed and took action on this item at their Wednesday, April 30, 2008 meeting.

RECOMMENDATION:

Approve the Fiscal Year 2008-2009 Head Start/Early Head Start Grant Application and Budget.

STAFF PRESENTER: Maureen Dermott

ITEM III-C - 2 – ACTION

APPROVAL OF FISCAL YEAR 2008-2009 HEAD START/EARLY HEAD START TRAINING/TECHNICAL ASSISTANCE GRANT APPLICATION TO BE IN ALIGNMENT WITH NEWLY ESTABLISHED THREE-YEAR GOALS

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Head Start/Early Head Start Fiscal Year 2008-2009 Training/Technical Assistance Grant Application in the amount of \$364,288 Head Start, and \$118,152 Early Head Start. The Budget/Planning Committee, including the Parent/Family Support Committee, met six times to provide input on the budget.

Ms. Maureen Dermott, Deputy Director, will provide an oral report and will be available to answer questions.

The Head Start Policy Council reviewed and took action on this item at their Wednesday, April 30, 2008 meeting.

RECOMMENDATION:

Approve the Head Start/Early Head Start Fiscal Year 2008-2009 Training/Technical Assistance Grant Application to be in alignment with newly established three-year goals.

STAFF PRESENTER: Maureen Dermott

ITEM III-E – 1 - ACTION

APPROVAL OF THE PLAN FOR THE PROVISION OF REFUGEE EMPLOYMENT
SOCIAL SERVICES (RESS) AND TARGETED ASSISTANCE (TA) FUNDED
SERVICES TO REFUGEES, PROGRAM YEARS (PYS) 2008-2011

BACKGROUND:

The RESS and TA three-year Plan, PYs 2005-2008, approved by the Governing Board in 2005, will end on September 30, 2008. A locally developed plan for the use of TA and RESS funds is a requirement of funding by the California Department of Social Services (CDSS). Sent (under separate cover) for your approval is the draft 2008-2011 RESS and TA Plan. This three-year RESS and TA Plan represents SETA's intended use of the RESS and TA funds for the period of October 1, 2008 through September 30, 2011. The funding level for PY 2008-2009 is not known at this time.

The RESS and TA Plan was developed as a result of a needs assessment process using public testimony from a public hearing, an analysis of the latest available demographic data, a review of publications on trends and issues in Sacramento County, and other sources of information depicting the most recent conditions affecting the refugee population in this region.

Sacramento will continue to serve refugees in the California Work Opportunity and Responsibility for Kids (CalWORKs), Refugee Cash Assistance (RCA) and General Assistance (GA) programs. SETA continues to recognize the importance of providing services in manner that is culturally and linguistically compatible with a refugee's culture and language background. Additionally, men and women will have equal opportunities for services in the refugee programs operated in Sacramento County.

As planning continues, the goal of self-sufficiency is the expected outcome of the refugee programs administered by SETA, funded by the RESS and TA grants.

For the 2008-2011 RESS and TA Plan, staff is recommending the following services to assist Sacramento County refugees in their quest for self-sufficiency:

- VESL/ES - Vocational English-as-a-Second Language combined with Employment Services (for cash assistance clients);
- VESL/VT- Vocational English-as-a-Second Language combined with Vocational Training (for cash assistance clients);
- VESL/OJT - Vocational English-as-a-Second Language combined with On-The-Job Training (for cash assistance clients);
- ES - Direct Employment Services (for non-mandated refugees);
- SA & CO - Social Adjustment and Cultural Orientation (for all refugees);
- Support Services for eligible refugees; and
- SETA Referral/Verification/One-Stop services.

STAFF PRESENTER: Michelle Anderson

In the public hearing held on March 10, 2008, attendees identified additional needs for new refugees in the areas of services for seniors, the disabled, and other groups of refugees whose primary needs may not be employment (e.g., health, especially mental health, financial literacy, and foreclosure avoidance). Additionally, with the decline in newly arriving refugees in Sacramento County, attendees of the public hearing expressed a need for more services for the long-term and non-cash aid refugees, including vocational training, social services, and other services that respond to the changing composition/demographics of Sacramento County. To respond to these concerns, staff is recommending an increase in funding for the SA&CO and VESL/VT components.

On June 27, 2007, the U.S. Department of Health and Human Services (HHS) announced the formation and launch of the *Rescue & Restore Victims of Human Trafficking* coalition in Sacramento. As an active member of the coalition and in an effort to combat human trafficking, SETA will target services to local victims of human trafficking. The coalition has developed a network of organizations committed to identifying and caring for victims of human trafficking in the Sacramento area. Through existing safety net services and planned RESS and TA services, SETA will assist victims of human trafficking connect to the benefits and services for which they are eligible.

The projected allocation for RESS and TA, PY 08-09 is:

RESS: \$1,018,603

TA : \$1,020,000

If final RESS and/or TA allocations are different, all applicable budgets and plans will be modified accordingly.

RECOMMENDATION:

Approve the three-year Plan for the Provision of Refugee Employment Social Services (RESS) and Targeted Assistance (TA) Services to Refugees, Program Years 2008-2011.

STAFF PRESENTER: Michelle Anderson

ITEM III-E – 2 - ACTION

APPROVAL OF THE RELEASE OF THE REQUEST FOR PROPOSALS (RFP) FOR THE REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS) AND TARGETED ASSISTANCE (TA) FUNDED PROGRAMS, PROGRAM YEAR (PY) 2008-2009

BACKGROUND

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

The current program year for the RESS and TA will end on September 30, 2008. The new program year will begin October 1, 2008 and end September 30, 2009. Although SETA has not received the RESS and TA allocations for PY 08-09, staff is projecting that funding for services for refugees in Sacramento County will be as follows:

RESS: \$1,018,603

TA: \$1,020,000

Staff is requesting that the SETA Governing Board approve the release of a Request for Proposals (RFP) to solicit proposals from qualified agencies with the capacity and experience to meet the unmet needs identified in the 2008-2011 RESS and TA Plan. Solicited services are designed to provide vocational English language training, occupational training, and social adjustment and cultural orientation services which will result in early economic self-sufficiency and the reduced dependency on public assistance among refugees in Sacramento County. The services in the RFP are:

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

It is anticipated that at least 727 refugees will be served in the employment and training related components and 1,833 will receive social services in the SA & CO component.

The process and criteria for selecting qualified applicants to implement SETA's 2008-2011 RESS and TA Plan are outlined in the RFP for RESS and TA Funded Programs, PY 2008-2009, sent under separate cover.

STAFF PRESENTER: Michelle Anderson

The RFP consists of the five (5) following 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 Employment Social Services (RESS) and Targeted Assistance (TA) Funded Programs, Program Year 2008-2009.

STAFF PRESENTER: Michelle Anderson

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.

STAFF PRESENTER: Rick Pryor

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2007 to January 31, 2008 have been traced to the delegate's records. The records were verified and appeared to be in order.
- 2) The expenses reported as of 1/31/08 were over-stated by \$ 8,159.56 due to the inclusion of prior year's costs.
- 3) The total budget reported in the fiscal report was under-stated by \$16,125.00. The budget should be \$1,091,126.
- 4) The administration cost component of the total budget reported in the fiscal report was \$223,719.23 but the approved administration cost per Schedule X (Administration Allocation) was only \$ 42, 218.00. It appears that the District's administration cost budget was much lower than what SETA allows, which is a maximum of 12% of the total budget or \$130,935.12. The District can request for a budget modification to increase the administration cost.
- 5) We have noted that the actual administration cost of \$100,577.95 reported as of 1/31/08 appears to be over-stated. We have computed the administration cost using as bases the District's general ledger and Schedule X (which shows the percentage of the administration cost components of Head Start positions and items of expenditures) and the actual administration cost was only about 56% of what was reported. We recommend that these expenses be re-computed using Schedule X as a guide and revise the subsequent fiscal report to adjust the administration cost based on the re-computation. The administration cost to be reported should not exceed the budgeted administration cost because of the limitation imposed by the Head Start Act.
- 6) The District reported expenses of \$ 6,533.74 under the line item "Contractual". This amount should be moved to "Other". The "Contractual" line item is for SETA's use only to report costs sub-contracted to the delegates.
- 7) We have noted two payments made without invoices to vendors who provided vision screening and hearing services for pre-school children. The District has already obtained the invoices and provided SETA copies of these. To enhance internal control, we recommend that no payments to vendors shall be made without invoices to avoid double payments.
- 8) The District was allotted \$7,500. for Training and Technical Assistance but no expenditures have been reported as of 1/31/08.
- 9) We have not yet received the District's corrective action on the 2007 Head Start program as mentioned in our monitoring letter dated February 15, 2008.

Recommendations for Corrective Action:

- 1) Please adjust the subsequent fiscal report to exclude the prior-year's expenses of \$ 8,159.56.
- 2) Please revise the budget to show the correct total of \$1,091,126. The administration cost should be revised to show the approved amount of \$ 42,218.00. If the District wishes to increase the administration cost budget, please submit a request for budget modification to the Contracts Division as soon as possible.
- 3) Please re-compute the actual administration costs reported as of 1/31/08 using Schedule X as a guide and revise the subsequent fiscal report to show these costs based on the re-computation. The actual administration cost should not exceed the budgeted administration cost because of the limitation imposed by the Head Start Act.
- 4) Please adjust the expenses reported under "Contractual" and move them to "Other".
- 5) Please submit the District's corrective action on the 2007 Head Start program as soon as possible.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Tracy Tomasky **DATE:** March 30, 2008

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of San Juan U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic , COLA, Quality	\$ 4,084,155	8/01/06-07/31/07	8/01/06-7/31/07
Head Start	T & TA		15,000	8/01/06-07/31/07
Head Start	Prog. Impv.		694,000	8/01/06-07/31/07
Early HS	Basic, COLA, Quality	1,169,389	8/01/06-07/31/07	8/01/06-7/31/07
Early HS	Prog Impv.		230,000	8/01/06-07/31/07
Early HS	T & TA		20,112	8/01/06-07/31/07

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X

Date of review: Various dates.

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

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2006 to July 31, 2007 have been traced to the delegate agency's records. The records were verified and appeared to be in order.
- 2) The District submitted adjustments to its Program Improvement resulting in under-spending of \$52,377 in Head Start and \$18,905 in Early Head Start. Together with \$3,077 of a double billing of expenses in Early Head Start Program Improvement, the District reimbursed SETA \$74,359 on 3/27/08.
- 3) The Davis –Bacon Act requires that any contractor hired to construct, renovate or repair a Head Start facility (if the contract exceeds \$2,000) must pay the laborers and mechanics prevailing wages determined by the Department of Labor. The delegate who undertakes the projects is responsible to provide an assurance that all laborers and mechanics employed by contractors or subcontractors in the construction or renovation of affected Head Start facilities shall be paid wages at not less than those prevailing on similar construction in the locality.

On March 10, 2008 the District sent out letters to the various contractors, who worked on the program improvement projects, requesting copies of the certified payroll to determine their compliance with the Davis-Bacon Act.

Recommendations for Corrective Action:

- 1) Please submit to SETA copies of the certified payroll from the contractors together with a written assurance that the laborers and mechanics employed by the contractors in the construction or renovation of affected Head Start facilities were paid wages at not less than those prevailing on similar construction in the locality, as determined by the Department of Labor.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Linda Meyerson **DATE:** March 25, 2008
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Elk Grove Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & COLA	\$ 2,306,473	8/1/07-7/31/08	8/1/07-1/31/08
Head Start	T & TA	9,000	8/1/07-7/31/08	8/1/07-1/31/08

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 2/27 & 2/28/08

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

Program Operator: Elk Grove Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2007 to January 31, 2008 have been traced to the delegate agency records. The records were verified and appeared to be in order.
- 2) The in-kind contribution as of 1/31/08 were only 9.44% of the total federal expenses. The Head Start Act requires that the non-federal in-kind contribution shall be equal to 20% of total program costs or 25% of total federal expenses.

Recommendations for Corrective Action:

- 1) Please submit a plan of action indicating how the District will meet the non-federal in-kind contribution requirement by year-end.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Tracy Tomasky **DATE:** March 14, 2008

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of San Juan U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic , COLA	\$ 4,145,417	8/01/07-07/31/08	8/01/07-12/31/07
Head Start	T & TA		15,000	8/01/07-07/31/08
Early HS	Basic, COLA		1,186,930	8/01/07-07/31/08
12/31/07				8/01/07-
Early HS	T & TA		20,112	8/01/07-07/31/08
12/31/07				8/01/07-

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: 2/13-14/08

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

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2007 to December 31, 2007 have been traced to the delegate agency's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Joseph Cantrelle **DATE:** April 2, 2008
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento Occupational Advancement Resources
(SOAR)

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
TA/TAD	ES	\$ 81,883	10/1/06-9/30/07	10/1/06-9/30/07
TA/TAD	VESL/OJT	\$ 148,902	10/1/06-9/30/07	10/1/06-9/30/07
RESS	VESL/ES	\$ 199,000	10/1/06-9/30/07	10/1/06-9/30/07

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: Feb 20 & 26, 2008

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

Program Operator: Sacramento Occupational Advancement Resources

Findings and General Observations:

1. The total costs as reported to SETA for RESS and TA have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order.
2. Six payroll checks were issued between June 1, 2007 and June 26, 2007 for one staff covering salaries for the month of July, 2007, thus paying the staff member in advance.

Federal funds cannot be spent in advance of the benefits provided to the Federal program pursuant to Attachment A, OMB Circular A-122 (Cost Principles for Non-Profit Organizations) Section A.4.a which states, "A cost is allocable to a particular cost objective, such as a grant, contract, project, service, or other activity, in accordance with the relative benefits received."

Our monitoring showed that the staff worked in July 2007 as evidenced by the timesheets signed by the staff member, therefore, the costs incurred in July, 2007 as advance payments were allocable and allowable to the programs. The advance was made in good faith in accordance with company by-laws and approval letter from the President of SOAR's Board of Directors.

However, we strongly advise SOAR not to repeat this as this is not an allowable utilization of Federal funds.

3. Three of the six advance checks were signed by the employee for whom the checks were written. Sound business practices would require either a second signature or a signature from a person not party to the transaction.

Recommendations for Corrective Action:

SOAR was unaware of the OMB Circular A-122 ruling that does not allow this type of payment. It is recommended that SOAR make the OMB Circular A-122, Section A.4.a, part of their written disbursement control procedures.

All checks payable to employees must either be signed by someone other than the employee, or require two signatures to maintain adequate internal control.

cc: Kathy Kossick
Governing Board

ITEM IV-B – INFORMATION
MONTHLY HEAD START FISCAL REPORT

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to review the fiscal reports for the month ending 3/31/08.

Staff will be available to answer questions.

STAFF PRESENTER: Thelma Manzano

**SETA OPERATED PROGRAM (SOP) EXPENSES -HEAD START
FOR FISCAL YEAR ENDING JULY 31,2008
COMPASS FUND MANAGEMENT TO MARCH 31,2008**

YEAR-TO-DATE	Budget	Admin	Program	Total	% YTD	Projection based on YTD	Remaining	
HS SOP BASIC	\$23,389,023	\$1,837,807	\$13,408,633	\$15,246,440	65%	\$7,623,220	\$8,142,583	
HS SOP T & TA	302,068		192,102	192,102	64%	\$96,051	109,966	
HS SOP PROG IMPROVEMENT			-	-			0	
TOTAL	\$23,691,091	\$1,837,807	\$13,600,735	\$15,438,541	65%	\$7,719,271	\$8,252,550	
ADMIN %		12%						
HS SOP BASIC	100.0%	\$23,389,023		\$15,246,440	65.2%		\$8,142,583	
SALARIES & FRINGES	76.0%	\$19,227,072	\$1,336,558	\$10,252,097	\$11,588,655	60.3%	\$5,794,328	\$7,638,417
10114 SALARIES		13,347,625	905,587	6,880,909	7,786,496	58.3%	3,893,248	5,561,129
10115 FRINGES		5,879,447	349,620	3,045,783	3,395,403	57.8%	1,697,702	2,484,044
10124000 WORK COMP INS - EMPLOYER COST			81,351	325,405	406,756		203,378	
FRINGES%			48%	49%	49%			
OCCUPANCY	10.6%	\$2,005,098	\$114,377	\$1,496,927	\$1,611,304	80.4%	\$805,652	\$393,794
20205300 BONDS-BONDS/GENERAL/PROPERTY		66,050		128,471	128,471	194.5%	64,236	-62,421
20211100 BUILDING MAINT SERVICE		164,066		96,904	96,904	59.1%	48,452	67,162
20215100 MECHANICAL SYSTEMS MAINTENANCE SERVICE				-	-		0	
20217100 RENT LEASES-REAL PROPERTY	6.8%	1,432,490	100,052	941,259	1,041,311	72.7%	520,656	391,179
20218100 CONSTRUCTION SVCS & SUPPLIES				26,296	26,296		13,148	
20218200 CONSTRUCTION CONTRACTS		10,000		-	-	0.0%	0	10,000
20219100 ELECTRICITY		123,200	10,577	71,006	81,583	66.2%	40,792	41,617
20219200 NATURAL GAS/LPG/FUEL OIL				10,199	10,199		5,100	
20219700 TELEPHONE SERVICE			3,303	75,375	78,678		39,339	
20222700 CELLPHONES/PAGERS				10,225	10,225		5,113	
20232100 CUSTODIAL SERVICES		209,292		137,192	137,192	65.6%	68,596	72,100
20257100 SECURITY SVC				-	-		0	
30345000 TAX/LIC/ASSESS			445	445	445		223	
TRAVEL	0.1%	\$20,950	\$0	\$15,427	\$15,427	73.6%	\$7,714	\$5,523
20202900 BUSINESS/CONFERENCE EXPENSE		20,950		15,427	15,427	73.6%	7,714	5,523
SUPPLIES	2.1%	\$546,000	0	\$319,530	\$319,530	58.5%	\$159,765	\$226,470
20202200 BOOKS/PERIODICAL SUPPLY				0	0		0	
20203600 CHILD & FAMILY		290,000		138,452	138,452	47.7%	69,226	151,548
20203600 LENDING LIBRARY		15,000					0	15,000
20203600 TRANSITION		15,000					0	15,000
20203600 LITERACY SUPPLIES		26,000					0	26,000
20207600 OFFICE SUPPLIES		115,872		106,828	106,828	92.2%	53,414	9,044
20211200 BLDG MAINT SUP/MAT				-	-		0	
20214200 LAND IMPROVEMENT MAINTENANCE SUPPLIES				18,384	18,384		9,192	
20226200 OFFICE EQUIPMENT MAINTENANCE SUPPLIES				0	0		0	
20232200 CUSTODIAL SUPPLIES		64,128		31,744	31,744	49.5%	15,872	32,384
20233200 FOOD/CATERING SUPPLIES				14,599	14,599		7,300	-14,599
20234200 KITCHEN SUPPLIES				-6,547	-6,547		-3,274	
20244400 MEDICAL SUPPLIES		20,000		9,211	9,211	46.1%	4,606	10,789
20281200 DATA PROCESSING SUPPLIES				1,818	1,818		909	
20285200 RECREATIONAL SUPPLIES				2,269	2,269		1,135	
20289800 OTHER OPERATING EXPENSE - SUPPLIES				2,772	2,772		1,386	
EQUIPMENT	0.0%	\$85,000	\$0	\$4,654	\$4,654	5.5%	\$2,327	\$80,346
20226500 INVENTORIAL EQUIPMENT				4,654	4,654		2,327	
43430100 EQUIPMENT-GOV'T		85,000						

**SETA OPERATED PROGRAM (SOP) EXPENSES -HEAD START
FOR FISCAL YEAR ENDING JULY 31,2008
COMPASS FUND MANAGEMENT TO MARCH 31,2008**

YEAR-TO-DATE	Budget	Admin	Program	Total	% YTD	Projection based on YTD	Remaining	
OTHER	11.2%	\$1,504,903	\$386,872	\$1,319,998	\$1,706,870	113.4%	\$853,435	-\$201,967
CHILD SERVICES		\$126,000	-	\$38,142	\$38,142	30.3%	\$19,071	\$87,858
20244300 MEDICAL SERVICE		57,000		22,515	22,515	39.5%	11,258	34,485
20254400 SAFETY PROGRAM SERVICES		2,000		68	68	3.4%	34	1,932
20259100 OTHER PROFESSIONAL SERVICES		6,000		4,337	4,337	72.3%	2,168	1,663
20293406 TRANSPORTATION SERVICES		61,000		11,222	11,222	18.4%	5,611	49,778
PARENT SERVICES	0.3%	\$175,594	-	\$51,450	\$51,450	29.3%	\$25,725	\$124,144
20203700 TUITION REIMBURSEMENT				1,828	1,828		914	
20258200 PUBLIC RELATIONS SERVICES		175,594		49,622	49,622	28.3%	24,811	125,972
OPERATING COSTS	10.5%	\$615,770	\$386,872	\$1,206,514	\$1,593,386	258.8%	\$796,693	-\$977,616
20200500 ADVERTISING		91,000		73,156	73,156	80.4%	36,578	17,844
20202400 PERIODICAL/SUBSCRIPTION				375	375		187	
20203500 EDUCATION & TRAINING SERVICES				18,198	18,198		9,099	
20203900 EMPLOYEE TRANSPORTATION				40,557	40,557		20,278	
20205500 INSURANCE - LONG TERM				-	-		0	
20206100 MEMBERSHIP DUES				6,935	6,935		3,468	
20206500 MICROFILM SERVICES				-	-		0	
20208100 POSTAL SERVICES				599	599		300	
20208500 PRINTING SERVICES				1,130	1,130		565	
20220500 AUTOMOTIVE MAINT SERVICE				21,455	21,455		10,727	
20223600 FUEL & LUBRICANTS				20,949	20,949		10,474	
20226100 OFFICE EQUIP MAINT SERVICE				6,552	6,552		3,276	
20226102 EQUIPMENT REPAIR				329	329		165	
20226400 MODULAR FURNITURE				-	-		0	
20227500 RENT/LEASE EQUIPMENT			2,783	49,560	52,343		26,171	
20227503 POSTAGE METERING				-	-		0	
20227504 MISCELLANEOUS				1,071	1,071		536	
20253100 LEGAL SERVICES		30,000	18,827	7,479	26,306	87.7%	13,153	3,694
20258200 PUBLIC RELATIONS SERVICES		-		-	-	#DIV/0!	0	0
20259101 COMPUTER CONSULTANTS				9,099	9,099		4,549	
20281100 DATA PROCESSING SERVICES				-	-		0	
20281202 SOFTWARE				1,795	1,795		898	
20293400 PUBLIC WORKS SERVICES				-	-		0	
43430300 EQUIP-SD-NON-RECON				-	-		0	
60601 DEPT/DIV OH ALLOC	6.4%		365,262	604,276	969,538		484,769	
69699000 INTRA COST RECOVERY		494,770		343,000	343,000	69.3%	171,500	151,770
							0	
NUTRITION SERVICES	0.2%	\$587,539	\$0	\$23,892	\$23,892	4%	\$11,946	\$563,647
20289900 OTHER OP EXPENSE-SERVICES		2,032,407		797,059	797,059	39%	398,530	1,235,348
96964301 FOOD PLAN CHECK FEES		-1,444,868		-773,167	-773,167	54%	-386,584	-671,701
HS SOP T & TA		\$302,068		\$192,102	\$192,102	64%	109,966	\$109,966
20200500 ADVERTISING				463	463			
20202400 PERIODICAL/SUBSCRIPT				445	445			
20202900 BUS/CONFERENCE EXP				5,870	5,870			
20203500 ED/TRAINING SVC				137,421	137,421			
20203600 ED/TRAINING SUP				12,611	12,611			
20203700 TUITION REIMBURSEMNT				300	300			
20207600 OFFICE SUPPLIES				152	152			
20217100 RENTS/LEASES/RL PROP				1,380	1,380			
20258200 PUBLIC RELATIONS				33,460	33,460			

**SETA OPERATED PROGRAM (SOP) EXPENSES - EARLY HEAD START
FOR FISCAL YEAR ENDING JULY 31,2008
COMPASS FUND MANAGEMENT TO MARCH 31,2008**

YEAR-TO-DATE	Budget	Admin	Program	Total	% YTD	Projection based on YTD	Remaining	
BASIC	\$2,458,225	\$134,228	\$1,408,111	\$1,542,338	63%	\$771,283	\$915,887	
T & TA	64,220		16,074	16,074	25%	16,074	48,146	
TOTAL	\$2,522,445	\$134,228	\$1,424,185	\$1,558,411	62%	\$787,357	\$964,034	
ADMIN %		9%						
BASIC	100%	2,458,225		1,542,338	63%		961,807	
SALARIES & FRINGES	77%	\$2,174,961	\$104,915	\$1,075,442	\$1,180,357	54%	\$590,179	\$994,604
10114 SALARIES		1,501,640	75,703	755,950	831,653		415827	
10115 FRINGES		673,321	29,212	319,492	348,704		174352	
FRINGES%			39%	42%	42%			
OCCUPANCY	10%	\$156,697	-	\$160,845	\$160,845	103%	\$80,422	-\$4,148
20205300 BONDS-BONDS/GENERAL/PROP		11,200		-	-	0.0%	0	11,200
20211100 BUILDING MAINT SERVICE		17,329		13,695	13,695	79.0%	6848	3,634
20217100 RENTS LEASES-REAL PROPERT		128,130		108,294	108,294	84.5%	54147	19,836
20218100 CONSTRUCTION SERVICES & SUPPLIES				119	119		59	
20219100 ELECTRICITY				9,554	9,554		4777	
20219200 NATURAL GAS/LPG/FUEL OIL				2,078	2,078		1039	
20219700 TELEPHONE SERVICE				8,078	8,078		4039	
20222700 CELLPHONES/PAGERS				483	483		242	
20232100 CUSTODIAL SERVICES		38		18,543	18,543		9272	
TRAVEL	0%	\$5,000	-	\$5,000	\$5,000	100%	\$2,500	\$0
20202900 BUSINESS/CONFERENCE EXPEI		5,000		5,000	5,000	100.0%	2500	0
SUPPLIES	2%	\$36,500	-	\$26,072	\$26,072	71%	\$13,036	\$10,428
20203600 CHILD & FAMILY		14,000		22,998	22,998	164.3%	11499	-8,998
20207600 OFFICE SUPPLIES		2,500		1,597	1,597	63.9%	798	903
20214200 LAND IMPROVEMENT MAINTENANCE SUPPLIES				16	16		8	
20232200 CUSTODIAL SUPPLIES		10,000		646	646	6.5%	323	9,354
20233200 FOOD/CATERING SUPPLIES				735	735		368	
20244400 MEDICAL SUPPLIES				70	70		35	
20285200 RECREATIONAL SUPPLIES				-	-		0	
20289800 OTHER OPERATING EXPENSE - I		10,000		9	9	0.1%	5	9,991
OTHER	11%	\$85,067	\$29,313	\$140,751	\$170,064	200%	\$85,146	-\$84,997
CHILD SERVICES		13,500	0	995	995	7%	498	\$12,505
20293406 TRANSPORTATION SERVICES		13,500		995	995	7.4%	498	12,505
PARENT SERVICES		21,193	\$0	\$3,568	\$3,568	17%	\$1,784	\$17,625
20258200 PUBLIC RELATIONS SERVICES		21,193		3,568	3,568	16.8%	1784	17,625
OPERATING COST		10,000	\$29,313	\$135,960	\$165,273	1653%	\$82,637	-\$155,273
20200500 ADVERTISING		7,000		4,579	4,579		2289	
20202400 PERIODICAL/SUBSCRIPTION				78	78		39	
20203500 EDUCATION & TRAINING SERVIC		3,000		(8,221)	(8,221)	-274.0%	-4110	11,221
20203900 EMPLOYEE TRANSPORTION				12,718	12,718		6359	
20208100 POSTAL SERVICES				16	16		8	
20208500 PRINTING SERVICES				5	5		3	
20220500 AUTOMOTIVE MAINT SERVICE				68	68		34	
20226400 MODULAR FURNITURE				-	-		0	
20254400 SAFETY PROGRAM SVC				-	-		0	
60601 DEPT/DIV OH ALLOC			29,313	54,717	84,030		42015	
69699000 INTRA COST RECOVERY				72,000	72,000		36000	
OFFSET								
20289900 OTHER OP EXPENSE-SER	0%	\$40,374		\$228	\$228	1%	\$228	\$40,146
T & TA		\$64,220		\$16,074	\$16,074	25%	\$48,146	\$48,146
20203500 ED/TRAINING SVC				15,060	15,060			
20203600 ED/TRAINING SUP				35	35			
20207600 OFFICE SUPPLIES				479	479			
20258200 PUBLIC RELATIONS SERVICES				500	500			

**SETA Operated & Delegate Agencies Combined Head Start/Early Head Start
For Fiscal Year Ended July 31,2008
Compass Fund Management to March 31,2008**

4/24/2008 14:23

Year to Date	Month/Year	Budget	Admin	Program	YTD Expenses	% YTD	Projection	Remaining
Basic Head Start								
Del Paso - estimate	Mar-08	\$1,091,126	\$100,578	\$549,511	\$650,089	60%	\$363,709	\$441,037
Elk Grove-actual	Mar-08	\$2,306,473	\$94,384	\$1,429,652	\$1,524,036	66%	\$768,824	\$782,437
Sac City-actual	Mar-08	\$7,803,950	\$488,435	\$4,561,907	\$5,050,342	65%	\$2,601,317	\$2,753,608
San Juan-actual	Mar-08	\$4,145,417	\$246,318	\$2,467,518	\$2,713,836	65%	\$1,381,806	\$1,431,581
WCIC-actual	Mar-08	\$647,227	\$42,978	\$397,796	\$440,774	68%	\$215,742	\$206,453
SETA(see attached)	Mar-08	\$23,389,023	\$1,837,807	\$13,408,633	\$15,246,440	65%	\$7,623,220	\$8,142,583
Total		\$39,383,216	\$2,810,500	\$22,815,017	\$25,625,517	65%	\$12,954,618	\$13,757,699
Basic Early Head Start								
Sac City	Mar-08	\$1,080,905	\$34,644	\$684,436	\$719,080	67%	\$360,302	\$361,825
San Juan	Mar-08	\$1,196,930	\$82,130	\$734,173	\$816,303	68%	\$398,977	\$380,627
SETA(see attached)	Mar-08	\$2,458,225	\$134,228	\$1,408,111	\$1,542,339	63%	\$771,170	\$915,886
Total		\$4,736,060	\$251,002	\$2,826,720	\$3,077,722	65%	\$1,530,448	\$1,658,338
T & TA Head Start								
Del Paso-estimate	Mar-08	\$7,500		\$0	\$0	0%	\$7,500	\$7,500
Elk Grove-actual	Mar-08	\$9,000		\$7,941	\$7,941	88%	\$1,059	\$1,059
Sac City-actual	Mar-08	\$20,000		\$14,701	\$14,701	74%	\$5,299	\$5,299
San Juan-actual	Mar-08	\$15,000		\$13,679	\$13,679	91%	\$1,321	\$1,321
WCIC	Mar-08	\$7,500		\$2,798	\$2,798	37%	\$4,702	\$4,702
SETA(see attached)	Mar-08	\$302,068		\$192,102	\$192,102	64%	\$109,966	\$109,966
Total		\$361,068	\$0	\$231,221	\$231,221	64%	\$129,847	\$129,847
T & TA Early Head Start								
Sac City-actual	Mar-08	\$18,249		\$10,313	\$10,313	57%	\$7,936	\$7,936
San Juan-actual	Mar-08	\$20,112		\$17,258	\$17,258	86%	\$2,854	\$2,854
SCOE	Mar-08	\$15,000		\$0	\$0	0%	\$15,000	\$15,000
SETA(see attached)	Mar-08	\$64,220		\$16,074	\$16,074	25%	\$48,146	\$48,146
Total		\$117,581	\$0	\$43,645	\$43,645	37%	\$73,936	\$73,936
Total Grant Award		\$44,597,925	\$3,061,502	\$25,916,602	\$28,978,104		\$14,688,849	\$15,619,821
Administration Costs @15%		\$6,689,689	11%					

Note: Del Paso Feb & March are estimates

ITEM IV-C - INFORMATION

HEAD START POLICY COUNCIL MINUTES

BACKGROUND:

Attached are the minutes from the February 26, 2008 Policy Council meeting.

Staff will be available to answer questions.

STAFF PRESENTER: Maureen Dermott

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Tuesday, February 26, 2008
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Kathy Ruiz called the meeting to order at 9:07 a.m. Ms. Sarah Corderio read the thought of the day. Ms. Josie Cleaver called the roll. Mr. John Brown was seated.

Members Present:

Josie Cleaver, Sacramento City Unified School District
Josie Lamar, Sacramento City Unified School District
Irlanda Meza, Sacramento City Unified School District
John Brown, San Juan Unified School District
Shasta King, San Juan Unified School District
Danyelle Nelson, San Juan Unified School District
Erin Kimbro, SETA-Operated Program
Salina Davey, SETA-Operated Program
Carol Aronis, SETA-Operated Program
Monica Montes, SETA-Operated Program
Angela Porter, SETA-Operated Program
Sarah Cordeiro, Home Base Program
Josephine Luna, WCIC/Playmate
Victoria Camargo, Past Parent Representative
Kathy Ruiz, Past Parent Representative
Evelyn Marquez, alternate, Child Health and Disability Prevention Program
Monica Treadway, WCIC/Playmate
Venelsia Fentress, Grandparent Representative
Ronald Montez, Outgoing Chair
Victor Stark, CAMP Representative
Natasha Toolate, Early Head Start (arrived at 9:15 a.m.)

Members Absent:

Lidia Vincente, Early Head Start (unexcused)
Michelle Cañas, Elk Grove Unified School District (unexcused)
Talina Hutton, Del Paso School District (excused)
Jenna Maggard, SETA-Operated Program (unexcused)

- V. **Ethics Training:** Mr. Victor Bonanno reported that effective January 2006 local officials that receive compensation, salary, stipends or expense reimbursements must receive training in ethics. This is required to board, commissions and other local bodies. "If there is doubt, back out."

Ms. Danyelle Nelson was thanked for her representation of San Juan; since Mr. Brown was seated, Ms. Nelson stepped down.

The Board took a break until 10:12 a.m.

II. Consent Item

A. Approval of the Minutes of January 22, 2008 Regular Meeting

Minutes were reviewed. No questions or comments.

Moved/Davey, second/Montez, to approve the January 22, 2008 minutes.
Show of hands vote: Aye: 18, Nay: 0, Abstentions: 2 (Ruiz and Marquez)

III. Action Items

A. Selection of Representative and Alternate to Attend the National Head Start Association Training Conference, in Nashville, TN, April 20-24, 2008

Ms. Ruiz reviewed the conference information. Ms. Desha clarified the items for which the Agency is responsible; the balance of the funds will come from Parent Miscellaneous travel budget line item (\$801). Ms. Ruiz will be attending along with a representative. Two PAC representatives will be going. Mr. Brown asked why representatives would not be going early; Ms. Desha stated that the earlier workshops are considered 'special tracks' and are very expensive. The Agency does not pay for the special tracks.

Those that have already attended a Head Start Conference: Venelsia Fentress, Salina Davey, Victoria Camargo, Natasha Toolate, Josie Cleaver, and Ronald Montez.

Moved/Kimbrow, second/Cleaver, that the Policy Council select one representative and one alternate to attend the National Head Start Association Training conference.

Show of hands vote: Aye: 19, Nay: 0, Abstention: 1 (Ruiz)

Those interested in attending: John Brown, Ronald Montez, Josie Cleaver, Natasha Toolate, and Salina Davey.

Board members spoke of their interest in attending the conference.

Votes: John: 12, Ronald: 4, Josie: 1, Natasha: 1, Salina: 1.

Representative will be the Mr. John Brown. Mr. Montez will be the alternate.

B. Approval of Head Start/Early Head Start 2008 Community Assessment

Ms. Maureen Dermott distributed a copy of the full resources utilized during the community assessment. Staff will be compiling a finished product and board members will be provided a copy.

Ms. Corderio asked if the DRDP was changed. Ms. Denise Lee replied that the state has shrunk down the measures that are being followed. Some of the items under the main categories have been changed a bit; the main purpose, to measure a child's growth, has remained the same.

Ms. Campos answered questions about Goal II and how exercise will be incorporated with the lesson plans. In the SOP program, there will also be a parent component for cooking/budgeting and exercise. The Delegate Agencies will have a similar component. Mr. Montez reported that he has lost 50 pounds over the past six months by cutting out white foods.

Ms. Evelyn Marquez stated that the most serious food relating to obesity is sodas which have a very high sugar content. Also, foods that have been 'denatured'. Call 927-4196 for more information.

Moved/Davey, second/Corderio, that the Policy Council approve Head Start/Early 2008 Community Assessment.

Show of hands vote: Aye: 19, Nay: 0, Abstention: 1 (Ruiz)

C. Approval of Head Start/Early Head Start County-Wide Three-Year Goals 2008-2011

Ms. Maureen Dermott reviewed this item. The three county-wide goals are overarching goals for the grantee. The fourth goal is grantee specific. Ms. Dermott will be bringing the official verbiage for the Grantee goal before the Policy Council in March. SETA is not requiring each delegate agency to have exact goals but their goals have to be within the realm of obesity, oral language, etc.

Moved/Camargo, second/Cleaver, that the Policy Council approve Head Start/Early Head Start Three-Year Goals 2008-2011, plus the one grantee specific goal.

Show of hands vote: Aye: 19, Nay: 0, Abstention: 1 (Ruiz)

D. Approval of Head Start/Early Head Start Written Service Plans

Ms. Denise Lee reported that the Federal government requires a road map of how SETA/Head Start provides services. There are very specific things that are required. SETA designs a document as to how we provide the services to the children and families. Managers meet with staff to determine the procedures needed to provide the services. This ensures the services are seamless from administration to the classrooms. These written service plans are done each year. This is a new look at the standards and how they services are provided.

Moved/Montez, second/Aronis, that the Policy Council approve the SETA Head Start/Early Head Start Written Service Plans, modified February 2008
Show of hands vote: Aye: 18, Nay: 0, Abstentions: 2 (Ruiz and Kimbro)

E. **CLOSED SESSION: PERSONNEL - PURSUANT TO GOVERNMENT
Code Section 54957**

**CLOSED SESSION: PERSONNEL
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
PURSUANT TO GOVERNMENT CODE SECTION 54957**

The board went into closed session at 11:14 a.m.

The board went back into open session at 11:47 a.m. Ms. Ruiz reported out of closed session that the Board took the following action in closed session:
Associate Teacher, Tier III and Early Head Start Educator

IV. **Information Items**

- A. Fiscal Monitoring Report: No questions.
- B. Monthly Fiscal Reports: Ms. Dermott reviewed the monthly fiscal reports. The good news is that the Agency is at 47% actual against projected dollars spent.
- C. California Head Start Association Parent Conference Reports: No questions.
- D. Special Education Report: Ms. Beverly Sanford reviewed the report. At least 10% of enrollment opportunities in grantee and delegates must be available to children with disabilities. The Head Start program is at 8.7% and Early Head Start is at 18%.
- E. SETA Head Start/Early Head Start End-of-Month Enrollment Report: Ms. Elsie Bowers reviewed the report and stated that the Agency has achieved full enrollment. With the Head Start reauthorization, staff is required to report enrollment information on a monthly basis. All programs throughout the country are being monitored to ensure full enrollment.

Ms. Ruiz distributed a list for people to indicate if they are interested in participating in the personnel screening/interviewing process.

VI. **Committee Reports**

- A. Executive Committee: Ms. Erin Kimbro read the Executive Committee critique.

VII. Other Reports

- A. Open Discussion and Comments: Mr. Ronald Montez invited board members to the CAMP meetings. Attendees receive a \$30 stipend for participation if a PC/PAC Male Involvement Committee member. All delegates are welcomed.

Ms. Kimbro spoke of a group that goes to classes and teaches children how to cook. For further information, see the web site: www.chefbambino.com

- B. Public Participation: None.

VIII. Adjournment: Meeting adjourned at 11:59 a.m.

ITEM IV-D – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2007/2008

The following is an update of information as June 1, 2007 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

WARN STATUS	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Official	5/16/2007	Sutter Medical Center, Sacramento 2800 L Street Sacramento, CA 95816-5600	7/13/2007	36	Declined Services
Unofficial	6/12/2007	Bank of America 11080 White Rock Road, Suite 500 Rancho Cordova, CA 95670	7/31/2007	20	6/22/2007
Official	8/10/2007	Sutter Medical Center, Sacramento 2800 L Street Sacramento, CA 95816-5600	8/25/2007	15	Declined Services
Official	9/7/2007	Gala Construction, Inc. & SPM 2215 Plaza Dr. Rocklin, CA 95765	11/9/2007	44	New owners re hired employees
Official	10/12/2007	Crystal Cream and Butter Company 8340 Belvedere Avenue Sacramento, CA 95826	10/16/2007	240	12/10/2007
Official	10/12/2007	Sun Sacramento Site 8880 Cal Center Sacramento, CA 95826	11/26/2007	4	No Response
Official	10/24/2007	Intel Corporation 1900 Prairie City Road Folsom, CA 95630	1/1/2008	112	Declined Services
Official	11/1/2007	Bank of America 11080 White Rock Road, Suite 500 Rancho Cordova, CA 95670	12/31/2007	68	12/6/2007
Official	11/13/2007	Levitz Furniture 4741 Watt Ave North Highlands, CA 95669	2/1/2008	53	2/8/2008
Official	11/28/2007	Marvell Semiconductor, Inc 890 Glenn Drive Folsom, CA 95630	1/27/2008	4	No Response
Official	12/10/2007	Intel Corporation 1900 Praire City Road Folsom, CA 95630	2/1/2008	79	Declined Services
Official	12/10/2007	Floor Serve 309 North Hamilton St Dalton, GA 30720	12/7/2007	130	Mailed packets to local employees
Official	12/6/2007	Ideal Merchandising Division of DDP Holdings, Inc. 440 Apollo Beach Blvd. Apollo Beach, FL 33572	1/30/2008	1	No Response
Official	1/15/2008	Pacific Sunwear of California, Inc. 1689 Arden Way Space #2170 Sacramento, CA 95815	3/31/2008	Number not disclosed	Declined Services
Official	2/25/2008	PennySaver 2830 Orbiter Street Brea, CA 92821	4/15/2008	19	Employees Already Laid Off

Dislocated Worker Information PY 2007/2008

The following is an update of information as June 1, 2007 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

WARN STATUS	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Official	3/4/2008	Sutter Medical Center, Sacramento 2800 L Street Sacramento, CA 95816-5600	1/31/2008	25	Dropped off packets
Official	3/6/2008	Sears Holding, Inc. 1200 Blumenfeld Dr. Ste.A Sacramento, CA 95815	5/2/2008	82	3/25/2008
Official	3/10/2008	CSAA Elk Grove, CA	3/28/2008	17*	RR Scheduled 3/27/08 Services Ongoing
Official	3/10/2008	IKON 2890 Gateway Oaks Dr., Ste. Sacramento, CA 95833	3/28/2008	5	Dropped off packets
Official	3/12/2008	Senator Ford 3801 Florin Rd Sacramento, CA 95823	5/15/2008	156	Pending
Official	3/20/2008	Michaels Furniture 5849 88th St. Sacramento, CA 95828	5/20/2008	107	Pending
Official	4/4/2008	River Oak Center for Children 5440 Lauren Hills Drive Sacramento, CA 95864	5/24/2008	64	Pending
Official	4/9/2008	TGI FRIDAY'S 1229 Howe Avenue Sacramento, CA 95825	5/23/2008	70	Pending
			Total # of Affected Workers	1334	

*SETA has received notice from CSAA regarding a phase lay-off of 400-500 employees until 2010

ITEM IV-E - INFORMATION

ARTICLE REGARDING BACHELOR'S DEGREE PROGRAM FOR STAFF

BACKGROUND:

Attached please find an article from the Spring issue of *Access* magazine, a publication from the College of Continuing Education at Sacramento State University. The article features the BA-EDCE degree completion program that SETA is participating in to assist staff in obtaining their bachelor's degree.

Staff are available to answer any questions.

STAFF PRESENTER: Kathy Kossick

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. CHILD AND FAMILY SERVICES DEPUTY DIRECTOR: This item is set aside to allow the Child and Family Services Deputy Director to report to the Board any items relative to the Head Start/Early Head Start program.

- 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.