



GOVERNING BOARD

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Board of Supervisors
County of Sacramento

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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, September 4, 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.

AGENDA

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

- Recognition of Long-term Employee: **Julita Bentz**, Head Start Education Specialist (Non-Supervisory), **Lisa Carr**, Head Start Manager, **Miss Lynch**, Associate Teacher, and **Patricia Marshall**, Head Start Site Supervisor (10 years)

II. Consent Items

- A. Minutes of the August 7, 2008 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Temporary Reclassification Extension for Staff Support Officer
- D. Approval of Temporary Reclassification Extension for Workforce Development Professional 3

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING**: Final Reading and Approval of the Sacramento Employment and Training Agency Budget for Fiscal Year 2008-2009 (Rick Pryor)
2. Approval to Adjust Zones in the Broadband/Performance Management Policy (Rod Nishi)
3. Approval of Addendum of Agreement for Services of Collective Bargaining Negotiator (Kathy Kossick)
4. Approval to Revise Appendix A of the Conflict of Interest Code for the Sacramento Employment and Training Agency (Legal Counsel)

B. WORKFORCE INVESTMENT ACT

1. Approval to Accept Funds from the Employment Training Panel for Technology Training and Authorize the Executive Director to Execute the Subgrant Agreement, Modifications, and other Documents required by the Funding Source (William Walker)

C. HEAD START

1. Approval of the SETA Head Start Early Head Start Tuberculosis Policy (Brenda Campos)
2. Approval of the Amended Head Start/Early Head Start Budget for Fiscal Year 2008-2009 (Maureen Dermott)
3. Approval to Submit an Application for the Sutter Health Community Grant (Maureen Dermott)

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS

1. Approval of Staff Funding Recommendations for the Refugee Employment Social Services (RESS) and Targeted Assistance (TA) programs, Program Year 2008-2009 (Roy Kim)

IV. Information Items

- A. Fiscal Monitoring Reports (Rick Pryor)

- Hmong Women's Heritage Association
- My Sister's House
- Opening Doors, Inc.

B. Head Start Policy Council Minutes (Maureen Dermott)

C. Dislocated Worker Update (William Walker)

V. Reports to the Board

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

**VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL -
ANTICIPATED LITIGATION**

(Significant exposure to litigation pursuant to subdivision (b) of Government Code
Section 54956.9)
One Potential Case

VII. Adjournment

DISTRIBUTION DATE: FRIDAY, AUGUST 22, 2008

ITEM II-A - CONSENT

MINUTES OF THE AUGUST 7, 2008 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the August 7, 2008 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, August 7, 2008
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance**: Ms. Bonnie Pannell called the meeting to order at 10:05 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 (10:09 a.m.)

Robbie Waters, Councilmember, City of Sacramento (10:07 a.m.)

- Recognition of Long-term Employees:

Ms. Jana Bradford, Head Start Teacher and **Ms. Julieta Aldana**, Head Start Teacher were acknowledged for their 10 years of service. Staff members took pictures with board members.

II. **Consent Items**

Consent calendar includes:

- A. Minutes of the July 3, 2008 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Continue the Participation with the Child and Adult Care Food Program
- D. Appointment of Youth Council Member

Ms. Kossick pointed out on page 9 there are several categories for Youth Council representation; Mr. John Koogle fits into the "other individuals as the chairperson as determined" category.

Moved/Yee, second/Water, to approve the consent calendar as follows:

- A. Approve the July 3, 2008 minutes.
- B. Approve claims and warrants for the period 6/27/08 through 7/31/08
- C. Authorize the renewal for participation in the Child and Adult Care Food Program, and authorize the SETA Chair to sign the renewal application.
- D. Appoint Mr. John Koogle to the Sacramento Works Youth Council.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval to Co-Sponsor and Serve as Fiscal Agent for Capitol Region Talent Transfer Event

Ms. Robin Purdy reviewed this item. SETA will be partnering with Golden Sierra, Yolo County and North Central Counties Consortium. The event will be focusing on commercial construction, insurance and the finance industry. EDD is allocating \$50,000 and asking SETA to act as fiscal agent for this grant

Moved/Scherman, second/Nottoli, to approve sponsorship of the Talent Transfer Event and authorize SETA to act as the fiscal agent for the funds.

Voice Vote: Unanimous approval.

2. Confirmation of Process for Appointment of SETA Governing Board Member

Ms. Kossick stated that this item confirms the selection process used in the past for the Public Representative position.

Moved/Nottoli, second/Yee, to confirm the selection process for the Governing Board seat that will be open for appointment in November, 2008.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Appointment of Sacramento Works Workforce Investment Board Private Sector Member

Ms. Kossick stated that this requests approval of recommended replacement of a private sector seat. Mr. Larry Booth, President of Frank M Booth, Inc., will be representing the Architecture and Engineering critical occupational cluster.

Moved/Waters, second/Yee, to appoint Larry Booth to the Sacramento Works Workforce Investment Board to a Private Sector seat.

Voice Vote: Unanimous approval.

2. Approval to Submit a Technology Based Learning Initiative Proposal to the Department of Labor

Staff is requesting that this item be withdrawn from the agenda.

Moved/Nottoli, second/Scherman, to drop this item from the agenda.

Voice Vote: Unanimous approval.

3. Approval to Augment Sacramento Builders' Exchange WIA 15% Contract

Ms. Purdy stated that this has been a very successful program with the Builder's Exchange for incumbent workers. The first phase was recently completed and has been successful. This board item is for an additional three month course for 30 incumbent workers.

Moved/Nottoli, second/Scherman, to approve the augmentation of Sacramento Builders' Exchange for \$25,000 for additional training for incumbent workers.

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

C. HEAD START

1. Approval to Submit a Grant Application to the Sierra Health Foundation Responsive Grants Program

Ms. Brenda Campos reviewed this item. SETA would contract with retired nurses or nurses in the community to provide information to parents on the importance of the TB testing. The goal is to reach 60% compliance. Ms. Melanie Nicholas and Ms. Marta Chavez were acknowledged for implementing the program. Ms. Scherman would like to have nurses in Elk Grove. Ms. Scherman and Ms. Pannell offered to put this information on their web sites. Ms. Campos stated that some parents have signed a waiver that they will not volunteer in classrooms if they do not want to have the TB testing.

Moved/Scherman, second/Yee, to approve the submission of a grant application to Sierra Health Foundation for a Tuberculosis Screening Project.

Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Fiscal Monitoring Reports: No comments.

B. Quarterly Head Start Update: Ms. Denise Lee stated that this report highlights the really great federal review. SETA came out with a gold star. There are over 60 grantees in our region and only four gold stars were given out. Ms. Pannell acknowledged staff for a great job. She and Mr. Nottoli were part of the reviewer phone tree.

C. Monthly Head Start Fiscal Report: Ms. Kossick stated that San Juan, one of the delegate agencies, submitted their June 30 report. Delegates and SETA are very close to exhausting the grant.

- D. Head Start Policy Council Minutes: No questions.
- E. Dislocated Worker Update: Mr. William Walker provided a follow-up on Starbuck's closing on Stockton Blvd. Staff has not heard from anyone from Indy Mac regarding dislocations. Ms. Pannell inquired about Nehemiah; staff has not heard anything yet. Room Source has laid off warehouse people but not sales people. Mr. Walker and staff were thanked for youth efforts. Mr. Walker stated that 26 kids were hired from the job fair held at the Pannell Center. Ms. Pannell stated that we need to have job fairs in the north area and the south area.
- F. Semi-Annual Information Systems Update: Mr. Edward Proctor reviewed the IT department and stated that he will be giving an IT update every six months. Mr. Proctor reviewed the various software programs utilized by SETA to provide services at the Head Start centers and Career Centers.
- G. California Youth Drop Out Report: Ms. Robin Purdy reviewed the report. Sacramento's regional drop out rate is 25%. Ms. Pannell asked that the report be distributed to board members electronically.
- H. Training for Critical Occupations in Information Technology: Funding will be received from the Employment Training Panel to provide the training.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reminded Board members that on Wednesday, October 15, SETA will be celebrating our 30 year anniversary outside in the parking lot. Ms. Scherman's birthday will be celebrated on August 18. Ms. Kossick reported on the layoff situation; 16 individuals were affected. Eight staff have moved to other positions in the Agency, two were hired as temporary consultants, and six were actually laid off. These staff have been assigned a case manager to work with them.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board:
- F. Public: No comments.

VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

(Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9): One Potential Case

No closed session.

VII. Adjournment: Meeting adjourned at 10:51 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 7/31/08 through 8/22/08, and all expenses appear to be appropriate.

STAFF PRESENTER: Rick Pryor

ITEM II-C - CONSENT

APPROVAL OF TEMPORARY RECLASSIFICATION EXTENSION FOR STAFF
SUPPORT OFFICER

BACKGROUND:

On May 19, 2008, Debbie Coyne Typist Clerk III in the Workforce Development Department was temporary reclassified to the position of Staff Support Officer. Pursuant to Article 1.1b(2) of the agreement between the Sacramento Employment and Training Agency and United SETA Employees, American Federation of State, County and Municipal Employees, Local #146, staff is requesting an extension to November 19, 2008.

Ms. Coyne is completing the following duties:

1. Serving as communication link between the Workforce Development Department Deputy Director, Managers, Program Officers and Site Supervisors to coordinate the goals, priorities, products and timelines involved in the implementation of the Learning Lab.
2. Receiving case manager scholarship obligations, reviewing case records in SMARTware to ensure eligibility requirements are met, entering the scholarships into the ITA database, and providing technical assistance to case managers on directives and scholarship processes.
3. Coordinating agendas and minutes for the Site Supervisor meetings.
4. Assisting the contracts staff in executing contracts.
5. Revising and updating policy and procedure manuals for Learning Labs.

The Executive Director has the authority to temporarily reclassify staff up to three (3) months; however, Board approval is necessary to extend these assignments.

RECOMMENDATION:

Approve the temporary reclassification of Debbie Coyne to Staff Support Officer for an additional three months.

STAFF PRESENTER: Kathy Kossick

ITEM II-D - CONSENT

APPROVAL OF TEMPORARY RECLASSIFICATION EXTENSION FOR WORKFORCE
DEVELOPMENT PROFESSIONAL 3

BACKGROUND:

On April 30, 2008, Warren Murphy, Workforce Development Professional Range 2 in the Workforce Development Department was temporary reclassified to the position of Workforce Development Professional Range 3. Pursuant to Article 1.1b(2) of the agreement between the Sacramento Employment and Training Agency and United SETA Employees, American Federation of State, County and Municipal Employees, Local #146, staff is requesting an extension to October 30, 2008.

Mr. Murphy has been assigned to coordinate and develop the New Start program, a new initiative focusing on providing re-entry and transition services to parolees from the California Department of Corrections and Rehabilitation. Mr. Murphy's duties include:

1. Serving as liaison with corrections partners in the New Start Initiative
2. Acting as lead worker/coordinator for pre-release, re-entry and transition planning and preparation
3. Training staff and partners regarding strategies that work with the ex-offender population
4. Coordinating attendance at mandatory PACT meetings with Parole liaison

The Executive Director has the authority to temporarily reclassify staff up to three (3) months; however, Board approval is necessary to extend these assignments.

RECOMMENDATION:

Approve the temporary reclassification of Warren Murphy, Workforce Development Professional Range 3, for an additional three months.

STAFF PRESENTER: Kathy Kossick

ITEM III-A – 1 - ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: FINAL READING AND APPROVAL
OF THE SACRAMENTO EMPLOYMNET AND TRAINING AGENCY BUDGET FOR
FISCAL YEAR 2008-2009

BACKGROUND:

In June, 2008 the Board took action to open a public hearing on the 2008-2009 proposed agency budget. At that time, the public hearing was scheduled to close September 4, 2008.

The final budget for the fiscal year 2008-2009 will be sent under separate cover. Staff will be available to answer questions. The final approved budget will also be submitted to the County and City for approval.

RECOMMENDATION:

Hear testimony, close the public hearing and approve the SETA budget for fiscal year 2008-2009.

STAFF PRESENTER: RICK PRYOR

ITEM III-A – 2 - ACTION

APPROVAL TO ADJUST ZONES IN THE BROADBAND/PERFORMANCE
MANAGEMENT POLICY

BACKGROUND:

On October 1, 1998 the SETA Governing Board approved a “Broadbanding Pay and Performance Management” program. The action taken by the Board was to approve the program as well as the adoption of the “Broadbanding Pay and Management Manual: Guidelines, Policies, and Procedures” in order to fully implement its structure and program. The index referenced as a means of adjusting the zones was the American Compensation Association Salary Survey of Compensation Trends. This index has changed and has not been available for a number of years.

The Executive Director is recommending a modification to the management zones by utilizing the Consumers Price Index – Urban Consumers (CPI-U) which mirrors the index to be used by the Labor Contract for Cost of Living Adjustments in 2008 and 2009 for represented employees.

Each exempt management position was placed in one of two salary bands. The following table depicts the effect upon the maximum and minimum amounts that identifies each of the two zones. The range movement utilizes the Consumer Price Index for Urban Consumers (CPI-U).

2000	2001	2002	2003	2004	2005	2006	2007
3.4	1.6	2.4	1.9	3.3	3.4	2.5	4.1

The use of CPI-U will move Zone 1 to \$57,061 - \$123,685 and Zone 2 to \$43,727 - \$87,454.

RECOMMENDATION:

Staff is recommending use of the Consumer Price Index – Urban and that the Board approves a modification to the salary ranges of Zone 1 to \$57,061 - \$123,685 and Zone 2 to \$43,727 - \$87,454.

STAFF PRESENTER: Rod Nishi

ITEM III-A- 3 - ACTION

APPROVAL OF ADDENDUM OF AGREEMENT
FOR SERVICES OF COLLECTIVE BARGAINING NEGOTIATOR

BACKGROUND:

In June 1990, the SETA Board approved utilizing the City of Sacramento for labor relations services. The City has acted as SETA's Chief Negotiator for collective bargaining services since that time.

In September 1999, the Board revised the Agreement to allow for automatic annual extensions. Subsequent modifications for any fee increases would be brought to the Board for approval as an Addendum to the Agreement. The annual fee since 2002 has been \$33,960.

The services provided by the Labor Relations Office have significantly increased in the past several years with the growth of the Agency and personnel issues within the agency. The City is requesting a \$26,040 increase, to be spread over the next two years, due to the significant amount of time and services being provided to SETA. Staff recognizes the value of the expertise provided by the City and recommends the increase.

RECOMMENDATION:

Approve an Addendum to the Agreement for Employee Relations Services with the City of Sacramento to increase the fees for services in 2008-09 to \$47,000 with an out of pocket expense limitation of \$800. The total agreement will not exceed \$47,800. For 2009-10 approve the fees for services to \$60,000 with an out of pocket expense limitation of \$800. The total agreement in 2009-10 will not exceed \$60,800.

STAFF PRESENTER: Kathy Kossick

ITEM III-A – 4- ACTION

APPROVAL TO REVISE APPENDIX A OF THE CONFLICT OF INTEREST CODE
FOR THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

BACKGROUND:

Pursuant to the Political Reform Act, SETA is required to amend its Conflict of Interest Code to add new classifications when it is determined that Form 700's should be filed. In addition, Legal Counsel and staff periodically review and revise SETA's list of employee classifications required to file Form 700's.

Appendix A has been revised to add new staff positions deemed necessary to report and to delete obsolete classifications.

New classifications are shown on the attachment as well as deletions.

If your Board approves the revised Conflict of Interest Code, it will then be forwarded to the Sacramento County Board of Supervisors for ratification pursuant to its responsibility as the Code Reviewing Body under the Political Reform Act. The revised Conflict of Interest Code will become effective thirty (30) days after its ratification by the Sacramento County Board of Supervisors. The proposed revised Appendix A of the Conflict of Interest Code is attached.

The code was last revised in 2004.

RECOMMENDATION:

Approve the revised Appendix A of the Conflict of Interest Code and direct Legal Counsel to forward it to the Sacramento County Board of Supervisors for ratification.

STAFF PRESENTER: Legal Counsel

APPENDIX A

The following persons are designated employees of SETA:

Members of the SETA Governing Board
Members of the Workforce Investment Board (WIB) and Youth Council
Members of the Head Start Policy Council (PC)
Members of the Head Start Parent Advisory Committee (PAC)
Members of the Community Action Board (CAB)
WIB Legal Counsel
SETA Legal Counsel
Clerk of the Boards
Executive Director
Fiscal Department Chief
Administration Department Chief
Information Systems Department Chief
Senior Personnel Analyst**
Public Information Officer
Accountant II**
Accountant III
Accounting Technician
~~Accounting Systems Analyst~~
~~Community Services Coordinator~~
~~Community Services Specialist~~
Data Base Developer
Deputy Director
Dislocated Worker Specialist
Eligibility Supervisor
Employment and Training Analyst II
Employment and Training Analyst III
Employment and Training Analyst Supervisor
~~Employment Services Specialist~~
Employment Services Supervisor
Facilities Specialist Supervisor
Human Resources Manager
Information Technology Analyst I
Information Technology Analyst II
Labor Market Information Project Supervisor
Management Information Analyst II
Management Information Analyst III
Management Information Analyst Supervisor
Marketing Specialist II
Marketing Specialist III
MIA Supervisor
~~Neighborhood Services Coordinator~~
Network Engineer
Program Coordinator

Program Officer
Purchasing Analyst
Refugee Services Supervisor
Staff Support Officer
Workforce Development Professional 1, 2, 3
~~Youth Services Specialist~~
Youth Services Supervisor
Head Start Coordinator (Health)
Head Start Coordinator (Nutrition)
Head Start Coordinator (Education)
Head Start Coordinator (Special Education)
Head Start Courier/Maintenance Specialist
Head Start Courier/Maintenance
Head Start Education/Special Education Specialist**
Head Start Education Specialist**
Head Start Employment and Training Coordinator**
Head Start Facilities Analyst
Head Start Facilities Specialist
Head Start Family Service Specialist**
Head Start Food Service Manager
Head Start Head Cook
Head Start Manager
Head Start Nutrition Specialist**
Head Start Office Manager
Head Start Parent Involvement/Social Services Specialist**
Head Start Social Worker**
Head Start Special Project/Training Coordinator
Head Start Training/Staff Development Supervisor
Head Start Grants Specialist
Site Supervisor

**** Includes both supervisory AND non-supervisory staff**

ITEM III-B – 1 - ACTION

APPROVAL TO ACCEPT FUNDS FROM THE EMPLOYMENT TRAINING PANEL FOR
TECHNOLOGY TRAINING AND AUTHORIZE THE EXECUTIVE DIRECTOR TO
EXECUTE THE SUBGRANT AGREEMENT, MODIFICATION AND OTHER
DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

From October, 2002 to September, 2008 the Sacramento Employment and Training Agency (SETA) in partnership with Tech Skills has provided training to 1,598 incumbent workers and delivered over \$2.8 million in training funds to the region. SETA has met the training needs of 36 local employers which includes Federal Express, Freight Systems, Intel, TASQ Technology, Western Blue and Schools Financial Credit Union. Training courses focused on basic, intermediate and advanced technology for IT Technicians, IT Security Specialists, Computer Support Specialists, Database Administrators and Help Desk Support Staff.

SETA was recently funded \$1,058,625 to provide Advanced Technology training to 375 incumbent workers for various local employers for a two-year period.

RECOMMENDATION:

Approve acceptance of funds for the period 7/10/08 through 6/30/10 from the Employment Training Panel and authorize the Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

STAFF PRESENTER: WILLIAM WALKER

ITEM III-C - 1 - ACTION

APPROVAL OF THE SETA HEAD START/EARLY HEAD START
TUBERCULOSIS POLICY

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to review and approve the SETA Head Start/Early Head Start Tuberculosis Policy (attached). Additions are indicated by italic type and deletions are indicated by strikethrough type.

The Head Start Policy Council will review and take action on this policy at their August 26, 2008 meeting.

Ms. Brenda Campos, Manager, Program Support Services, will be available to answer questions.

RECOMMENDATION:

Approve the SETA Head Start/Early Head Start Tuberculosis Policy.

STAFF PRESENTER: Brenda Campos

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY HEAD START/EARLY HEAD START

TUBERCULOSIS POLICY GUIDELINES

Any TB Skin Test other than a standard Mantoux/PPD skin test is unacceptable for Head Start. All TB skin tests must be recorded by a medical professional and include date given and date read (within 48-72 hours).

CHILDREN

1. Early Head Start requires every child to present a tuberculosis (PPD) clearance (~~unless there is a history of a positive TB skin test~~) at the age of 12 **twelve** months. Children ~~greater than 12~~ **above twelve** months of age will be required to be tested prior to enrollment. Tuberculosis skin tests ~~clearance~~ **clearance** must be dated within one year of enrollment.
2. Head Start **Preschool** requires every child to present a tuberculosis (PPD) clearance (~~unless there is a history of a positive TB skin test~~) prior to enrollment. Tuberculosis skin tests ~~clearance~~ **clearance** must be dated within one year of enrollment.
3. ***A history of a positive TB skin test requires a chest x-ray or Quantiferon (QFT) blood test current within four years.***
4. A child with a positive TB skin test ~~will be~~ **is** required to provide documentation from ~~a physician~~ **their medical provider** stating the child is free from TB prior to enrollment.
5. Children with active TB must comply with the recommendations of the Health Officer/TB Controller of Sacramento County. ***Prior to returning to school, the parent must provide documentation from the Sacramento County Chest Clinic their medical provider*** stating the child is not contagious for TB.
6. If during a child's enrollment a parent/guardian's TB test converts from a negative to a positive test, the child will be required to ~~have a TB skin test~~ **obtain a new TB clearance prior to returning to the center.**

STAFF

1. Early Head Start and Head Start **Preschool** must ensure all staff obtain a TB (PPD) clearance (~~unless there is a history of a positive TB skin test~~) within **60 sixty** days prior to employment and annually thereafter.
2. Staff **An employee** with a documented positive TB skin test must provide documentation from their physician **medical provider** stating they are not contagious for TB prior to employment ~~and annually thereafter~~ **or resuming work**.
3. An employee with active TB must comply with the recommendations of the Health Officer/TB Controller of Sacramento County. **Employees with active TB cases** must not attend work for a minimum of two weeks after they begin **drug** therapy with treatment drugs. ~~The employee must provide documentation from Sacramento County Chest Clinic stating he/she is not contagious for TB.~~ **Prior to returning to work, the employee must provide documentation from their medical provider stating he/she is not contagious for TB.**

PARENTS/GUARDIANS **(Home Base)**

A child's enrollment will not be determined by whether the parent chooses to have a TB skin test.

1. Early Head Start and Head Start **Preschool** ~~recommends~~ requires the parents/guardians **who will be participating with the child in the Home Base option to** have a TB skin test **clearance** dated within the calendar **one** year prior to their child's enrollment. **No home visits will take place until proof of TB clearance.**
2. ~~Parents without a current TB clearance will not be allowed to attend any classroom activities, which include field trips. At the center, the parent may only bring and/or pick up their child.~~
3. **Proof of** a parent's ~~written evidence of~~ TB clearance is required and will be valid for two years. *** on new policy this is #2**
4. A parent with a documented positive TB skin test must provide ~~documentation~~ **written evidence** from a physician **medical provider** stating they are not contagious for TB prior to participating in ~~classroom activities~~ **home visits/socializations**, which includes field trips ~~and annually thereafter.~~ *** on new policy this is #3**

5. Parents with active TB must comply with recommendations of the Health Officer/TB Controller of Sacramento County. **Parents with active TB cases** must not participate in ~~classroom activities~~ home visits/socializations, including field trips, for a minimum of two weeks after they begin **drug therapy with treatment drugs**. **Prior to participating in home visits/socializations, including field trips,** the parent must provide documentations from the Sacramento County Chest Clinic **their medical provider** stating the parent is not contagious for TB. *** on new policy this is #4**
6. **If a member of the household, who is participating in home visits, is diagnosed with an active case of TB, the participating parent must provide proof of a new TB clearance prior to receiving any home visits or participating in socializations or field trips. * on the new policy this is #5**
7. ~~Parents will be given information on~~ **Head Start will inform the parents** where they can have a TB test performed for free or low cost. *** on the new policy this is #6**
8. ~~If a parent refuses a TB skin test, the parent must complete a Tuberculosis Refusal Form Waiver and a copy forwarded to the Health Coordinator designee for review.~~

PARENTS/GUARDIANS (Center Base)

1. **Early Head Start and Head Start requires any parent/guardian who wishes to volunteer or participate in any Head Start/Early Head Start activities must show proof of a TB clearance current within one year of his/her child's enrollment. This includes parent meetings, parent workshops, home visits, and field trips. The TB clearance can include a TB (Mantoux/PPD) skin test, chest x-ray, or a Quantiferon (QFT) blood test.**
2. **Proof of a parent's TB clearance is required and will be valid for two years.**
3. **A parent with a documented positive TB skin test must provide written evidence from a medical provider stating they are not contagious for TB prior to participating in parent meetings, parent workshops, home visits, and field trips.**
4. **Parents with active TB must comply with recommendations of the Health Officer/TB Controller of Sacramento County. Parents with active TB can not participate in any Head Start/Early Head Start activities, including parent meetings, parent workshops, home visits and field trips, for a minimum of two weeks after they begin drug therapy. Prior to any participation, the parent must provide documentation from their medical provider stating the parent is not contagious for TB.**

5. *Head Start will inform parents where they can have a TB skin test performed for free or low cost.*

COMMUNITY VOLUNTEERS

1. ~~Volunteers must have a TB skin test~~ *clearance* ~~dated no more than 60~~ *sixty* ~~days prior to volunteering and renewed annually.~~
2. ~~A volunteer's written evidence~~ *of a volunteer's* TB clearance is required and will be valid for one year.
3. ~~A volunteer with a positive TB skin test must provide documentation from a physician stating they are not contagious for TB prior to participating in any classroom activities, including field trips and annually thereafter.~~
4. ~~Volunteers with active TB must comply with recommendations of the Health Officer/TB Controller of Sacramento County. Active TB cases must not volunteer for a minimum of two weeks after they begin therapy with treatment drugs. The volunteer must provide documentation from the Sacramento County Chest Clinic stating the volunteer is not contagious for tuberculosis.~~
5. ~~Volunteers will be given information on where they can obtain a TB skin test performed for free or low cost.~~
6. ~~Professional volunteers will be required to follow their department's policy of tuberculosis testing.~~

This policy approved by Health Services Advisory Committee:

This policy approved by Policy Council:

This policy approved by SETA Governing Board:

ITEM III-C - 2 - ACTION

APPROVAL OF THE AMENDED HEAD START/EARLY HEAD START BUDGET FOR
FISCAL YEAR 2008-2009

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the amended Head Start/Early Head Start Budget for Fiscal Year 2008-2009, which reflects staffing and other necessary line item reductions, to ensure a continued balanced budget in the amount of \$39,383,216 for Head Start, and \$4,726,060 for Early Head Start.

The Head Start Policy Council will review and take action on this item at their August 26, 2008 meeting.

Ms. Maureen Dermott, Deputy Director, will be available to answer questions.

RECOMMENDATION:

Approve the amended Head Start/Early Head Start Budget for Fiscal Year 2008-2009.

STAFF PRESENTER: Maureen Dermott

ITEM III-C – 3 - ACTION

APPROVAL TO SUBMIT AN APPLICATION FOR THE SUTTER HEALTH
COMMUNITY GRANT

BACKGROUND:

Sutter Medical Center, Sacramento has released its 2009 Request for Proposals for the Sutter Community Grants Program to provide funding up to \$50,000 to any of the following categories: 1) Community Collaborative Projects for 2008 participants that have demonstrated notable success in the past grant year (invitational only) ; 2) Program Sustainability Grants for non-profit, educational, and public agencies that can demonstrate a need for funding to stabilize their core programs; and 3) Special Project Grants targeting increased access to primary care and mental health services; strength-based support services for youth 12-21 years old; and community improvement.

SETA Head Start will submit an application to fund a parent education program to 1) increase awareness of diabetes as a public health issue and 2) identify a group of Head Start parents/guardians who are diagnosed with diabetes and implement a diabetic management program to improve on eating habits and physical movement lifestyle.

SETA Head Start will apply for the maximum available funding of \$50,000 for this project.

RECOMMENDATION:

Approve the submission of an application to Sutter Medical Center in the amount of \$50,000.

STAFF PRESENTER: Maureen Dermott

ITEM III-E -1 – ACTION

APPROVAL OF STAFF FUNDING RECOMMENDATIONS FOR THE REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS) AND TARGETED ASSISTANCE (TA) PROGRAMS, PROGRAM YEAR 2008-2009

BACKGROUND.

On May 1, 2008, the Board approved the release of a Request for Proposals (RFP) for the Refugee Employment Social Services (RESS) and Targeted Assistance (TA) programs, program year (PY) 2008-2009. Under the RFP, the following services will be provided to refugees, asylees and victims of human trafficking who are within five (5) years of their arrival in the United States:

- Vocational English-as-a-Second Language combined with Employment Services (VESL/ES) for cash clients.
- Vocational English-as-a-Second Language combined with Vocational Training (VESL/VT) for cash clients.
- Vocational English-as-a-Second Language combined with On-the-Job Training (VESL/OJT) for cash clients.
- Direct Employment Services (ES) for refugees who are no longer on public assistance.
- Social Adjustment and Cultural Orientation (SA & CO) for all refugees.

On June 20, 2008, SETA received 23 proposals; 22 were responsive and one (1) was declared non-responsive by the Board on July 3, 2008. The twenty two (22) responsive proposals were submitted by eleven (11) applicants and requested \$3,775,919.

The proposals were evaluated by an Evaluation Team comprised of staff from SETA's Workforce Development and Fiscal Departments. The following criteria were used to evaluate all proposals:

- Program Summary
- Program Management
- Service Delivery System
- Program Design/Activity
- Budget Summary
- Demonstrated Performance

Proposal scores were combined with past program performance to calculate proposal rankings. Past program performance was provided by the SETA Refugee Program reports, Fiscal Monitoring reports, and references provided by non-SETA-funded applicants.

STAFF PRESENTER: Roy Kim

ITEM III-E – 1 – ACTION (Continued)

Sacramento County continues to experience a decline in the number of newly arriving refugees. In program year 06-07, 657 refugees resettled in Sacramento County, and for the period October, 2007 through June, 2008, 338 refugees have resettled in Sacramento County. The majority are from the Former Soviet Union (77%), Iraq (8%) and Iran (6%).

The decline in new arrivals has resulted in a corresponding decline in funding for the RESS and TA programs. Total program funding available for allocation in program year 2008-2009 is \$1,988,251 (Projected RESS - \$1,018,603; Final TA - \$969,648). To help offset the decrease, staff has identified and allocated an additional \$700,000 (\$200,000 - RESS; \$500,000 - TA) in carryover funds, \$93,600 in CalWORKs funds and \$29,032 in Discretionary funds. SETA is setting aside a total of \$164,840 in TA program funds for Verification/Referral Liaison services, One-Stop Services, training scholarships and other direct services to refugees, asylees and victims of human trafficking.

It is anticipated that 2,474 refugees (1,362 in the SA & CO component and 1,112 in employment related components) will receive services. Of the 1,112 refugees receiving employment services, at least 612 (55%) will enter employment and 153 will attain economic self-sufficiency.

RECOMMENDATION

Approve staff Funding Recommendations for the Refugee Employment Social Services (RESS) and Targeted Assistance (TA) programs, program year 2008-2009, as indicated on the attached funding charts.

STAFF PRESENTER: Roy Kim

Sacramento Employment and Training Agency
REFUGEE PROGRAM
Staff Funding Recommendations, PY 2008 - 2009
Component: VESL/ES

RANK	AGENCY NAME	SWCC COLLABORATION	CURRENT FUNDING PY 07-08	AMOUNT REQUESTED	# TO BE SERVED	COST PER PART.	STAFF RECOMMENDATION	
							AMOUNT	# TO SERVE
1	Sacramento City USD	Lemon Hill/ Broadway	\$193,000	\$259,600	118	\$2,200	\$190,000	86
1	Asian Resources	Broadway/ Citrus Heights	195,000	243,095	100	2,431	190,000	78
2	Sac. Lao Family	Franklin/Mark Sanders	294,000	371,383	200	1,857	180,000	97
2	Twin Rivers USD (Grant)	Hillsdale/ Urban League	306,000	222,200	101	2,200	180,000	82
2	Bach Viet	Lemon Hill/ Citrus Heights	194,000	230,400	96	2,400	180,000	75
3	Sac. Occ. Adv. Res.	Rancho Cordova	194,000	351,500	190	1,850	159,710	86
TOTALS			\$1,376,000	\$1,678,178	805	\$2,085	\$1,079,710	504

Sacramento Employment and Training Agency
REFUGEE PROGRAM
 Staff Funding Recommendations, PY 2008 - 2009
Component: VESL/OJT

RANK	AGENCY NAME	SWCC COLLABORATION	CURRENT FUNDING PY 07-08	AMOUNT REQUESTED	# TO BE SERVED	COST PER PART.	STAFF RECOMMENDATION			
							TA	CalWORKs	Total	# TO BE SERVED
1	Twin Rivers USD (Grant)	Hillsdale/ Urban League	\$178,075	\$225,000	50	\$4,500	\$160,000	\$23,040	\$ 183,040	41
1	Bach Viet	Lemon Hill/ Citrus Heights	140,075	238,500	45	5,300	150,000	28,800	178,800	34
2	Asian Resources	Broadway/ Citrus Heights	113,075	188,107	50	3,762	120,000	18,720	138,720	37
3	SOAR*	Rancho Cordova	148,902	127,302	32	3,978	103,568	23,040	126,608	32
TOTALS			\$580,127	\$778,909	177	\$4,401	\$533,568	\$93,600	\$627,168	144

Sacramento Employment and Training Agency
REFUGEE PROGRAM
Staff Funding Recommendations, PY 2008 - 2009
Component: VESL/VT

RANK	AGENCY NAME	SWCC COLLABORATION	CURRENT FUNDING PY 07-08	AMOUNT REQUESTED	# TO SERVE	COST PER PARTICIPANT	STAFF RECOMMENDATION	
							AMOUNT	# TO SERVE
1	Twin Rivers USD (Grant)	Hillsdale/ Urban League	\$112,059	\$180,000	50	\$3,600	\$120,000	33
TOTALS				\$180,000	50	\$3,600	\$120,000	33

Sacramento Employment and Training Agency
REFUGEE PROGRAM
Staff Funding Recommendations, PY 2008 - 2009
Component: ES Stand Alone

RANK	AGENCY NAME	SWCC COLLABORATION	CURRENT FUNDING PY 07-08	AMOUNT REQUESTED	# TO SERVE	COST PER PART.	STAFF RECOMMENDATION	
							AMOUNT	# TO SERVE
1	Twin Rivers USD (Grant)	Hillsdale/ Urban League	\$96,000	\$122,400	102	\$1,200	\$90,000	75
1	Bach Viet	Lemon Hill/ Citrus Heights	70,000	86,400	64	1,350	86,400	64
2	Sac. Lao Family	Franklin/Mark Sanders	94,000	100,000	90	1,111	85,000	77
2	Asian Resources	Broadway/ Citrus Heights	121,000	151,516	115	1,318	85,000	65
3	Sac. City USD	Lemon Hill/ Broadway	78,536	117,600	98	1,200	80,000	67
3	Sac. Occ. Adv. Res.	Rancho Cordova	80,000	130,150	137	950	80,000	84
4	Lao Family Community Development		0	118,000	118	1,000	0	0
TOTALS			\$539,536	\$826,066	724	\$1,141	\$506,400	432

Sacramento Employment and Training Agency
REFUGEE PROGRAM
 Staff Funding Recommendations, PY 2008 - 2009
Component: SA and CO

RANK	AGENCY NAME	SWCC COLLABORATION	CURRENT FUNDING PY 07-08	AMOUNT REQUESTED	# TO SERVE	COST PER PART.	STAFF RECOMMENDATION			# TO BE SERVED	
							RESS	Discretion*	Total	RESS	Discretion
1	Southeast Asian Ass. Ctr.	Lemon Hill/ Franklin/ La Familia	\$92,388	\$100,000	513	\$195	\$92,742	\$7,258	\$100,000	476	22
1	Hmong Women Her. Ass.	Franklin/ Broadway	74,071	98,766	325	304	91,508	7,258	98,766	301	22
2	Opening Doors	Hillsdale	41,373	24,000	120	200	16,742	7,258	24,000	84	22
2	Slavic Assistance Center	Citrus Heights/ Broadway	60,293	90,000	450	200	82,742	7,258	90,000	414	22
TOTALS			\$268,125	\$312,766	1,408	\$222	\$283,734	\$29,032	\$312,766	1,274	88

* Subject to final award of preliminary allocation of Older Refugee Discretionary funds from ORR

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

MEMORANDUM

TO: Ms. May Ly **DATE:** July 30, 2008
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Hmong Women's Heritage Association

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
RESS	SA & CO	\$ 66,778	10/1/07-9/30/08	10/1/07-5/31/08
RESS-(Set-aside)	SA & CO		7,293	10/1/07-9/30/08 10/1/07-5/31/08

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 7/1-2/08

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

Program Operator: Hmong Women's Heritage Association

Findings and General Observations:

- 1) The total costs as reported to SETA from October 1, 2007 to May 31, 2008 have been traced to the subgrantee'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

MEMORANDUM

TO: Ms. Nilda Valmores **DATE:** July 31, 2008
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of My Sister's House

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 21,500	2/16/07-12/31/07	2/16/07-12/31/07

Monitoring Purpose: Initial ____ Follow-Up ____ Special ____ Final X
Date of review: June 30, 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			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll		N/A		
8	Supportive Services/Files/Payment	X			
9	Indirect Cost Allocation	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: My Sister's House

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Maurine Huang **DATE:** August 5, 2008

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Opening Doors, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	SA/CO	\$ 34,080	10/1/07-9/30/08	10/1/07-4/30/08
RESS-Set Aside	SA/CO	7,293	10/1/07-9/30/08	10/1/07-4/30/08

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: 7/23-24/08

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

Program Operator: Opening Doors, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA from October 1, 2007 to April 30, 2008 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) We are questioning a total of \$ 272.55 in bonuses charged to the Refugee programs as these costs did not meet the conditions for allowability as provided by OMB Circular A-122 Section 7.i " Incentive compensation to employees based on cost reduction, or efficient performance, suggestion awards, safety awards, etc., are allowable to the extent that the overall compensation is determined to be reasonable and such costs are paid or accrued pursuant to an agreement entered into in good faith between the organization and the employees before the services were rendered, or pursuant to an established plan followed by the organization so consistently as to imply, in effect, an agreement to make such payment."

Recommendations for Corrective Action:

- 1) Please submit documents to justify the bonuses in accordance with OMB Circular A-122 or reimburse SETA \$ 272.55 from non-SETA sources.

cc: Kathy Kossick
Governing Board

ITEM IV-B – INFORMATION

HEAD START POLICY COUNCIL MINUTES

BACKGROUND:

Attached are the minutes from the June 24, 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

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

Tuesday, June 24, 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 9:03 a.m. Ms. Erin Kimbro read the thought of the day. Ms. Salina Davey called the roll. Ms. Lorryne Garner, alternate, Sacramento City Unified School District was seated. Ms. Christy Farley and Ms. Itzel Oregon, SOP representatives, were seated.

Members Present:

Brandy Arismende, Elk Grove Unified School District
Josie Cleaver, Sacramento City Unified School District (present at 9:15 a.m.)
Lorryne Gardner, Alternate, Sacramento City Unified School District
John Brown, San Juan Unified School District
Carol Aronis, SETA-Operated Program
Erin Kimbro, SETA-Operated Program
Salina Davey, SETA-Operated Program
Venelsia Fentress, Grandparent Representative
Ronald Montez, Outgoing Chair
Victoria Camargo, Past Parent Representative
Natasha Toolate, Early Head Start
Kathy Ruiz, Past Parent Representative
Victor Stark, CAMP Representative
Shirley Kay, Sacramento County Sheriff's Department
Angelica Navarette, Elk Grove Unified School District (present at 9:15 a.m.)
Sarah Cordeiro, Home Base Program
Van Huyhn, Child Health and Disability Prevention Program
Barbara Ramey-Clark, Foster Parent Representative (present at 9:10 a.m.)

Members Seated:

Itzel Oregon, SETA-Operated Program
Christy Farley, SETA-Operated Program

Member Absent:

Irlanda Meza, Sacramento City Unified School District (excused)

II. Consent Item

- A. Approval of the Minutes of May 27, 2008 Regular and May 30, 2008 Special Meetings
Minutes were reviewed.

Moved/Montez, second/Corderio, to approve the minutes
Show of hands vote: Aye: 14, Nay: 0, Abstentions: 3 (Ruiz, Toolate, Farley)

Ms. Barbara Ramey-Clark arrived at 9:10 a.m.

III. **Action Items**: End of Agenda.

IV. **Information Items**

A. Standing Information Items

- Introduction of New Staff: No new staff.
- Parent/Family Support Unit Events and Activities: No new meetings.
- Calendar of Events and Activities: Ms. Ruiz reported that The Wizard of Oz will be shown at Betschart Park on June 27. Call Julita Bentz 263-8124 for additional information.
- Fiscal Reports: Presented later in the meeting.
- SETA Head Start/Early Head Start End-of-Month Enrollment Report: Ms. Elsie Bowers stated that the report is a compilation of enrollment for the county as of 5/28/08. There are two delegate agencies, Elk Grove and Sacramento City Unified School District, are not enrolling since they are not having a summer program.

Ms. Josie Cleaver and Ms. Angelica Navarette arrived at 9:15 a.m.

- Program Content Area Mental Health Report: Ms. Denise Moore reported that the therapeutic pre-school is doing well. The students have graduated with the ability to deal with things better. They will go on to kindergarten and will receive additional assistance if needed. Staff will be updating the referral and screening process to ensure that children receive the best benefits possible. Three social work interns will be coming from CSUS to assist in the therapeutic classroom.
- Program Content Area Disabilities Report: Ms. Beverly Sanford reported that SETA has met our contracted enrollment for disabled children. As of May 31, enrollment is 10.5% at Head Start centers, and 24% for the Early Head Start infant and toddler program. Staff is currently in the process of recruiting children with disabilities for our program. Each year, a letter is sent out to community agencies located in Sacramento county serving children and adults with disabilities. Some programs contacted include Easter Seals, Families with Early Autism Treatment, and Cerebral Palsy Association. Staff just completed "A Parent's Guide to Special Education and Services", which should be available this fall. Delegates will be urged to develop and distribute a similar handbook which lists rights, laws and regulations, community agencies that provide services. Call Ms. Sanford to get copies for centers: 263-3056. Ms. Josie Cleaver inquired of possible ramifications if the agency does not meet the 10% enrollment.

Ms. Sanford stated that SETA has consistently maintained 10% by the end of the program year (July 31).

- Fiscal Reports: Mr. Rick Pryor reviewed the fiscal report. The agency has spent \$38 million of our \$44 million budget as of this date. Staff is projecting to spend another \$5.7 million. All of the delegates expect to spend all of their funds. This year the Agency will not be sending funds back to ACF. Ms. Ruiz inquired about the negative amounts in the report. Mr. Pryor stated that this reflects an over expenditure in those particular categories. There are other categories that are not overspent and will cover the over expenditures. Ms. Dermott stated that the 'literacy' budget line item has been expended. The funds have been spent but because of coding issues, there are sometimes areas that are not shown as being spent.
- Community Resources-PC Representative/Staff: Ms. Ruiz spoke of a Parent Voices Convention entitled "Equal Voice for America's Families," to be held September 6, 2008, in Los Angeles. Fill out the information form and call Ms. Rachel Minnick at 916-369-3387 if there are questions. Ms. Desha has extra forms.
- Parent/Staff Recognition: Ms. Natasha Toolate's daughter is celebrating her birthday in June.
- Grandparent/Foster Parent Report: No report.

B. SETA Governing Board Minutes for May 1, 2008: No questions.

V. **Committee Reports**

A. Executive Committee: Mr. Ronald Montez read the meeting critique.

B. Personnel/Bylaws: Next meeting scheduled for June 27, 10:00 a.m. in the Sequoia Room. So far, no bylaw modifications have been received; if there are any, give to Ms. Ruiz or to any committee member.

C. Budget/Planning: Completed for the year.

D. Hospitality: Ms. Josie Cleaver reported that the Committee met and approved an activity to go to the Family History Center. The event will be in August with the actual date to be announced. The activity theme will be "A Celebration of Memories". Attendees will go to lunch afterwards. Committee members are hoping to have more participation from board members in this adult only parent activity. Transportation will be provided by the Agency. A poll was taken as to whether a weekday or weekend activity would be most popular. A weekday would be best for a parent activity. This committee will be meeting again July 2, 1:00 p.m.

E. Program Area Committees

- Early Childhood Development and Health Services: No more meetings.
- Parent/Family Support Committee: Next meeting will be June 25, 9:30 a.m. in Redwood Room.
- Monitoring & Evaluation: No report.
- Early Head Start: No report.

- F. Community Advocating Male Participation: Mr. Victor Stark reported on the June 8 meeting where committee members met with Lisa Carr and Robert Silva to continue discussing options for a men's health and resource event possibly for October. He encourages any resources or ideas for this event be given to him or committee members. The next CAMP meeting is July 9, 2:00 p.m. in the Redwood Room. The Wellness Conference will be for men and men's issues.
- G. Community Partnerships Advisory Committee: No report.
- H. Health Services Advisory Committee: No meeting scheduled.

VI. Other Reports

- A. SETA Executive Director and Head Start Deputy Director's Reports: Ms. Maureen Dermott reviewed the budget with board members. The Agency is meeting budget expenditures; staff have to spend as aggressively as possible to maximize our budget but we cannot go a penny over. The T/TA grant is still being reviewed; good comments have been received. The Agency grant is still being reviewed; great feedback has been received. There is only one fiscal issue. Sacramento City Unified School District is still going through recruitment for a Head Start Director.
- B. Chair's Report: Ms. Ruiz welcomed Ms. Sarah Corderio back from surgery. Flyers about the county dental programs are available in both English and Spanish. Ms. Ruiz spoke of the Golden Bear Pass application. Submitting the application with \$5.00 allows low-income eligible residents to get into all of the state parks free. Terms and conditions need to be followed when submitting the application. All board members are asked to attend, and be prompt for the July 22 board meeting. Mr. Ed Condon will be sharing information regarding updated Head Start program policies. PC Executive Committee meeting will be 6/26/08.
- C. Head Start Managers' Reports: Ms. Melanie Nicholas reported for Ms. Brenda Campos that most of the delegate agencies are already out for the summer. An end-of-year content meeting was held to discuss challenges for the previous year. This assists staff to learn what needs to be done and improved for the coming year. All the feedback from administrators and content staff will be used to plan for the new year. Staff is in the process of identifying the annual delegate kickoff which will be scheduled for early October. Through partnerships with Health Education Council, a lot of programs are open to Head Start and delegate families. Two gardening workshops have been completed and a third workshop will be scheduled for August. Sierra Health Foundation will be offering \$2.8 million in grants for the next two years. Grants up to \$40,000 will be available to organizations, whether publicly funded or non profit. Grants will be sought in three areas of interest: 1) expanding health insurance, 2) improving health care access, and 3) promoting health.

Ms. Lisa Carr reported the Summer Blast is scheduled for June 30-July 3. This will be extra training for staff since the Head Start centers will be closed. Ms. Carr spoke of the "I am Moving, I am Learning" program. Staff will be trained at 20 sites regarding children's' activities, healthy recipes, and things to get families

moving. The Strizek Center is being redone with no money from SETA. The playground at New Helvetia has to be replaced due to vandalism; \$22,000 has been allocated. The housing complex is allowing SETA to put up a really high fence which will hopefully prevent further vandalism. The work should be done by the end of summer.

Ms. Carr reported that "Fishing in the City" sponsored by CAMP will be held July 5. Call Bob Silva at 263-3809 to reserve a space. This will be At Haggin Park and everything will be provided. Ms. Julita Bentz was not present, reported through Ms. Nicholas that the transition to kindergarten program has definitely spent their budget allocation. Ms. Carr reported that last year, SETA partnered with Healthy Marriages program to provide Flourishing Families training. This year, a program called "**10 Great Dates**" will be provided. This will entail 10 weeks where participants watch a video on communication, and spending an hour talking with your partner while enjoying dessert and coffee. "**Mastering the Mysteries of Love**" is a 16-hour training with videos and a trainer. These trainings are also available in Spanish. "**Ultimate relationships**" is a training about what happens when a new baby is brought home and focuses on changes in the relationship between new mom and dad. This explores how important fathers are in the lives of children. This is also available in Spanish. Classes will start in September. These trainings work to fulfill our goal for mental wellness. A new handbook and parent orientation information is being developed. A Men's Health Fair will be scheduled for September or October; Ms. Camargo suggested a calendar be developed of when men need to have certain things checked for their health. Ms. Alma Hawkins desired to do a weekend retreat for our grandparents and foster parents. Staff will be looking for grant money for these retreat. Staff is also looking for grants to fulfill 'big ticket' items. Staff will be presenting a workshop for parents interested in attending college; parents can use the career incentive money. Parents are not applying for financial aide, probably because they could be intimidated by the process. Ms. Belinda Malone will be putting together a field trip to Sacramento City College where college staff will assist parents in filing out the financial aide paperwork. There is money for education out there to be had. Ms. Cleaver inquired when another Next Skills Institute will be presented. Ms. Carr stated that the program was very expensive and has not been included in the budget. Staff is collaborating with Los Rios Community College to provide the training; we have to figure out how to do the training at a lower cost. Ms. Ramey-Clark inquired to whom the Healthy Marriage programs are open. Ms. Carr stated that all SOP and Delegate agency parents are eligible to go through this training.

Ms. Ruiz stated that Ms. Toolate will be acknowledged by the Citrus Heights City Council on Thursday, June 26 at 9:00 a.m.

D. Community Agency Reports

- Sacramento Sheriff's Department – Ms. Shirley Kay reported that the Sheriff's department is waiting for their budget to be approved by the

Board of Supervisors; the Department had to cut \$5 million from the budget. The result is that the Northwest (North Highlands, Elverta, Antelope) Division will be disbanded. Patrol officers that were assigned to that area will be assigned to different areas. Last Friday night, the Sheriff's department partnered with other law enforcement for "Safe Night Sacramento" at Raging Waters. About 1,752 kids got to swim at a discounted price and were fed dinner. There were 40 booths all staffed with health and safety, police officers, all kinds of things to give to teenagers regarding drug prevention. August 5 will be "National Night Out", which has been going on since the 60s. This is an opportunity for people to interact with their neighbors. Crime prevention people can be scheduled to come to neighborhood parties. Ms. Aronis spoke of her Neighborhood Watch Program; sheriff staff really do come and the kids love to see the cars and meet the officers. Go to www.sacsheriff.com and go to the map to find out where you can contact the sheriff's department. The Department is looking for a new site in the Elkhorn area.

- Child Health and Disability Prevention Program – Ms. Van Huyhn reported that children can receive free sealant for teeth by calling 341-0575 for an appointment. This will be done by appointment only on July 11. Dental students will be allowed to practice on the children.
- Perinatal & Infant Health Advisory Committee: Next meeting in August.
- Maternal, Child and Adolescent Health Board: Next meeting in September
- Community Action Board – Ms. Kathy Ruiz No meeting.

E. Health and Dental Reports

- Sacramento County Dental Health Advisory Committee: No meeting.

F. Open Discussion and Comments: Ms. Toolate reported that she attended groundbreaking for the new Citrus Heights Community Center.

III. **Action Item** (Continued)

D. **CLOSED SESSION: PERSONNEL** - Pursuant to Government Code Section 54957

The board went into closed session at 10:38 a.m. The board went back into open session at 11:25 a.m. Ms. Ruiz reported out of closed session that the Board took the following action in closed session: Approval of Eligible List for the following position: Associate Teacher, Tier III

CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Pursuant to Government Code Section 54957

VI. **Other Reports** (Continued)

G. Public Participation: No comments.

VII. **Adjournment**: Meeting adjourned at 11:26 a.m.

ITEM IV-C – 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 2008/2009

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 RECEIVED NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Official	3/10/2008	CSAA Elk Grove, CA	3/28/2008	26	RR Scheduled Services Ongoing
Official	5/23/2008	Sun MicroSystem-Sacramento Site 8880 Cal Center Sacramento, CA 95826	8/8/2008	1	Mailed packet
Official	7/1/2008	Intuit, Inc. 1860 Howe Ave., Ste. 260 Sacramento, CA 95825	8/25/2008	6	RR scheduled 8/25
Unofficial	7/2/2008	Room Source 849 North 10th Street Sacramento, CA 95814	7/18/2008	25	7/18/2006
Official	7/7/2008	Windsor Capital Group, Inc. Residence Inn Sacramento 2410 El Camino Ave. Sacramento, CA 95833	8/29/2008	39	Declined Services
Official	7/11/2008	American Airlines 6900 Airport Blvd Terminal B Sacramento, CA 95837	9/5/2008	8	8/7/2008
Official	7/23/2008	Indymac Bank 10860 Gold Center Drive Rancho Cordova, CA 95670	8/29/2008	109	Pending
Official	7/23/2008	GenCorp-Aerojet Highway 50 & Aerojet Rd Rancho Cordova, CA 95670	9/23/2008	99	RR scheduled 8/25/08
Official	7/24/2008	Paramont Pictures 5555 Melrose Ave Hollywood, CA 90038	9/22/2008	1	Declined Services
Official	8/5/2008	AT&T Advanced Solutions Inc., Broadband & Narrowband Operations 3675 T. Street Sacramento, California	9/6/2008	188	Pending
			Total # of Affected Workers	502	

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

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 Child and Family Services Deputy Director and the Workforce Development Department Deputy Director to report to the Board any items relative to these programs.

- 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.