



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

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

Main Office
(916) 263-3800

Head Start
(916) 263-3804

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

SPECIAL MEETING OF THE SETA GOVERNING BOARD

DATE: Thursday, January 15, 2009

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:
 - **Deanna Dykes**, Accounting Supervisor, **Clairrissa (Claire) Jenkins**, Head Start, Special Education Field Technician, and **Jessica Rainey**, Head Start Family Services Worker (10 years)
 - **Alma Hawkins**, Head Start, Social Services/Parent Involvement Specialist, and **Joanne Kennedy**, Site Supervisor (25 years)

II. Consent Items

- A. Minutes of the December 4, 2008 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Temporary Employee Appointment

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



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REVISED A G E N D A

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

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II. Consent Items

- A. Minutes of the December 4, 2008 Regular Board Meeting
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- C. Approval of Temporary Employee Appointment

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval to Accept Funding for PG&E PowerPathways Program and Authorize the Executive Director to Sign the Agreement (Robin Purdy)

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

2. Approval of Staff Recommendation for Adult Vendor Services (VS) List (Espie Lindsey)
3. Receive, Adopt and File Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2009 (Rick Pryor)
4. ***Approval of Use of Fund Balance (Kathy Kossick)***

B. WORKFORCE INVESTMENT ACT

1. Appointment of Private Business Sector Member to the Sacramento Workforce Investment Board (K. Kossick)
2. Approval to Augment Workforce Investment Act, Title I, Adult Subgrant Agreements (Robin Purdy)

C. HEAD START

1. Approval of California Department of Education Resolution (Maureen Dermott)

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Fiscal Monitoring Reports (Rick Pryor)
 - Department of Human Assistance
 - Sacramento Lao Family
 - Travelers Aid Society of Sacramento, Inc.
 - Elk Grove Unified School District
 - San Juan Unified School District (2 reports)
- B. Head Start Policy Council Minutes (Maureen Dermott)
- C. Head Start Fiscal Report (Roger Bartlett)
- D. 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 LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Initiation of litigation pursuant to Government Code Section 54956.9(c)

One potential case

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, JANUARY 7, 2009

REVISED AGENDA DISTRIBUTION DATE: FRIDAY, JANUARY 9, 2009



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REVISED A G E N D A
2ND REVISION

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

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- A. Minutes of the December 4, 2008 Regular Board Meeting
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III. Action Items

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1. Appointment of Private Business Sector Member to the Sacramento Workforce Investment Board (K. Kossick)
2. Approval to Augment Workforce Investment Act, Title I, Adult Subgrant Agreements (Robin Purdy)

C. HEAD START

1. Approval of California Department of Education Resolution (Maureen Dermott)

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Fiscal Monitoring Reports (Rick Pryor)
 - Department of Human Assistance
 - Sacramento Lao Family
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Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Initiation of litigation pursuant to Government Code Section 54956.9(c)

One potential case

Existing litigation pursuant to Government Code Section 54956.9(a): Silverio Gurule vs. SETA

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, JANUARY 7, 2009

REVISED AGENDA DISTRIBUTION DATE: FRIDAY, JANUARY 9, 2009

SECOND REVISION DISTRIBUTION DATE: TUESDAY, JANUARY 13, 2009

ITEM II-A - CONSENT

MINUTES OF THE DECEMBER 4, 2008 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the December 4, 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, December 4, 2008
10:00 a.m.

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

Members Present:

Jimmie Yee, Chair, SETA Governing Board; Member, Board of Supervisors
Don Nottoli, Vice Chair, SETA Governing Board; Member, Board of Supervisors
(arrived at 10:11 a.m.)

Robbie Waters, Councilmember, City of Sacramento (arrived at 10:27 a.m.)

Sophia Scherman, Public Representative

Bonnie Pannell, Councilmember, City of Sacramento

- Recognition of Long-term Employee: Celia Lopez, Head Start Facilities Specialist (Supervisor) was recognized for her years of service to SETA. Ms. Lopez took a picture with Board members.

II. Consent Items

The consent calendar was reviewed; no questions or comments:

- A. Minutes of the November 6, 2008 Regular Board Meeting
- B. Approval of Claims and Warrants

Moved/Pannell, second/Scherman, to approve the consent calendar as follows:

- A. Approve the November 6, 2008 minutes.
- B. Approve claims and warrants for the period 10/30/08 through 11/21/08.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Procurement of Worker's Compensation Insurance

Mr. Rick Pryor reported back on the additional Directors and Officers' Liability insurance. Staff was able to procure additional insurance up to a \$2 million limit with an increased premium of \$12,390.

Mr. Carolyn Reynolds reported that she was able to go to Philadelphia Insurance and reduce premium for the package and umbrella insurance by \$8,400. In addition, she was able to negotiate premiums for next year at the same rates. If

the loss ratio (comparing the premium to the losses) is below 35%, the premium will stay the same; if the loss ratio is between 35-50%, the premium will go up a maximum of 15%.

Mr. Nottoli arrived at 10:11 a.m.

Ms. Reynolds reviewed the insurance premiums for workers' compensation insurance. Six insurance markets were approached; three provided offers. With the recent upheaval in the financial industry, Hartford is under review because their life insurance 'side' lost money this year. Their best rating is A+15, their financial is over \$2 billion in reserves to pay losses. She reviewed the rating agencies for insurance carriers. In spite of the review, Hartford is her recommendation for the workers' compensation insurance carrier for the Agency. There are no changes in insurance coverage.

Moved/Pannell, second/Scherman, to authorize the Executive Director to procure Worker's Compensation coverage for the calendar year 2009 with Hartford.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

2. Approval of Out-of-State Travel for Staff to Attend the 2009 Community Action Partnership and Leadership Training Conference in New Orleans, Louisiana

No questions or comments.

Moved/Pannell, second/Scherman, to approve out-of-state travel for two staff persons to attend the 2009 Community Action partnership Management and Leadership Training Conference, January 7-9, 2009, in New Orleans, LA, at an approximate cost of \$3,000.

Voice Vote: Unanimous approval.

3. Approval to Submit a Proposal to the Office of Refugee Resettlement Under the Rescue and Restore Victims of Human Trafficking Program

Mr. Roy Kim reviewed this item. Mr. Kim stated that there are two primary ways in which victims would be connected to our services. The first is through law enforcement activity; the other would be where the victim would be identified by a medical care provider, faith based organization or church, code enforcement officer, or public awareness outreach. Many people are not aware of the issue. Mr. Kim reviewed the programs working to assist victims of human trafficking.

Moved/Scherman, second/Pannell, to approve the submission of a proposal to ORR requesting up to \$250,000 per budget period, and authorize SETA's Executive Director to execute the agreement and other documents required by the funding source.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Appointment of Education Sector Member to the Sacramento Works, Inc. Board of Directors

Ms. Kossick reviewed the two applications received for the one vacant education seat on the WIB. Mr. Patrick Godwin is being recommended for this seat.

Moved/Pannell, second/Nottoli, to appoint Patrick Godwin to the Education Sector vacancy on the Workforce Investment Board operating as Sacramento Works, Inc.

Voice Vote: Unanimous approval.

C. HEAD START: No items.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of Community Services Block Grant Contract Extensions for Fiscal Year 2009

Ms. Cindy Sherwood-Green stated that there is an option to extend the contracts for one more year. The recommendations are based on the review of the programs from January to December. A few of the agencies need to increase their numbers and corrective action is being met. Staff believes the programs are meeting their contracted goals. The CAB approved this item at their November 12 meeting.

Moved/Pannell, second/Scherman, to approve the following staff recommendations:

- 1) Extend all CSBG subcontracts for an additional one year term.
- 2) Maintain Daren Maeda as a SETA consultant for an additional year.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

Ms. Kathy Ruiz, Vice Chair of the Community Action Board, was recognized.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Review of Annual Financial Statements

Mr. Pryor noted that the combined fund balance increased by \$26,000. The investments and capital assets has decreased by \$363,000 primarily due to depreciation. He noted differences in revenue in the child care food reimbursements. In-kind reimbursements was changed due to better tracking of in-kind services.

Mr. Waters arrived at 10:27 a.m.

Last year there were two findings in the audit; he reviewed how staff have addressed the findings. Staff has made modifications to the reconciliation of the general ledger for the year-end financial statements. Mr. Yee congratulated staff on a positive audit.

B. Head Start Policy Council Minutes: No comments.

C. Head Start Fiscal Report: No comments.

D. Dislocated Worker Update

Mr. William Walker stated that staff just received a WARN notice that Michael's Furniture will be closing. Staff is working with Mervyn's staff to assist them in job seeking. Staff has not yet received a WARN notice from Macaroni Grill; staff does always receive a WARN notice unless 40% of staff are to be dislocated. Staff does go to companies closing and offer services; if they refuse, we back off. Companies do not always comply with the Federal law to give a WARN notice. There really is no 'hammer' from the staff perspective to make companies comply.

V. Reports to the Board

A. Chair: No comments.

B. Executive Director: Ms. Kossick congratulated Mr. Nottoli on his birthday.

C. Deputy Directors: Ms. Maureen Dermott reported that the budget is running on target. There will be some fiscal challenges coming up. Employee benefits increase as of January 1 and food expenses continue to go up. Staff will be attending a risk management meeting in San Francisco. Staff will be focusing on slot redistribution of children; there are some areas in the county where there are overlapping of services, primarily in the Elk Grove area. Staff will be talking with delegate directors asking if they want to absorb some of the SETA slots and SETA will look into opening more slots on the north side. Two sites will be closing: CSUS and Sierra View in Twin Rivers School District.

D. Counsel: No report.

E. Members of the Board: No report.

F. Public: Ms. Scherman asked that the PA system be checked. The voices always sound muffled.

VI. Adjournment: Meeting adjourned at 10:40 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 11/21/08 through 1/7/09, and all expenses appear to be appropriate.

STAFF PRESENTER: Rick Pryor

ITEM II-C - CONSENT

APPROVAL OF TEMPORARY EMPLOYEE APPOINTMENT

BACKGROUND:

On January 12, 2009, Sandra Gonzales Social Service/Parent Involvement Specialist in the Monitoring Unit of Head Start was hired as a temporary employee. 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 Board approval for this temporary employee through July 10, 2009. The Executive Director has the authority to hire temporary staff up to three (3) months; however, Board approval is necessary to extend these assignments.

During this time period, the Monitoring Unit will have two of its five employees out on leave. This extension will help to cover the workload during this period.

Ms. Gonzales is completing the following duties:

1. Monitoring County-wide Head Start programs.
2. Report writing of findings.

RECOMMENDATION:

Approve the temporary appointment of Sandra Gonzales to Social Service Parent Involvement Specialist for the full six month assignment.

STAFF PRESENTER: Andrew Pineda

ITEM III – A – 1 - ACTION

APPROVAL TO ACCEPT FUNDING FOR PG&E POWERPATHWAYS PROGRAM AND AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN THE AGREEMENT

BACKGROUND:

The Sacramento Employment and Training Agency (SETA) has been selected to participate in the PG&E PowerPathways program to recruit, assess, interview, select and train job seekers for employment with PG&E. SETA will receive \$28,832 to:

1. Provide the staff and facilities required to provide orientation, assessment, pre-screening, and interviewing for 1,000 individuals to select 35 students to enroll in the PG&E PowerPathways program in May, 2009.
 - **Initial Assessment:** PowerPathways applicants will be enrolled in the Workforce Investment Act Adult program and receive an initial skills assessment from a career center coach. This includes an introduction to the services of the career center, an initial assessment using the QuickGuide Skills Review, and a coaching appointment to assist them in developing their career action plan.
 - **Orientation:** Applicants who express an interest in employment with PG&E and whose initial assessment results show that their skills, interests and abilities are consistent with the requirements of PG&E, will be invited to an informational orientation which will include an introduction to the PowerPathways program, a description of the working conditions, training requirements, minimum qualifications and the expectations of the employer.
 - **Assessment:** After the orientation, interested applicants will be scheduled for a comprehensive assessment. During this assessment interview, staff will assess employment and educational background, motivation, and coordinate background and drug tests. Each applicant will be assessed for Reading for Information, Locating Information, and Applied Mathematics using the WorkKeys Career Readiness Credential (CRC). Only applicants scoring 4 or higher on each of these assessments will be qualified for the program.
 - **Interview:** All applicants who score 4 or higher on the WorkKeys Career Readiness Credential will be interviewed by a team comprised of a career center coach, an industry expert, and an instructor from American River College. Final candidates will be chosen after the interviews are complete.
 - **Enrollment:** 35 candidates who are selected after the orientation, assessment, and interview process will be enrolled in the PowerPathways program at American River College.

ITEM III-A - 1 - ACTION (continued)

Page 2

2. SETA will provide case management, supportive services, follow-up and retention for 35 students while they participate in the PG&E PowerPathways program with the goal of 100% completion of the program and placement into employment with PG&E.

RECOMMENDATION:

Accept \$28,832 in funding from PG&E for the PowerPathways program and authorize the Executive Director to sign the agreement.

ITEM III-A – 2 - ACTION

APPROVAL OF STAFF RECOMMENDATION FOR ADULT VENDOR
SERVICES (VS) LIST

BACKGROUND:

In September, 2007 the SETA Governing Board approved release of the *Revised Vendor Services (VS) Request for Qualifications (RFQ)*. Vendor services are off-the-shelf, vendorized activities that provide additional options for adults and youth who face a myriad of challenges to academic success and/or gainful employment.

All vendors recommended for inclusion on SETA's VS List have demonstrated that the services proposed are justified and will integrate with One-Stop services, adult, and/or youth programs.

Staff is seeking approval of the attached recommendation.

RECOMMENDATION:

Approve the attached recommendation for the Adult Vendor Services List.

STAFF PRESENTER: Espie Lindsey

Adult Vendor Services (VS) List Staff Recommendation

APPLICANT: DAUGHTERS OF ZION

Recommended Service:

Financial Literacy

- Understanding Money - 2 hours
- Asset Building - 1.5 hours
- Bank On It - 2 hours
- Check It Out - 2 hours
- Pay Yourself First - 1.5 hours
- Budgeting for Success - 2 hours
- Credit - 3 hours
- Home Buyer - 1.5 hours

Total Series - 15.5 hours (components may be taken individually)

Recommended Fee Schedule			
Activity	Individual Rate	Group Rate	Workshop Rate
Financial Literacy	\$50 per hour (15.5 hour max or \$775)	\$65 per hour per group (15.5 hour max or \$1,008; minimum of 2 clients to maximum of 9)	\$1,008 for 15.5 hour series (minimum of 2 clients to maximum of 9)

ITEM III-A - 3 -ACTION

RECEIVE, ADOPT AND FILE SACRAMENTO COUNTY ANNUAL INVESTMENT
POLICY OF THE POOLED INVESTMENT FUND – CALENDAR YEAR 2009

BACKGROUND:

The County Director of Finance publishes the Investment Policy for the Pooled Investment Fund every calendar year and has the Policy approved by the County Board of Supervisors. SETA's funds are included in this Pool. The Calendar Year 2009 Sacramento County Annual Investment Policy is being sent under separate cover. There are no major changes to the investment policy. The only minor change was an increase in the maximum dollar amount allocated to the Community Reinvestment Act program from \$75 million to \$90 million.

This is an annual event and the Investment Policy approved by the County Board of Supervisors then rules the investments of SETA money. The Joint Powers Agreement creating this Agency requires the County to be the fiscal agent for SETA. As such, the County Investment Policy is part of the fiscal agent's duty, and approval by the Sacramento County Board of Supervisors ratifies the propriety of the fiscal agent's investment strategy. Action by the SETA Governing Board to receive and file the policy constitutes consideration at a public meeting as recommended by Government Code section 53646(a) (2).

RECOMMENDATION:

Receive, adopt, and file this Investment Policy for the Pooled Investment Fund for the calendar year 2009.

STAFF PRESENTER: Rick Pryor

ITEM III-A - 4 – ACTION

APPROVAL OF USE OF FUND BALANCE

BACKGROUND:

The SETA Governing Board directs and approves use of the Agency's fund balance. The Agency Executive Director is anticipating participation in the annual Cap to Cap trip sponsored by the Metropolitan Chamber of Commerce. Due to the change in Administration at the Federal level there are significant workforce development and education issues that will be addressed and coverage will be increased with two representatives. Legal Counsel has determined that since this trip is essentially held to lobby the legislators on various issues, grant funds cannot be utilized. Estimated costs for this trip are \$6,600.

RECOMMENDATION:

Approve the use of approximately \$6,600 in agency fund balance to cover travel and attendance costs for the Executive Director and Deputy Director to participate in the 2009 Cap to Cap trip in April.

STAFF PRESENTER: Kathy Kossick

ITEM III-B – 1 - ACTION

APPOINTMENT OF PRIVATE BUSINESS SECTOR MEMBER TO THE
SACRAMENTO WORKFORCE INVESTMENT BOARD

BACKGROUND:

The Sacramento Works Workforce Investment Board is a 41-member board charged with providing policy, planning and oversight for local workforce development initiatives. The SETA Governing Board makes member appointments to this board. The Board Development Committee of Sacramento Works, Inc. has been active in recruiting members to the board that reflect industries that contain critical occupational groups in the Sacramento workforce area. The Sacramento Works, Inc. Executive Committee took action December 15, 2008 to recommend the appointment of Mike Testa, Vice President of Communications, Sacramento Convention and Visitors Bureau, to a vacant Private Sector seat on the board.

RECOMMENDATION:

Review the applications enclosed under separate cover and appoint one applicant to the Sacramento Works Workforce Investment Board to a Private Sector seat.

STAFF PRESENTER: Kathy Kossick

ITEM III-B – 2 - ACTION

APPROVAL TO AUGMENT WORKFORCE INVESTMENT ACT, TITLE I, ADULT
SUBGRANT AGREEMENTS

BACKGROUND:

On November 21, 2008 Governor Schwarzenegger announced his intention to use \$8 million of Workforce Investment Act (WIA) funding for economic stimulus. He directed the Employment Development Department (EDD) to distribute the funds to assist with education, training and job placement for those individuals who are out of work as a result of the economic slowdown. This funding includes \$5 million from the WIA 15 % account and \$3 million of WIA 25 Percent Dislocated Worker Additional Assistance funds.

The EDD distributed funds to the 15 Local Workforce Investment Areas that had the largest total number and relative percentage increase in unemployed individuals between September 2007 and September 2008. SETA/Sacramento Works was one of the 15 selected LWIAs and received an augmentation of \$546,376, which must be used by June 30, 2009. Staff is recommending that the funds be allocated utilizing the Resource Allocation Plan approved by Sacramento Works, Inc. and the SETA Governing Board, to increase the numbers of unemployed and underemployed adults who receive training/skills development and job placement services through the Sacramento Works One Stop Career Center system (see Attachment A).

Staff is recommending the following augmentations:

Talent Engagement (\$145,877) and Talent Development (\$192,317):

As part of the transformation to a talent development system, the Sacramento Works Career Center system is ensuring that each customer

- Receives an assessment to identify their occupational/academic skills
- Is informed about the skills that are necessary to compete in the regional job market
- Implements a plan to improve or increase their skills
- Gets the best job possible with the skills they learn

To assist customers to know their skills, enhance their skills and get the best job possible with their skills, SETA/Sacramento Works, Inc. selected three nationally recognized on-line, internet-based tools to

1. Conduct an initial skills assessment (KeyTrain QuickGuide Skills Review)
2. Provide curriculum to remediate or improve academic and occupational skills (KeyTrain)

STAFF PRESENTER: Robin Purdy

3. Certify a customer's skill level through a Career Readiness Credential (WorkKeys)

In the first two quarters of this fiscal year, the career centers implemented KeyTrain™ a comprehensive, yet easy-to-use system that provides an initial assessment and targeted, self-paced instruction, pre- and post-assessments, a complete learning management system and an occupational job profiles database. Over 2,600 customers have completed the initial assessment in the last five months. KeyTrain components are used to help individuals learn, practice and demonstrate the skills they need to succeed in the jobs and careers they desire.

Upon completion of the KeyTrain program, customers can be certified through the WorkKeys® Assessment and receive a National Career Readiness Certificate. WorkKeys has profiled over 460 occupations to identify the work skills that are necessary for workers to be successful in each job. Individuals who score at certain levels on three WorkKeys assessments—Applied Mathematics, Reading for Information, and Locating Information qualify for a certificate. The Certificate has three levels of achievement, based on the scores a customer receives:

Certificate	WorkKeys Scores	Type of Jobs
Gold	5 and above	Has skills required for 90% of all jobs profiled.
Silver	4 and above	Has skills required for 65% of all jobs profiled.
Bronze	3 and above	Has skills required for 35% of all jobs profiled.

Implementation of the WorkKeys Career Readiness Certificate is critical to making a good referral of job seekers to employers. Staff has piloted the use of the WorkKeys Career Readiness Certificate with several employers (Campbell's Soup, Federal Express, and the City of West Sacramento) and has received positive feedback on candidates. The Career Readiness Certificate is also being used in the CalWORKS Job Club/Job Search classes to provide customers who may have limited work history, with a Skills Certificate to add to their resume and portfolio.

The KeyTrain and WorkKeys Career Readiness Certificate are tools that are critical to assisting customers in making good decisions regarding the types of education and training programs they should enroll in and the type of employment they should be seeking.

STAFF PRESENTER: Robin Purdy

Staff is recommending that the WIA augmentation funds allocated to Talent Engagement and Talent Marketing (\$338,194) be used to increase the capacity of the career centers to serve 2,539 additional customers and fully implement the WorkKeys Career Readiness Certificate. Staff is not recommending an augmentation to the Scholarship/Individual Training Account fund at this time because of the \$2,015,302 of the WIA formula allocation identified for Scholarships, only 30% was obligated as of the middle of December, 2008 and only 12% was expended.

Talent Marketing:

Staff is recommending that the Talent Marketing funds (\$97,798) be used to augment the on-the-job-training providers to provide wage subsidies for employers who are willing to hire and train low-income and unemployed public assistance recipients. SETA was recently informed that the current contract with the County of Sacramento, Department of Human Assistance for on-the-job training wages would be reduced to \$200,000. Currently, OJT providers are underspent in the OJT wage reimbursements. SETA is recommending setting aside \$82,000 in reserve to cover necessary wage subsidies for OJT providers. Staff is recommending that the remaining Talent Marketing funds, \$15,798, be used to market the WorkKeys Work Readiness Credential to employers, business associations, and economic development agencies.

One Stop Support:

Staff is recommending that funding allocated to the One-Stop Support activity be used to research, test, and implement enhanced reporting tools. Funding will enable staff to get performance and program information as needed. The project will consist of securing a consultant to perform the research and testing, implement the selected tools, establish a reporting infrastructure, and train staff in its use.

RECOMMENDATION:

Review and approve augmentations identified on Attachments A and B.

STAFF PRESENTER: Robin Purdy

**Sacramento Works Resource Allocation Plan
Attachment A**

Resource Allocation Plan for One Stop Activities	% of Funding	Additional WIA Adult/DW funding 1/2009	Description of cost and services
Talent Engagement: Staffing, infrastructure, and equipment associated with welcoming customers, providing orientation, registration, skill review, initial assessments, career coaching, counseling, referral to social services, talent development or talent marketing. Augmentation adds the cost of staffing for KeyTrain QuickGuide Skills Review	27%	\$ 145,877	Centers serving over 3,000 this year: Broadway, Franklin, Hillsdale, Lemon Hill, Mark Sanders, South County = \$15,312 each x 6 = \$91,872 . Centers serving less than 3,000 customers this year: Citrus Heights, Galt, Greater Sacramento Urban League, La Familia, Mather, Rancho Cordova = \$9,000 each x 6 = \$54,000
Talent Development: Staffing, infrastructure, and equipment associated with vocational skills assessment, career planning, coaching, workshops, on-site skills development classes, scholarships and occupational skills training provided by training providers and educational institutions, employed worker training, English-language training and support services. Augmentation adds the cost of staffing and the WorkKeys Career Readiness Certificate and additional scholarships.	34%	192,317	Centers serving over 3,000 this year: Broadway, Franklin, Hillsdale, Lemon Hill, Mark Sanders, South County = \$15,500 each x 6 = \$93,000 Centers serving less than 3,000 customers this year: Citrus Heights, Galt, Greater Sacramento Urban League, La Familia, Mather, Rancho Cordova = \$9,000 each x 6 = \$54,000 . \$45,322 remaining funds used to purchase WorkKeys CRC Assessments and other training initiatives.
Talent Marketing: Staffing, infrastructure, and equipment associated with employer outreach, job development, resume and interview assistance, pre-screening and referral, On-the-Job Training, job advancement and job retention. Augmentation pays for the costs of marketing the WorkKeys Career Readiness Certificate to employers and augmenting On-the-Job Training wage subsidies	18%	97,798	\$82,000 in reserve to provide additional wage subsidies to OJT subgrantees: Asian Resources, Inc., Bach Viet Association, Inc., La Familia Counseling Center, Inc., Sacramento Chinese Community Service Center, Inc., Sacramento Lao Family Community, Inc. \$15,798 to develop marketing plan and tools to market Career Readiness Certificate to employers
One Stop Support: Program Monitoring, SMARTware support, Client tracking, reporting and follow-up. Augmentation pays for training for staff on WorkKeys Career Readiness Certificate and software and training to increase reporting and data matching capacity of Career Center system.	11%	57,367	Consultant to research, test and implement enhanced reporting tools
Administration: General Administration, Personnel, Payroll, Information Systems, Fiscal and Contracts staff	8%	42,069	
Board Initiatives: Funds Sacramento Works Board initiatives, including employer outreach, labor market research, participating in regional workforce plans and initiatives	2%	10,927	Additional funding for Sacramento Works Board Initiatives
Total	100%	\$ 546,356	

Attachment B
Sacramento Employment and Training Agency
Workforce Investment Act (WIA) Title I, Adult/Dislocated Worker
ONE-STOP SERVICES
Staff Augmentation Recommendation
FY 2008 - 2009

Sacramento Works One Stop Career Center	Funding Year 2008-2009					WIA Augmentation 1-2009	
	One-Stop Services	Talent Development Scholarships	Total Funding	Cost per Customer	Number to be Served	Augmentation	Additional Customers
Subcontracted Sacramento Works One Stop Career Centers							
Citrus Heights - Crossroads	\$284,954	\$170,000	\$454,954	\$108	4,212	\$ 18,000	167
Broadway - Asian Resources, Inc.	322,522	180,000	502,522	108	4,652	30,812	285
Lemon Hill - Sacramento City USD	440,000	80,000	520,000	142	3,667	30,812	217
La Familia Counseling Center	240,000	70,000	310,000	109	2,851	18,000	166
Career Center - Mather* -	240,000	0	240,000	112	2,142	18,000	161
South County - Elk Grove USD	300,000	160,000	460,000	137	3,349	30,812	224
Sacramento Urban League	240,000	80,000	320,000	138	2,317	18,000	130
Total Subcontracted	\$2,067,476	\$740,000	\$2,807,476	\$122	23,190	\$ 164,436	1,350
* Mather Career Center is hosted by Sacramento County DHA. Because of a hiring freeze, Mather's augmentation will be non-cash support services and incentives, equipment and facility improvements							

Attachment B
Sacramento Employment and Training Agency
Workforce Investment Act (WIA) Title I, Adult/Dislocated Worker
ONE-STOP SERVICES
Staff Augmentation Recommendation
FY 2008 - 2009

Sacramento Works One Stop Career Center	Funding Year 2008-2009					WIA Augmentation 1-2009	
	One-Stop Services	Talent Development Scholarships	Total Funding	Cost per Customer	Number to be Served	Augmentation	Additional Customers
SETA hosted Sacramento Works One Stop Career Centers							
Sacramento Works CC - Franklin	\$405,000	\$145,000	\$550,000	\$108	3,750	\$ 30,812	285
Sacramento Works CC - Galt	150,000	75,000	225,000	108	1,389	18,000	167
Sacramento Works CC- Hillsdale	270,000	220,000	490,000	108	2,500	30,812	285
Sacramento Works CC - Mark Sanders	468,000	220,000	688,000	108	4,333	30,812	285
Sacramento Works CC - Rancho Cordova	230,000	170,000	400,000	108	2,130	18,000	167
Total SETA hosted	\$1,523,000	\$830,000	\$2,353,000	\$108	14,102	\$128,436	1,189
Funds for WorkKeys Career Readiness Credential and Customer Incentives							
All Career Centers						\$ 45,322	
Total Funding	\$3,590,476	\$1,570,000	\$5,160,476	\$116	\$37,292	\$338,194	2,539

ITEM III-C – 1 - ACTION

APPROVAL OF CALIFORNIA DEPARTMENT OF EDUCATION RESOLUTION

BACKGROUND:

SETA currently has contracts with the California Department of Education (CDE), Child Development Division (CDD), to provide child care and state preschool services to infants/toddles and preschool age children. The contracts for 2008-2009 will total approximately \$3,922,804 and the amounts are anticipated to be as follows:

State Preschool

CPRE-8280 (280 preschool children) - \$972,314

General Child Care

CCTR-8279 (180 preschool and 56 Infant/toddlers) - \$2,045,898

CCTR 8280 (42 toddlers/toddlers) - \$534,357

CCTR-8281 (57 preschool and 8 infant/toddlers) - \$366,729

Instructional materials

CIMS-8462 - \$3,506

This year the California Department of Education has requested that the SETA Governing Board pass a resolution entering into an agreement with the California Department of Education Child Development Division authorizing designated personnel to sign contract documents for Fiscal Year 2008/2009. The fiscal year for the California Department of Education is July 1-June 30.

RECOMMENDATION:

Approve the attached resolution entering into an agreement with the California Department of Education Child Development Division and authorize Executive Director Kathy Kossick to sign CDE/CDD contract documents on behalf of SETA.

STAFF PRESENTER: Maureen Dermott

RESOLUTION No: 2009-1

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services **and to authorize the designated personnel to sign contract documents for fiscal year 2008/2009.**

RESOLUTION

BE IT RESOLVED that the Governing Board of the Sacramento Employment and Training Agency authorizes entering into local agreement number/s CCTR-8279, CCTR-8280, CCTR-8281, CPRE-8280, and CIMS-8462, and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

NAME: Kathy Kossick

TITLE: Executive Director

SIGNATURE: _____

PASSED AND ADOPTED THIS 15th day of January, 2009, by the Governing Board of the SACRAMENTO EMPLOYMENT AND TRAINING AGENCY, of SACRAMENTO, County, California.

I, Nancy L. Hogan, Clerk of the Governing Board of the SACRAMENTO EMPLOYMENT AND TRAINING AGENCY, of SACRAMENTO County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a _____ meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's signature)

(Date)

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

Program Operator: Department of Human Assistance

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2007 to June 30, 2008 for the WIA and CALWORKS and from January 1, 2008 to September 30, 2008 for CSBG 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. Kathy Hamilton DATE: November 20, 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>
WIA-Title I	Out-of-Sch. Youth	\$ 260,100	7/1/07-06/30/08	7/1/07-6/30/08
WIA-Title I	Universal Services	55,000	7/1/07-06/30/08	7/1/07-6/30/08
WIA-Title I	One-Stop Serv.-Adult	127,000	7/1/07-06/30/08	7/1/07-6/30/08
WIA-Title I	One-Stop Serv.-D. W.	100,000	7/1/07-06/30/08	7/1/07-6/30/08

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

Date of review: 10/21-22/08

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	X			
10 Adherence to Budget	X			
11 In-Kind Contribution		N/A		
12 Equipment Records	X			

Program Operator: Elk Grove Unified School District-Adult Education

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2007 to June 30, 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: Mr. Kobi Vang DATE: December 23, 2008

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Sacramento Lao Family

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OJT	\$ 100,800	07/1/08-6/30/09	07/1/08-10/31/08
DHA	OJT	100,800	07/1/08-6/30/09	07/1/08-10/31/08
TA	VESL/ES	180,000	10/1/08-9/30/09	10/1/08-10/31/08
TA	ES	85,000	10/1/08-9/30/09	10/1/08-10/31/08
TA	VESL/ES	294,000	10/1/07-9/30/08	10/1/07-09/30/08
TA	ES	94,000	10/1/07-9/30/08	10/1/07-09/30/08

Monitoring Purpose: Initial X (2008-09) Final X (2007-08)

Dates of review: 12/11-13/08

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			
6 Fringe Benefits	X			
7 Participant Payroll	N/A			
8 OJT Contracts/Files/Payment	X			
9 Indirect Cost Allocation	N/A			
10 Adherence to Budget	X			
11 Cash Management		X	X	
12 Equipment Records	N/A			

Program Operator: Sacramento Lao Family Community

Findings and General Observations:

- 1) We have reviewed the WIA and DHA programs from July 1, 2008 to October 31, 2008, the 2008 Refugee programs from October 1, 2007 to September 30, 2008, and the 2009 Refugee programs from October 1, 2008 to October 31, 2008. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) The rent for October, 2008 was overstated by \$1,200. Based on the cost allocation for October, 2008, SETA was over-charged by \$876.00 as follows:
 - a) TA-VESL/ES, \$420.00; b) TA/ES, \$204.00 and c) WIA-OJT, \$252.00.
- 3) The bank reconciliation statements for July, August, September, and October, 2008 showed negative cash register balances as follows:
 - a) July, 2008 \$ (11,185.96)
 - b) August, 2008 (36,243.64)
 - c) September, 2008 (19,961.17)
 - d) October, 2008 (43,068.21)
- 4) The Lao Family pays its tax liabilities electronically and the payment is shown in the bank statement. We have not found any charges in the bank statements indicating the payment of payroll taxes for July, 2008, September, 2008 and October, 2008. The total amount due to the IRS for Federal payroll taxes were \$ 17,857.16 and the amount due to EDD for State payroll taxes were \$1,065.99.
- 5) As a cost-saving measure, the agency reduced the working hours of most of its staff from 8 hours to 6 hours starting in September, 2008. We have concerns regarding the impact of this action on the operations of the WIA and the Refugee programs.
- 6) We have recommended in our previous fiscal monitoring that the agency conduct fundraising to alleviate the agency's persistent cash-flow problem. In my meeting with you last December 9, 2008 you have indicated that you did two fundraisers during the summer and that these were not successful. You also mentioned that there were no written reports on the two fundraising activities. Fundraising activities should be documented showing the amounts raised and expenses incurred and supported with documentations such as deposit receipts, invoices, canceled checks and other receipts.

Recommendations for Corrective Action:

- 1) Reimburse SETA from non-SETA funds \$876.00 for the over-charging of rent for October, 2008.
- 2) Submit a plan of action detailing the following:
 - a) How to pay-off the overdue tax liabilities to IRS of \$17,857.16 and to EDD of \$1,065.99 and how to be able to pay your tax liabilities on time.
 - b) How the reduction in work hours of most staff will not negatively impact the operations of the SETA programs.
 - c) How to reverse the successive negative cash register balance to avoid a financial breakdown that could result in bankruptcy.
- 3) Submit a detailed report of the result of the fundraisers conducted this summer, showing amounts raised and expenses incurred. The supporting documents such as, deposit receipts, checks issued and checks canceled, bank statements, invoices and receipts should be kept in your files and be made available for review, if needed.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Paula Tarpenning DATE: November 21, 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>
WIA-Title I	One Stop Serv-Adult	\$ 135,000	7/01/07-06/30/08	7/01/07-6/30/08
WIA-Title I	One Stop Serv-D.W.	155,000	7/01/07-06/30/08	7/01/07-6/30/08
WIA-Title I	In-School Youth	17,300	7/01/07-06/30/08	7/01/07-6/30/08
WIA-Title I	Out-of-School Youth	35,200	7/01/07-06/30/08	7/01/07-6/30/08
WIA-Title I	Universal Services	55,000	7/01/07-06/30/08	7/01/07-6/30/08

Monitoring Purpose: Initial _____ Follow-Up _____ Special _____ Final _____ **X**_____

Date of review: 11/12-13/08

	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	X			
9	Indirect Cost Allocation	X			
10	Adherence to Budget	X			
11	In-Kind Contribution		N/A		
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 July 1, 2007 to June 30, 2008 for WIA 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. Tracy Tomasky DATE: November 18, 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	8/01/07-7/31/08
Head Start	T & TA	15,000	8/01/07-07/31/08	8/01/07-7/31/08
Early HS	Basic, COLA	1,186,930	8/01/07-07/31/08	8/01/07-7/31/08
Early HS	T & TA	20,112	8/01/07-07/31/08	8/01/07-7/31/08

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: 10/14-16/08

	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 July 31, 2008 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: Ms. Elnor F. Tillson

DATE: December 12, 2008

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Travelers Aid Society of Sacramento, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 80,658	01/1/07-12/31/07	01/1/07-12/31/07
CSBG	Safety Net	69,000	01/1/08-12/31/08	01/1/08-09/30/08

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: Nov. 6 & 7, 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 Timesheets/Payroll	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: Travelers Aid Society of Sacramento, Inc.

Findings and General Observations:

The total costs as reported to SETA from January 1, 2007 to December 31, 2007 and from January 1, 2008 to September 30, 2008 have been traced to the subgrantee's records. The records were verified and appeared to be in order.

In our review of the check deposits, we have noted that in some cases there was a time lag between the payment of the reimbursement and the deposit of the check. To enhance internal control, we recommend that procedures be implemented to ensure that the checks are deposited in a timely manner.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

ITEM IV-B- INFORMATION

HEAD START POLICY COUNCIL MINUTES

BACKGROUND:

Attached are the minutes from the October 28, 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 progress of the meeting.)

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

Tuesday, October 28, 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 9:08 a.m. Mr. Ronald Montez read the Thought of the Day. Ms. Ruiz led the Pledge of Allegiance. Ms. Salina Davey called the roll.

Members Present:

Brandy Arismende, Elk Grove Unified School District
Josie Cleaver, Sacramento City Unified School District
Lorrayne Garner, Sacramento City Unified School District (arrived at 9:10 a.m.)
Irlanda Meza, Sacramento City Unified School District
John Brown, San Juan Unified School District
Shasta King, San Juan Unified School District
Salina Davey, SETA-Operated Program
Erin Kimbro, SETA-Operated Program
Itzel Oregon, SETA-Operated Program
Jeanine Vandermolten, SETA-Operated Program
Sarah Cordeiro, Home Base Program
Victoria Camargo, Past Parent Representative
Kathy Ruiz, Past Parent Representative
Barbara Ramey-Clark, Foster Parent Representative
Van Huynh, Child Health and Disability Prevention Program
Ronald Montez, Outgoing Chair
Victor Stark, CAMP Representative

Member Seated:

Lorrayne Garner, Sacramento City Unified School District (arrived at 9:10 a.m.)

Members Absent:

Carol Aronis, SETA-Operated Program (excused)
Venelsia Fentress, Grandparent Representative (excused)
Natasha Toolate, San Juan Unified School District (EHS) (excused)

The Board went off agenda.

IV. Information Items

- Parent/Staff Recognition - Ms. Kathy Ruiz

The following staff members were given gifts in recognition of their support to the Policy Council: Kathy Kossick, Robin Purdy, Denise Lee, Andrew Pineda, Ed Proctor, Thelma Manzano, Roy Kim, Robert Silva, Alicia Iniguez, and Nancy Hogan.

Ms. Lorryne Garner arrived at 9:10 a.m. and was seated.
Ms. Josie Cleaver arrived at 9:16 a.m.

II. Consent Item

- A. Approval of the Minutes of August 26, 2008 and September 18, 2008 Special Meetings

Moved/Stark, second/Cleaver, to approve the Special Policy Council minutes of August 26, 2008, and the Special Policy Council meeting minutes of September 18, 2008.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 2 (Ramey-Clark and Ruiz)

III. Action Items

- A. **TIMED ITEM: 9:00 A.M. AND PUBLIC HEARING:** Second Reading and Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council

Ms. Ruiz there have been no additional changes; she asked Board members to respect the work of the Personnel/Bylaws Committee.

Moved/Davey, second/Camargo, close the public hearing and approve the amendments to the Policy Council Bylaws as attached.

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 1 (Ruiz)

- C. Review of Applications and Election of Grandparent Representative and Alternate

Moved/Oregon, second/Vandermolen, that the Policy Council elects one Grandparent Representative and one Alternate.

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 1 (Ruiz)

Applications from Carol Aronis and Venelsia Fentress were reviewed.

Votes: Carol Aronis: 14, Venelsia Fentress: 2

Carol Aronis will serve as the Grandparent Representative and Ms. Venelsia Fentress will serve as the Grandparent Alternate.

- D. Review of Applications and Election of Foster Parent Representative and Alternate

Moved/Davey, second/Cordeiro, the that Policy Council elect one Foster Parent Representative and one Alternate.

Show of hands vote: 16, 0, 1

An application from Barbara Ramey-Clark was reviewed; Ms. Ramey-Clark spoke briefly of her interested in serving on the board. Ms. Ramey-Clark will serve as the Foster Parent Representative. There is still one position open for alternate.

B. Review of Applications and Election of Past Parent Representatives and Alternates

Moved/Davey, second/Montez, that the Policy Council elect two Past Parent Representatives and two Alternates.

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 1

Applications for Brenda Vincent, Sarah Cordeiro, and Jeanine Vandermolen were reviewed. Applicants spoke of their interest in serving.

Votes: Brenda Vincent: 5, Sarah Cordeiro: 4, Jeanine Vandermolen: 7

Jeanine Vandermolen and Brenda Vincent will be the Past Parent Representative and Ms. Sarah Cordeiro will be the alternate.

IV. Information Items

A. Standing Information Items

- Parent/Family Support Unit Events and Activities: Ms. Ruiz referred to the Know your Rights Workshop on 10/29/08; due to the subject matter, no children will be permitted. Contact Belinda Malone to make a reservation.
- Calendar of Events and Activities: Ms. Ruiz reminded Council members to vote on November 4. The PC Annual Meeting will be November 25, 9:00 a.m. in the board room. New Representatives will be seated at this meeting.
- Fiscal Reports: Ms. Thelma Manzano reviewed the recently distributed updated reports. The centers are reporting 15% year-to-date expenses. Ms. Manzano reviewed the fiscal reports in detail.
- SETA Head Start/Early Head Start End-of-Month Enrollment Report: Ms. Elsie Bowers reviewed the August and September reports. Ms. Bowers stated that the way numbers are reported has changed significantly. Staff have to report actual enrollments without the drops and have to report on a monthly basis to the Office of Head Start. In September, SETA was 77 under enrolled due to the fact that we cannot count the terminations anymore; some children moved into kindergarten. Mr. Victor Stark inquired the process for getting new kids enrolled. Ms. Bowers explained that some of the families need to go through Child Action depending upon

- Special Education Report: Ms. Beverly Sanford, disabilities coordinator, reviewed the monthly special education report. Mr. Victor Stark inquired whether Head Start serves autistic children and Ms. Sanford stated that some autistic children are enrolled in full inclusion classes. SETA has a collaboration with Sacramento City to have a special education teacher along with the Head Start teacher to provide services to autistic children. Ms. Ramey-Clark asked whether there are special education slots at every Head Start center. Ms. Sanford stated that every center has slots for special education children. SETA is required to serve a minimum of 10% disabled children. Ms. Itzel Oregon inquired if Ms. Sanford actually works with the kids; no, she works with staff to get the statistics. Ms. Sanford asked parents to call her directly to get answers to specific questions. She can be reached at 263-3056.
- Program Content Area: Ms. Melanie Nicolas reviewed the Mental Health Content Area report. She is now the contact for mental health services for Head Start. Ms. Nicolas can be reached at 263-3736 for information regarding mental health services. For the past 1 ½ years, SETA has been involved with the River Valley Infant Development Center which promotes resources for families of children with special intervention needs. She spoke of a blog that is by invitation only; this blog assists people to work better with children and families, and provides resources for teachers and families.
- SETA Head Start Food Service Operations Monthly Report: Ms. Brenda Campos reported that this report is compiled by Connie Otwell and presented on a monthly basis. This report shows the activities and services the food services unit provides to 36 centers every day. There are four kitchens.
- Parent/Family Support Unit Events and Activities (continued) - Ms. Lisa Carr spoke of the upcoming legal clinic. Confidential information can be provided for the attorneys. Questions will be written down on cards and given to the attorneys. Attendees need to make sure they have reserved a spot at the clinic. The Men's Health Fair was canceled due to lack of participation; only two people responded. Staff will be looking at different ways to increase male involvement; looking at how obesity, mental health and literacy will be dealt with. Staff is looking at doing county-wide parent trainings on a monthly basis workshops around parenting, healthy marriage, literacy, etc. These trainings will probably be held in the evenings. Mr. Cory Annonio will be doing health workshops. The first one scheduled is for the legal clinic; there will be no training in December. The training in January will be geared toward grandparents. Mr. Robert Silva reported that he will not be planning big events, except for Fishing in the City. He will be planning center-specific events. Pumpkin carving will be done at Hillsdale and Northview centers; only children enrolled at those centers can participate. November 7 will be the health and safety

- PC/PAC End-of-Year Appreciation Reports: Ms. Davey reported that the luncheon was a very smooth event, although very emotional. Ms. Cleaver stated that it was a wonderful event; she wished more parents had attended. The food and atmosphere was great. Ms. Ruiz reported that this was her third event and it went smoothly. She appreciated the warm comments she received. She is hoping that more parents get involved; she would hate to see the parent appreciation function go away due to low participation. There were as many staff as parents involved. Ms. Desha stated that parents did a great job on the event; she thanked board members for their commitment. She reminded parents leaving to continue being involved in their children's' education. Ms. Dermott stated that it has been a good year under Ms. Ruiz' leadership. It has been a difficult year from the budgeting and staffing standpoint.

- Parent/Staff Recognition: More awards were distributed to PC members listed on the first page of minutes: Victor Stark, Itzel Oregon, Van Huynh, John Brown, Brandy Arismende, Venelsia Fentress, and Shasta King.

Ms. Ruiz read a card from Ms. Marie Desha. Ms. Ruiz has some photos from the End-of-Year Parent Appreciation event parents can pick up. She wished a Happy Birthday to all October birthdays.

- Community Resources-PC Representative/Staff: Mr. Victor Stark referred to the flyer called Sacramento Community Family Resources for parents to find resources to help themselves. Let him know if there are additional resources and he will update the flyer. Mr. Montez reported that he appreciates the knowledge he has received on how to run his; gang violence and intervention program through the City of Sacramento and City of Elk Grove. He will be creating a team to deal with issues early in a child's life. Ms. Ramey-Clark stated that at the last meeting, she distributed cards regarding Sacramento Children's Report Card; the formal report will be presented November 18, 11 a.m. at 700 "H" Street, to the Sacramento County Board of Supervisors.

- Grandparent/Foster Parent Report: No report

B. SETA Governing Board Minutes for September 4, 2008: No questions.

V. Committee Reports

A. Executive Committee: Ms. Kimbro reviewed the Executive Committee report.

- B. Program Area Committees
- Early Childhood Development & Health Services Committee: The committee members went to four or five sites. From the look of the centers and staff, they do a very comprehensive job. Committee members were looking at food, safety, how supplies are stored.

III. **Action Items** (Continued)

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

The board went into closed session at 10:50 a.m. The board went back into open session at 10:55 a.m. Ms. Ruiz reported out of closed session that the Board took the following action in closed session: Head Start Site Supervisor eligibility list was approved. Termination/Dismissal/Release was continued to the next Policy Council meeting.

- C. Community Advocating Male Participation: Ms. Lorraine Garner stated that a lot of the last meeting has already been discussed; Ms. Camargo and Ms. Garner were the only ones available so the meeting was brief. Mr. Stark stated that he will no longer be representing CAMP in the coming year. This will be his last meeting.
- D. Community Partnerships Advisory Committee: The meeting is tentatively being set for January, 2009.
- E. Health Services Advisory Committee: The next meeting Wednesday, November 12, 5:30 – 7:30 p.m. in the Sequoia Room.

VI. **Other Reports**

- A. Head Start Deputy Director's Report: Ms. Maureen Dermott stated that recruitment will be done for teachers and position in the monitoring unit available on a temporary basis; another staff member will be out in March for maternity leave. The temporary position does not receive the benefits that regular employees gets. Ms. Dermott stated that management negotiated with AFSCME regarding the bilingual pay issue. So far, 44 staff have gone through written and oral testing and passed. Ms. Dermott read off the languages available for translation: Spanish, Cantonese, Russian, and Vietnamese. A Hmong translator is still needed. She spoke of the Child Safety Committees which was a very productive group. Staff are in the final steps of reviewing the Program Information Report which will be brought to next Policy Council meeting. Lease renewals are being negotiated at Job Corps, Galt and Norwood. CSUS has asked us to vacate to since they will be running their own program. The budget committee has had very active and interesting meetings. Ms. Dermott spoke of cost savings. One site supervisor stated that there was an extra phone line which will be researched for possible removal. Ms. Ramey-Clark asked about the Youth Council how can they apply and the age ranges. Staff will reply back to Ms. Ramey-Clark regarding the information she requested.

- B. Chair's Report: Ms. Ruiz encouraged all board members to come to annual meeting to take care of business and support the new members. There will be a change of meeting dates in December; board members will receive notification in the mail. The December meeting will be 12/12, 10:30 a.m. – 12:00 p.m.; there will be no meeting 12/23.
- C. Head Start Managers' Reports: Ms. Brenda Campos stated that in the PIR there was a summary of statistical information on screenings for children and educational requirements. A report received from program specialists on 8/31 stated our numbers fell below the threshold of what is considered okay. As of this morning, the directors and their counterparts received a copy of that e-mail and will be responding to areas that fall below the thresholds: areas around children getting medical services provided and follow up. A program improvement plan has to be done so every delegate agency will be submitting a Program Improvement Plan (PIP) as to how they will address the issues. A couple of the delegate family partnership agreements need to be done. Mental health services was also identified as an issue. All of the programs will be addressing the issues no later than Friday. Ms. Denise Lee: urged parents to assist other parents in the program. As the new school year is being ramped up, prevention and early intervention screening will be done in the first 45 days of the program which includes tests on speech and developmental areas. These trigger other areas where parents may need assistance. Parents will receive results of the screenings; if questions, parents can speak with the Site Supervisor or Family Services Worker. Children also receive pedestrian safety training in the first 45 days. Ms. Carr spoke of enrollment; annual calendar of non-student days or holidays will be distributed. For the SOP program, minimum days are challenging for families. It is crucial for children to be in attendance at even minimum days due to funding. Mr. Stark spoke of the safety committees at the center. Ms. Ramey-Clark asked whether Ms. Lee, Ms. Sanford, and Ms. Nicolas are linked? Ms. Lee stated that yes, all of the special education children run through Ms. Sanford.
- D. Community Agency Reports
- Sacramento Sheriff's Department – Vacant
 - Child Health and Disability Prevention Program – Ms. Van Huynh reported that the CHDP is still helping children to get physical examinations. Call her office (875-7151) to find physicians available to provide physicals.
 - Perinatal & Infant Health Advisory Committee – Mr. Montez reported he attended a meeting but did not do a report. It will be given to Ms. Desha.
 - Maternal Child and Adolescent Health Board: No report.
- E. Health and Dental Reports
- Sacramento County Dental Health Advisory Committee: No report.
- F. Open Discussion and Comments: No comments.
- G. Public Participation: No comments.

VII. Adjournment: Meeting adjourned at 11:24 a.m.

ITEM IV-C – INFORMATION
MONTHLY HEAD START FISCAL REPORT

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to review the fiscal reports. These reports will be sent under separate cover.

Staff will be available to answer questions.

STAFF PRESENTER: Roger Bartlett

SETA Operated & Delegate Agencies Combined Head Start/Early Head Start
Expenditures for Fiscal Year 2008-2009
For the Four Months Ended November 30, 2008

Year to Date	Budget	Admin	Program	YTD Expenses	% YTD	YTD Projection	Remaining	Non-Federal Share
Basic Head Start								
Twin Rivers	\$ 1,091,126	\$ 17,052	\$ 250,794	\$ 267,846	25%	\$ 181,854	\$ 823,280	\$ 85,169
Elk Grove	2,306,473	33,964	587,436	621,400	27%	384,412	1,685,073	69,418
Sac City	7,803,950	144,843	1,390,500	1,535,343	20%	1,300,658	6,268,607	570,891
San Juan	4,145,417	114,366	848,997	963,363	23%	690,903	3,182,054	316,336
WCIC	647,227	17,280	136,117	153,397	24%	107,871	493,830	-
SETA	23,389,023	1,449,236	6,747,859	8,197,095	35%	3,898,171	15,191,928	2,751,976
Total	\$ 39,383,216	\$ 1,776,741	\$ 9,961,704	\$ 11,738,445	30%	\$ 6,563,869	\$ 27,644,771	\$ 3,793,790
Basic Early Head Start								
Sac City	\$ 1,080,906	\$ 10,021	\$ 197,623	\$ 207,644	19%	\$ 180,151	\$ 873,262	\$ 18,324
San Juan	1,186,930	21,031	266,052	287,082	24%	197,822	899,848	78,621
SETA	2,458,224	71,983	678,718	750,701	31%	409,704	1,707,523	328,368
Total	\$ 4,726,060	\$ 103,035	\$ 1,142,392	\$ 1,245,427	26%	\$ 787,677	\$ 3,480,633	\$ 425,313
T & TA Head Start								
Twin Rivers	\$ 7,500	\$ -	\$ -	\$ -	0%	1,250	7,500	-
Elk Grove	9,000	-	200	200	2%	1,500	8,800	-
Sac City	20,000	-	1,765	1,765	9%	3,333	18,235	-
San Juan	15,000	-	1,409	1,409	9%	2,500	13,591	-
WCIC	7,500	-	-	-	0%	1,250	7,500	-
SETA	305,288	2,014	79,160	81,174	27%	50,881	224,114	-
Total	\$ 364,288	\$ 2,014	\$ 82,534	\$ 84,547	23%	\$ 60,715	\$ 279,740	\$ -
T & TA Early Head Start								
Sac City	\$ 18,249.0	\$ -	\$ 3,678.1	\$ 3,678.1	20%	\$ 3,042	\$ 14,571	\$ -
San Juan	20,112	-	10,502	10,502	52%	3,352	9,610	-
SCOE	150,000	-	-	-	0%	25,000	150,000	-
SETA	64,792	525	5,297	5,822	9%	10,799	58,970	-
Total	\$ 253,153	\$ 525	\$ 19,477	\$ 20,002	8%	\$ 42,192	\$ 233,151	\$ -
TOTAL SETA HEAD START								
Twin Rivers	\$ 1,098,626	\$ 17,052	\$ 250,794	\$ 267,846	24%	\$ 183,104	\$ 830,780	\$ 85,169
Elk Grove	2,315,473	33,964	587,636	621,600	27%	385,912	1,693,873	69,418
Sac City	8,923,105	154,864	1,593,566	1,748,430	20%	1,487,184	7,174,675	589,214
San Juan	5,367,459	135,396	1,126,960	1,262,356	24%	894,577	4,105,103	394,957
WCIC	654,727	17,280	136,117	153,397	23%	109,121	501,330	-
SCOE	150,000	-	-	-	0%	25,000	150,000	-
SETA	26,217,326	1,523,758	7,511,034	9,034,792	34%	4,369,554	17,182,534	3,080,344
Total Grant Award	\$ 44,726,716	\$ 1,882,314	\$ 11,206,107	\$ 13,088,421	29%	\$ 7,454,453	\$ 31,638,295	\$ 4,219,103

SETA OPERATED PROGRAM (SOP) - HEAD START BASIC
Expenditures for Fiscal Year 2008-2009
For the Four Months Ended November 30, 2008

HEAD START BASIC	Budget	Administrative Expenditures	Program Expenditures	Total	Remaining Budget	Expenditures as % of Budget
						<i>(4 months = 33.3%)</i>
PERSONNEL	\$ 19,608,522	\$ 1,290,146	\$ 5,221,240	\$ 6,511,386	\$ 13,097,136	33.21%
EQUIPMENT	60,000	-	32,019	32,019	27,981	53.36%
SUPPLIES	405,700	-	134,993	134,993	270,707	33.27%
OCCUPANCY	1,983,117	21,673	777,781	799,454	1,183,663	40.31%
CHILD SERVICES	87,500	-	21,308	21,308	66,192	24.35%
PARENT SERVICES	83,750	-	15,347	15,347	68,403	18.33%
NUTRITION SERVICES	362,776	-	333,589	333,589	29,187	91.95%
CONSTRUCTION	10,000	-	2,173	2,173	7,827	21.73%
OPERATING COSTS	787,658	137,417	209,409	346,826	440,832	44.03%
TOTAL HEAD START BASIC	\$ 23,389,023	\$ 1,449,236	\$ 6,747,859	\$ 8,197,095	\$ 15,191,928	35.05%

SETA OPERATED PROGRAM (SOP) - HEAD START T & T/A
Expenditures for Fiscal Year 2008-2009
For the Four Months Ended November 30, 2008

HEAD START T & T/A	Budget	Administrative Expenditures	Program Expenditures	Total	Remaining Budget	Expenditures as % of Budget
						<i>(4 months = 33.3%)</i>
PERSONNEL	\$ 27,748	\$ 2,014	\$ 7,388	\$ 9,401	\$ 18,346	33.88%
TRAVEL	19,000	-	2,785	2,785	16,215	14.66%
CHILD SERVICES	31,000	-	3,040	3,040	27,960	9.81%
PARENT SERVICES	132,040	-	12,821	12,821	119,219	9.71%
NUTRITION SERVICES	20,000	-	6,768	6,768	13,232	33.84%
OPERATING COSTS	75,500	-	46,359	46,359	29,141	61.40%
TOTAL HEAD START T & T/A	\$ 305,288	\$ 2,014	\$ 79,160	\$ 81,174	\$ 224,114	26.59%

SETA OPERATED PROGRAM (SOP) - EARLY HEAD START BASIC
Expenditures for Fiscal Year 2008-2009
For the Four Months Ended November 30, 2008

EARLY HEAD START BASIC	Budget	Administrative Expenditures	Program Expenditures	Total	Remaining Budget	Expenditures as % of Budget
						<i>(4 months = 33.3%)</i>
PERSONNEL	\$ 2,183,267	\$ 66,932	\$ 646,939	\$ 713,871	\$ 1,469,396	32.70%
SUPPLIES	26,500	-	7,051	7,051	19,449	26.61%
OCCUPANCY	146,440	-	18,879	18,879	127,561	12.89%
CHILD SERVICES	17,000	-	493	493	16,507	2.90%
PARENT SERVICES	7,764	-	625	625	7,139	8.06%
OPERATING COSTS	77,252	5,050	4,731	9,782	67,470	12.66%
TOTAL EARLY HEAD START BASIC	\$ 2,458,224	\$ 71,983	\$ 678,718	\$ 750,701	\$ 1,707,523	30.54%

SETA OPERATED PROGRAM (SOP) - EARLY HEAD START T & T/A
Expenditures for Fiscal Year 2008-2009
For the Four Months Ended November 30, 2008

EARLY HEAD START T & T/A	Budget	Administrative Expenditures	Program Expenditures	Total	Remaining Budget	Expenditures as % of Budget
						<i>(4 months = 33.3%)</i>
PERSONNEL	\$ 17,542	\$ 525	\$ 5,044	\$ 5,570	\$ 11,972	31.75%
TRAVEL	9,000	-	-	-	9,000	0.00%
CHILD SERVICES	10,000	-	-	-	10,000	0.00%
PARENT SERVICES	15,750	-	-	-	15,750	0.00%
NUTRITION SERVICES	1,000	-	-	-	1,000	0.00%
OPERATING COSTS	11,500	-	252	252	11,248	2.20%
TOTAL EARLY HEAD START T&T/A	\$ 64,792	\$ 525	\$ 5,297	\$ 5,822	\$ 58,970	8.99%

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 2008/2009

The following is an update of information as January 5, 2009 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	3/10/2008	CSAA Elk Grove, CA	3/28/2008	26	RR Scheduled Services Ongoing
Official	5/23/2008	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	8/25/2008
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	87	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	Declined Services
Official	7/23/2008	GenCorp-Aerojet Highway 50 & Aerojet Rd Rancho Cordova, CA 95670	9/23/2008	99	9/24/2008
Official	7/24/2008	Paramount 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	9/10-11/08 RR scheduled 9/17/08
Unofficial	8/7/2008	Western Wood Manufacturing 3700 Riego Rd Elverta, CA 95626	9/25/2008	35	9/4/2008
Unofficial	8/14/2008	Winter Volvo 3805 Florin Rd Sacramento, CA	8/26/2008	45	8/20/2008
Unofficial	9/9/2008	Muzio Baking Co. 1708 34th Street Sacramento, 95816-7004	9/9/2008	15	Delivered Packets

Dislocated Worker Information PY 2008/2009

The following is an update of information as January 5, 2009 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
Unofficial	9/15/2008	Ikon 1225 8th Street, Sacramento, CA 95814	9/15/2008	10	9/15/2008
Unofficial	10/3/2008	Bank of America 11080 White Rock Road Ste. #500 Rancho Cordova	10/10/2008	15	10/9/2008
Official	10/10/2008	Wachovia 1510 Arden Way Sacramento, CA 95825	7/5/08 - 12/31/08	56	Declined Services
Official	10/1/2008	Johnson Controls 1900 Prairie City Rd Folsom, CA 95630	12/7/2008	36	Contracted with another company
Official	10/28/2008	Mervyns Sacramento, CA	12/31/2008	512	Services Ongoing
Official	10/29/2008	CSAA Elk Grove, CA	12/31/2009	346	RR Scheduled 11/24/08 Services Ongoing
Official	11/13/2008	Michael's Furniture 5849 88th St. Sacramento, CA	12/31/2008	123	12/19/2008
Official	12/4/2008	Panattoni 8775 Folsom Blvd, Suite 200 Sacramento, CA 95826	2/5/2009	91	Pending
Official	12/4/2008	Watson Roofing 2186 Longview Dr Sacramento, CA 95821	1/4/2009	100	Pending
Official	12/12/2008	Marvell Semiconductor, Inc. 890 Glenn Drive Folsom, CA 95630	2/13/2009	3	Pending
Unofficial	12/19/2008	Borders 4750 Natomas Blvd. Sacramento, CA 95835	1/3/2009	30	12/23/08 Delivered Packets
			Total # of Affected Workers	1967	

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: This item is set aside to allow the Deputy Directors to report to the Board any items relative to the program operations.

- D. COUNSEL REPORT: The SETA Legal Counsel is the firm of Gregory D. Thatch, Attorney at Law. This item provides the opportunity for Agency Counsel to provide the SETA Governing Board with an oral or written report on legal activities

- E. MEMBERS OF THE BOARD: This item provides the opportunity for SETA Governing Board members to raise any items for consideration not covered under the formal agenda. It also provides the opportunity for Board members to request or to ask that certain items be placed on the next Governing Board agenda.

- F. PUBLIC PARTICIPATION: Participation of the general public at SETA Governing Board meetings is encouraged. The SETA Governing Board has decided to incorporate participants of the audience as part of its agenda for all meetings. Members of the audience are asked to address their requests to the Chairperson, if they wish to speak.