



**GOVERNING BOARD**

**KEVIN MCCARTY**  
Councilmember  
City of Sacramento

**DON NOTTOLI**  
Board of Supervisors  
County of Sacramento

**BONNIE PANSELL**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

**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>

**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, March 5, 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](http://www.seta.net).

**A G E N D A**

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

**II. Consent Items**

- A. Minutes of the February 5, 2009 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Youth Council Member (Christine Welsch)

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

- 1. Approval of Vice Chair of the SETA Governing Board
- 2. Concurrence with the Head Start Policy Council to Modify the Agency Personnel Policies and Procedures Section 10: Layoffs, Separation from Service, and Disciplinary Action (Rod Nishi)

3. Approval to Submit a Proposal to the California Department of Transportation and Execute Subgrant Agreements for the Sacramento 2009 Regional Highway Construction Training Initiative (Christine Welsch)

**B. WORKFORCE INVESTMENT ACT**

1. Appointment of Economic Development Sector Member to the Sacramento Works, Inc. Board of Directors (Kathy Kossick)
2. Appointment of Education Sector Member to the Sacramento Works, Inc. Board of Directors (Kathy Kossick)
3. Appointment of Labor Sector Member to the Sacramento Works, Inc. Board of Directors (Kathy Kossick)

**C. HEAD START:** No items.

**D. COMMUNITY SERVICES BLOCK GRANT:** No items.

**E. REFUGEE PROGRAMS:** No items.

**IV. Information Items**

- A. Fiscal Monitoring Reports (Rick Pryor)
  - Elk Grove Unified School District
  - South County Services
- B. Head Start Policy Council Minutes (Maureen Dermott)
- C. Head Start Fiscal Report (Roger Bartlett)
- D. Dislocated Worker Update (William Walker)
- E. Update on Federal Economic Stimulus (Robin Purdy)

**V. Reports to the Board**

- A. Chair
- B. Executive Director
- C. Deputy Directors
  - ➔ Monthly Head Start Report
- D. Counsel
- E. Members of the Board
- F. Public

**VI. Adjournment**

**DISTRIBUTION DATE: THURSDAY, FEBRUARY 26, 2009**

ITEM II-A - CONSENT

MINUTES OF THE FEBRUARY 5, 2009 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the February 5, 2009 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, February 5, 2009  
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Yee called the meeting to order at 10:29 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  
Kevin McCarty, Councilmember, City of Sacramento  
Bonnie Pannell, Councilmember, City of Sacramento

**Member Absent:**

Sophia Scherman, Public Representative

**II. Consent Items**

The consent calendar was reviewed; no questions or comments:

- A. Minutes of the January 15, 2009 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Audit Contract Extension
- D. Concurrence with Sacramento Works, Inc. on the Approval to Increase the Maximum Scholarship Award

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

- A. Approve the January 15, 2009 minutes.
- B. Approve the claims for the period 1/8/09 through 1/29/09.
- C. Approve the extension of the contract with Gilbert Associates, Inc. for audit services for SETA for the fiscal year ending June 30, 2009 for the fee of \$44,634, a 3.8% increase from 2008 based on CPI.
- D. Concur with the Sacramento Works, Inc. board to increase the maximum scholarship awarded to \$5,000.

Voice Vote: Unanimous approval.

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

- 1. Adoption of the SETA Internet Protection Policy

Mr. Edward Proctor reported that SETA has applied for e-rate funding for Fiscal Year 2007-2008. SETA is eligible for up to \$161,000. In order to receive the funding, SETA must have an internet policy and certify that we are enforcing that policy. Web filters and content filter are being run through all of our facilities. This Policy has been reviewed by our e-rate consultants; it fills all of the needs.

Moved/Pannell, second/McCarty, to adopt the SETA Internet Protection Policy.  
Voice Vote: Unanimous approval.

Items 2 and 3 will be continued to the March meeting.

2. Concurrence with the Head Start Policy Council to Modify the Agency Personnel Policies and Procedures Section 10: Layoffs, Separation from Service, and Disciplinary Action:
3. Endorsement of Transfer of Enterprise Zone Voucher Program to SETA:

## **B. WORKFORCE INVESTMENT ACT**

1. Appointment of Labor Sector Member to the Sacramento Works Board of Directors

Ms. Kathy Kossick stated that the appointment of Ms. Cha will fill one of two labor vacancies on the Sacramento Works, Inc. board. There are six Labor Sector slots on the Sacramento Works, Inc. Board.

Moved/Pannell, second/Nottoli, to appoint May Cha to the Sacramento Works, Inc. board of directors, filling a labor seat.  
Voice Vote: Unanimous approval.

2. Concurrence with Sacramento Works, Inc. to Approve the Allocation of Youth Council Initiative funds

Ms. Christine Welsch stated that this is an information item.

Moved/Pannell, second/Nottoli, to concur with the Sacramento Works, Inc. Board to approve the following allocation of youth initiative funds

- 1) \$5,000 to support the Human Services Workforce convening, and
- 2) \$12,000 to support Career GPS.com enhancements through LEED.

Voice Vote: Unanimous approval.

3. Approval to Release a Request for Proposals for 2009-2010 Summer Youth Employment Program

Ms. Robin Purdy reviewed the Economic Stimulus Bill which was passed the House last week; it is being looked at and may be amended by the Senate. If it passes, funding is expected to be coming down through the Department of Labor and the Administration for Children and Families and then to SETA and EDD.

Ms. Christine Welsch stated that Sacramento has not had a summer youth program for 10 years. The intent is to release the funds by this summer for a two-year cycle. Staff would like to have the funds available to the community by June 1, 2009. The RFP targets young people between 16-21 years of age. Staff is asking for authorization to do job placement in public AND private sector employment.

Mr. McCarty asked what steps are being made so employers do not lay people off and then get trainees. Ms. Welsch stated that employers sign a document stating that they will not supplant employees. Notification of the RFP will be sent to a huge mailing list. Mr. Nottoli asked staff to notify Delta School District of the RFP. Current providers will also be notified of these funds.

Moved/Nottoli, second/Pannell, to approve the release of a Request for Proposals for 2009-2010 Summer Youth Employment Program.  
Voice Vote: Unanimous approval.

Mr. McCarty spoke of the new Labor representative on the Sacramento Works Board. The union Ms. Cha represents has since been decertified. It is his understanding that all of the leadership in that organization was terminated. Mr. McCarty asked for legal counsel to check on this. Mr. Larry Larsen stated that he will work with Ms. Kossick so the information goes to the Youth Council and the WIB. Nominees technically do not have to be in labor, just nominated by labor. This person is supported by the Central Labor Council.

- C. **HEAD START:** No items.
- D. **COMMUNITY SERVICES BLOCK GRANT:** No items.
- E. **REFUGEE PROGRAMS:** No items.
- IV. **Information Items**
  - A. Fiscal Monitoring Reports: No comments.
  - B. Head Start Policy Council Minutes: No comments.
  - C. Head Start Fiscal Report: No comments.
  - D. WIA Youth Program Performance: No comments.
  - E. Economic Stimulus: Already done.
  - F. Clean Energy Roundtable: No comments.

- G. Dislocated Worker Update: Mr. William Walker received a request from Sacramento County to do outreach to Probation and Health and Human Services departments which will be laying off some people. Staff will be doing orientations with Health Net and Circuit City. SETA has not received a WARN notice from Macy's. We are holding off on a job fair for kids until it is known about the summer youth funding. Mr. Nottoli stated that some of the county terminations will try to be absorbed into other positions.

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick welcomed new member Councilmember Kevin McCarty. Ms. Terri Carpenter showed a brief DVD created just before SETA's 30<sup>th</sup> anniversary. Mr. Yee was wished an early Happy Birthday. Staff prepared a letter for Mr. Yee's signature to Governor Arnold Schwarzenegger regarding Unemployment Insurance issues people have experienced and asks for assistance. Ms. Purdy stated that right after last month's meeting, the issue was brought it up to the deputy director of EDD and the Unemployment Insurance branch. They are offering to put more computers and telephones in the lobby of the One Stops Career Centers. Ms. Purdy would also like to have Unemployment Insurance staff available at the Career Centers.

Ms. Welsch reported that in November, SETA applied for a Governor's Gang Reduction Intervention and Prevention Initiative (CalGRIP) grant, which takes best practices to assist 14-15 year olds in gang prevention. The grant was funded for \$500,000 and will target the entire county.

- C. Deputy Directors: Ms. Brenda Campos introduced Head Start Policy Chair Carol Aronis and Parent Advisory Committee Chair Ms. Salina Davey.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: Mr. Jonathan Williams spoke before the Board regarding Sow to Grow, a program working with youth in Del Paso Heights. The program would be building green affordable homes and use them as transitional homes. This program would also have a youth build program for construction and solar power installation. Mr. Williams was encouraged to contact LaShelle Dozier at SHRA.

**VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

The Board went into closed session at 11:15 a.m.

- VII. Adjournment**: The meeting adjourned at 11:25 a.m. with no report out of closed session.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 1/30/09 through 2/26/09, and all expenses appear to be appropriate.

STAFF PRESENTER: Rick Pryor



ITEM II-C- CONSENT

APPOINTMENT OF YOUTH COUNCIL MEMBER

BACKGROUND:

In an effort to increase “youth” representation on the Sacramento Works Youth Council, staff asked the WIA Youth providers to encourage youth to submit a Youth Council application. The Workforce Investment Act requires no minimum or maximum number of representatives on the Youth Council. The WIA states that there several categories of membership on the Youth Council: Members of the local board with special interest or expertise in youth policy including:

- Members of the local Workforce Investment Board,
- Representatives of Youth Service agencies, including juvenile justice and local law enforcement agencies;
- Representatives of local Public Housing Authorities;
- Youth, including former participants and representatives of organizations that have experience relating to youth activities; and
- Representatives of the Job Corps.
- Community members determined to be appropriate by the local board chair in cooperation with the Chief local elected official.

Staff has encouraged program operators, youth service organizations and community partners to recommend youth applicants. One youth has been interviewed and recommended by the Youth Council for appointment.

A copy of Mr. Shuntae Campbell’s application is being sent under separate cover. Staff will provide an oral report on this item.

RECOMMENDATION:

Appoint the above individual to the Sacramento Works Youth Council.

STAFF PRESENTER: CHRISTINE WELSCH

ITEM III-A- 1 - ACTION

APPROVAL OF VICE CHAIR OF THE SETA GOVERNING BOARD

BACKGROUND

Councilmember Robbie Waters was selected as the Vice Chair of the SETA Governing Board in November, 2008. Since Mr. Waters has recently left the Board, a new Vice Chair must be selected.

The following is the recent history of the annual terms for board chairs:

Don Nottoli	11/03
Robbie Waters	11/04
Illa Collin	11/05
Sophia Scherman	11/06
Bonnie Pannell	11/07
Jimmie Yee	11/08

RECOMMENDATION:

Take action to approve a new Vice Chair of the SETA Governing Board.

STAFF PRESENTER: Kathy Kossick

ITEM III-A – 2 - ACTION

CONCURRENCE WITH HEAD START POLICY COUNCIL TO MODIFY THE AGENCY  
PERSONNEL POLICIES AND PROCEDURES SECTION 10: LAYOFFS,  
SEPARATION FROM SERVICE, AND DISCIPLINARY ACTION

BACKGROUND:

The SETA Personnel Policies and Procedures set forth the practices that are to be followed by the Agency. These Policies and Procedures will apply to all employees except as otherwise stated. However, provisions in recognized and duly adopted Collective Bargaining Agreements currently in effect, or Resolutions of the Governing Board which set forth terms and conditions of employment not covered in these Policies and Procedures shall also apply.

Consistent with Federal Head Start Regulations, the Policy Council must approve or disapprove certain personnel actions including the adoption of, or modification to, these Personnel Policies and Procedures and the hiring and firing of the Head Start staff of the Agency.

As a result of serious incidents that exposed Head Start children to risks to their safety and violations of their rights, the Agency has taken numerous steps in an effort to eliminate those risks and violations. The attached “zero tolerance policy” comes to you as one aspect of that effort.

The practices of the Agency have been reviewed and modified. A Children’s Safety Review Committee has been operational since September of last year which includes staff, parents, and union members.

The Agency and the union representing the Agency’s Head Start employees (American Federation of State, County, and Municipal Employees) (AFSCME) have held numerous meetings to discuss this modification. These discussions are a product of the efforts by the Agency to address numerous issues in regard to the safety of children and their personal rights. The modification requested has the support of AFSCME.

The Head Start Policy Council approved this modification at their meeting of February 24, 2009. Staff will be available to answer questions.

RECOMMENDATION:

Hear the staff report and approve the modification to the Agency’s Personnel Policies and Procedures.

STAFF PRESENTER: Rod Nishi

#### 10.04 Disciplinary Action

In accordance with Head Start regulations, the Head Start Policy Council must approve the action to dismiss any Head Start employee.

*c. In accordance with Head Start's Code of Conduct, discipline is expanded to include a Zero Tolerance discipline policy, as it relates to Section 11.11 (3) and Section 11.11(4)(SETA Personnel Policies and Procedures).*

*1. Supervision—Supervising children at all times means that the assigned staff are accountable for each child. This includes responsibility for the appropriate visual and/or auditory awareness, physical proximity and knowledge of activity. If an employee is found guilty of lack of supervision in the following manner disciplinary action will be proposed as follows:*

*a. A first occurrence of leaving children alone or unsupervised, resulting in a child leaving the premises without staff knowledge/awareness or supervision will result in termination*

*2. Personal Rights—Children are to be accorded dignity in their personal relationships with staff and are to be free from corporeal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other actions of a punitive nature. If an employee is found guilty of violating a child's personal rights in the following manner disciplinary action will be proposed as follows;*

*a. A first occurrence of an employee using their power, position and anger to impose emotional or physical abuse, humiliation, intimidation or ridicule on a child including, but not limited to slapping, striking, hitting, yanking or shaking will result in termination.*

*All occurrences of violations of children's personal rights or children's supervision will result in serious disciplinary action up to and including termination.*

## ITEM III-A – 3 - ACTION

### APPROVAL TO SUBMIT A PROPOSAL TO THE CALIFORNIA DEPARTMENT OF TRANSPORTATION AND EXECUTE SUBGRANT AGREEMENTS FOR THE SACRAMENTO 2009 REGIONAL HIGHWAY CONSTRUCTION TRAINING INITIATIVE

#### BACKGROUND:

Since 2001, SETA has received funding from the Federal Highway Administration via the California Department of Transportation (CalTrans) for highway construction and other transportation industry initiatives. SETA currently administers a grant from CalTrans. This funding has been extended to June 30, 2010. CalTrans is expecting to receive a portion of the American Recovery and Reinvestment Act funds via the Federal Highway Administration for On-the-Job Training and Pre-Apprenticeship projects. This FHWA program was established to enhance both the training and retention of employees and meet the needs of trainees, employers and the highway construction industry.

In late February 2009, SETA was invited to submit a proposal to support the current Sacramento Regional Highway Construction Training Initiative. The primary goal of the Sacramento project is promote, recruit, train and place workers in transportation construction industry related occupations.

Locally, the partners for this initiative have included:

- SETA/Sacramento Works Career Centers
- Sacramento Sierra Building and Construction Trades Council
- Central Labor Council
- Northern California Construction & Training (NCCT)
- American River College (ARC)/Los Rios Community College District
- Local employers and apprenticeship coordinators
- California Labor Federation

This new funding will support the pre-apprenticeship activities at NCCT and American River College, the Diesel Technician Training coordinated by ARC and various employers and other apprenticeship training opportunities. SETA staff provides case management and job development services. Historically this funding also supported the annual Sacramento Works for Women Nontraditional Careers Conference, Youth Construction Career Awareness Day and the Sacramento Builders' Exchange Design Build Competition.

As the proposal is due March 9, 2009 SETA staff will provide an oral report on the anticipated budget amount.

STAFF PRESENTER: Christine Welsch

ITEM III-A – 3 – ACTION (continued)  
Page 2

RECOMMENDATION:

Approve the submission of a proposal to the California Department of Transportation to continue the Capital Area Transportation Industry Training Initiative and authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the State of California.

STAFF PRESENTER: Christine Welsch

ITEM III-B - 1 – ACTION

APPOINTMENT OF ECONOMIC DEVELOPMENT REPRESENTATIVE TO THE  
SACRAMENTO WORKS, INC. BOARD

BACKGROUND:

Staff recently received a letter of resignation from Walter DiMantova, Los Rios Community College District, from the Sacramento Works, Inc. Board

Mr. DiMantova represented the Economic Development Sector on the Board. Staff received an application from Dr. Dan Throgmorton for the Economic Development seat. Enclosed under separate cover is a copy of Dr. Throgmorton's application. Legal counsel has reviewed this application.

The Sacramento Works Executive Committee met on February 23, 2009 and recommended Dr. Throgmorton's appointment to the board.

Staff will be available to answer questions.

RECOMMENDATION:

Review the recommendation from the Sacramento Works Executive Committee, review the application, and make one Economic Development sector appointment to the Workforce Investment Board operating as Sacramento Works, Inc.

STAFF PRESENTER: Kathy Kossick

ITEM III-B - 2 – ACTION

APPOINTMENT OF EDUCATION SECTOR MEMBER TO THE SACRAMENTO  
WORKS, INC. BOARD OF DIRECTORS

BACKGROUND:

Dr. Brice Harris, Chancellor, Los Rios Community College, recently submitted his resignation for an Education Sector seat on the Sacramento Works, Inc. board. Mr. William Karns submitted an application for this vacant seat. A copy of the application has been sent under separate cover and has been reviewed by Legal Counsel.

The Sacramento Works Executive Committee met on February 23, 2009 and recommended Mr. William Karns appointment.

Staff will be available to answer questions.

RECOMMENDATION:

Review the staff report, review the application, and appoint Mr. William Karns to the Education Sector vacancy on the Workforce Investment Board operating as Sacramento Works, Inc.

STAFF PRESENTER: Kathy Kossick



ITEM III-B – 3 - ACTION

APPOINTMENT OF LABOR SECTOR MEMBER TO THE SACRAMENTO WORKS,  
INC. BOARD OF DIRECTORS

BACKGROUND:

On July 25, 2007 the Sacramento Works, Inc. Board approved an increase in the size of the Board from 39 members to 41. The intent of the increase was to comply with Senate Bill 293, which requires that labor represent 15% of the Workforce Investment Board seats (6 members). Five seats are currently filled.

The Sacramento Works Executive Committee met on Monday, February 23, 2009 and reviewed the application of Mike Egan for the vacant Labor seats on the board. Mr. Egan represents the California Teachers Association. The Executive Committee recommended Mr. Egan's appointment to the board.

RECOMMENDATION

Review the application (sent under separate cover) and appoint Mike Egan to the Sacramento Works, Inc. board of directors, filling a labor seat.

STAFF PRESENTER: Kathy Kossick

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. Linda Meyerson                      **DATE:** January 27, 2009  
**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</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
Head Start	Basic & COLA	\$ 2,306,473	8/1/07-7/31/08	8/1/07-7/31/08
Head Start	T & TA	9,000	8/1/07-7/31/08	8/1/07-7/31/08

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** 12/3, 12/4, & 12/5/08

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
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:** Elk Grove 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 records.  
The records were verified and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) There are no corrective actions required.

cc: Kathy Kossick  
Governing Board  
Policy Council

**MEMORANDUM**

**TO:** Ms. Marylou Powers                      **DATE:** January 16, 2009

**FROM:** Greg P. Tayros, SETA Fiscal Monitor

**RE:** On-Site Fiscal Monitoring of South County Services

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
CSBG	Safety Net	\$ 55,000	01/1/07-12/31/07	01/1/07-12/31/07
CSBG	Safety Net	60,000	01/1/08-12/31/08	01/1/08-08/31/08

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** Various

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
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	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:** South County Services

**Findings and General Observations:**

- 1) The total costs as reported to SETA from January 1, 2007 to December 31, 2007 and from January 1, 2008 to August 31, 2008 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) On June 30, 2007, the Agency paid the staff a retroactive pay increase, as approved by its Board of Directors, covering the period from July 1, 2006 to June 30, 2007 amounting to \$ 13,018.00, of which CSBG was charged \$ 2,148.68. We are disallowing the amount of \$ 1,074.34 plus FICA of \$ 82.19 as these costs were incurred in 2006 and did not benefit the CSBG program in 2007, pursuant to OMB Circular A-122, Attachment A, Section A.4.a, which states, " A cost is allocable to a particular cost objective, such as a grant, contract, project, service or other activity, in accordance with the relative benefits received."
- 3) During my monitoring, we noted that the salaries charged to CSBG involving non-CSBG activities will be disallowed. Subsequently, the Agency issued a check for \$ 843.75 in October, 2008 to reimburse SETA for the disallowed cost. However, we inadvertently excluded FICA of \$ 64.55 in the disallowed amount.

**Recommendations for Corrective Action**

- 1) Reimburse SETA from non-SETA funds \$ 1,221.08 disallowed costs identified in numbers 2 and 3 above.

cc: Kathy Kossick  
Governing Board

ITEM IV-B- INFORMATION

HEAD START POLICY COUNCIL MINUTES

BACKGROUND:

Attached are the minutes from the December 12, 2008 Policy Council meeting.

Staff will be available to answer questions.

STAFF PRESENTER: Maureen Dermott

**SPECIAL 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

Friday, December 12, 2008  
10:30 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Kathy Ruiz called the meeting to order at 10:55 a.m. Translator for the day will be Ms. Teresita Topete, Health Nutrition Specialist. Ms. Cleaver read the thought of the day. Ms. Cleaver called the roll. New members were seated: Beartice Mehn-Member and Kayla Granderson.

**Members Present:**

Mary Pope, Elk Grove Unified School District  
Jennifer Ryon, Elk Grove Unified School District  
Beartice Mehn-Member, Playmate/WCIC  
Shernita Crosby, Playmate/WCIC  
Donna Easter, San Juan Unified School District  
Darlene Low, San Juan Unified School District  
Shasta King, San Juan Unified School District  
Josie Cleaver, Sacramento City Unified School District  
Lorraine Garner, Sacramento City Unified School District (arrived at 11:15 a.m.)  
Irlanda Meza, Sacramento City Unified School District  
David Quintero, SETA-Operated Program  
Kiesha Spriggs, SETA-Operated Program  
Salina Davey, SETA-Operated Program  
Mary Brown, SETA-Operated Program  
Greg Oviedo, SETA-Operated Program  
LaDoris McDavid, SETA-Operated Program  
Erin Kimbro, Home Base Program  
Jeanine Vandermolen, Past Parent Representative  
Brenda Vincent, Past Parent Representative  
Kayla Granderson, Early Head Start (Sac. City)  
Barbara Ramey-Clark, Foster Parent Representative  
Carol Aronis, Grandparent Representative  
Van Huynh, Child Health and Disability Prevention Program  
Inez Whitlow, Chicks in Crisis  
Kathy Ruiz, Outgoing Chair

**New Representative Absent:**

Rosa Flores, Early Head Start (unexcused)



## II. Consent Item

### A. Approval of the Minutes from the November 25, 2008 Meeting

Minutes were reviewed; no questions or corrections.

Moved/Davey, second/Kimbrow, to approve the November 25, 2008 minutes.  
Show of hands vote: Aye: 22, Nay: 0, Abstentions: 1 (Ruiz)

## III. Information Items

### A. Standing Information

- Introduction of Newly Seated Members: New board members introduced themselves and stated how many children they had.
- Shared Governance Organization Structure: This item will be tabled until January.

### B. How to Present and Make a Motion: Ms. Ruiz reviewed the process by which motions are done.

## IV. Action Items

### A. Election of Policy Council Officers for Program Year 2008-2009

Ms. Ruiz reviewed the officers for the Policy Council.

Moved/Vandermolen, second/Ryon, that the Policy Council elect Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian for Program Year 2008-2009.  
Show of hands vote: 22, Nay: 0, Abstentions: 1 (Ruiz)

Those interested in the position of **Chair**: Carol Aronis, Inez Whitlow. Nominees spoke of their interest in the position.

Votes: Carol: 16, Inez: 6 (Ms. Ruiz abstained.)

Ms. Carol Aronis will serve as **Chair** for Program Year 2008-2009.

Ms. Lorryne Garner arrived at 11:20 a.m.

Those interested in the position of **Vice Chair**: Salina Davey, Inez Whitlow. Nominees spoke of their interest in the position.

Votes: Salina Davey: 11, Inez Whitlow: 12

Ms. Inez Whitlow will serve as **Vice Chair** for Program Year 2008-2009.

Those interested in the position of **Secretary**: Jeanine Vandermolen, Josie Cleaver, and Erin Kimbro. Nominees spoke of their interest in the position.

Votes: Jeanine: 3, Josie: 13, Erin: 6.

Ms. Ruiz corrected the vote on Josie Cleaver to 14.

Ms. Josie Cleaver will serve as **Secretary** for Program Year 2008-2009.

Those interested in the position of **Treasurer**: Barbara Ramey-Clark, Erin Kimbro, Salina Davey, Mary Brown.

Ms. Kimbro and Ms. Davey rescinded their names from the nominee list.

Nominees spoke of their interest in the position.

It was clarified that Ms. Brown's work in the budgets of high school vocational education would not be a conflict with the Head Start program.

Votes: Barbara: 9, Mary: 14

Ms. Mary Brown will serve as **Treasurer** for Program Year 2008-2009.

Those interested in the position of **Parliamentarian**: Jeanine Vandermolen, Lorryne Garner, Darlene Low, and Barbara Ramey-Clark.

Nominees spoke of their interest in the position.

Votes: Jeanine: 6, Lorryne: 5, Darlene: 3, Barbara: 9

Ms. Barbara Ramey-Clark will serve as **Parliamentarian** for Program Year 2008-2009.

B. Selection of Representatives and Alternates to Attend the California Head Start Association (CHSA) Annual Parent Conference

Ms. Ruiz reviewed the requirements of attendees at the conference. Ms. Desha reviewed Schedule "H" for the conference budget information. There is a total of \$5,000 budgeted for this conference. The estimated budget per parent is \$1,050. All attendees are required to file a report after they return. The deadline for the report is Friday, February 6, 2009.

Moved/Kimbro, second/Davey, that the Policy Council approves the selection of two Representatives and two Alternates to attend the California Head Start Association Conference.

Show of hands vote: Aye: 22, Nay: 0, Abstentions: 2 (Ruiz and Aronis)

Those interested in attending the conference: Jennifer Ryon, Mary Pope, Salina Davey, Kiesha Spriggs, and Brenda Vincent.

Board members spoke of their interest in attending the conference.

Votes: Jennifer: 3, Mary Pope: 6, Salina: 6, Kiesha: 7, Brenda: 2  
Run-off vote between Salina and Mary Pope.

It was decided to do the vote over again.

New vote: Jennifer: 3, Mary Pope: 7, Salina: 5, Kiesha: 7, Brenda: 2

Representatives: Kiesha Spriggs and Mary Pope  
Alternate#1: Salina Davey  
Alternate #2: Jennifer Ryon

C. Selection of Committee Representatives for Program Year 2008-2009: Tabled.

### III. **Information Items** (Continued)

#### C. Standing Information Items

- PC/PAC Calendar of Events: No comments.
- Parent/Family Support Unit Events and Activities: No comments.
- Parent/Staff Recognitions: No comments.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. Dermott explained that the Head Start budget of approximately \$39 million is actually comprised of three different budgets: 1) SOP budget \$39,383,216; 2) Basic Early Head Start \$8,400,000; and 3) Training/ Technical Budget \$364,288. Mr. Roger Bartlett reviewed year to date expenditures are 27% instead of 36%. The budget is 35% of year which is a little ahead of schedule. All delegate agencies have signed their contracts. Ms. Ramey-Clark inquired what is the purpose of the dual language institute and Ms. Lisa Carr reported that this was a conference Dealing with children and parents where English is not their first language. This conference was sponsored by ACF and Head Start program staff were highly encouraged to attend. SETA will be reimbursed for this conference.
- SETA Head Start/Early Head Start End-of-Month Enrollment Report: Tabled.

D. Governing Board Minutes for the November 6, 2008 Meeting: No comments.

### V. **Committee Reports**

A. Executive Committee: No comments.

**VI. Other Reports**

- A. Chair's Report: Ms. Ruiz distributed handouts from Ed Condon's office regarding a letter from the California Head Start Association to President-Elect Obama.
- B. Head Start Deputy Director's Monthly Report: Tabled.
- C. Head Start Managers' Monthly Report: Tabled.

**D. Open Discussion and Comments: Tabled.**

**IV. Action Items (Continued)**

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

The board went into closed session at 12:24 p.m. The board went back into open session at 12:40 p.m. Ms. Carol Aronis reported out of closed session that the Board took the following action in closed session: Head Start Social Services/Parent Involvement (Non-Supervisory) (Temporary Position), and Head Start Health/Nutrition Specialist eligibility lists were approved.

Ms. Ruiz stated that an Executive Committee meeting for all officers elected is scheduled for Friday, December 19, 10:00 a.m.; this date/time may be changed due to a conflict.

**VI. Other Reports**

- E. Public Participation: No comments.

**III. Information Items (Continued)**

**C. Standing Information Items**

- Parent/Staff Recognitions: Ms. Marie Desha acknowledged the outstanding job Ms. Ruiz did during her tenure as Chair of the Policy Council. Ms. Ruiz expressed her appreciation for her service to Head Start. She will be assisting with the orientation and training. She was presented with a planner as appreciation. Ms. Desha announced that Ms. Ruiz has been nominated for the CHSA Parent of the Year Award.

**VII. Adjournment: Meeting adjourned at 12:45 p.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 Six Months Ended January 31, 2009**

Year to Date	Budget	Admin	Program	YTD Expenses	% YTD	YTD Projection	Remaining	Non-Federal Share
<b>Basic Head Start</b>								
Twin Rivers	\$ 1,091,126	\$ 44,879	\$ 352,545	\$ 397,424	36%	\$ 181,854	\$ 693,702	\$ 114,919
Elk Grove	2,306,473	65,231	1,103,163	1,168,394	51%	384,412	1,138,079	175,261
Sac City	7,803,950	260,649	2,689,805	2,950,454	38%	1,300,658	4,853,496	1,448,324
San Juan	4,145,417	192,268	1,521,104	1,713,372	41%	690,903	2,432,045	597,761
WCIC	647,227	36,554	232,694	269,248	42%	107,871	377,979	68,337
SETA 23,389,023		1,442,986	9,968,978	11,411,964	49%	3,898,171	11,977,059	2,513,546
<b>Total</b>	<b>\$ 39,383,216</b>	<b>\$ 2,042,567</b>	<b>\$ 15,868,289</b>	<b>\$ 17,910,856</b>	<b>45%</b>	<b>\$ 6,563,869</b>	<b>\$ 21,472,360</b>	<b>\$ 4,918,147</b>
<b>Basic Early Head Start</b>								
Sac City	\$ 1,080,905	\$ 17,762	\$ 342,030	\$ 359,792	33%	\$ 180,151	\$ 721,113	\$ 41,383
San Juan	1,186,930	41,109	436,121	477,229	40%	197,822	709,701	139,188
SETA	2,458,224	109,125	985,486	1,094,611	45%	409,704	1,363,613	581,549
<b>Total</b>	<b>\$ 4,726,059</b>	<b>\$ 167,996</b>	<b>\$ 1,763,636</b>	<b>\$ 1,931,632</b>	<b>41%</b>	<b>\$ 787,676</b>	<b>\$ 2,794,427</b>	<b>\$ 762,120</b>
<b>T &amp; TA Head Start</b>								
Twin Rivers	\$ 7,500	\$ -	\$ -	\$ -	0%	1,250	7,500	-
Elk Grove	9,000	-	400	400	4%	1,500	8,600	-
Sac City	20,000	-	2,217	2,217	11%	3,333	17,783	-
San Juan	15,000	-	2,572	2,572	17%	2,500	12,428	-
WCIC	7,500	-	-	-	0%	1,250	7,500	-
SETA 305,288		1,597	107,940	109,538	36%	50,881	195,750	-
<b>Total</b>	<b>\$ 364,288</b>	<b>\$ 1,597</b>	<b>\$ 113,129</b>	<b>\$ 114,726</b>	<b>31%</b>	<b>\$ 60,715</b>	<b>\$ 249,562</b>	<b>\$ -</b>
<b>T &amp; TA Early Head Start</b>								
Sac City	\$ 18,249	\$ -	\$ 3,678	\$ 3,678	20%	\$ 3,042	\$ 14,571	\$ -
San Juan	20,112	-	11,242	11,242	56%	3,352	8,870	-
SCOE	15,000	-	-	-	0%	2,500	15,000	-
SETA	64,792	790	17,436	18,226	28%	10,799	46,566	-
<b>Total</b>	<b>\$ 118,153</b>	<b>\$ 790</b>	<b>\$ 32,356</b>	<b>\$ 33,146</b>	<b>28%</b>	<b>\$ 19,692</b>	<b>\$ 85,007</b>	<b>\$ -</b>
<b>TOTAL SETA HEAD START</b>								
Twin Rivers	\$ 1,098,626	\$ 44,879	\$ 352,545	\$ 397,424	36%	\$ 183,104	\$ 701,202	\$ 114,919
Elk Grove	2,315,473	65,231	1,103,563	1,168,794	50%	385,912	1,146,679	175,261
Sac City	8,923,104	278,411	3,037,730	3,316,140	37%	1,487,184	5,606,964	1,489,707
San Juan	5,367,459	233,377	1,971,039	2,204,415	41%	894,577	3,163,044	736,949
WCIC	654,727	36,554	232,694	269,248	41%	109,121	385,479	68,337
SCOE	15,000	-	-	-	0%	2,500	15,000	-
SETA 26,217,326		1,554,498	11,079,840	12,634,338	48%	4,369,554	13,582,988	3,095,095
<b>Total Grant Award</b>	<b>\$ 44,591,715</b>	<b>\$ 2,212,950</b>	<b>\$ 17,777,410</b>	<b>\$ 19,990,360</b>	<b>45%</b>	<b>\$ 7,431,952</b>	<b>\$ 24,601,355</b>	<b>\$ 5,680,268</b>

**SETA OPERATED PROGRAMS (SOP) - HEAD START BASIC**  
**Expenditures for Fiscal Year 2008-2009**  
**For the Six Months Ended January 31, 2009**

<b>HEAD START BASIC</b>	<b>Budget</b>	<b>Administrative Expenditures</b>	<b>Program Expenditures</b>	<b>Total</b>	<b>Remaining Budget</b>	<b>Expenditures as % of Budget</b>
						(6 months = 50.0%)
PERSONNEL	\$ 18,870,905	\$ 1,120,836	\$ 7,699,340	\$ 8,820,176	\$ 10,050,729	46.74%
EQUIPMENT	60,000	-	60,735	60,735	(735)	101.22%
SUPPLIES	405,700	-	154,610	154,610	251,090	38.11%
OCCUPANCY	1,983,117	37,074	1,156,802	1,193,876	789,240	60.20%
CHILD SERVICES	87,500	-	37,528	37,528	49,972	42.89%
PARENT SERVICES	83,750	-	25,562	25,562	58,188	30.52%
NUTRITION SERVICES	1,100,393	13,606	508,231	521,837	578,556	47.42%
CONSTRUCTION	10,000	-	9,043	9,043	957	90.43%
OPERATING COSTS	787,658	271,470	317,128	588,597	199,061	74.73%
<b>TOTAL HEAD START BASIC</b>	<b>\$ 23,389,023</b>	<b>\$ 1,442,986</b>	<b>\$ 9,968,978</b>	<b>\$ 11,411,964</b>	<b>\$ 11,977,059</b>	<b>48.79%</b>

**SETA OPERATED PROGRAM (SOP) - HEAD START T & T/A**  
**Expenditures for Fiscal Year 2008-2009**  
**For the Six Months Ended January 31, 2009**

<b>HEAD START T &amp; T/A</b>	<b>Budget</b>	<b>Administrative Expenditures</b>	<b>Program Expenditures</b>	<b>Total</b>	<b>Remaining Budget</b>	<b>Expenditures as % of Budget</b>
						(6 months = 50.0%)
PERSONNEL	\$ 27,748	\$ 1,597	\$ 10,896	\$ 12,493	\$ 15,255	45.02%
TRAVEL	19,000	-	7,675	7,675	11,325	40.39%
CHILD SERVICES	31,000	-	3,518	3,518	27,482	11.35%
PARENT SERVICES	132,040	-	29,601	29,601	102,439	22.42%
NUTRITION SERVICES	20,000	-	11,185	11,185	8,815	55.93%
OPERATING COSTS	75,500	-	45,066	45,066	30,434	59.69%
<b>TOTAL HEAD START T &amp; T/A</b>	<b>\$ 305,288</b>	<b>\$ 1,597</b>	<b>\$ 107,940</b>	<b>\$ 109,538</b>	<b>\$ 195,750</b>	<b>35.88%</b>

**SETA OPERATED PROGRAM (SOP) - EARLY HEAD START BASIC**  
**Expenditures for Fiscal Year 2008-2009**  
**For the Six Months Ended January 31, 2009**

<b>EARLY HEAD START BASIC</b>	<b>Budget</b>	<b>Administrative Expenditures</b>	<b>Program Expenditures</b>	<b>Total</b>	<b>Remaining Budget</b>	<b>Expenditures as % of Budget</b>
						(6 months = 50.0%)
PERSONNEL	\$ 2,183,267	\$ 100,568	\$ 863,409	\$ 963,978	\$ 1,219,290	44.15%
SUPPLIES	26,500	-	17,825	17,825	8,675	67.27%
OCCUPANCY	160,440	3,506	95,179	98,686	61,755	61.51%
CHILD SERVICES	17,000	-	2,254	2,254	14,746	13.26%
PARENT SERVICES	7,764	-	1,090	1,090	6,674	14.04%
OPERATING COSTS	63,252	5,050	5,728	10,778	52,474	17.04%
<b>TOTAL EARLY HEAD START BASIC</b>	<b>\$ 2,458,224</b>	<b>\$ 109,125</b>	<b>\$ 985,486</b>	<b>\$ 1,094,611</b>	<b>\$ 1,363,613</b>	<b>44.53%</b>

**SETA OPERATED PROGRAM (SOP) - EARLY HEAD START T & T/A**  
**Expenditures for Fiscal Year 2008-2009**  
**For the Six Months Ended January 31, 2009**

<b>EARLY HEAD START T &amp; T/A</b>	<b>Budget</b>	<b>Administrative Expenditures</b>	<b>Program Expenditures</b>	<b>Total</b>	<b>Remaining Budget</b>	<b>Expenditures as % of Budget</b>
						(6 months = 50.0%)
PERSONNEL	\$ 17,542	\$ 790	\$ 6,987	\$ 7,777	\$ 9,765	44.34%
TRAVEL	9,000	-	-	-	9,000	0.00%
CHILD SERVICES	10,000	-	780	780	9,220	7.80%
PARENT SERVICES	15,750	-	1,545	1,545	14,205	9.81%
NUTRITION SERVICES	1,000	-	589	589	411	58.87%
OPERATING COSTS	11,500	-	7,535	7,535	3,965	65.52%
<b>TOTAL EARLY HEAD START T&amp;T/A</b>	<b>\$ 64,792</b>	<b>\$ 790</b>	<b>\$ 17,436</b>	<b>\$ 18,226</b>	<b>\$ 46,566</b>	<b>28.13%</b>



**SETA OPERATED PROGRAMS (SOP) - SUMMARY**

Expenditures for Fiscal Year 2008-2009

For the Six Months Ended January 31, 2009

<b>SUMMARY</b>	<b>Budget</b>	<b>Administrative Expenditures</b>	<b>Program Expenditures</b>	<b>Total</b>	<b>Remaining Budget</b>	<b>Expenditures as % of Budget</b>
HEAD START BASIC	\$ 23,389,023	\$ 1,442,986	\$ 9,968,978	\$ 11,411,964	\$ 11,977,059	48.79%
HEAD START BASIC T&TA	\$ 305,288	\$ 1,597	\$ 107,940	\$ 109,538	\$ 195,750	35.88%
EARLY HEAD START BASIC	\$ 2,458,224	\$ 109,125	\$ 985,486	\$ 1,094,611	\$ 1,363,613	44.53%
EARLY HEAD START T&TA	\$ 64,792	\$ 790	\$ 17,436	\$ 18,226	\$ 46,566	28.13%
<b>TOTAL SETA OPERATED PROGRAMS</b>	<b>\$ 26,217,326</b>	<b>\$ 1,554,498</b>	<b>\$ 11,079,840</b>	<b>\$ 12,634,338</b>	<b>\$ 13,582,988</b>	<b>48.19%</b>

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 February 19, 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	<b>CSAA</b> Elk Grove, CA	3/28/2008	26	RR Scheduled Services Ongoing
Official	5/23/2008	<b>Sun MicroSystem-Sacramento Site</b> 8880 Cal Center Sacramento, CA 95826	8/8/2008	1	Mailed packet
Official	7/1/2008	<b>Intuit, Inc.</b> 1860 Howe Ave., Ste. 260 Sacramento, CA 95825	8/25/2008	6	8/25/2008
Unofficial	7/2/2008	<b>Room Source</b> 849 North 10th Street Sacramento, CA 95814	7/18/2008	25	7/18/2006
Official	7/7/2008	<b>Windsor Capital Group, Inc. Residence Inn Sacramento</b> 2410 El Camino Ave. Sacramento, CA 95833	8/29/2008	87	Declined Services
Official	7/11/2008	<b>American Airlines</b> 6900 Airport Blvd Terminal B Sacramento, CA 95837	9/5/2008	8	8/7/2008
Official	7/23/2008	<b>Indymac Bank</b> 10860 Gold Center Drive Rancho Cordova, CA 95670	8/29/2008	109	Declined Services
Official	7/23/2008	<b>GenCorp-Aerojet</b> Highway 50 & Aerojet Rd Rancho Cordova, CA 95670	9/23/2008	99	9/24/2008
Official	7/24/2008	<b>Paramount Pictures</b> 5555 Melrose Ave Hollywood, CA 90038	9/22/2008	1	Declined Services
Official	8/5/2008	<b>AT&amp;T Advanced Solutions Inc., Broadband &amp; Narrowband Operations</b> 3675 T. Street Sacramento, California	9/6/2008	188	9/10-11/08 RR scheduled 9/17/08
Unofficial	8/7/2008	<b>Western Wood Manufacturing</b> 3700 Riego Rd Elverta, CA 95626	9/25/2008	35	9/4/2008
Unofficial	8/14/2008	<b>Winter Volvo</b> 3805 Florin Rd Sacramento, CA	8/26/2008	45	8/20/2008
Unofficial	9/9/2008	<b>Muzio Baking Co.</b> 1708 34th Street Sacramento, 95816-7004	9/9/2008	15	Delivered Packets
Unofficial	9/15/2008	<b>Ikon</b> 1225 8th Street, Sacramento, CA 95814	9/15/2008	10	9/15/2008

## Dislocated Worker Information PY 2008/2009

The following is an update of information as February 19, 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	10/3/2008	<b>Bank of America</b> 11080 White Rock Road Ste. #500 Rancho Cordova	10/10/2008	15	10/9/2008
Official	10/10/2008	<b>Wachovia</b> 1510 Arden Way Sacramento, CA 95825	7/5/08 - 12/31/08	56	Pending
Official	10/1/2008	<b>Johnson Controls</b> 1900 Prairie City Rd Folsom, CA 95630	12/7/2008	36	Pending
Official	10/28/2008	<b>Mervyns</b> Sacramento, CA	12/31/2008	512	11/14/2008
Official	10/29/2008	<b>CSAA</b> Elk Grove, CA	12/31/2009	346	RR Scheduled 11/24/08 Services Ongoing
Official	11/13/2008	<b>Michael's Furniture</b> 5849 88th St. Sacramento, CA	12/31/2008	123	12/19/2008
Official	12/4/2008	<b>Panattoni</b> 8775 Folsom Blvd, Suite 200 Sacramento, CA 95826	2/5/2009	91	Declined Services
Official	12/12/2008	<b>Marvell Semiconductor, Inc.</b> 890 Glenn Drive Folsom, CA 95630	2/13/2009	3	Pending
Unofficial	12/19/2008	<b>Borders</b> 4750 Natomas Blvd. Sacramento, CA 95835	1/3/2009	30	12/23/08 Delivered Packets
Official	1/9/2009	<b>Health Net, Inc.</b> 12033 Foundation Place Rancho Cordova, CA 95670	3/12/2009	58	RR Scheduled 2/18-19/09
Official	1/12/2009	<b>JC Penney</b> 5949 Fair Oaks Blvd. Carmichael, CA 95608	3/30/2009	244	1/12-15/09
Unofficial	1/20/2009	<b>COUNTY OF SACRAMENTO-DHS</b> SACRAMENTO, CA		20	2/17/2009
Official	1/21/2009	<b>Optisolar</b> McClellan, CA 95652	3/21/2009	105	Declined Services
	1/21/2009	<b>Circuit City</b> 2121 Arden Way Sacramento, CA 95815	3/21/2009	57	2/10/2009
Official	1/21/2009	<b>Circuit City</b> 8211 Laguna Blvd. Elk Grove, CA 95758	3/21/2009	57	RR Scheduled 3/12/09
Official	1/21/2009	<b>Circuit City</b> 7980 Arcadia Citrus Heights, CA 95610	3/21/2009	45	RR Scheduled 3/4/09

## Dislocated Worker Information PY 2008/2009

The following is an update of information as February 19, 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	1/23/2008	<b>Bank of America</b> 11080 White Rock Road Ste. #500 Rancho Cordova	2/16/2009	25	RR Scheduled 2/11/09 Services Ongoing
Official	1/28/2009	<b>Delta Dental</b> 11155 Internantional Drive Rancho Cordova, CA 95670	3/31/2009	68	Declined Services
Official	2/4/2009	<b>LifeMasters</b> 10989 Trade Center Dr. #200 Rancho Cordova, CA 95670	3/30/2009	110	2/23/2009
Unofficial	2/12/2009	<b>USAA*</b>	9/1/2009	626	Pending
		*AN OFFICIAL WARN NOTICE WILL BE ISSUED			
			<b>Total # of Affected Workers</b>	<b>3282</b>	

ITEM IV-E - INFORMATION

UPDATE ON FEDERAL ECONOMIC STIMULUS

BACKGROUND:

Staff will provide an update on what information is available on federal economic stimulus funds that are anticipated to be received by the agency, and planning efforts to address the use of these funds.

STAFF PRESENTER: Robin Purdy

## 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.

# *Monthly Head Start Report*

## January 2009

### SETA Programs Operation

**Child Safety Curriculum** – The Child/Staff Safety Sub-committee is expected to launch its first Child Safety Curriculum Activities in March. The team has been working diligently to create classroom activities to help engage children in dialogue and understanding of classroom safety procedures and practices. Some activities include safety songs (created and written by staff and parents), puppet shows (created and written by staff), games, precautionary measures, etc. Themes will be extended by the Parent/Staff Safety Sub-committee as home activities/home connections. Teaching staff will be trained in March and the full curriculum will be rolled out monthly beginning in April 2009.

**Staff Higher Education** – As some of you may know, Head Start Re-authorization (which was signed into law on December 12, 2007) states that “All Head Start Teachers must possess an Associates or Bachelors degree in Early Childhood Education” by October 2011. Currently 74% of SETA Head Start Teachers/Site Supervisors possess a BA or AA degree, of which, 58% possess their AA/BA in Early Child Education. While we do not currently meet the 100% threshold, staff continues to work toward their educational goals to meet the 2011 deadline. We have applied and secured additional supplemental funds in the amount of \$68,200 to help pay tuition and book costs for staff attending college. We are in the process of implementing a strategic plan to assist and provide ongoing support to staff to accomplish their goals. We will keep you updated on progress toward the new statute.

### Program Support Services

- SETA Head Start is a leader in the community through active involvement with the State Infant Development Association (IDA) and the River Valley Chapter of the organization, our regional chapter. The IDA provides advocacy, networking and training opportunities for early intervention professionals. Melanie Nicolas, a Program Officer, with SETA Head Start has been reelected as Chapter Chair for the second program year.
- The collaboration between the Health Education Council (HEC), Soil Born Farms and SETA Head Start for the “In the Grow” project funded by First 5 Sacramento is approaching its second year. Planning is underway for the April re-opening of the urban farm stands at select Head Start locations; teacher, parent and children nutrition education training using the I Am Moving I Am Learning (IMIL) expansion to include new centers and Gardening Training and supplies. The program received excellent feedback at the recent First 5 Sacramento funded programs meeting.



## **Education Services Update**

- The Education Content meeting in January focused on Systems for Individualization. Each Delegate Agency shared their forms and processes for individualizing for children in the classroom. The forum allowed Education Coordinators to get new ideas and see how other agencies are able to meet certain Head Start requirements.
- The County-Wide Home Base Network meeting was held on January 9<sup>th</sup>. Our guest speaker, Venita Jelks, Family Advocate from Cal Safe Programs, presented on the Stages of Development of Teen Parents. Venita was able to answer many of the Home Visitor's questions and provide strategies for working and communicating with teen parents more effectively.
- The January Cluster trainings "Foundations in Language and Literacy" were presented to SETA Operated Programs (SOP) preschool staff on the 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup>. SOP EHS staff received training on Language and Literacy for Creative Curriculum on the 23<sup>rd</sup> and 27<sup>th</sup>.
- The "Foundations in Language and Literacy" training was presented to the Women's Civic Improvement Club (WCIC) teaching staff on January 23<sup>rd</sup>.
- Education staff attended California Preschool Instructional Network (CPIN) training on Leadership for Literacy presented by Dr. Roberts. The training focused on helping preschool programs identify and implement effective literacy programs using three critical components of Leadership: instruction, process of change and organizational planning.
- The Education staff is participating in the Sacramento County Transition Collaborative hosted by Sacramento County Office of Education (SCOE). This team of ECE professionals will coordinate a countywide transition summit which is scheduled for April 2009.
- The Education staff continues to support SOP sites with IMIL classroom strategies, resources and materials, and delegate agencies with IMIL resources on CDs.

## **Disabilities Services Update**

- The Disabilities Content County Wide Meeting was held on Thursday, January 22<sup>nd</sup>. Items on the agenda included a discussion about clarification of the 10% enrollment of children with disabilities for programs with combined Head Start and Early Head Start grants compared to programs who have separate Early Head Start and Head Start grants. Also on the agenda was interpretation of the monitoring reports; what constitutes a finding and what actions receive comments.
- On January 14<sup>th</sup> a site visit was made to WCIC/Playmate (a delegate site) and on January 23<sup>rd</sup>, a site visit was made to Hillsdale (a SOP site) with monitoring staff.
- The Special Education Monthly Meeting for SOP was held on Friday January 23<sup>rd</sup>. Main topics of discussion were the disabilities budget, inclusion teams and disability awareness items in the classroom.

### **Mental Health Services Update**

- A Countywide Mental Health Content Meeting scheduled for February 19, 2009.
- Refresher Training on the use of the DECA social-emotional-behavioral screening tool was provided to the SOP Head Start Home Base program. Ongoing support for staff is provided through case management with a Social Worker.

### **Health Services Update (Medical, Dental and Nutrition)**

- SETA Head Start is currently working on a grant application to secure a grant from Sun Shade for shades to be utilized at SOP sites.
- WCIC Staff received seizure training.
- Several SOP staff at various centers received training on the use of the Epi-pen and care plan for Seizures & Asthma.
- Garnet Volkens, a Health Coordinator, was able to obtain donations of toothbrushes & tubes of toothpaste for the Grandparent Conference held in January.
- SETA's IMIL program received kudos from the ACF Region IX office during the December 2008 Risk Assessment Meeting in San Francisco. A portfolio with photos and a progress report is being requested by the regional office to be shared with the Washington DC office. A recognition letter/certificate signed by the Deputy Director and Managers of SETA Head Start will be presented to each participating IMIL site for their enthusiasm, commitment and hard work in making this a successful program.
- The sites being considered by the Program Officers for IMIL Year 2 (beginning August 2009), include: Job Corps, La Riviera, Strizek, Hopkins, Country Woods, Grizzly Hollow, Broadway, Fruitridge and New Helvetia 1.
- The Expanded Food and Nutrition Education Program (EFNEP) trainings on the curriculum, "Go, Glow, Grow", which supplement the IMIL nutrition component (MOU with SETA) continues to progress for teachers and IMIL coaches.
- Year 1 IMIL Nutrition and Physical Activity survey results have been collected and compiled into a report that demonstrated 49% are at low risk, 36% are at moderate risk, and 15% are at high risk for making poor nutritional choices and insufficient physical activity. Recommendations to improve on collecting information were discussed. Results of evaluation will be used to improve on nutrition education for parents and staff.
- SETA will be the recipient of an additional \$5,000 in funds, from the Health Education Council (HEC) through the "In the Grow" program funded by First 5 Sacramento. HEC will purchase educational materials for implementation of Year 2 IMIL program.
- Spring Gardening training will be offered during the months of March and May for the centers who are interested.
- Delegates WCIC and San Juan Unified School District have requested workshops in IMIL, Obesity Prevention and Health and Nutrition for Pregnant Teens.
- SETA, San Juan and Sac City's Early Head Start Program will be meeting with the Women, Infants and Children's program (WIC) to coordinate efforts in addressing the many needs of the families we serve both in Early Head Start and Head Start.
- Sandy Martinez, Head Start Health Coordinator, will be participating in the Breastfeeding Coalition of Greater Sacramento, with the long term objective of strengthening breastfeeding support to Early Head Start mothers and infants.
- There were 12 referrals given to families from SETA and Delegate Agencies for nutrition consultation from Sandy Martinez, the Nutrition Coordinator, for SETA Head Start.

## **Family and Community Partnerships**

This report reflects the month of January 2009 and activities completed by the Family Support Unit.

- Parent Training – 7 SOP only, 10 Countywide
- Staff Training – 1 Countywide
- Sites Monitored – 3 SOP only
- Committee Meetings – 4 SOP only, 9 Countywide
- Attend Parent meetings at Walnut Grove and Crossroads
- 01/24/09 - I am Moving, I am Learning (IMIL) at the Parker Avenue site – Robert Silva
- 01/24/09 - Daddy and Me Fishing in the City event – Robert Silva
- 3 staff meetings – Judy Weber
- 3 site meetings – Alma Hawkins
- Family Literacy Improvements Program (FLIP) information cards sent out – Alma Hawkins
- 01/30/09 - Grandparent Conference – Alma Hawkins
- Tai Chi-Stress Reduction – Kory Annonio
- General Health/ Nutrition training – Kory Annonio
- 01/14/09 - Sacramento Works Job Club/General - Kory Annonio and Belinda Malone
- Hunger Coalition - Kory Annonio
- County Obesity Coalition - Kory Annonio
- 01/14/09 - Budgeting Workshop – Belinda Malone
- Goal-setting and Family Partnership Agreement Workshop was provided to the Sacramento City USD School Community Liaison and Home Base Staff.
- 02/12/09 - Next Countywide Content Meeting
- 01/26/09 – Maple Avenue Head Start, Memory Book, Judy Weber
- 01/27/09 – Job Corp, Transition from Infancy to Kindergarten, Alma Hawkins
- 01/28/09 – Bannon Creek, Information on Parenting/Discipline, Tesesa Hernandez
- 01/30/09 – La Riviera, Mathematical Concepts With Children

## **Child and Adult Care Food Program (CACFP) Report (SETA Operated Program)**

December 22, 2008 – January 02, 2009

Total Number of Meals and Snacks Prepared			
Lunch	PM Snack	Breakfast	Field Trips
29,240	17,218	21,030	160
Total Number of Meals and Snacks Prepared		67,648	

**Program Enrollment Report**

January 2009

**HEAD START**

<b>SETA</b>	<b>Funded Enrollment</b>	<b>Last Day of Month Enrollment</b>	<b>Percentiles</b>
Track 1	915	926	101
Track 3	915	935	102
Track 4	33	36	109
<b>SETA subtotal</b>	<b>1,863</b>	<b>1,897</b>	<b>102</b>
Track 2 (off track)	915	915	0
<b>SETA Total</b>	<b>2,778</b>	<b>2,812</b>	<b>102</b>

<b>Delegate Agencies</b>	<b>Funded Enrollment</b>	<b>Last Day of Month Enrollment</b>	<b>Percentiles</b>
Elk Grove	380	380	100
Sacramento City	1,272	1,293	102
San Juan	680	680	100
Twin Rivers	179	179	100
WCIC/Playmate	100	100	100
Delegate Totals	2,611	2,632	101
<b>SETA/Del Subtotals</b>	<b>4,474</b>	<b>4,529</b>	<b>101</b>
<b>County Totals</b>	<b>5,389</b>	<b>5,444</b>	<b>101</b>

**EARLY HEAD START**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>Last Day of Month Enrollment</b>	<b>Percentiles</b>
SETA	213	211	99
Sacramento City	115	114	99
San Juan	129	129	100
<b>EHS County Totals</b>	<b>457</b>	<b>454</b>	<b>99</b>