



Sacramento  
Employment and  
Training  
Agency

**GOVERNING BOARD**

**KEVIN MCCARTY**  
Councilmember  
City of Sacramento

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

**BONNIE PANNELL**  
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, September 3, 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).

**REVISED  
AGENDA**

- I. **Call to Order/Roll Call/Pledge of Allegiance**
- II. **Consent Items**
  - A. Minutes of the August 6, 2009 Regular Board Meeting
  - B. Approval of Claims and Warrants
- III. **Action Items**
  - A. **GENERAL ADMINISTRATION/SETA**
    - 1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Second and Final Reading of the Proposed Sacramento Employment and Training Agency Budget for Fiscal Year 2009-2010 (Roy Kim)
    - 2. Approval to Renew the Franklin Boulevard Lease (Robin Purdy)

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

3. ***Approval to Accept Funds for the Work Incentives Planning and Assistance Grant (WIPA) and Contract with Crossroads Diversified Services, Inc. (Melissa Noteboom)***

**B. WORKFORCE INVESTMENT ACT**

1. Review and Approval of Funding Recommendations for American Recovery and Reinvestment Act/Workforce Investment Act Adult/Dislocated Worker Program (Phase 2) (Robin Purdy)
2. Reappointment of WIB Members (Kathy Kossick)
3. Approval to Submit Proposals in Response to the California Clean Energy Workforce Training Program (Robin Purdy)

- C. HEAD START:** No items.

**D. COMMUNITY SERVICES BLOCK GRANT**

1. Approval of the Community Services Block Grant (CSBG) Request for Proposals for the 2010 Program Year (Cindy Sherwood-Green)
2. Approval to Fund Agencies Selected to Deliver Homelessness Prevention and Rapid Re-Housing Program (HPRP) Services with Community Services Block Grant (CSBG) Recovery Act Funding (Cindy Sherwood-Green)
3. Ratification of the Submission of a Proposal to the State Department of Community Services and Development to Expand the Earned Income Tax Credit Program (Cindy Sherwood-Green)
4. ***Approval of Resolution to Accept Community Services Block Grant Recovery Act Funds and Authorize the SETA Executive Director to Sign all Grant Documents (Cindy Sherwood-Green)***

**E. REFUGEE PROGRAMS**

1. Approval of Staff Funding Extension Recommendations for Refugee Employment Social Services (RESS), Targeted Assistance (TA) and Discretionary Programs, PY 2009-2010 (Michelle O'Camb)

**IV. Information Items**

- A. Voice Over Internet Protocol (VoIP) Update (Edward Proctor)

- B. Fiscal Monitoring Reports (Roy Kim)
  - Housing Now
  - Sacramento Lao Family
  - Women's Civic Improvement Club
- C. Head Start Fiscal Report (Roger Bartlett)
- D. Phase I Workforce Investment Act/American Recovery and Reinvestment Act Adult/Dislocated Worker Funding Recommendations (Robin Purdy)
- E. Enterprise Zone Designation (William Walker)
- F. Dislocated Worker Update (William Walker)

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

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

**VII. Adjournment**

**DISTRIBUTION DATE: WEDNESDAY, AUGUST 26, 2009**

**REVISED AGENDA DISTRIBUTION DATE: THURSDAY, AUGUST 27, 2009**

ITEM II-A - CONSENT

MINUTES OF THE AUGUST 6, 2009 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the August 6, 2009 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, August 6, 2009  
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance**: Mr. Jimmie Yee called the meeting to order at 10:07 a.m.

**Members Present:**

Jimmie Yee, Chair, SETA Governing Board; Member, Board of Supervisors  
Kevin McCarty, Vice Chair, SETA Governing Board; Councilmember, City of  
Sacramento

Don Nottoli, Member, Board of Supervisors

Bonnie Pannell, Councilmember, City of Sacramento

Sophia Scherman, Public Representative

II. **Consent Items**

The consent calendar was reviewed; no questions or comments:

- A. Minutes of the June 22, 2009 Special Board meeting
- B. Approval of Claims and Warrants
- C. Approval of Temporary Reclassification Extension for Employment Services Supervisor

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

- A. Approve the June 22, 2009 minutes.
- B. Approve the claims for the period 6/16/09-7/29/09.
- C. Approval of Temporary Reclassification Extension for Employment Services Supervisor

Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

- 1. Approval to Renew the Franklin Boulevard Lease and Authorize the Executive Director to Execute the Lease

Ms. Robin Purdy reviewed this item requesting a five-year renewal of the lease for the Sacramento Works Career Center on Franklin Blvd. It will have an option to renew for another five years.

Ms. Scherman inquired who would pay for the restroom renovation; Ms. Hubbs stated that the landlord would. Mr. Thatch stated that it is included in the lease rent and part of the extension recommendation. There is no timeline when the renovations are to be done. Ms. Pannell asked that the renovations be done immediately. Ms. Hubbs replied that the property manager is anxious to please us. Mr. Thatch stated that something will be put in the lease as well.

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

There are three pages of tenant improvements. The cost of tenant improvements is estimated at \$10,000. SETA is asking for a new janitorial service so staff is assured that the office is cleaned appropriately.

Mr. Kevin McCarty arrives at 10:13 am.

In response to a question from Ms. Pannell, Ms. Hubbs stated that there are a lot of vacancies in the area and there are deals to be made. Mr. Nottoli stated that over a five year period, it is reasonable to look at no rent increases. He thinks no increases in rent for the first couple of years would be appropriate. Staff was directed to renegotiate with the landlord for a lower rate.

Moved/Scherman, second/Nottoli, to direct staff and legal counsel to renegotiate this lease for a lesser rate and include a completion date for the improvements.  
Voice Vote: Unanimous approval.

2. Approval of Resolution and Memorandum of Agreement Authorizing the Transfer of the Enterprise Zone Voucher Program from SHRA to SETA

Mr. William Walker reviewed this item which transfers the Enterprise Zone voucher program from SHRA to SETA. Leslie Palmer and Greg Wessel from SHRA were introduced.

Moved/Nottoli, second/Pannell, to approve a resolution authorizing the transfer of the Enterprise Zone Voucher Program from SHRA to SETA and authorizing SETA's Executive Director to execute the Memorandum of Agreement.  
Voice Vote: Unanimous approval.

3. Approval to Release a Request for Proposals (RFP) for Payroll Services: Pulled from the agenda.
4. Approval of Staff Recommendation for the Adult Vendor Services (VS) List

Ms. Espie Lindsey reviewed this item. No questions or comments.

Moved/Scherman, second/McCarty, to approve the recommendation for the Adult Vendor Services List to add The Observer Media Institute, Inc.

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

**B. WORKFORCE INVESTMENT ACT**

1. Approval to Modify American Recovery and Reinvestment Act funding recommendations for Beutler Corporation and Sacramento Regional Conservation Corps

In June, the Board approved Phase I ARRA funding recommendations; this item requests two modifications to the Phase I recommendations.

For the Conservation Corps, staff negotiated to increase the number of people they will train. Staff is recommending to train and place 20 customers at \$10,000 per person.

Beutler will be converted to OJT contracts. When staff met with Beutler, it was clear that they needed a teacher and training materials. Staff is recommending a service agreement for \$50,000 for teaching and two OJT contracts. One contract will be for 40 employees to install flash coolers; the second OJT contract will be for Consolitrades to take dislocated workers to train in a variety of trades and use them to do residential and commercial construction.

Recruitment will be done at the Career Centers and participants will be enrolled in the WIA program. Staff will report back with a portfolio of the customers to be trained.

Moved/Pannell, second/Nottoli, to approve the modifications of the American Reinvestment and Recovery Act funding recommendations for Sacramento Regional Conservation Corps and Beutler Corporation.

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

2. Approval to Augment the Broadway, Lemon Hill, and South County One Stop Career Centers with Workforce Investment Act Governor's 15% Discretionary Funds for the New Start Program

Ms. Purdy stated that this program develops services for re-entry ex-offender customers at our career centers. Staff is recommend augmenting three of the career centers for \$55,000 and approve \$65,000 to be used for supportive services (housing, tools, boots) and scholarships for re-entry customers.

Moved/Nottoli, second/McCarty, to:

- Approve augmentations to the subgrant agreements the Sacramento City Unified School District, Elk Grove Unified School District and Asian Resources, Inc. in the amount of \$55,000 each to add staff to provide services to New Start customers.

- Approve \$65,000 for supportive services and scholarships for New Start customers served by this grant.

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

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

**D. COMMUNITY SERVICES BLOCK GRANT**

1. Approval to Ratify the Release of a Conditional Request for Proposals and to Allocate \$1 Million in Community Services Block Grant (CSBG) Recovery Act Funding to Support the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Ms. Cindy Sherwood-Green reported that funds were allocated in May to support the HPRP program. A conditional RFP was released. When funding recommendations are made, they will be presented to the Community Action Board and to the Governing Board in September. There was a four week turn around for proposals. SETA has not yet received our CSBG funding from the state.

Moved/Pannell, second/Scherman, to ratify the release of the HPRP RFP and approve the allocation of \$1 million in CSBG Recovery Act funding to support HPRP activities to be funded through the HPRP RFP process, subject to final funding determinations of the Governing Board.

Voice Vote: Unanimous approval.

2. Appointment of Member to the Community Action Board

Ms. Sherwood-Green reported that staff is requesting the appointment of the Sacramento Food Bank to fill a Private Sector seat on the CAB.

Moved/Scherman, second/Pannell, to appoint the Sacramento Food Bank and Family Services to represent the Private Sector on the Community Action Board.

Voice Vote: Unanimous approval.

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

**IV. Information Items**

A. Fiscal Monitoring Reports: No questions or comments.

B. Regional Economic Recovery Work Plan for the Sacramento Region: Ms. Purdy reviewed the regional economy recovery plan developed by SACTO built around three goals:

1. Improve our Built Environment – improving our transportation and non-transportation-related infrastructure



2. Grow a Competitive Advantage in Technology – with a particular focus on the clean/green industry sector
  3. Maintain a Strength in Workforce – investing in education and training programs that prepare residents for the jobs and skills important to the region's economy now and in the future
- C. Governor Arnold Schwarzenegger Announces California Green Jobs Corp Funding: SETA was funded for \$937,890. SETA will be the fiscal agent and will be partnering with three workforce development areas.
- D. Media Coverage Summary: Recovery Act Funded Programs: No comments.
- E. Update on the Rescue and Restore Victims of Human Trafficking Program: Ms. Mary Jennings reported that the program started in May when the funding came available.
- F. Unemployment Rates for Sacramento County: Ms. Purdy expressed hope that Recovery Act strategies will help get people back to work.
- G. WorkKeys Update: Mr. Walker reported that SETA staff have been recruiting for Campbell's Soup. Recently there was a recruitment with 600 applicants; Campbell's Soup hired 150 individuals. Applicants were lining up at 1:30 a.m. with their children. There were a lot of people looking for work and a lot of desperation. Staff have been working with the Golden Corral and all of their recruitment went through our career centers; they hired 180 people.
- H. Dislocated Worker Update: Mr. William Walker reported that Kohl's is currently hiring management staff and they will use our career centers to hire line staff.
- V. Reports to the Board**
- A. Chair: No report.
- B. Executive Director: PAC Chair Ms. Salina Davey and PC Vice Chair Ms. Jennifer Ryon, were recognized. Ms. Scherman was wished a Happy Birthday!
- C. Deputy Directors: Ms. Purdy reported that the County Department of Human Assistance monitored our three contracts. SETA received a clean monitoring report with one exception. SETA estimated some costs for employer reimbursements and the costs were not reconciled to actual. SETA reimbursed the county \$4,695.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No report.
- VI. Adjournment:** Meeting adjourned at 10:50 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 7/30/09 through 8/26/09, and all expenses appear to be appropriate.

STAFF PRESENTER: Kathy Kossick

ITEM III-A – 1 - ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: FINAL READING AND APPROVAL  
OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY BUDGET FOR  
FISCAL YEAR 2009-2010**

**BACKGROUND:**

In June, 2009 the Board took action to open a public hearing on the 2009-2010 proposed agency budget. At that time, the public hearing was scheduled to close September 3, 2009.

The final budget for the fiscal year 2009-2010 will be sent under separate cover. Staff will be available to answer questions. The final approved budget will also be submitted to the County and City for approval.

**RECOMMENDATION:**

Hear testimony, close the public hearing and approve the SETA budget for fiscal year 2009-2010.

**STAFF PRESENTER:** Roy Kim

ITEM III-A – 2 - ACTION

APPROVAL TO RENEW THE FRANKLIN BOULEVARD LEASE

BACKGROUND:

In July 2004, the Governing Board approved the renewal to the lease between SETA and the Franklin Business Center Associates for 9,299 sq. ft. of office space located at 7000 Franklin Blvd., Suite 540. This renewal was for a five-year extension with the option to renew for an additional five years at the expiration of the Renewal term, which will be September 30, 2009. The Option to Renew shall be at 90% of the current market rent for comparable office space in the South Sacramento area, at a rate agreed to by the parties for a term of five years.

The new lease requires that the client and staff restrooms be renovated to improve their present condition, as well as other miscellaneous items.

At the August 6 Governing Board meeting, staff was asked to renegotiate the lease at a market value that better reflects the current market conditions. Further discussions with a Real Estate Broker determined that an appropriate rate would be \$1.26/sq.ft., fully serviced, with annual increases of 2%. The Franklin Business Center Associates were contacted and SETA has renegotiated a five year lease extension through September 30, 2014 at a rate of \$1.26/sq.ft., fully serviced, with annual increases of 2%. The present rate for this space is at \$1.39/sq.ft., fully serviced.

RECOMMENDATION:

Approve the extension of the lease for the Franklin Boulevard Career Center for an additional five years commencing at \$1.26 per square foot, fully serviced, with annual increases of 2%.

STAFF PRESENTER: Robin Purdy

### ITEM III – A – 3 - ACTION

#### APPROVAL TO ACCEPT FUNDS FOR THE WORK INCENTIVES PLANNING AND ASSISTANCE GRANT (WIPA) AND CONTRACT WITH CROSSROADS DIVERSIFIED SERVICES, INC.

##### BACKGROUND:

Since 2006, SETA and Crossroads Diversified Services, Inc. (Crossroads) have partnered to provide benefits planning services to SSA beneficiaries under the Work Incentives Planning and Assistance Grant (WIPA). In this regard, the California Employment Development Department (EDD) has contracted with SETA, which has acted as the fiscal agent, for the provision of WIPA services. In turn, SETA has sub-contracted with Crossroads to provide a substantial portion of the WIPA services to eligible SSA beneficiaries.

In April 2009, EDD awarded SETA a continuation grant for PY2009-2010; however, due to budget issues, EDD was unable to release funding until State budget issues were resolved. On March 31, 2009, the previous contract between EDD and SETA and the subcontract between SETA and Crossroads expired. In anticipation of the release of PY 2009-2010 funding, SETA and Crossroads continued to provide WIPA services to eligible SSA beneficiaries during April and May, 2009. EDD, however, subsequently determined that it would not continue to participate in the WIPA program beyond May 31, 2009 and, thus, EDD made a decision to withdraw from the WIPA project effective May 31, 2009. This timing resulted in a two-month period, April-May 2009, wherein WIPA services continued to be provided, but without a formal contract between EDD and SETA or an executed subcontract between SETA and Crossroads.

In July, EDD released \$33,500 in WIPA funding for PY2009-2010 to participating local areas to cover costs incurred during April/May 2009 and contracted with SETA in this amount to reimburse it for services that had been provided by SETA and Crossroads during this two-month period. Only SETA and Crossroads are authorized by the EDD contract to provide services and EDD supports execution of a contract between SETA and Crossroads for the WIPA services provided by Crossroads to the eligible SSA beneficiaries. In order for SETA to include Crossroads' costs for April/May 2009 in SETA's invoicing for funds to EDD, which do not exceed \$20,000, and to permit SETA to reimburse Crossroads from WIPA funds, a contract will need to be executed between Crossroads and SETA.

SETA's Procurement Policies authorize SETA to procure services through non-competitive procurement when the services are determined to be available from only a single source. The services to be contracted for here have already been provided by Crossroads to SSA recipients and no other entity would be eligible. Staff has determined that the services that were provided are consistent with the expired WIPA

STAFF PRESENTER: Melissa Noteboom

ITEM III-A – 3 – ACTION (continued)  
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contract and support execution of a short-term, two-month contract to allow for reimbursement to be paid to Crossroads for these services. Staff has determined that sufficient funds are available from SETA's WIPA contract with EDD to pay for these services. Execution of a sub-contract will allow SETA to pass through to Crossroads an appropriate portion of the WIPA funds.

RECOMMENDATION:

Find that the WIPA services provided by Crossroads to SSA beneficiaries during the months of April and May, 2009 are available from only a single source for the reasons noted in the background, approve the acceptance of funds for the Work Incentives Planning and Assistance Grant (WIPA) from EDD, and approve a subcontract with Crossroads Diversified Services, Inc., in an amount not to exceed \$20,000.

STAFF PRESENTER: Melissa Noteboom

## ITEM III-B – 1 - ACTION

### REVIEW AND APPROVAL OF FUNDING RECOMMENDATIONS FOR AMERICAN RECOVERY AND REINVESTMENT ACT/WORKFORCE INVESTMENT ACT ADULT/DISLOCATED WORKER PROGRAM (PHASE 2)

#### BACKGROUND:

The Sacramento region is facing challenging economic times. The unemployment rate in July, 2009 was over 11.8% in Sacramento County, the highest rate since 1976. The American Recovery and Reinvestment Act of 2009 is an attempt to preserve and create jobs and promote economic recovery. The Sacramento Employment and Training Agency received \$7,682,334 in Recovery Act funding from the U.S. Department of Labor. Ninety percent (90%) of these funds, or \$6,914,101 were allocated by Sacramento Works, Inc. and the SETA Governing Board for direct customer services. In Phase 1 staff recommended an allocation of \$ 4,973,584 to serve 1,085 customers. The remaining funds, \$1,940,517 and \$1,000,000 in funds allocated to SETA by the Sacramento County Department of Human Assistance, are included in this funding recommendation. The goals of these programs are to:

- assist dislocated workers and adults who are most impacted by the recession
- provide investments in workforce development needed for technological advances in green jobs and healthcare
- prepare workers for high wage, high demand, critical occupational clusters that provide self-sufficiency wages, employer paid benefits, and career advancement
- engage and support regional employers through workplace training and business development and retention services

On April 3, 2009, the SETA Governing Board released a Request for Proposals to solicit proposals for occupational skills training, workplace learning/job creation, and business development and innovation. The RFP process is in two phases, with the deadline for Phase 2 occurring on July 23, 2009. Thirty-four (34) proposals were received in response to the Phase 2 solicitation requesting \$10,073,390. Each proposal was reviewed and ranked by an evaluation team made up of members of the Workforce Investment Board, representatives of partner agencies and SETA staff. The evaluation criteria included:

- Effectiveness of the applicant in delivering comparable services
- Demonstrated need for the proposed service
- Number of jobs created and timeliness of job creation
- Number of jobs in critical occupational clusters that are long term, pay benefits and have career ladders

STAFF PRESENTER: Robin Purdy

ITEM III-B – 1 – ACTION (continued)

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- Reasonable cost per job
- Applicant has the organizational and financial capacity for a quick start-up and implementation of proposed activities
- Applicant is able to identify and reach out to the low-income population and dislocated workers
- The project produces results (jobs with good wages and/or career ladders) within the 18 month funding cycle
- Applicant works with and coordinates through the Sacramento Works Career Center System
- Other funds are leveraged for this project
- Insure that applicants have targeted areas of high unemployment
- The project partners with other ARRA funded projects within the region

The reading teams made an effort to balance out the service levels to ensure diversity in the recommendation in terms of target populations, geography, types of providers, represented and unrepresented workers. An analysis of the proposed service levels by gender and ethnicity indicates that all demographic groups will be served at levels consistent with their percentage of the population.

Based on the results of the evaluation, proposals were ranked into three categories:

**Rank 1:** Proposals exceeded all of the RFP criteria, proposed services in critical occupational clusters to targeted populations, included partnerships and leveraged funding, contained employment in jobs with self-sufficiency wages as the outcome of the training program, and included a plan for sustaining and continuing the training program at the end of the Recovery Act funding.

**Rank 2:** Proposals met all of the RFP criteria and qualified for funding through Recovery Act dollars.

**Rank 3:** Proposals included some design issues, included equipment costs, included long term 100% wage subsidies, or were not evaluated as fundable with the Recovery Act funds.

In Phase 1, SETA/Sacramento Works, Inc. targeted Clean Energy Technology and Green Jobs for funding. In Phase 2, the priority will be on putting people back to work by providing wage subsidies through the Workplace Training/Job Creation activity and providing scholarships and support services through the One Stop Career Center

STAFF PRESENTER: Robin Purdy



system (69% of funds). In addition the recommendation includes funding for occupational skills training (21%) and Business Development and Retention (10%). The Workplace Training/Job Creation activity provides wage subsidies for unemployed workers in order for them to gain the work readiness or occupational skills that are needed to compete in the labor force. Two types of wage subsidies have been proposed:

**Work Experience (WEX)** is a 100% wage subsidy to provide a short-term planned, structured learning experience that takes place in the public, private, or non-profit sector for a limited period not exceeding 300 hours. Work Experience is for participants who need assistance in becoming accustomed to foundation skills needed by most occupations in growth industries and can be a combination of classroom and hands-on learning.

**On-the-Job Training (OJT)** is placement in subsidized employment. Occupational skills training is provided at the employment site and is expected to result in full-time, permanent, unsubsidized employment with the employer who is providing the training. OJT provides knowledge or skills essential to the full and adequate performance of the job. OJT is a “hire first” program that provides a wage subsidy of up to 50% of the wages paid by the employer for the first 3-6 months of employment. Wages, benefits, and working conditions must be equal to those provided to regular employees.

In September, 2009, the Sacramento County Board of Supervisors will be taking action on a recommendation from the Sacramento County Department of Human Assistance to allocate \$2,000,000 in Temporary Assistance to Needy Families (TANF) Emergency Contingency Funds (ECF) to SETA to strengthen our ability to put people to work by providing wage subsidies. Staff is recommending including \$1,000,000 of these funds for Recovery Act Phase 2 recommendations, contingent upon approval by the Board of Supervisors, and allocating the remaining funds for the providers funded in Phase 1 of the RFP and in the extension of the Refugee Program service providers. The ECF funds can be used for non-personnel costs associated with a subsidized employment program. Staff is recommending that all funded applicants take part in a Workplace Learning Workgroup, facilitated by SETA and the County Department of Human Assistance, which will provide technical assistance, ensure that programs receive referrals of CalWORKs eligible job seekers, and monitor performance.

The Occupational Skills Training activity in this RFP allows contracts for group training in critical occupational clusters. In Phase 1, staff recommended that \$2,973,713 or 60%

STAFF PRESENTER: Robin Purdy

ITEM III-B – 1 – ACTION (continued)

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of the available funds be used to provide occupational skills training, primarily targeting new clean energy and green jobs and healthcare. In Phase 2 staff is recommending funding only the Rank 1 providers under Occupational Skills Training and allocating \$794,255 to Scholarships to pay the tuition and support services for job seekers enrolled in Phase 1 and Phase 2 Recovery Act training programs. Job Seekers access these funds by researching schools listed on the Local Training Provider List.

In both phases of the Request for Proposals, staff recommended that support services for job seekers enrolled in the training programs be provided through the Sacramento Works One Stop Career Center system. This recommendation includes an augmentation for each career center to provide them with the funding for these supportive services.

Activity	Amount of WIA/Recovery Act Funding Phase 1	Amount of WIA/Recovery Act Funding Phase 2	Amount TANF ECF Funding Phase 2	Total Recovery Act Phase 2 Amount	Number Served Phase 2
Workplace Training Job Creation	\$1,132,884	\$297,710	\$722,260	\$1,019,970	206
Occupational Skills Training	2,973,713	611,297	0	611,297	120
Business Development and Retention	866,987	237,255	71,250	308,505	97
Scholarships, support services, direct customer services	0	794,255	206,490	1,000,745	Serving all Phase 1 and 2 customers
<b>Total</b>	<b>\$4,973,584</b>	<b>\$1,940,517</b>	<b>\$1,000,000</b>	<b>\$2,940,517</b>	<b>1,434*</b>

\*includes Phase 1 and Phase 2 customers

ITEM III-B – 1 – ACTION (continued)  
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On August 19, 2009, the Sacramento Works, Inc. Planning and Oversight Committee reviewed and approved the staff funding recommendation.

RECOMMENDATION

Approve staff funding recommendations as listed on the attached charts with the following stipulations:

- Customers who are in need of support services will receive them through the Sacramento Works One-Stop Career Center System.
- Subgrants for Phase 2 of this RFP will begin October 4, 2009, contingent upon a Subgrantee meeting SETA's insurance requirements.
- All training providers recommended for funding using TANF ECF funds will be required to provide a 20% match.

STAFF PRESENTER: Robin Purdy

**Sacramento Employment and Training Agency**

Recovery Act/Workforce Investment Act (WIA), Title I, Adult/Dislocated Worker Program (Phase II)  
Occupational Skills Training Rankings

Prop Num.	Rank	Agency Name	Funding Request	Funding Requests, FY2009 - 2010				Recommendation for 2009-2010 : Number Served	Funding Recommendation for 2009-2010
				Number Served	Cost per Participant	SWCC Target	Critical Occupation Clusters		
13	1	Center for Employment Training (Occ)	\$357,210	54	\$6,615	All Centers	Medical Assistant and Medical Administrative Assistant	40	\$264,620
23	1	Los Rios Community College District (Occ)	\$519,743	164	\$3,169	All Centers	Welding, Helpdesk/Computer Support, Bookkeeping Junior level, Digital Literacy	50	\$239,083
12	1	The Stride Center/GSUL (Occ)	\$179,323	50	\$3,586	Urban League	A plus PC Technician	30	\$107,594
7	2	CSUS College of Continuing Education (Occ)	\$329,996	85	\$3,882	Mark Sanders, Mather, Lemon Hill, Rancho	Residential Energy Auditor and Commercial Energy Auditor	0	\$0
20	2	Sacramento City USD Skills and Business Education Center (Occ)	\$556,665	300	\$1,856	All Centers	Medical Assistant, Emergency Medical Technician, Emergency Medical Dispatcher	0	\$0
10	2	No. California Teamsters Training and Education Trust Fund (Occ)	\$214,824	64	\$3,357	All Centers	Class B Commercial Drivers License	0	\$0
1	3	Truck Driving Academy (Occ)	\$299,700	60	\$4,995	Citrus Heights, South County	Truck Driving	0	\$0
21	3	Sacramento Food Bank & Family Services (Occ)	\$147,062	40	\$3,677	Urban League, South County	Computer Literacy	0	\$0
14	3	Western Pacific Truck School (Occ)	\$315,630	70	\$4,509	All Centers	Truck Driving	0	\$0
25	3	Kaplan College (Occ)	\$390,000	60	\$6,500	All Centers	Computer Support Technician	0	\$0

**Sacramento Employment and Training Agency**

Recovery Act/Workforce Investment Act (WIA), Title I, Adult/Dislocated Worker Program (Phase II)  
Occupational Skills Training Rankings

Prop Num.	Rank	Agency Name	Funding Request	Funding Requests, FY2009 - 2010				Recommendation for 2009-2010 : Number Served	Funding Recommendation for 2009-2010
				Number Served	Cost per Participant	SWCC Target	Critical Occupation Clusters		
30	3	SATI of Sacramento (Occ)	\$184,840	40	\$4,621	All Centers	Office Skills, Computerized Accounting and Intro to Medical Billing	0	\$0
3	3	Tech Skills of Sacramento (Occ)	\$180,000	200	\$900	All Centers	PX2 and Thought Patterns for a Successful Career	0	\$0
8	3	Educational Environments, Inc., dba EE, Inc. (aka CA Institute of Jewelry Training) (Occ)	\$481,500	90	\$5,350	Citrus Heights, Hillsdale	Customer Relations Specialist, Sales Associate Professional and Management Candidate Professional	0	\$0
16	3	Northern California Construction Training, Inc. (NCCT) (Occ)	\$83,713	50	\$1,674	All Centers	Construction Pre-Apprenticeship Training	0	\$0
<b>Phase II Totals</b>			<b><u>\$4,240,206</u></b>	<b><u>1,327</u></b>				<b><u>120</u></b>	<b><u>\$611,297</u></b>

**Sacramento Employment and Training Agency**

Recovery Act/Workforce Investment Act (WIA), Title I, Adult/Dislocated Worker Program (Phase II)  
Workplace Training/Job Creation Rankings

Prop. Num.	Rank	Agency Name	Funding Request	Funding Requests, FY2009 - 2010				Recommendation for 2009-2010 : Number Served	Funding Recommendation for 2009-2010
				Number Served	Cost per Participant	SWCC Target	Critical Occupation Clusters		
11	1	Volunteers of America of Greater Sacramento and Northern Nev. (WEX)	\$300,000	56	\$5,357	Mather	Food Service Careers	56	\$300,000
5	2	Folsom Cordova Community Partnership (OJT)	\$447,695	75	\$5,969	Rancho Cordova	All critical occupations	30	\$179,070
17	2	North State Building Industry Association (NSBIA) (OJT)	\$392,168	75	\$4,952	All Centers	Construction Careers	30	\$148,560
6	2	Folsom Cordova Community Partnership (Job) (WEX)	\$216,356	30	\$7,212	Rancho Cordova	All critical occupations	0	\$0
18	2	Crossroads Diversified Services, Inc. (Job) (WEX)	\$270,617	40	\$6,765	Franklin, Rancho, South County	All critical occupations	30	\$142,080
2	2	Tech Skills of Sacramento (Job) (OJT)	\$215,360	80	\$2,692	All Centers	Instructional Assistants	30	\$80,760
9	2	Assoc. Gen. Contractors of CA Construction Educ. Foundation (AGC) (Job) (WEX)	\$432,134	60	\$9,603	La Familia	Construction Careers	30	\$169,500
19	3	Sacramento Lao Family Community, Inc. (Job) (OJT)	\$323,362	50	\$6,467	Hillsdale	All critical occupations	0	\$0
15	3	Bach Viet Association, Inc. (Job) (WEX)	\$249,500	25	\$9,980	Lemon Hill	All critical occupations	0	\$0
24	3	Sac Chinese Community Service Center, Inc. (Job) (WEX)	\$276,704	50	\$5,534	Franklin, Rancho	All critical occupations	0	\$0
22	3	Lao Family Community Development, Inc. (Job) (WEX)	\$323,000	50	\$6,460	Lemon Hill	All critical occupations	0	\$0

**Sacramento Employment and Training Agency**

Recovery Act/Workforce Investment Act (WIA), Title I, Adult/Dislocated Worker Program (Phase II)  
Workplace Training/Job Creation Rankings

Prop. Num.	Rank	Agency Name	Funding Request	Funding Requests, FY2009 - 2010				Recommendation for 2009-2010 : Number Served	Funding Recommendation for 2009-2010
				Number Served	Cost per Participant	SWCC Target	Critical Occupation Clusters		
28	3	Roberts Family Development Center (Job) (WEX)	\$246,527	25	\$9,861	Urban League	All critical occupations	0	\$0
34	3	Twin Rivers Unified School District (Job) (WEX)	\$608,364	90	\$6,760	All Centers	Construction Careers	0	\$0
32	3	America at Work (Job) (WEX)	\$300,000	40	\$7,500	OPEN	Construction Careers	0	\$0
<b>Phase II Totals</b>			<b><u>\$4,601,787</u></b>	<b><u>746</u></b>				<b><u>206</u></b>	<b><u>\$1,019,970</u></b>

**Sacramento Employment and Training Agency**

Recovery Act/Workforce Investment Act (WIA), Title I, Adult/Dislocated Worker Program (Phase II)

Business Development and Retention Rankings

Prop. Num.	Rank	Agency Name	Funding Request	Funding Requests, FY2009 - 2010					Recommendation for 2009-2010 : Number Served	Funding Recommendation for 2009-2010
				Number Served	Cost per Participant	Cost per Job	SWCC Target	Business Development Sector		
4	1	Opening Doors, Inc. (Bus)	\$219,701	56	\$3,923		0	Tourism/Restaurant Management	43	\$170,000
31	2	Sac Asian Pacific Chamber of Commerce (Bus)	\$300,000	300	\$1,000		0	Green business development	25	\$25,000
29	2	Mutual Assistance Network of Del Paso Heights (Bus)	\$194,843	29	\$6,719		0	Restaurant/Food Service	29	\$113,505
33	2	North State Building Industry Association (NSBIA) (Bus)	\$224,242	700	\$320		0	Construction	0	\$0
27	3	Tree of Hope Funding, Inc. (Bus)	\$165,000	80	\$2,063		0	Small Business Development	0	\$0
26	3	Jackey Care's Housing (Bus)	\$127,611	26	\$4,908		0	Internet Business Development	0	\$0
<b>Phase II Totals</b>			<b><u>\$1,231,397</u></b>	<b><u>1,191</u></b>					<b><u>97</u></b>	<b><u>\$308,505</u></b>



ITEM III-B - 2 -ACTION

REAPPOINTMENT OF WIB MEMBERS

BACKGROUND:

The Sacramento Works, Inc. board is a forty-one member board with seats in the following sectors:

Private Business	21
Education	3
Labor	6
Required Partner	9
Economic Development	<u>2</u>
	<u>41</u>

On June 1, 2000, all Required Partners and Labor were appointed to the WIB. On June 26, 2000, all Private Business, Economic Development and Education representatives were appointed. Board members are appointed to serve three-year terms. In June, 2003 and July, 2006, all board members were reappointed to the board.

The following board members have terms soon to expire and are requesting reappointment to the Workforce Investment Board. All board members were polled regarding their willingness to serve an additional three-year term.

**21 Private Business Representatives**

- Larry Booth, Frank M. Booth, Inc.
  - Lynn Conner, Parasec
  - Michael Dourgarian, Manpower Staffing Services
  - Lisa Harr, VSP
  - Barbara Hayes, SACTO
  - Mark Ingram, Pacific Coast Companies, Inc.
  - Gary R. King, Sacramento Municipal Utility District
  - James E. Lambert, Sacramento Builder's Exchange
  - Frank Louie, Tradewinds Consulting Group
  - Matt Mahood, Sacramento Metro Chamber of Commerce
  - Elizabeth McClatchy, The Safety Center
  - Kim Parker, California Association of Employers
  - Deborah Portela, Casa Coloma Health Care Center
  - Anette Smith-Dohring, Sutter Health, Sacramento/Sierra Region
  - Michael R. Testa, Sacramento Convention & Visitors Bureau
  - Kingman Tsang, First Bank
  - Terry A. Wills, Esq., Cook Brown, LLP
  - David P. Younger, Lionakis Design Group
- (Two Private Business vacancies)

### **3 Education Representatives**

- Patrick Godwin, Folsom Cordova Unified District
- David Gordon, Sacramento County Office of Education
- Dr. William Karns, Los Rios Community College District

### **6 Organized Labor Representatives**

- Bill Camp, Sacramento Central Labor Council
- Matt Kelly, Sacramento-Sierra's Building & Construction Trade Council
- Maurice Read, Sacramento Sierra Building & Construction Trades Council
- Dennis Morin, Sacramento Area Electrical Training Center (appointed 8/07)
- May Cha, SEIF – United Health Workers (appointed 2/09)
- Michael Egan, California Teachers Association (appointed 3/09)

(Labor representation was expanded July, 2007. Three Labor Representatives were appointed as a result of the board expansion.)

### **9 Required Partner Representatives**

- Bruce Wagstaff, Department of Human Assistance
  - Mark Erlichman, California Department of Rehabilitation
  - Kathy Kossick, Sacramento Employment and Training Agency
  - Michael Micciche, California Human Development Corporation
  - Diane Ferrari, Employment Development Department
  - Lorenda Sanchez, California Indian Manpower Consortium
  - Thomas Zender, Sacramento Job Corps
- (Two Required Partner vacancies: Veterans and Area 4 Agency on Aging)

### **2 Economic Development Representatives**

- James R. Pardun, County of Sacramento
- Dr. Dan Throgmorton, Los Rios Community College District

The Sacramento Works, Inc. Executive Committee met on Monday, August 24. The Executive Committee recommends the reappointment of these board members. An oral report will be given.

### **RECOMMENDATION:**

Reappoint board members to three-year terms on the Sacramento Works, Inc. Board.

**STAFF PRESENTER:** Kathy Kossick

## ITEM III-B – 3 - ACTION

### APPROVAL TO SUBMIT PROPOSALS IN RESPONSE TO THE CALIFORNIA CLEAN ENERGY WORKFORCE TRAINING PROGRAM

#### BACKGROUND:

The Employment Development Department (EDD), California Energy Commission and the California Workforce Investment Board (State Board), have announced the availability of up to \$23 million in funds for the California Clean Energy Workforce Training Program (CEWTP). This collaborative effort will combine American Recovery and Reinvestment Act (Recovery Act) funding from the State Energy Program (SEP), Workforce Investment Act (WIA), Governor's Discretionary 15% funds, and Assembly Bill (AB) 118 Alternative and Renewable Fuel and Vehicle Technology Program funds.

The goal of the initiative is to promote the use of industry sector strategies as the framework for addressing the need for skilled workers in the industries related to energy efficiency, water efficiency, renewable energy (distributed generation and utility-scale), and alternative and renewable transportation technologies.

The SFP requires a dollar-for-dollar match leveraged from public-private partnerships. SETA/Sacramento Works, Golden Sierra Workforce Investment Board, the Los Rios Community College District and Valley Vision/Green Capital Alliance are developing a regional partnership to submit up to three proposals in response to this Request for Solicitation. The initiatives will:

- Target the Green Building, Clean Energy and Alternative and Renewable Fuel and Vehicle Technology industries.
- Build a regional partnership of employers, training providers, community organizations, labor, and other key stakeholders.
- Address the workforce needs of employers and the training, employment, and career advancement needs of workers.
- Bolster regional economic competitiveness by aligning educational, economic, and workforce development planning and leveraging of resources.
- Promote systematic change that supports innovation and achieves ongoing benefits for industries, workers, and communities.

The SFP contains three categories and applicants may submit up to three applications, one application for each category. Proposals must be submitted by local Workforce Investment Boards or Community Colleges as the lead agency. EDD/WIA reporting

STAFF PRESENTER: Robin Purdy

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

requirements and outcome measurements will be used. Each region must develop a Green Employer Council to guide the initiative. There is \$18.5 million available for Categories 1 and 2, which will fund Retraining and Pre-Apprenticeship Training programs for Green Building or Clean Energy. Regional partnerships are allowed to submit one proposal for each category with a limit of \$1 million in Categories 1 and 2. Category 3 is to fund alternative and renewable fuel and vehicle technologies. There is \$4.8 million available for Category 3. Regional Partnerships are allowed to submit one proposal for up to \$500,000 in Category 3.

RECOMMENDATION:

- Approve SETA/Sacramento Works to submit three proposals for the regional Clean Energy Workforce Training Program and;
- Authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

## Summary of Regional Proposals

**(1) Category 1. Green Building Retraining Partnerships:** The Green Building Retraining Partnerships provide training that leads toward a solid foundation in green building, energy and water efficiency and distributed renewable energy practices/ technologies. SETA will be acting as fiscal agent for the regional collaborative and will be requesting \$1,000,000.

**Program Design:** The program will include classroom and hands-on training that provides green building principles, building science fundamentals and State energy code licensure laws for residential and commercial construction and training on compliance with the State Energy Efficiency Standards (code training). Training will include:

- Overview of Title 24 and its main requirements
- Lighting design
- Quality control practices and procedures
- Quality insulation installation benefits & credits
- Common insulation installation problems
- Understanding duct installation & diagnostic testing
- Field verification opportunities, benefits and requirements
- 2008 code changes
- Utility and other marketing programs
- Three year code cycle changes

Training will result in Certified Green Building Professional Certification and certificates for Home Energy Rater, Photovoltaic Installer, Solar Hot Water Installer, Green Plumbing, and/or Heating, Ventilation, Air Conditioning (HVAC). Graduates will be placed in on-the-job-training positions with employers in the green building sector or placed directly in jobs.

The retraining program targets unemployed or underemployed workers with a focus on workers with construction experience. The intent is to build upon the individuals existing construction skills and provide new skill development to retool them for employment in the green building or clean energy sectors.

## **(2) Category 2. Green Building Pre-Apprenticeship Training Partnerships.**

SETA will act as the fiscal agent for a regional industry-focused sector partnership providing pre-apprenticeship training for new workforce entrants, unemployed or underemployed workers with little or no construction experience with construction industry, energy and water efficiency, renewable energy and integrated "soft" job skills training as well as job placement services. SETA will be acting as fiscal agent for the regional collaborative and will be requesting \$1,000,000.

**Program Design:** Pre-Apprenticeship training will be provided by the Los Rios Community College District (American River College and Cosumnes River College) in cooperation with the Joint Apprenticeship Training Councils (JATC's) for the Carpenters,

Electricians, Sheet Metal Worker, and Plumbers unions. The training will be provided in two modules, the first providing "Apprenticeship Green" and the second providing "Pre-apprenticeship – Commercial/Infrastructure". These modules will be completed in 1 semester, or 16 weeks and will include:

- Environmental literacy training to prepare participants to: (a) think about the work they are doing in larger scientific, environmental, and social contexts; (b) do well in job interviews with employers in the green economy; (c) pursue additional training and education; and (d) become engaged in environmental and environmental justice issues in their communities and nation.
- Introduction to Green Building: Sustainable Sites, Energy Conservation, Water Conservation Resource Conservation, and Indoor Air Quality
- Energy Fundamentals: Construction Nomenclature (Technologies and Methods), Basic Energy Concepts (Forms of Energy), Pre-Construction (Tool usage and Introduction to Technical Fields), Energy Supply and Usage in California, and Introduction to Renewable Energy
- Retrofits & Energy Efficiency: Basic Weatherization Overview, Appliance Troubleshooting, Duct Testing and Sealing, and Lighting
- Solar Hot Water Installation and Design Principles
- Solar Electricity Installation and Design Principles
- Workforce entry: Math, Reading and Writing, Map and Plan Reading, Verbal Communication, Workforce Skills (Accountability, Ethics, Performance, and Professionalism), and/or Vocational English as a Second Language

Graduates will be placed in union apprenticeship training programs or GreenForce Certificate or Degree programs, and/or in on-the-job training positions with employers in the green building sector.

### **(3) Category 3. Alternative and Renewable Fuel and Vehicle Technologies Workforce Development and Training Partnerships**

The Los Rios Community College District (American River College) will be providing the alternative and renewable fuel and vehicle technologies training at their satellite facility located in Mather Business Park. SETA will be the fiscal agent for this grant and will request \$500,000 to serve incumbent workers and new hires at Sacramento Municipal Utility District, PG&E, and Sacramento Regional Transit. American River College will provide classroom and hands-on green transportation related training in the following areas:

- Incumbent worker training for retrofitting diesel vehicles
- Mass transit fleet and clean vehicle conversion, service, and maintenance
- Technician retraining for hybrid, electric and diesel vehicles

**Partners** in these grant proposals include SETA/Sacramento Works, Inc., Golden Sierra Workforce Investment Board, Los Rios Community College District (American River College and Cosumnes River College), Sacramento Electrical Training Center,

Sacramento Valley Sheet Metal Workers Joint Apprenticeship Training Program, Carpenters Training Program for Northern California, Operating Engineers Training Center, and the Plumber and Pipefitters Joint Apprenticeship Training Council, Sacramento Municipal Utility District, PG&E, Sacramento Builder's Exchange and their employer members, Beutler Corporation, Sacramento Regional Transit, and Community Resource Project. The City and County of Sacramento have committed to partnering with this effort to produce a workforce to meet the demand generated by AB811 and AB32 for energy efficiency, building retrofits, and alternative energy solutions that will reduce the region's carbon footprint. Agencies funded by SETA for Green Training projects with Recovery Act funds will also be collaborating in these efforts.

ITEM III-D – 1 - ACTION

APPROVAL OF THE COMMUNITY SERVICES BLOCK GRANT (CSBG) REQUEST  
FOR PROPOSALS FOR THE 2010 PROGRAM YEAR

BACKGROUND:

As the designated Community Action Agency for Sacramento County, the Sacramento Employment and Training Agency (SETA) administers CSBG funds to meet locally determined needs. The needs are determined through a Community Action Plan process designated by the State of California Department of Community Services and Development (CSD) that relies on public testimony on unmet community needs.

Your Board approved the 2010/2011 Community Action Plan on June 4, 2009 and the 2010 CSBG Recovery Act Local Plan on May 11, 2009. The CSBG Request for Proposals (RFP) solicits proposals from qualified agencies to address the needs and services that were identified in both plans.

With the receipt of stimulus funding made available by the American Recovery and Reinvestment Act (Recovery Act), SETA increased the available funding for release through the RFP process. A total of \$900,000 is projected for release, on a competitive basis, to public and private non-profit entities with the capacity and experience to meet unmet needs identified in the plans. The available funding for the 2010 CSBG RFP is as follows:

1. \$420,000 in formula CSBG funding for Safety-Net Services, one-time or limited services to families who find themselves in a crisis situation.
2. \$280,000 in formula CSBG funding for Family Self Sufficiency services, comprehensive, case-managed services for families.
3. \$200,000 in CSBG Recovery Act funding to serve individuals and families affected by the economic downturn.

The process and criteria for selecting agency partners to implement SETA's Community Action Plan and CSBG Recovery Act Plan are outlined in the draft CSBG Request for Proposals (RFP) for the 2010 Fiscal Year that has been sent under separate cover.

The SETA Community Action Board approved the CSBG RFP at its August 12, 2009 meeting.

RECOMMENDATION:

Approve the CSBG Request For Proposals for the 2010 Fiscal Year.

STAFF PRESENTER: Cindy Sherwood-Green



## ITEM III-D – 2 - ACTION

### APPROVAL TO FUND AGENCIES SELECTED TO DELIVER HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP) SERVICES WITH COMMUNITY SERVICES BLOCK GRANT (CSBG) RECOVERY ACT FUNDING

#### BACKGROUND:

On August 6, 2009, your board ratified the release of the HPRP Request for Proposals (RFP) and approved the allocation of \$1 million in CSBG Recovery Act funding to support HPRP activities through the RFP process. The CSBG Recovery Act funding was combined with HPRP, Community Development Block Grant and other anticipated Recovery Act funding in the RFP which sought agencies capable of rapidly transitioning families who are homeless or at risk of homelessness to housing stability. CSBG Recovery Act funding will be available for financial assistance services only and will be for a term of one year. Services to be funded by CSBG Recovery Act include short-term rental assistance (up to 3 months), utility assistance, motel stays, transportation (gas cards and bus passes), and miscellaneous services that are necessary for a family's stability but are now allowed to be paid for by the HPRP, such as obtaining an ID card.

Six proposals were received by agencies in response to the RFP. SETA staff participated in the proposal review process with the Sacramento Housing and Redevelopment Agency (SHRA) and the County Department of Human Assistance (DHA) and selected the following agencies to receive and administer HPRP and CSBG Recovery Act funding:

1. Lutheran Social Services – will serve the North area of Sacramento County.
2. Volunteers of America – will serve the Central/East area of Sacramento County
3. Salvation Army – will serve the South area of Sacramento County

Each agency will receive one-third, or \$333,333, of the CSBG Recovery Act funding that has been allocated to HPRP activities. SETA will develop separate subcontracts with the three agencies.

#### RECOMMENDATION:

Approve CSBG Recovery Act funding for Lutheran Social Services, Volunteers of America and the Salvation Army to provide HPRP services.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM III-D - 3 - ACTION

RATIFICATION OF THE SUBMISSION OF A PROPOSAL TO THE STATE DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT TO EXPAND THE EARNED INCOME TAX CREDIT PROGRAM

BACKGROUND:

The State Department of Community Services and Development (CSD) released a Request for Proposals (RFP) for the purpose of increasing utilization of the Earned Income Tax Credit (EITC). CSD will use a portion of its Community Services Block Grant Recovery Act funding to implement a statewide program that will assist families struggling to survive in the midst of the severe economic recession as well as assist communities that will benefit from the local infusion of EITC resources.

SETA has assisted families apply for EITC credits for the past eight years in partnership with the County Department of Human Assistance, the IRS, the City of Sacramento and other community organizations. Your approval is requested to submit an application to CSD for \$50,000 to expand its existing EITC program by serving an increased number of eligible low-income tax payers through greater marketing efforts, and increased staff presence and bilingual capacity at additional tax preparation sites. With the additional funding, SETA and its partners will prepare and file EITC returns for at least 1,500 Sacramento County households for a total EITC refund of approximately \$1.2 million, an amount that will go back into the local economy.

The proposal was submitted by the due date of August 20, 2009, contingent upon your Board's approval.

RECOMMENDATION:

Ratify the submission of a proposal to CSD to expand the EITC program.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM III – D – 4 - ACTION

APPROVAL OF RESOLUTION TO ACCEPT COMMUNITY SERVICES BLOCK  
GRANT RECOVERY ACT FUNDS AND AUTHORIZE THE SETA EXECUTIVE  
DIRECTOR TO SIGN ALL GRANT DOCUMENTS

BACKGROUND:

SETA was awarded \$2,692,561 in CSBG Recovery Act funding by the State Department of Community Services and Development (CSD) to serve low income households affected by the economic downturn. The contract term is from July 1, 2009 through September 30, 2010.

CSD requires a resolution from the SETA Governing Board prior to executing a contract for the CSBG Recovery Act funding.

RECOMMENDATION:

Review and approve the attached resolution.

STAFF PRESENTER: Cindy Sherwood-Green

No: 2009-4

RESOLUTION

WHEREAS, the Sacramento Employment and Training Agency is the designated Community Action Agency for Sacramento County;

WHEREAS, the Sacramento Employment and Training Agency has received a grant award for Community Services Block Grant Recovery Act funds;

WHEREAS, The State Department of Community Services and Development requires a resolution from the Governing Board in order to execute a contract for the Community Services Block Grant Recovery Act funds.

BE IT RESOLVED THAT, the Governing Board of the Sacramento Employment and Training Agency hereby adopts this resolution accepting Community Services Block Grant Recovery Act funds;

BE IT FURTHER RESOLVED THAT, the Executive Director of the Sacramento Employment and Training Agency shall sign Contract No. 09F-5135 and other necessary grant documents, including contract amendments, and that this resolution should be forwarded to the State Department of Community Services and Development.

Ayes:

Noes:

Absent:

Attest: \_\_\_\_\_

Clerk of the Boards

\_\_\_\_\_

Chairperson of the Governing Board

Date:

## ITEM III-E – 1 - ACTION

### APPROVAL OF STAFF FUNDING EXTENSION RECOMMENDATIONS FOR REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS), TARGETED ASSISTANCE (TA) AND DISCRETIONARY PROGRAMS, PY 2009-2010

#### BACKGROUND

SETA's Refugee Programs provide direct services intended to result in the economic self-sufficiency and reduced public assistance dependency of refugees and asylees through employment. Due to the refugee resettlement program and large numbers of secondary migrants, Sacramento County has become the home of an estimated 80,000 Russian-speaking refugees, 30,000 Hmong and over 40,000 other Southeast Asian refugees.

Over the last five years, Sacramento County has welcomed over 8,000 refugees from around the globe: 70% from the Former Soviet Union, 31% from Southeast Asia, 11% from the Middle East, and a very small percentage from Africa.

For Program Year 2009-2010, the preliminary State allocation for Refugee Employment Social Services (RESS) and Targeted Assistance (TA) programs is **\$1,666,147**, a decrease of **\$538,973**. The decrease in the allocation is primarily attributable to the decline in the numbers of newly arriving refugees resettling in Sacramento County, not a reflection of SETA's performance. Services provided with these funds are:

- Vocational English-as-a-Second Language combined with Employment Services (VESL/ES) for cash clients;
- Vocational English-as-a-Second Language (VESL/VT) combined with Vocational Training for cash clients;
- Social Adjustment and Cultural Orientation (SA & CO).
- Vocational English-as-a-Second Language combined with On-the-Job Training (VESL/OJT) for cash clients;
- Direct Employment Services (ES) for non-cash refugees;
- Verification/Referral for refugees.

Compared to PY 2008-2009, total program funds available for allocation are **\$1,898,438**, representing a net decrease of **\$654,006**. This allocation includes \$350,000 in PY08-09 carryover funds, which are unspent funds from PY 08-09 that can be used to support costs in PY 09-10. In addition, this allocation includes \$232,212 in Temporary Assistance to Needy Families (TANF) Emergency Contingency Fund (ECF) and \$28,488 in Older Refugee Discretionary (ORD) funds that will assist in offsetting the reduction in funding. SETA is setting aside a total of \$100,000 in TA program funds for Verification/Referral Liaison services and other direct services to refugees.

STAFF PRESENTER: Michelle O'Camb

ITEM III-E – 1 – ACTION (continued)  
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The following chart represents the allocations by activity:

Activity	Available Funds PY 2008-2009			Available Funds PY 2009-2010*			
	RESS/Disc.	TA	TOTAL	RESS/Disc.	TA	TANF ECF	TOTAL
VESL/ES	\$ 994,870	\$ 84,840	\$1,079,710	\$293,474	\$312,664		\$606,138
VESL/VT	120,000		120,000	100,000			100,000
SA & CO	312,766		312,766	289,320			289,320
VESL/OJT		533,568	533,568		249,368	\$232,212	481,580
ES		506,400	506,400		421,400		421,400
<b>Total</b>	<b>\$ 1,427,636</b>	<b>\$1,124,808</b>	<b>\$2,552,444</b>	<b>\$682,794</b>	<b>\$983,432</b>	<b>\$232,212</b>	<b>\$1,898,438</b>

\*If final allocations are less than preliminary allocations, this funding recommendation will be modified accordingly.

PY 08-09 program performance through July 31, 2009, compared to end of year goals, was used as the basis for funding extension recommendations. Through July 31, 2009, programs have enrolled a total of 1,411 customers versus planned enrollment of 1,074 customers (131%), with 610 (43%) entering employment and 383 (27%) retaining employment after 90 days. The decrease in entering employment and retention is primarily attributable to the current economic downturn. An additional 1,160 customers have been served in the SA & CO component.

Staff is not recommending extending RESS and TA funding for the Sacramento Lao Family Community due to the unresolved financial concerns. Sacramento Lao Family Community has been under corrective action since August of 2008, and to date has failed to adequately respond to SETA's fiscal monitoring findings, concerns and recommendations. Sacramento Lao Family Community TA and RESS activities include VESL/ES and ES (Stand Alone).

Additionally, staff is not recommending extending TA funding for Sacramento Occupational Advancement Resources (SOAR) VESL/On-the-Job Training (OJT) activity due to performance concerns. SOAR has been on corrective action since February of this year for its continued failure in maintaining minimum contractual service levels. Staff is recommending extending SOAR for VESL/ES and ES (Stand Alone) activities.

**STAFF PRESENTER:** Michelle O'Camb

ITEM III-E – 1 – ACTION (continued)  
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Finally, due to the decline in funding resulting from the corresponding decrease in the number of new arrivals, staff is recommending significant reductions in funding in the VESL/ES activity. VESL/ES has, historically, been an activity which targets the most recent refugee arrivals to the County, and with the steady decline in new arrivals to Sacramento County since Program Year 2004, the need for VESL/ES has decreased.

RECOMMENDATION

Approve funding extensions for the Refugee Employment Social Services, Targeted Assistance, Temporary Assistance for Needy Families (TANF) Emergency Contingency Fund (ECF) and Older Refugee Discretionary (ORD) programs, PY 2009-2010, as indicated in the attached charts.

STAFF PRESENTER: Michelle O’Camb

**Sacramento Employment and Training Agency  
Refugee Program, PY 2009 - 2010  
Summary of Staff Funding Recommendations**

SERVICE AGENCY	VESL/ES	VESL/VT	VESL/OJT	ES	SA&CO	Recommendation PY 09-10*
<b>Asian Resources</b>	\$142,500		\$119,740	\$85,000		\$347,240
<b>Bach Viet</b>	111,600		178,800	86,400		376,800
<b>Twin Rivers USD</b>	135,000	\$100,000	183,040	90,000		508,040
<b>Hmong Women</b>					\$81,193	81,193
<b>Opening Doors</b>					48,495	48,495
<b>SAAC</b>					99,510	99,510
<b>Sac. Lao Family</b>	0			0		0
<b>Sac. City USD</b>	117,990			80,000		197,990
<b>Slavic Comm.</b>					60,122	60,122
<b>SOAR</b>	99,048		0	80,000		179,048
<b>TOTALS</b>	<b>\$606,138</b>	<b>\$100,000</b>	<b>\$481,580</b>	<b>\$421,400</b>	<b>\$289,320</b>	<b>\$1,898,438</b>
*Subject to final award of preliminary allocations.						



**Sacramento Employment and Training Agency**  
**REFUGEE PROGRAM**  
**Staff Funding Extension Recommendations, PY 2009 - 2010**  
**Component: VESL/ES**

PERFORMANCE RANKING	AGENCY NAME	CURRENT FUNDING PY 08-09	STAFF FUNDING RECOMMENDATION PY09-10	
			Amount*	# TO BE SERVED
1	Twin Rivers USD	\$180,000	\$135,000	61
1	Asian Resources	190,000	142,500	59
2	Sacramento City USD	190,000	117,990	54
2	Sacramento Occ. Adv. Res.	159,710	99,048	54
2	Bach Viet	180,000	111,600	47
2	Sacramento Lao Family	180,000	0	0
<b>TOTALS</b>		<b>\$899,710</b>	<b>\$606,138</b>	<b>274</b>
<b>*Subject to final award of preliminary allocations.</b>				

**Sacramento Employment and Training Agency**  
**REFUGEE PROGRAM**  
**Staff Funding Extension Recommendations, PY 2009 - 2010**  
**Component: VESL/VT**

PERFORMANCE RANKING	AGENCY NAME	CURRENT FUNDING PY08-09	STAFF FUNDING RECOMMENDATION PY09-10			
			AMOUNT*		# TO BE SERVED	
1	Twin Rivers USD	\$120,000	\$100,000		28	
<b>TOTALS</b>		\$120,000	\$100,000		28	
*Subject to final award of preliminary allocations.						

**Sacramento Employment and Training Agency**  
**REFUGEE PROGRAM**  
**Staff Funding Extension Recommendations, PY 2009 - 2010**  
**Component: VESL/OJT**

PERFORMANCE RANKING	AGENCY NAME	CURRENT FUNDING PY08-09	STAFF FUNDING RECOMMENDATION PY09-10			
			TA*	TANF ECF*	Total*	# TO BE SERVED
1	Bach Viet	\$178,800	\$82,972	\$95,828	\$178,800	34
1	Twin Rivers USD	183,040	105,656	77,384	183,040	41
2	Asian Resources	138,720	60,740	59,000	119,740	32
3	Sacramento Occ. Adv. Res.	126,608	0	0	0	0
<b>TOTALS</b>		<b>\$627,168</b>	<b>\$249,368</b>	<b>\$232,212</b>	<b>\$481,580</b>	<b>106</b>
<b>*Subject to final award of preliminary allocations.</b>						

**Sacramento Employment and Training Agency**  
**REFUGEE PROGRAM**  
**Staff Funding Extension Recommendations, PY 2009 - 2010**  
**Component: ES Stand Alone**

PERFORMANCE RANKING	AGENCY NAME	CURRENT FUNDING PY08-09	STAFF FUNDING RECOMMENDATION PY09-10	
			AMOUNT*	# TO BE SERVED
1	Twin Rivers USD	\$90,000	\$90,000	75
1	Asian Resources	85,000	85,000	64
2	Sacramento City USD	80,000	80,000	67
2	Sacramento Occ. Adv. Res.	80,000	80,000	84
2	Bach Viet	86,400	86,400	64
2	Sacramento Lao Family	85,000	0	0
<b>TOTALS</b>		<b>\$421,400</b>	<b>\$421,400</b>	<b>354</b>
<b>*Subject to final award of preliminary allocations.</b>				

**Sacramento Employment and Training Agency**  
**REFUGEE PROGRAM**  
**Staff Funding Extension Recommendations, PY 2009 - 2010**  
**Component: SA and CO**

PERFORMANCE RANKING	AGENCY NAME	CURRENT FUNDING PY08-09	STAFF FUNDING RECOMMENDATION PY09-10				
			RESS*	Discretionary*	Total	# TO BE SERVED	
						RESS	Discretionary
1	Hmong Women's Heritage	\$74,071	\$74,071	\$7,122	\$81,193	244	22
1	Opening Doors	41,373	41,373	\$7,122	48,495	207	22
2	Slavic Assistance Center	53,000	53,000	\$7,122	60,122	265	22
2	Southeast Asian Assist. Ctr.	92,388	92,388	\$7,122	99,510	474	22
<b>TOTALS</b>		\$260,832	\$260,832	\$28,488	\$289,320	1,189	88

\*Subject to final award of preliminary allocations.

## ITEM IV-A – INFORMATION

### VOICE OVER INTERNET PROTOCOL (VoIP) UPDATE

#### BACKGROUND

In September, 2007, SETA released a Request for Proposals (RFP) to replace the existing telephone system (Centrex) with a Voice over Internet Protocol system. Key components of this RFP included:

- VoIP telephone service eliminating the Centrex service and reducing annual telephony costs
- Streaming Video capability to distribute educational training to the Head Start classrooms
- Teleconferencing capability

In addition to the annual cost savings, the majority of the Head Start expense was expected to be reimbursed by the E-Rate program provided by the Schools and Library Division (SLD) of the Universal Services Fund which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

Six responses to the RFP were received, and in January, 2008, the Governing Board approved staff's recommendation to award Digital Telecommunications Corporation (DTC) a contract in the amount of \$998,145.

In February, 2008, SETA submitted the necessary E-Rate forms for reimbursement for E-Rate Year 11 (Fiscal Year 2008-2009). On April 14, 2009, SETA received the Funding Commitment Decision Letter from USAC – SLD. As a result of the late issuance of SETA's Year 11 E-Rate funding announcement, SETA was granted an automatic extension for the delivery of services and installation of equipment through September 30, 2010.

#### UPDATE

Due to the length of time for funding approval, SETA contacted DTC and asked them to review the RFP pricing and to remove the Teleconferencing capability. On July 14, 2009, a revised cost was received from DTC in the amount of \$580,247. \$353,039 of this amount is subject to E-Rate reimbursement.

Based upon the financial analysis and return on investment prepared by SETA's Fiscal Department, it was determined that implementation of this project will save SETA over

STAFF PRESENTER: Edward Proctor

ITEM IV – A - INFORMATION (continued)  
Page 2

\$500,000 in telephony costs over the first 5 years and \$134,000 per year thereafter. First year cost savings are forecasted to be \$60,000. Additional savings may be realized from the reduction of time and expense to perform staff moves, hirings and changes.

A contract amendment is being prepared reflecting the new amount of \$580,247 and the extended implementation date.

DTC has agreed to submit the necessary documents to SLD for the project and component changes. Upon approval by SLD, SETA will finalize the project plan which could be completed as early as December 31, 2009.

STAFF PRESENTER: Edward Proctor

ITEM IV-B - 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: Roy Kim



**MEMORANDUM**

**TO:** Mr. Paul Shane                      **DATE:** August 19, 2009

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

**RE:** On-Site Fiscal Monitoring of Folsom Cordova Comm. Partnership

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net Svcs	\$ 21,500	1/1/08-12/31/08	1/1/08-12/31/08
CSBG	Safety Net Svcs	21,500	1/1/09-12/31/09	1/1/09-5/31/09

**Monitoring Purpose:** Initial  (2009)      Final  (2008)

**Date of review:** 7/21-22/09

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

**Program Operator:** Folsom Cordova Community Partnership

**Findings and General Observations:**

- 1) The total costs as reported to SETA from January 1, 2008 to December 31, 2008 and from January 1, 2009 to May 31, 2009 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) The expenses reported as of December 31, 2008 exceeded the recorded expenses by \$ 965.60.

**Recommendations for Corrective Action:**

- 1) Reimburse SETA the amount of \$965.60.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO: Ms. Patti Uplinger                      DATE: July 23, 2009**

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

**RE: On-Site Fiscal Monitoring of Housing Now**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 20,000	01/1/08-12/31/08	01/1/08-12/31/08
CSBG	Safety Net	20,000	01/1/09-12/31/09	01/1/09-06/30/09

**Monitoring Purpose: Initial \_\_\_X (2009)      Final\_\_\_ X( 2008)**  
**Date of review: 7/9-10/09**

	<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			
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:** Housing Now

**Findings and General Observations:**

- 1) The total costs as reported to SETA from January 1, 2008 to December 31, 2008 and from January 1, 2009 to June 30, 2009 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



**Program Operator:** Sacramento Lao Family Community

**Findings and General Observations:**

- 1) We have reviewed the WIA and DHA programs from July 1, 2008 to June 30, 2009 and the 2009 Refugee programs from October 1, 2008 to July 31, 2009. 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 total salaries and FICA for June, 2009 were overstated by \$4,317.54 and \$249.49, respectively. The rent for the South area for June, 2009 was over-stated by \$1,213.93. The general liability insurance for June, 2009 was over-stated by \$ 329.86. The lease of the copiers for July, 2009 was overstated by \$ 260.34. The total overstatement was \$6,371.16. Using the payroll allocation for June, 2009 and July, 2009, the SETA share were \$2,217.39 for VESL/ES, \$1,252.52 for TA/ES and \$953.90 for WIA/OJT. The latter, however, was offset by expenses in excess of the budget amounting to \$1,275.04.
- 3) The cumulative amounts in the fiscal reports do not add up and SETA has to frequently correct the fiscal report to reconcile with the payments.
- 4) The Lao Family Community, Inc. continues to experience a cash-flow problem as evidenced by the following:
  - a) The June, 2009 bank reconciliation statement shows a negative cash register balance of \$55,096.96;
  - b) The first May, 2009 payroll check did not clear the bank until 6/15/09 and most of the checks cleared in July, 2009;
  - b) Most of the June, 2009 payroll checks cleared between 7/15/09 and 7/23/09;
  - c) The AT & T bill for June, 2009 included a past due amount;
  - d) The 01 Communication bills for April, May and June, 2009 were paid late;
  - e) The bills for copier lease for April and May, 2009 were paid late;
  - f) The dental insurance coverage was terminated in April, 2009 due to late payment and subsequently re-instated.

**Recommendations for Corrective Action:**

- 1) Adjust the fiscal reports of VESL/ES and TA/ES for August, 2009 to deduct the overpayment of \$2,217.39 and \$1,252.52, respectively.
- 2) The Agency has submitted an updated Accounting Policies and Procedures, but the findings in numbers 2 and 3 above indicated that the internal control procedures are not observed. Correct the errors in the fiscal reports and submit a written statement indicating how to implement the internal control procedures on the preparation and review of the fiscal reports to avoid the errors identified above.
- 3) We received a financial report for the fundraising done in July, 2009 which shows a net profit of \$12,843.78. Please submit a report on your planned fundraising for the coming year explaining the nature of the fundraising and the expected funds to be raised.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Edenausageboye Davis      **DATE:** August 3, 2009

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

**RE:** On-Site Fiscal Monitoring of WCIC

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA	\$ 647,227	8/01/08-7/31/09	8/01/08-5/31/09
Head Start	T & TA	7,500	8/01/08-7/31/09	8/01/08-5/31/09

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** 7/6-8/09

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



**Program Operator: WCIC**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from August 1, 2008 to May 31, 2009 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  
Policy Council

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

ITEM IV-C - INFORMATION

PHASE I WORKFORCE INVESTMENT ACT/AMERICAN RECOVERY AND  
REINVESTMENT ACT ADULT/DISLOCATED WORKER FUNDING  
RECOMMENDATIONS

BACKGROUND:

Attached for your information is a summary of programs funded on June 22, 2009 during the first phase of the Recovery Act Request for Proposals.

## Sacramento Employment and Training Agency

Recovery Act/Workforce Investment Act (WIA), Title I, Adult/Dislocated Worker Program (Phase I)  
Occupational Skills Training Programs

Prop. Num.	Rank	Agency Name			Recommendation for 2009-2010 : Number Served	Funding Recommendation for 2009-2010
			SWCC Target	Critical Occupation Clusters		
12	1	Center for Employment Training (Occ)	*	Maint/Repair, Construction, Clean Energy Tech	64	\$323,770
24	1	MTI College (Occ)	All Centers	Healthcare-Sup Svcs, Admin-Sup Svcs, Installation, Maint/Repair	44	\$351,615
32	1	Univ. Enterprises/Sac State College of Continuing Educ. (Occ)	**	Clean Energy Technology	50	\$210,950
26	1	Los Rios Community College District (Occ)	All Centers	Healthcare-SSvcs, Admin-SSvcs, Installation, Maint/Repair, Clean Energy Tech	196	\$852,181
28	2	No. Calif. Teamsters Training & Education Trust Fund (Occ)	All Centers	Transportation, Construction, Production	17	\$146,093
3	2	MDDV, Inc., dba Tech Skills of Sacramento (Occ)	All Centers	Admin-Sup Svcs, Healthcare-Sup Svcs, Information Tech	45	\$255,783
1	2	Sac City USD Skills and Business Educ. Center (Occ)	Lemon Hill	All Critical Occupation Clusters	100	\$357,100
35	2	Galt Joint Union High School District (Occ)	Galt	Healthcare-Support Services, Maintenance/Repair	40	\$175,263
34	2	Greater Sacramento Urban League (Occ)	GSUL	Administrative-Sup Svcs, Healthcare-Sup Svcs	78	\$300,958

**Phase I Totals**

**634**

**\$2,973,713**

**Sacramento Employment and Training Agency**

Recovery Act/Workforce Investment Act (WIA), Title I, Adult/Dislocated Worker Program (Phase I)

Workplace Training/Job Creation Funded Programs

Prop. Num.	Rank	Agency Name			Recommendation for 2009-2010 : Number Served	Funding Recommendation for 2009-2010
			SWCC Target	Critical Occupation Clusters		
25	1	La Familia Counseling Center, Inc. (Job)	La Familia	Hospitality, Healthcare-Sup Svcs, Admin-Sup Svcs, Installation, Maint/Repair	40	\$238,327
22	2	Asian Resources, Inc. (OJT) (Job)	B'way, Citrus Hgts	Hospitality, Healthcare-Sup Svcs, Admin-Sup Svcs, Installation, Maint/Repair	25	\$97,500
29	2	Sac Chinese Comm. Service Center, Inc. (Job)	Franklin, Rancho	Transpo, Tour/Hospitality, Admin-SSvcs, Healthcare-SSvcs, Install., Maint/Rep.	25	\$149,682
27	2	Lao Family Community Development (Job)	Lemon Hill	Healthcare-SSvcs, Admin-Svcs, Tourism/Hospitality, Construction	25	\$149,750
40	2	Beutler Corporation (Job)	Frankin	Clean Energy Technology, Construction	25	\$222,700
23	2	Asian Resources, Inc. (WEX) (Job)	B'way, Citrus Hgts	Clean Energy Technology, Weatherization	25	\$141,800
18	2	Bach Viet Association, Inc. (Job)	Lemon Hill	Tran/Prod, Install/Maint-Rep, Heath-SSvcs, Tour/Hospitality, Admin-SSvcs	25	\$133,125
<b>Phase I Totals</b>					<b><u>190</u></b>	<b><u>\$1,132,884</u></b>

### Sacramento Employment and Training Agency

Recovery Act/Workforce Investment Act (WIA), Title I, Adult/Dislocated Worker Program (Phase I)

Business Development and Retention Rankings

Prop. Num.	Rank	Agency Name	Funding Request	Funding Requests, FY2009 - 2010				Recommendation for 2009-2010 : Number Served	Funding Recommendation for 2009-2010
				Number Served	Cost per Participant	SWCC Target	Critical Occupation Clusters		
33	1	Bestco, a Division of Beutler Corporation (Bus)	\$351,987	40	\$8,800	Open	Clean Energy Technology, Installation	40	\$351,987
38	1	Sacramento Area Regional Technical Alliance (SARTA) (Bus)	\$308,483	150	\$2,057	Open	Clean Energy Tech, Technology, Healthcare-Sup Svcs, Admin-SSvcs	122	\$250,000
17	2	Tree of Hope Funding, Inc. (Bus)	\$1,038,200	120	\$8,652	BICs	Small Business Develop., Micro Enterprising	10 Businesses and 30 Jobs	\$65,000
15	2	Sacramento Regional Conservation Corps (Bus)	\$299,074	5	\$59,815	Open	Clean Energy Technology, Construction	25	\$200,000
4	3	MAXIMUS Human Services, Inc. (La Familia) (Bus)	\$733,208	72	\$10,183	La Familia	Employer ID/Engagement, Tech Assist, Leverage One Stop System	0	\$0
7	3	MAXIMUS Human Services, Inc. (South County) (Bus)	\$733,208	72	\$10,183	South County	Employer ID/Engagement, Tech Assist, Leverage One Stop System	0	\$0
8	3	MAXIMUS Human Services, Inc. (Broadway) (Bus)	\$733,208	72	\$10,183	Broadway	Employer ID/Engagement, Tech Assist, Leverage One Stop System	0	\$0
9	3	MAXIMUS Human Services, Inc. (Citrus Heights) (Bus)	\$733,208	72	\$10,183	Citrus Heights	Employer ID/Engagement, Tech Assist, Leverage One Stop System	0	\$0
10	3	MAXIMUS Human Services, Inc. (Rancho Cordova) (Bus)	\$733,208	72	\$10,183	Rancho Cordova	Employer ID/Engagement, Tech Assist, Leverage One Stop System	0	\$0
11	3	MAXIMUS Human Services, Inc. (Mark Sanders) (Bus)	\$733,208	72	\$10,183	Mark Sanders	Employer ID/Engagement, Tech Assist, Leverage One Stop System	0	\$0
5	3	MAXIMUS Human Services, Inc. (Mather) (Bus)	\$733,208	72	\$10,183	Mather	Employer ID/Engagement, Tech Assist, Leverage One Stop System	0	\$0
6	3	MAXIMUS Human Services, Inc. (Urban League) (Bus)	\$733,208	72	\$10,183	GSUL	Employer ID/Engagement, Tech Assist, Leverage One Stop System	0	\$0
16	3	ESQ Transportation Specialist (Bus)	\$533,585	9	\$59,287	Open	Transportation	0	\$0
<b>Phase I Totals</b>			<b>\$8,396,993</b>	<b>900</b>				<b>187</b>	<b>\$866,987</b>

ITEM IV – D- INFORMATION  
ENTERPRISE ZONE DESIGNATION

BACKGROUND:

Attached is a copy of an article from the Sacramento Bee announcing the conditional designation of five California Enterprise Zones. Sacramento is among the five designated.

Staff will be available to answer questions.

STAFF PRESENTER: William Walker

This story is taken from [Sacbee](#) / Business

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# Capital tentatively OK'd as state enterprise zone

Published Thursday, Aug. 20, 2009

Sacramento was among five California communities receiving conditional designation Wednesday as an "enterprise zone," under a state program designed to spur economic development.

The California Enterprise Zone Program targets economically distressed areas, using special state and local incentives to promote business investment and job creation.

Besides Sacramento, the communities of Hesperia, Tulare, Pittsburg and Taft were listed. Each zone designation is in effect for 15 years.

State officials said the new designations take the place of zones that had expired or are scheduled to expire this year.

Enterprise zone benefits include: Firms can earn \$37,440 or more in state tax credits for each qualified employee hired, corporations can earn sales tax credits on purchases of \$20 million per year of qualified machinery and machinery parts, and lenders to enterprise zone businesses can receive net interest deductions.

– Mark Glover

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ITEM IV- E – 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 August 20, 2009 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

	<b>MONTH RECEIVE NOTICE</b>	<b>COMPANY AND ADDRESS</b>	<b>WARN STATUS</b>	<b># OF AFFECTED WORKERS</b>	<b>SETA'S INTERVENTION</b>
Official	10/29/2008	<b>CSAA</b> Elk Grove, CA	12/31/2009	346	RR Scheduled 8/18-20/09 Services Ongoing
Official	1/9/2009	<b>Health Net, Inc.</b> 12033 Foundation Place Rancho Cordova, CA 95670	3/12/2009	25	9/09 Services Ongoing
Unofficial	1/20/2009	<b>COUNTY OF SACRAMENTO</b> SACRAMENTO, CA		20	2/17/2009 RR Scheduled Services Ongoing
Official	4/9/2009	<b>Gottschalks</b> 8455 Elk Grove Elk Grove CA 95758	6/1/2009	101	Declined services/Closed
Official	4/9/2009	<b>Gottschalks</b> 2300 Watt Ave Sacramento CA 95825	6/1/2009	130	Delivered 121 packets 6/17/09
Official	4/13/2009	<b>Sacramento Logistics</b> 8301 Fruitridge Rd. Sacramento, CA 95826	6/8/2009	72	No layoffs
Official	5/1/2009	<b>FFP Global</b> 11093 Sun Center Dr. Unit F Rancho Cordova, CA 95670	5/16/2009	94	Declined services
Unofficial	5/5/2009	<b>Lorretto High School</b> 2360 El Camino Ave Sacramento, CA 95826	6/4/2009	60	6/4/2009
Unofficial	5/11/2009	<b>Sutter Health Care</b> 2700 Gateway Oaks Drive #12 Sacramento, CA 95833	7/17/2009	121	RR Scheduled 8/26/09 5/19/09
Official	6/3/2009	<b>Delta Dental Of CA</b> 11155 Internantional DR Rancho Cordova, CA 95670	8/1/2009	58	Declined services
Unofficial	6/3/2009	<b>Child Action</b> 2330 Glendale Lane Sacramento, CA	8/3/2009	129	6/10/2009
Official	6/4/2009	<b>Intuit</b> 620 Coolidge Dr., Ste. 200 Folsom, CA 95630	8/3/2009	1	Declined services
Unofficial	6/8/2009	<b>Anchor Blue</b> 3610 N Freeway Blvd #105 Sacramento, CA 95834	8/15/2009	12	7/27/09 Delivered packets
Official	8/4/2009	<b>USAA</b> 2201 Harvard St. Sacramento, CA 95815	10/5/2009	261	Pending
Official	8/12/2009	<b>Calpine Corporation</b> 1180 Iron Point Rd Folsom, CA 95630	11/4/2009	88	Coordinating Services 10/09
			<b>Total # of Affected Workers</b>	<b>1518</b>	

## 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*

**August 2009**

## **SETA Operations Report**

### ***Professional Development***

### **Family and Community Partnerships**

This Report reflects the month of July and activities completed by the Family Support Unit (FSU).

- Parent Trainings Facilitated – 6 SOP, 4 Countywide
- Staff Training Facilitated – 1 SOP only
- PRA/PA Trainings Facilitated – 4 SOP only
- Committee Meetings – 4 SOP, 4 Countywide

### **Program Support Services**

- Melanie Nicolas, Program Officer, attended the CHSA National Policy Summit and Leadership Institute on July 28-30, 2009 in Los Angeles, CA. Important information affecting Head Start and other programs serving 0-5 population in the federal, regional and statewide levels were discussed. This includes the reporting requirements associated with the ARRA (Stimulus) funds, and the national initiative to champion a system of care for the 0-5 early care and education.
- All delegates will be submitting their programs' Program Information Report (PIR) 2009 by the end of July for review and approval by Grantee. Content Coordinators will review content information prior to submission to the federal office on August 31, 2009.
- A Goodbye and Appreciation Tea was held for outgoing unit staff on July 27, 2009. Two staff was laid off beginning August 1 and additional two are being reassigned to the SOP Home Base operations unit as part of the staff reduction and reorganization.
- Program Support Staff and Quality Assurance Staff will be under the supervision of Melanie Nicolas, Program Officer effective August 1, 2009. Brenda Campos is the assigned Manager for these 2 units. Several planning sessions have taken place and follow up meeting and retreat session are scheduled in early August.

- A brief feedback meeting was held with the San Juan Unified School District EHS Staff on July 16, 2009 regarding their May 2009 follow up grantee monitoring review. There were no areas on non-compliance and San Juan EHS was acknowledged for their outstanding services.

### ***Education Services Update***

- The Education Coordinator and Education Specialists presented the Reframing Discipline four part training series (a total of 8 hours) to 25-30 Children Center teachers, Social Workers, Resource Teachers and Coordinators in the Sacramento City Preschool Program. The trainings have been well received by both teaching staff and support staff.
- From July 28-30<sup>th</sup>, the Education Coordinator attended the California Head Start Association (CHSA) National Policy Summit in Los Angeles, CA. CHSA and Region IX provided updates for on the ARRA and other expansion grants. The Early Head Start (EHS) training strand included information about Promoting the Social and Emotional Competence of Infants and Toddlers, Reflective Supervision and Culturally Responsive Early Care. Each of these workshops offered information that would be valuable to our countywide EHS program.
- Kristen Hayes, Region IX and Melanie Huitt, STG International provided guidance to the Education Coordinator with regards to meeting ongoing assessments and HS child outcomes requirements.
- Education Coordinator assisted monitoring staff at the Galt Early Learning Center in July. Classroom files were reviewed for compliance with educational requirements.

### ***Disabilities Services Update***

- During the month of July, Beverly Sanford, Disabilities Coordinator, has been reviewing the Disabilities Service Plan (DSP) for any revisions that may need to be added or deleted. The DSP is a document that serves as a guide to governs Head Start programs in the areas of special needs and focuses on children with disabilities and their families. The plan must be reviewed and update annually and is included as part of the SETA Head Start Program Area Plans.
- ChildPlus disabilities reports were reviewed by Beverly Sanford to ensure that disabilities related data information is entered correctly into ChildPlus prior to final submission for the Program Information Report (PIR). Beverly is also reviewing the delegates PIR pertaining to disabilities services.
- Beverly is currently assisting in monitoring of SETA preschool programs. Centers that are being visited are Hopkins Park, Freedom Park, Grant Skills,

Mather, Galt, Broadway, Vineland, Grizzly Hollow, La Verne Stewart, and Norma Johnson. Site visits will extend into the month of August 2009 and will include staff interviews and classroom observations.

### ***Mental Health Services Update***

- Kim Lister, Education Coordinator has been providing a series of training on Reframing Discipline to education and mental health staff of Sacramento City Unified School District Head Start, Early Head Start and Children's Centers. The last session will be on Friday, August 7 and Melanie Nicolas will also participate to address the system of response and referral.

### ***Health Services Update (medical, dental, nutrition, pedestrian safety)***

- On July 8, the Health Coordinator attended the bimonthly meeting of the Sacramento County Tobacco Control Coalition. Although the Board of Supervisors voted to eliminate the Tobacco Litigation Fund grants, the Coalition continues to be funded by Tobacco Tax money from Prop. 99. This allows the Coalition to further its endeavor to make our Sacramento community tobacco free.
- A presentation hosted, by the Health Coordinator, was given on July 20, by Marcia Santillan from the California Immunization Registry, whose services will allow us to track the students Immunizations, give reminders when shots are needed, as well as, send recall notices on vaccines when appropriate.
- The July 21<sup>st</sup> meeting of the Breastfeeding Coalition of Greater Sacramento was attended by the Health Coordinator.
- The Safe Kids of Greater Sacramento, that seeks to prevent unintentional injury among children and has done the Car Seat Safety classes for some of our parents, conducted a countywide meeting on July 14<sup>th</sup> and was attended by the Health/Nutrition Specialist.

On July 16, a community workshop called *Worksite Wellness Without a Budget* sponsored by Wells Fargo was attended by Health/Nutrition Specialist Teresita Saechao. The event provided many free resources for wellness programs at worksites.

- The Year 2 implementation of the I Am Moving, I Am Learning (IMIL) involving 9 SOP sites and the Head Start and Early Head Start home-based programs had a kick-off training on July 24, 2009. The training was delivered by Patty Kimbrell, M. Ed. At the Sequoia Room, 925 Del Paso. Blvd. Suite 200. About 70 staff participated in the 2 sessions that were offered. Follow up training will be provided on August 14 and 27.

- Certificates of appreciation and complimentary fruits and vegetable baskets donated by Health Education Council were awarded to 17 Head Start sites for their successful participation in the first year of IMIL. On July 16, IMIL core committee staff delivered the certificates and produce baskets and personally thanked staff on behalf of management for their commitment and enthusiasm in the project.
- Through the First 5 Sacramento-funded In the Grow program and partnership with Health Education Council, a school gardening workshop will be offered to staff on August 21, 2009. Training participants are eligible to receive gardening supplies for the schools.
- Asthma/Nebulizer Training was given July 29 by Garnett Volkens, Health Coordinator and Paula Perez, Health Specialist at the Crossroad Gardens Head Start.

***Family and Community Partnerships***

No Report

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

**July 2009**

**Total number of meals and snacks prepared for all kitchens**

<b>Lunch</b>	<b>PM Snack</b>	<b>Breakfast</b>	<b>Field Trips</b>
40,262	25,338	28,488	840

# Sacramento County Head Start/Early Head Start Program Enrollment Report

## July 2009

### HEAD START

Agency	Summer Funded Enrollment	Last Day of Month Enrollment	Percentiles
Elk Grove	80	80	100
Sacramento City	320	351	110
San Juan	192	192	100
SETA	2,778	2,735	98
Twin Rivers	0	0	0
WCIC/Playmate	20	20	100
County Totals	3,390	3,378	100

### EARLY HEAD START

Agency	Funded Enrollment	Last Day of Month Enrollment	Percentiles
Sacramento City	115	115	100
San Juan	129	129	100
SETA	213	217	102
County Totals	457	461	101



## **San Juan Unified School District Monthly Report for August 2009**

### ***Education Services Update***

The staff development team has revised the New Teacher Support trainings to accelerate the content presented for teachers new to San Juan. This new schedule includes a two hour training every Thursday in September and October. Some of the topics include Best Practices, ECERS, CCFP guidelines, using the CUM file as your resource, DRDP-R assessments, individualization process, our integrated curriculum, interpreting IEP's and Parent Involvement. We will follow up with quarterly new Teacher Support trainings that will continue throughout the year.

### ***Disabilities Services Update***

In July, we began screening our Head Start children who will begin school in August. We screened over 100 children in the first three days. The screeners have been care-managed and the children have red flags have been documented and an action plan has been set up for them: either a referral, rescreen or teacher intervention of some kind. Our full-inclusion sites are filling up. We currently have one opening left.

### ***Mental Health Services Update***

Current activities include lending ongoing services to Full Day State Preschool classes throughout remaining summer weeks. As parents begin screening process for Fall enrollment, families/children with identified needs are contacted by MHT for needed mental health services.

### ***Health Services Update***

No nutrition report for this month.

### ***Family and Community Partnerships Update***

The policy committee is busy approving staff as the school year approaches. Looking toward the year starting again the Executive Board has been invited to share at a teacher in-service in order to help teachers gain a greater understanding of how the council operates and what it has meant to these parents to be an integral part of it.

### ***Transition Services Update***

During the month of July, we have purged all our old cum folders and converted to our new system. The cums of Kindergarten bound children are sorted, boxed and ready for delivery in August to the appropriate elementary school. Staff have been busy preparing hundreds orientation packets for parents of our part day and full day programs.

### ***Program Support/Staff Training Update***

Full-day staff participated in training this month that was focused on literacy and IMIL (I am Moving, I am Learning) style activities in the classroom. They were able to brainstorm some new activities, and discuss corresponding target vocabulary for materials they received to support our three year goals.

### ***Fiscal Update***

July 2009 was the end to the HS/EHS 2008-09 fiscal year. It also started our first American Reinvestment and Recovery Act (ARRA) money which was awarded to San Juan USD. V The ARRA money, aka: Economic Stimulus, was awarded to San Juan USD for ARRA COLA, which was formulated at 1.84% of HS/EHS Base Grant, and ARRA Quality Improvement which was determined by writing for specific needs/goals prioritized by the office of Head Start.

June preliminary reports for HS/EHS were submitted to SETA, Grantee on the 10<sup>th</sup> of July. Final June Reports will be completed at the beginning of August, when SJUSD financials are closing. July 31<sup>st</sup> ended the 2008-09 federal fiscal year for HS/EHS. All fund in HS/EHS will be spent in both the base and T & TA grants. The final close out package for fiscal year 2008-09 must be submitted to SETA by the 30<sup>th</sup> of August.

***Early Head Start***

The big news for July for EHS is the Submission of Expansion grant! All Lead Teachers and Site Supervisors are now RIE (Resources for Infant Educators); one staff member is certified. The roll out of the district's new enrollment center and processes continues. Results from SETA from their review of center-based arrived in May. EHS is in its final stages of PIR. A preliminary meeting was held with the Nurse/Family Partnership.