



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

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**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, November 5, 2009

**TIME:** 10:00 a.m.

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

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

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

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9:  
One potential case

**VII. Adjournment**

**DISTRIBUTION DATE: THURSDAY, OCTOBER 29, 2009**

ITEM II-A - CONSENT

MINUTES OF THE OCTOBER 1, 2009 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the October 1, 2009 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

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

Minutes/Synopsis

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

Thursday, October 1, 2009  
10:00 a.m.

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

Members Present:

Jimmie Yee, Chair, SETA Governing Board; Member, Board of Supervisors  
Don Nottoli, Member, Board of Supervisors (arrived at 10:16 a.m.)  
Sophia Scherman, Public Representative  
Bonnie Pannell, Councilmember, City of Sacramento

Member Absent:

Kevin McCarty, Councilmember, City of Sacramento

**II. Consent Items**

The consent calendar was reviewed; no questions or comments.

- A. Minutes of the September 3, 2009, Regular Board Meeting
- B. Approval of Claims and Warrants

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

- A. Approve the September 3, 2009 minutes.
- B. Approve the claims for the period 8/27/09 – 9/24/09.

Voice Vote: Unanimous approval.

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

- 1. Approval of Retiree Health and Dental Subsidy

Ms. Kossick reviewed this item. There are 63 active retirees affected by this decision. Historically, SETA has followed the county subsidy rates. Option A would continue the current subsidy. The county has approved option B. If the board approves Option B, it would be a savings of \$65,484 per year. At this point, staff is recommending following the county action and go with Option B.

Speaker before the Board: → Mr. Gary Miller: Retired employee.

Mr. Don Nottoli arrived at 10:16 a.m.

Mr. Yee stated that the retiree health and dental subsidy is not a vested benefit and has to be approved each and every year.

Mr. Nottoli supports maintaining benefits for retirees. He asked how the money is paid and Ms. Kossick stated that it comes out of our grants. Ms. Kossick stated that there is an error in the board packet and the total for Option B would be \$70,200. Mr. Nottoli stated that he thinks we have some obligation to continue the benefit. Ms. Scherman thinks Option B should be approved now and if things change, go back to revisit this item.

Moved/Panel, second/Scherman, to approve Option B.  
Voice Vote: Aye: 3, Nay: 1 (Nottoli), Abstentions: 0

2. Approval of Retiree Medical and Dental Insurance Program Participation Agreement and Administrative Policy

Ms. Kossick stated that this administrative policy is provided annually from the Sacramento County Retirement System. A signed copy of the agreement must be approved every year. Ms. Kossick read the correct subsidy amounts into the record based upon the board action from the previous item.

Moved/Scherman, second/Pannell, to approve the execution of the Retiree Medical and Dental Insurance Program Participation Agreement and Administrative Policy with the County of Sacramento for 2010 and adopt the related resolution.  
Voice Vote: Unanimous approval.

3. Receive, Adopt and File Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2010

Ms. Kossick stated that this is a routine, annual report.

Moved/Pannell, second/Scherman, to receive, adopt, and file the Investment Policy for the Pooled Investment Fund for the calendar year 2010.  
Voice Vote: Unanimous approval.

4. Approval of Staff Recommendations for the Adult Vendor Services (VS) List and Child Development and Family VS List

Ms. Espie Lindsey reviewed this item; no questions or comments.

Moved/Pannell, second/Nottoli, to add Yes 2 Kollege Education Resources, Inc. to the Adult VS List and the Child Development and Family VS List.  
Voice Vote: Unanimous approval.

## **B. WORKFORCE INVESTMENT ACT**

1. Concurrence with Sacramento Works, Inc. to Approve Funding Recommendations for the American Recovery and Reinvestment Act of 2009 (Recovery Act)/Workforce Investment Act (WIA) Youth Employment Services for Year-Round Services for 2009-2010

Ms. Christine Welsch reported that 960 young people got jobs this summer and \$1.4 million was earned. Staff identified \$500,000 for a year-round program. Staff is recommending funding 30 slots each to serve an additional 120 youth:

- California Human Development Corporation
- Crossroads Diversified Services
- Lao Family Community Development
- Mutual Assistance Network

Moved/Pannell, second/Scherman, to approve the staff recommendation funding for the Recovery Act/WIA, Year-round Youth Services 2009 in the amount of \$481,295 for the four providers.

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

2. Approval of Augmentation for Crossroad Diversified Services

Ms. Robin Purdy stated that this is a correction to the extension recommendations made at the last meeting. In June 2008, Crossroads was allocated funds through a one-stop services contract. They moved and purchased a computer lab; SETA purchased the computers. The approval of this board item will replace \$15,000 into their budget.

Moved/Scherman, second/Yee, to approve an augmentation of the WIA One Stop Services Subgrant Agreement with Crossroads Diversified Services in the amount of \$15,000, bringing the total award to \$302,954.

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

3. Augmentation of Workforce Investment Act, Title I, Adult One-Stop Services Programs

Ms. Purdy stated that staff is requesting approval to use \$550,000 to augment scholarships for 11 of the 12 one stop centers and use \$244,000 to fund other customer services and support and improvements to software and Workkeys skills certification. No additional funds will be provided to Mather since this center works closely with the Rancho Cordova Career Center.

Moved/Pannell, second/Nottoli, to approve the staff funding recommendations reflected in the narrative and on the charts included in the board packet.

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

4. Approval to Modify WIA/ARRA Workplace Training Agreements with Temporary Assistance to Needy Families Emergency Contingency Fund (TANF ECF) Recovery Act funds

Ms. Purdy stated that staff is finalizing the contract with the Department of Human Assistance for \$2 million in Recovery Act funds. DHA will be the administrator; most of the funds will go to short term non-recurring services to people on TANF support. This item will be blending WIA funds with TANF funds to pay for staffing associated with running the OJT and other programs.

Moved/Pannell, second/Nottoli, to approve the modification of the WIA/Recovery Act Phase 1 Workplace Training providers with TANF ECF funds.

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

### **C. HEAD START**

1. Approval to Release a Request for Qualifications to Procure Professional Architectural Services

Ms. Brenda Campos reported that staff is excited to receive funds for two new classroom modulars. One of the centers (Bannon Creek) was forced to move but the move provides SETA with more space and parking. The school districts are excited with the new modulars as well.

Mr. Nottoli asked if there was any way to piggyback the use of architectural services for the modulars. Can we partner with the school districts to get this done rather than SETA securing a separate architect?

Mr. Larsen stated that legal counsel could meet with the school districts to see if we could work together. Mr. Larsen stated that the RFQ could be designed to be broad in nature in order to work with the school districts. The RFQ was designed to be broad in nature. Ms. Kossick stated that the architect will be used on an hourly basis.

Moved/Nottoli, second/Scherman, to approve the release of a Request for Qualifications for Professional Architectural Services.

Voice Vote: Unanimous approval.

### **D. COMMUNITY SERVICES BLOCK GRANT**

1. Approval to Consider a Waiver of the Mandatory Attendance Requirement of the Community Services Block Grant Offeror's Conference

Ms. Cindy Sherwood-Green reviewed this item. If the waiver is approved, two organizations would be allowed to submit proposals.



Speaker before the board:

- Ms. Elnor Tillson, Executive Director, Travelers Aid

Moved/Pannell, second/Scherman, to cancel the provisions of the CSBG RFP that required mandatory attendance at the CSBG Offeror's Conference held on September 14, 2009.

Voice Vote: Unanimous approval.

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

**IV. Information Items**

A. Fiscal Monitoring Reports: No comments.

B. Head Start Fiscal Report: No comments.

C. Unemployment Statistics: No comments.

D. Dislocated Worker Update: Mr. William Walker stated that SETA assisted with the Kohl's employee recruitment but did not go on-site to provide services.

**V. Reports to the Board**

A. Chair: No report.

B. Executive Director: Ms. Kossick thanked staff and program operators for the hard work over the last 6-8 months since ARRA funds became available.

C. Deputy Directors

- ➔ Monthly Head Start Report: Ms. Maureen Morrison reported that the current 09/10 budget is still extremely tight and will continue to be. Fiscal Year 08/09 was closed out and balanced; no funds were returned to ACF. All of the Head Start sites are fully enrolled. Staff was notified that the Agency received Training/Technical Assistance funds in the amount of \$152,000 for tuition and books for teachers. Also, \$1.7 million was received under Program Improvement funds for 32 projects including Bannon Creek and Bright Beginnings modulars. ARRA funds were received to allow some staff to be retained and \$350,000 was received to do physical site improvements. Funds were received to continue the Whispering Pines center for two years. Staff received unofficial notification that we were granted EHS expansion grant funds for 196 slots; staff is waiting for the award letter.

D. Counsel: No report.

E. Members of the Board: None.

F. Public: None.

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

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9:  
One potential case

Board recessed into closed session at 11:19 a.m. and reconvened to take some public testimony.

- Ron Rowland, Owner/General Manager, New Horizons Computer Learning Center

Mr. Rowland requested consideration to be added to the local training provider list to provide information technology training for people looking for new jobs.

Ms. Kossick stated that we have a board policy that no new schools could be added. Mr. Rowland is asking for an exception to the policy.

Mr. Larsen provided some background regarding a private post secondary program that expired in 2007. It will be known by the November meeting whether Mr. Rowland's program will be affected by the new legislation.

Mr. Nottoli asked for a report back on this item in November.

Board recessed into closed session at 11:33 a.m.

**VII. Adjournment:** The meeting was adjourned at 12:05 p.m. with no report out of closed session.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 9/25/09 through 10/29/09, and all expenses appear to be appropriate.

STAFF PRESENTER: Kathy Kossick

ITEM III-A - 1 - ACTION

ELECTION OF OFFICERS OF THE SACRAMENTO EMPLOYMENT  
AND TRAINING AGENCY GOVERNING BOARD

BACKGROUND:

As stipulated by the Joint Powers Agreement, "the Governing Board shall select a chairperson and vice-chairperson from among its members for one-year terms." The chair alternates among the City, County and Public Representative.

RECOMMENDATION:

That the Board nominate and elect officers for a one-year term to begin on November 6, 2009.

STAFF PRESENTER: Kathy Kossick

ITEM III-A- 2 -ACTION

APPROVAL TO PURCHASE AGENCY INSURANCE FOR GENERAL LIABILITY,  
VEHICLE LIABILITY, UMBRELLA, ERRORS AND OMISSIONS AND STUDENT  
ACCIDENT

BACKGROUND:

The Agency insurance policies for general liability, vehicle liability, umbrella liability, property, student accident, sexual harassment and errors and omissions expire December 1, 2009.

Currently SETA's broker, Arthur J. Gallagher, is exploring various markets to secure the necessary coverage for SETA and will present an oral report at the meeting.

If final quotations are not available on November 5, the Board may delegate procurement authority to the Executive Director.

RECOMMENDATION:

Hear the oral report and take appropriate action.

STAFF PRESENTER: Roy Kim

ITEM III-C - 1 - ACTION

SELECTION OF BEST CANDIDATE ARCHITECTURAL SERVICES FIRM AND  
AUTHORIZATION TO STAFF TO NEGOTIATE WITH APPLICANT FIRMS

BACKGROUND:

On October 1, 2009, SETA released of a Request for Qualifications (“RFQ”) to select an architectural services firm to provide services to SETA on an as-needed basis in conjunction with design, installation and construction of playground equipment at various SETA-operated Head Start centers; installation of modular buildings; ongoing review of various SETA facilities; and broad-based architectural services in conjunction with updating, rehabilitating and improving playgrounds, equipment and leasehold improvements.

In response to the RFQ, SETA received Statements of Qualifications from sixteen respondent firms. As contemplated by the RFQ, staff has reviewed the Statements of Qualifications that were submitted by the respondent firms and has given each firm a cumulative score based upon the information supplied in each Statement of Qualifications, with particular attention paid to the following criteria:

- Responsiveness of the Statement of Qualifications generally.
- Cost, although a significant factor, may not be the deciding factor. Cost is particularly important when all other evaluation criteria are relatively equal.
- Technical experience of the firm.
- Experience and professional activities of the firm.
- Experience of the firm in completing similar work.

Four staff members separately ranked the proposals as shown below:

| <b>RFQ #</b> | <b>Proposer</b>   | <b>Rank</b> |
|--------------|-------------------|-------------|
| 1            | Studio SMS        | 1           |
| 14           | Indigo            | 2           |
| 4            | Image Works       | 3           |
| 13           | Anova Architects  | 4           |
| 7            | Williams & Paddon | 5           |

STAFF PRESENTER: Brenda Campos

| <b>RFQ #</b> | <b>Proposer</b>                    | <b>Rank</b> |
|--------------|------------------------------------|-------------|
| 15           | Stafford King Wiese                | 6           |
| 2            | NTD Architecture                   | 7           |
| 6            | Macaulay + Architects              | 8           |
| 3            | MCA (Marcher Covington Architects) | 9           |
| 11           | Cynthia Easton Architects          | 10          |
| 10           | Calpo Hom & Dong                   | 11          |
| 9            | GRA Architecture                   | 12          |
| 16           | Dean T. Taise                      | 13          |
| 5            | Ball & Gee                         | 14          |
| 8            | HMR Architects                     | 15          |
| 12           | The HLA Group                      | 16          |

The RFQ Selection Process contemplates that your Board will choose the best candidate firm and invite the firm to enter into contract negotiations with SETA. Moreover, in the event an agreement cannot be reached with the best candidate firm, SETA retained the right in the RFQ to negotiate with the next best candidate firm and so on until an agreement is reached with a respondent firm. Upon reaching an agreement with a candidate firm, SETA will award the architectural services contract to that candidate.

**RECOMMENDATION:**

Staff recommends that your Board select Studio SMS as the best candidate firm and authorize staff to enter into contract negotiations with Studio SMS. Furthermore, consistent with the RFQ and in the event that an agreement cannot be reached with Studio SMS, staff recommends that your Board further authorize staff to negotiate with the next best candidate firm, and so on, until an agreement is reached with a respondent firm.

**STAFF PRESENTER:** Brenda Campos

ITEM IV-A - INFORMATION  
FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information are copies of the latest fiscal monitoring reports.

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim



**MEMORANDUM**

**TO:** Ms. Cheryl Rose **DATE:** October 14, 2009

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

**RE:** On-Site Fiscal Monitoring of City of Sacramento

| <u>PROGRAM</u> | <u>ACTIVITY</u>                      | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|--------------------------------------|----------------|------------------------|-----------------------|
| WIA-Youth      | Individualized Services<br>In-school | \$ 225,173     | 5/1/08-06/30/09        | 5/1/08-06/30/09       |
| WIA/ARRA       | Summer Youth                         | 168,671        | 5/1/09-9/30/09         | 5/1/09-8/29/09        |

**Monitoring Purpose:** Initial  (Summer Youth) Final  (In-School Youth)  
**Date of review:** 10/1-2/09

|    | <b>AREAS EXAMINED</b>        | <b>SATISFACTORY</b>                 |           | <b>COMMENTS/<br/>RECOMMENDATIONS</b> |           |
|----|------------------------------|-------------------------------------|-----------|--------------------------------------|-----------|
|    |                              | <b>YES</b>                          | <b>NO</b> | <b>YES</b>                           | <b>NO</b> |
| 1  | Accounting Systems/Records   | <input checked="" type="checkbox"/> |           |                                      |           |
| 2  | Internal Control             | <input checked="" type="checkbox"/> |           |                                      |           |
| 3  | Bank Reconciliation          |                                     | N/A       |                                      |           |
| 4  | Disbursement Control         | <input checked="" type="checkbox"/> |           |                                      |           |
| 5  | Staff Payroll/Files          | <input checked="" type="checkbox"/> |           |                                      |           |
| 6  | Fringe Benefits              | <input checked="" type="checkbox"/> |           |                                      |           |
| 7  | Participant Payroll          | <input checked="" type="checkbox"/> |           |                                      |           |
| 8  | OJT Contracts/Files/Payment  |                                     | N/A       |                                      |           |
| 9  | Indirect Cost Allocation     |                                     | N/A       |                                      |           |
| 10 | Adherence to Contract/Budget | <input checked="" type="checkbox"/> |           |                                      |           |
| 11 | In-Kind Contribution         |                                     | N/A       |                                      |           |
| 12 | Equipment Records            |                                     | N/A       |                                      |           |

**Program Operator:** City of Sacramento, Neighborhood Services Department

**Findings and General Observations:**

- 1) The total costs as reported to SETA from May 1, 2008 to June 30, 2009 for the WIA-Youth program and the wages paid from June, 2009 to August, 2009 for the Summer Youth program 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) There are no corrective actions required.

cc: Kathy Kossick  
Governing Board

MEMORANDUM

**TO:** Dr. Sara Haycox **DATE:** September 8, 2009  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Del Paso Heights School District (Twin Rivers USD)

| <u>PROGRAM</u> | <u>ACTIVITY</u>      | <u>FUNDING</u> | <u>CONTRACT</u><br><u>PERIOD</u> | <u>PERIOD</u><br><u>COVERED</u> |
|----------------|----------------------|----------------|----------------------------------|---------------------------------|
| Head Start     | Basic, COLA, Quality | \$ 1,091,126   | 8/1/08-07/31/09                  | 8/1/08-6/30/09                  |
| Head Start     | T & TA               |                | 7,500                            | 8/1/08-07/31/09 8/1/08-6/30/09  |

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Dates of review:** 7/28-30/09

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

**Findings and General Observations:**

1. The total costs as reported to SETA from August 1, 2008 to June 30, 2009 have been traced to the delegate's records. The records were verified and appeared to be in order.
2. There are no findings.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board  
Policy Council

**MEMORANDUM**

**TO:** Ms. Marilyn McGinnis **DATE:** October 6, 2009  
**FROM:** Tammi L. Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Dept. of Health & Human Services/Oak Park

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|-----------------|----------------|------------------------|-----------------------|
| CSBG           | FSS             | \$ 19,134      | 1/1/08-12/31/08        | 1/1/08-12/31/08       |

**Monitoring Purpose:** Initial \_\_\_ Follow-Up \_\_\_ Special \_\_\_ Final X  
**Date of review:** August 24, 2009

|      |     |           |                 |                |
|------|-----|-----------|-----------------|----------------|
| CSBG | FSS | \$ 19,134 | 1/1/09-12/31/09 | 1/1/09-7/31/09 |
|------|-----|-----------|-----------------|----------------|

**Monitoring Purpose:** Initial X Follow-Up \_\_\_ Special \_\_\_ Final \_\_\_  
**Date of review:** August 24, 2009

|    | <b>AREAS EXAMINED</b>        | <b>SATISFACTORY</b> |           | <b>COMMENTS/<br/>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         |                     | N/A       |                                      |           |
| 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 Contract/Budget | X                   |           |                                      |           |
| 11 | In-Kind Contribution         |                     | N/A       |                                      |           |
| 12 | Equipment Records            |                     | N/A       |                                      |           |

Memorandum  
Fiscal Monitoring Findings  
Page 2

**Program Operator:** Dept. of Health & Human Services/Oak Park

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board  
Robert Guillette

**MEMORANDUM**

**TO:** Mr. David DeLuz **DATE:** September 18, 2009  
**FROM:** Tammi L. Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Greater Sacramento Urban League

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|-----------------|----------------|------------------------|-----------------------|
| CSBG           | Safety Net      | \$ 20,000      | 1/1/09-12/31/09        | 1/1/09- 4/30/09       |
| WIA            | US/Youth        | \$ 63,000      | 7/1/08-6/30/09         | 7/1/08-4/30/09        |
| WIA            | OSS/Adult       | \$ 258,000     | 7/1/08-6/30/09         | 7/1/08-4/30/09        |

**Monitoring Purpose:** Initial \_\_\_\_ Follow-Up \_\_\_\_ Special \_\_\_\_ Final X  
**Date of review:** June 15-19, 2009 and various follow up dates.

|    | <b>AREAS EXAMINED</b>        | <b>SATISFACTORY</b> |           | <b>COMMENTS/<br/>RECOMMENDATIONS</b> |           |
|----|------------------------------|---------------------|-----------|--------------------------------------|-----------|
|    |                              | <b>YES</b>          | <b>NO</b> | <b>YES</b>                           | <b>NO</b> |
| 1  | Accounting Systems/Records   | X                   |           |                                      |           |
| 2  | Internal Control             |                     | X         | X                                    |           |
| 3  | Bank Reconciliation          | X                   |           |                                      |           |
| 4  | Disbursement Control         | X                   |           |                                      |           |
| 5  | Staff Payroll/Files          | X                   |           | 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 Contract/Budget | X                   |           |                                      |           |
| 11 | In-Kind Contribution         | N/A                 |           |                                      |           |
| 12 | Equipment Records            | N/A                 |           |                                      |           |

**Program Operator:** Greater Sacramento Urban League

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

Based on this review, we have the following observation and recommendation:

SETA continues to recommend that GSUL personnel prepare reconciliations to explain differences between the GSUL records and the Fiscal Reports submitted to SETA and other funding sources. Further, we recommend these reconciliations be reviewed and approved by responsible GSUL officer(s) prior to the filing of the reports with funding agencies.

Develop a policy and procedure to outline Advance Pay processes. However, SETA recommends this practice stop altogether, as it can create problems during overlap of fiscal years and create significant problems when employees terminate their employ.

SETA's review of DOL federal overtime pay laws and a comparison of other subgrantee's positions of like nature bring GSUL's use of exempt status into question. SETA recommends GSUL conduct an in-depth review of all job descriptions with relation to Exempt/Non-Exempt status.

cc: Kathy Kossick  
Governing Board





**Program Operator: Sacramento Area Emergency Housing Center**

**Findings and General Observations:**

1. The total costs as reported to SETA from July 1, 2008 to December 31, 2008 and from January 1, 2009 to July 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

**MEMORANDUM**

**TO:** Ms. Donna Elmore                      **DATE:** September 14, 2009

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

**RE:** On-Site Fiscal Monitoring of Sacramento City U. S. D.

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|-----------------|----------------|------------------------|-----------------------|
| Head Start     | Basic & COLA    | \$ 7,803,950   | 8/1/08-07/31/09        | 8/1/08-05/31/09       |
| Head Start     | T & TA          | 20,000         | 8/1/08-07/31/09        | 8/1/08-05/31/09       |
| Early H. S.    | Basic & COLA    | 1,080,905      | 8/1/08-07/31/09        | 8/1/08-05/31/09       |
| Early H.S.     | T & TA          | 18,249         | 8/1/08-07/31/09        | 8/1/08-05/31/09       |

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

**Date of review:** 7/13-15/2009, 7/17/2009

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

**Program Operator:** Sacramento City Unified School District

**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 delegate's records. The records were verified and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) There are no corrective actions required.

cc: Kathy Kossick  
Governing Board  
Policy Council

**MEMORANDUM**

**TO: Ms. Elnor F. Tillson**

**DATE: October 15, 2009**

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

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

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

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

**Date of review: Sept. 23-24, 2009**

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

**Program Operator: Travelers Aid Society of Sacramento, Inc.**

**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 July 31, 2009 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
2. The expenses reported for the CSBG program in 2008 exceeded the recorded expenses by \$ 1,874.57.

**Recommendations for Corrective Action:**

- 1) Reimburse SETA from non-SETA funds the amount of \$ 1,874.57.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Roleda Bates **DATE:** September 21, 2009

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

**RE:** On-Site Fiscal Monitoring of Visions Unlimited, Inc.

| <u>PROGRAM</u> | <u>ACTIVITY</u>   | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|-------------------|----------------|------------------------|-----------------------|
| CSBG-Seniors   | Family-Self-Suff  | \$ 55,000      | 1/01/08-12/31/08       | 1/01/08-12/31/08      |
| CSBG-Seniors   | Family Self-Suff. | 55,000         | 1/01/09-12/31/09       | 1/01/09-06/30/09      |

**Monitoring Purpose:** Initial  (2009) Final  (2008)  
**Date of review:** 9/10-11/09

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

**Program Operator:** Visions Unlimited, Inc.

**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 for the CSBG program 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) There are no corrective actions required.

cc: Kathy Kossick  
Governing Board



## ITEM IV-B - INFORMATION

### SACRAMENTO CLEAN ENERGY WORKFORCE TRAINING PROGRAM PROPOSALS

#### BACKGROUND:

In August, 2009, the Employment Development Department (EDD), California Energy Commission and the California Workforce Investment Board (State Board), 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 Percent funds, and Assembly Bill (AB) 118 Alternative and Renewable Fuel and Vehicle Technology Program funds.

The goal of this 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 required 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 developed a regional partnership to submit three proposals in response to this Request for Solicitation. The proposals:

- Target the Green Building, Clean Energy and Alternative and Renewable Fuel and Vehicle Technology industries.
- Enhance the 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.

On October 2, 2009, SETA was informed that all three of the proposals submitted by the Sacramento region were funded for the requested amount. Attached is the summary page for each of the proposals submitted:

- Category 1A – Green Building Retraining Partnerships funded for \$997,810 to retrain 200 dislocated workers and unemployed individuals

- Category 2A – Green Building Pre-Apprenticeship Partnership funded for \$968,682 to serve 230 unemployed individuals or new entrants to the labor force
- Category 3 – Alternative and Renewable Fuel and Vehicle Partnership funded for \$500,000 to provide training to 146 unemployed individuals and incumbent workers.

## Sacramento Regional Green Building Retraining Partnership Proposal Summary

The Sacramento Employment and Training Agency will enroll 200 job seekers with previous construction experience and an interest in green construction retraining in the Sacramento Green Building Retraining Initiative (SGBR). SETA will target unemployed and underemployed workers residing in the Sacramento Metropolitan region which includes El Dorado, Placer, Yolo, and Sacramento Counties. The goal of the *Sacramento Green Building Retraining Initiative (SGBR)* is to enhance the skill-set of the talent pool and increase access to green building construction employment opportunities, thereby increasing the number of knowledgeable, skilled and stable employees in the green building and energy efficiency construction workforce.

The initiative will focus on the energy and water efficiency sector with upgrade skills training in several green career clusters including: solar power, green construction, energy efficiency, green plumbing, water efficiency and sustainability. The skills training will result in Industry-Identified Certificates including Certified Green Building Professional, Certified Photovoltaic Installer, Accredited Green Plumber, Certified Energy Auditor, HERS II raters and HERS II analyst.

The Green Capital Alliance, will act as the Green Employer Council for the initiative and provide oversight and ensure that programs reflect relevant training for real world jobs. Other partners include the Los Rios Community College District, American River College, the Sacramento Sierra Building and Construction Trades Council, Beutler Corporation, Sacramento Municipal Utilities District, Community Resource Project, Green Plumbers USA. The catalytic effect of retraining the available pool of construction workers in new technologies by developing an approach that is sustaining and can be duplicated throughout the state, is transformative and persistent in nature.

## Proposal Summary

### Sacramento Region Green Building Pre-Apprenticeship Training Partnership

The Sacramento Region Green Building Pre-Apprenticeship Training Partnership will provide services targeting Sacramento, Yolo, El Dorado, and Placer counties. The partnership will focus on providing pre-apprenticeship training programs to prepare a trained workforce for the energy efficiency, infrastructure and commercial green building construction, and the building retrofit sectors. Primary partners for this initiative include: Sacramento Employment and Training Agency/Sacramento Works, Inc., Golden Sierra Job Training Agency, Los Rios Community College District, American River College, Cosumnes River College, Sacramento Municipal Utility District, Community Resource Project, Sacramento Area Electrical Training Center (NECA-IBEW Local 340), Buetler Corporation, and Valley Vision-Green Capital Alliance.

The Partnership will serve a total of 230 participants from the target population of adults 18 years or older, unemployed, underemployed, and new workforce entrants with a focus on special populations including veterans, individuals with household incomes below 50 percent of the area median income and those recipients of public assistance. The Partnership is proposing four separate programs to prepare participants with little or no prior construction experience for registered apprenticeship programs and jobs in the building retrofit field. Green Jobs/Energy Career Exploration Workshops, an overview of the careers and opportunities available to participants interested in training in the Green Building Industry, will be offered to create a pathway to Pre-Apprenticeship Training programs at American River College and Cosumnes River College. American River College Green Building Pre-Apprenticeship Training will prepare students for employment in commercial, industrial, and infrastructure apprenticeships in the Green Building industry. Cosumnes River College Green Building Pre-Apprenticeship Training will provide a Construction Pre-Apprenticeship Certificate program for individuals with no prior construction experience to be trained as Weatherization Technicians and Home Energy Auditors in the residential Green Building industry. Sacramento Area Electrical Training Center (NECA-IBEW Local 340) Pre-Apprenticeship Construction Training (PACT), a short-term, intensive pre-apprenticeship program will be offered in the evenings to provide an opportunity for unemployed workers to explore careers as electricians, plumbers, sheet metal workers, and laborers in green construction. The Green Building Pre-Apprenticeship Training program will be a partner with the Sacramento Municipal Utility District's (SMUD) Energy and Technology Center (E&TC) to provide short-term training classes and certifications that will lead to a Certified Green Building Professional (CGBP) training certificate.

The energy efficiency sector has great potential to be a positive economic driver in the Greater Sacramento Region at a time when the economy is in desperate need of job creation. Investments in energy efficiency programs will create jobs for thousands of people performing energy audits, retrofitting homes and buildings, installing advanced HVAC systems, and managing energy resources. Energy efficiency jobs pay well and

provide opportunities for advancement, increasing skills and high wages. Most energy efficiency jobs are middle-skill jobs requiring more education than high school, but less than a four-year degree—and are well within reach for lower-skilled and low-income workers, as long as effective training programs and appropriate supports are accessible. The Sacramento Region Green Building Pre-Apprenticeship Training Partnership will ensure that the necessary pre-apprenticeship programs are available to job seekers in the region to prepare them for this emerging industry sector.

Proposal Summary  
Alternative Vehicles and Fuel Workforce Training Program

The Alternative Vehicles and Fuel Workforce Training Program will serve the Sacramento Metropolitan Statistical Area (MSA) including Sacramento, Yolo, El Dorado, and Placer counties; and target the energy and transportation sectors. The Green Capital Alliance (GCA), with the active participation of business, government, economic development organizations, colleges, universities, and utility companies, will serve as the Green Employer Council.

Partners will include, in addition to the GCA, the Sacramento Employment and Training Agency (SETA) and Sacramento Works, Inc., the workforce arm of the regional WIB, which will provide recruitment, assessment, case management, and placement for students enrolled in entry level training; and, American River College (ARC), a Sacramento community college serving 40,000 students, which will provide industry and entry-level training. Employers will include the Operating Engineers Local 3 (OE3), a labor organization representing heavy equipment operators and mechanics; Pacific Gas & Electric Company (PG&E) and Sacramento Municipal Utility District (SMUD), major electric utility companies; and, Sacramento Area Rapid Transit (RT), providing regional bus and light rail service.

Industry Training Target Population and Outcomes:

- The target population for industry training will be technicians identified by their company/organization. In most cases technicians will be paid during training, and their wages will be used as match.
- OE3 – 12 technicians will retrofit off-road construction equipment to achieve particulate and green house reduction.
- PG&E – 48 technicians will service and maintain electric hybrid vehicles (EVs) to manufacturers' specifications. PG&E is transitioning their automotive fleet in 2010 to electric vehicles (EVs).
- RT – 12 technicians will maintain/repair Compressed Natural Gas (CNG) systems on diesel buses.
- SMUD – 24 technicians will service and maintain EVs, hybrids, and alternative fuel vehicles; and, retrofit trucks to achieve particulate and green house gas reduction.
- Training will prepare technicians to work with alternative vehicles, fuel systems, diagnostic tools, and technical software which they will utilize to train other technicians and advance within their occupation.

Entry Level Training Target Population and Outcomes:

- The target population will be unemployed and underemployed workers; with active recruitment of women. LMI data indicates an annual need for 182 auto mechanics and 66 bus and truck mechanics. Technicians with training in alternative vehicles and fuel should be very competitive for employment.
- Alternative Fuel and Vehicles Certificate: 25 students will complete courses in biodiesel; advanced electrical; hybrid technology; alternative fuels and vehicles; and advanced drive train.
- Clean Diesel Certificate: 25 students will complete courses in biodiesel; clean diesel systems; clean diesel rebuild, retrofit, or repower; clean engine repair; clean diesel retrofit; and clean diesel software.

ITEM IV-C – INFORMATION  
HEAD START FISCAL REPORT

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Roger Bartlett

ITEM IV-D – INFORMATION

UNEMPLOYMENT RATES FOR SACRAMENTO COUNTY

BACKGROUND:

In September, 2009, the unemployment rate for Sacramento County was 12.2%. Attached is a listing of the unemployment rates by City and Census Designated Places provided to SETA by the California Employment Development Department.



**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
 September 2009 - Preliminary  
 Data Not Seasonally Adjusted**

| <b>Area Name</b>            | <b>Labor Force</b> | <b>Employment</b> | <b>Unemployment Number</b> | <b>Rate</b> | <b>Census Ratios Emp</b> | <b>Unemp</b> |
|-----------------------------|--------------------|-------------------|----------------------------|-------------|--------------------------|--------------|
| Sacramento County           | 687,900            | 604,200           | 83,700                     | 12.2%       | 1.000000                 | 1.000000     |
| Arden Arcade CDP            | 57,000             | 50,200            | 6,700                      | 11.8%       | 0.083158                 | 0.080285     |
| Carmichael CDP              | 29,300             | 26,700            | 2,600                      | 9.0%        | 0.044186                 | 0.031493     |
| Citrus Heights city         | 50,800             | 46,400            | 4,400                      | 8.6%        | 0.076838                 | 0.052031     |
| Elk Grove CDP               | 35,500             | 32,000            | 3,500                      | 9.9%        | 0.052995                 | 0.042014     |
| Fair Oaks CDP               | 17,200             | 16,100            | 1,200                      | 6.8%        | 0.026612                 | 0.013988     |
| Florin CDP                  | 12,900             | 10,500            | 2,300                      | 18.1%       | 0.017437                 | 0.027771     |
| Folsom city                 | 27,200             | 25,700            | 1,500                      | 5.6%        | 0.042525                 | 0.018086     |
| Foothill Farms CDP          | 9,700              | 8,200             | 1,500                      | 15.5%       | 0.013603                 | 0.017967     |
| Galt city                   | 10,900             | 8,900             | 2,000                      | 18.3%       | 0.014758                 | 0.023844     |
| Gold River CDP              | 4,800              | 4,700             | 100                        | 2.1%        | 0.007790                 | 0.001181     |
| Isleton city                | 400                | 400               | 100                        | 13.0%       | 0.000597                 | 0.000642     |
| La Riviera CDP              | 6,900              | 6,500             | 500                        | 6.7%        | 0.010732                 | 0.005544     |
| Laguna CDP                  | 20,500             | 19,200            | 1,300                      | 6.3%        | 0.031743                 | 0.015451     |
| Laguna West Lakeside CDP    | 5,300              | 4,900             | 400                        | 8.2%        | 0.008067                 | 0.005210     |
| North Highlands CDP         | 22,700             | 18,700            | 4,100                      | 17.8%       | 0.030900                 | 0.048382     |
| Orangevale CDP              | 16,000             | 14,600            | 1,400                      | 8.7%        | 0.024187                 | 0.016709     |
| Parkway South Sacramento CD | 16,200             | 12,900            | 3,300                      | 20.2%       | 0.021411                 | 0.039219     |
| Rancho Cordova City         | 31,300             | 27,000            | 4,400                      | 13.9%       | 0.044619                 | 0.052031     |
| Rancho Murieta CDP          | 2,300              | 2,200             | 100                        | 3.8%        | 0.003612                 | 0.001027     |
| Rio Linda CDP               | 5,800              | 4,800             | 1,000                      | 17.7%       | 0.007917                 | 0.012294     |
| Rosemont CDP                | 13,900             | 12,600            | 1,300                      | 9.6%        | 0.020836                 | 0.016042     |
| Sacramento city             | 218,800            | 187,700           | 31,100                     | 14.2%       | 0.310678                 | 0.371731     |
| Vineyard CDP                | 5,900              | 5,500             | 300                        | 5.7%        | 0.009153                 | 0.003978     |
| Walnut Grove CDP            | 500                | 300               | 100                        | 26.5%       | 0.000566                 | 0.001463     |
| Wilton CDP                  | 2,800              | 2,600             | 200                        | 7.5%        | 0.004226                 | 0.002464     |

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2000 Census. of the 2000 Census.

**Notes:**

- 1) Data may not add due to rounding. All unemployment rates shown are calculated on unrounded data.
- 2) These data are not seasonally adjusted.

**Methodology:**

Monthly city and CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the employment and unemployment shares (ratios) of

### Data Not Seasonally Adjusted

| <b>Area Name</b> | <b>Labor Force</b> | <b>Employment</b> | <b>Unemployment Number</b> | <b>Unemployment Rate</b> | <b>Census Ratios</b> |              |
|------------------|--------------------|-------------------|----------------------------|--------------------------|----------------------|--------------|
|                  |                    |                   |                            |                          | <b>Emp</b>           | <b>Unemp</b> |

each city and CDP at the time of the 2000 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

City and CDP unrounded employment and unemployment are summed to get the labor force. The unemployment rate is calculated by dividing unemployment by the labor force. Then the labor force, employment, and unemployment are rounded.

This method assumes that the rates of change in employment and unemployment, since 2000, are exactly the same in each city and CDP as at the county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

ITEM IV – E - INFORMATION

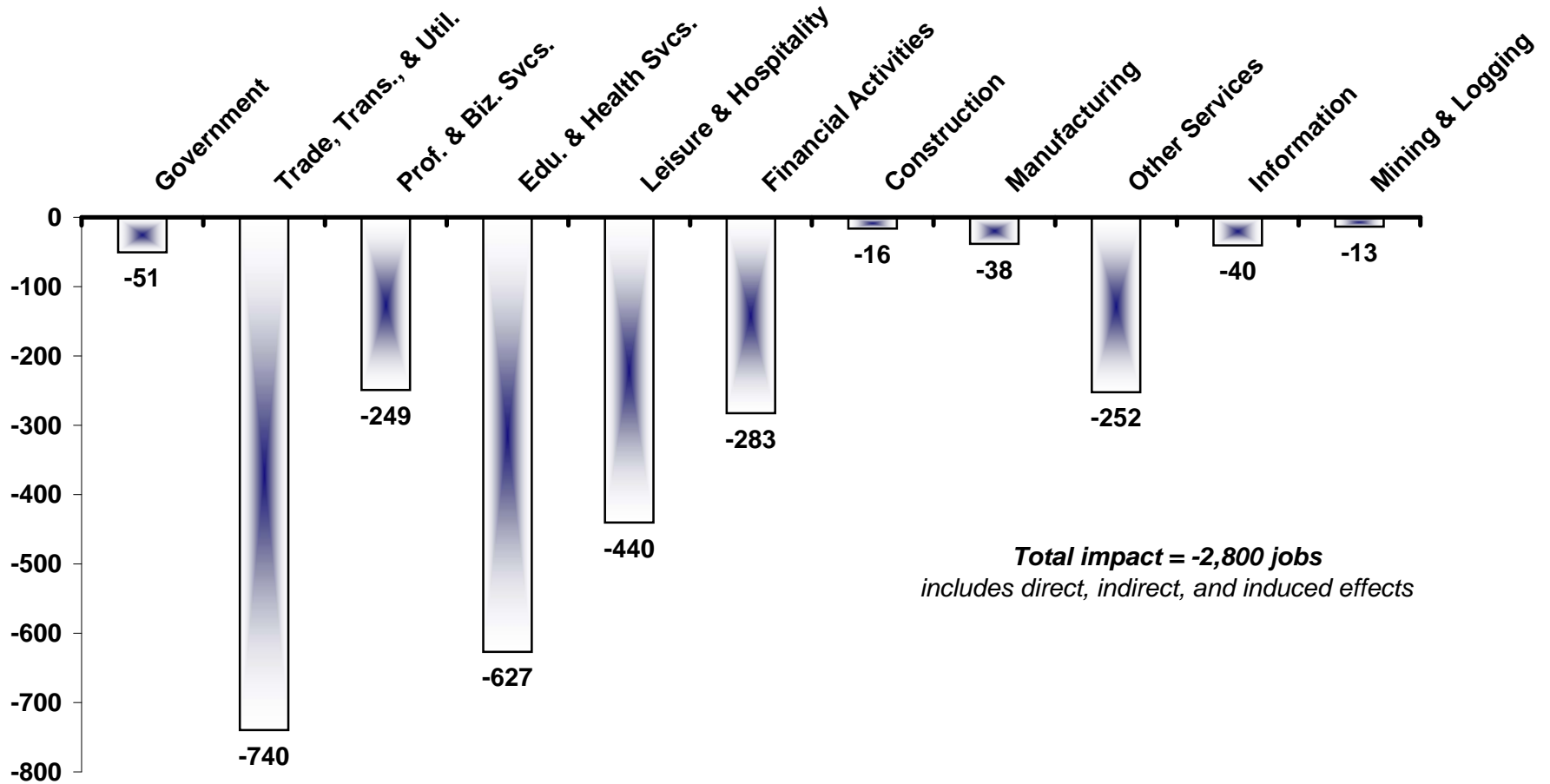
FINANCIAL EFFECT OF STATE FURLOUGHS

BACKGROUND:

The attached chart indicates the financial effect of the furloughs on our economy. Staff will be available to answer questions.

STAFF PRESENTER: Robin Purdy

**Figure of the Month - July 2009**  
**Potential Job Impacts from Three-Day State Worker**  
**Furloughs in the Sacramento Region**  
 All Major Industries (sorted by sector size)



Data Sources: Modernizing state's workforce/7-27-09/Sacramento Bee and CSER estimates using IMPLAN

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.

## Dislocated Worker Information PY 2009/2010

The following is an update of information as of October 27, 2009 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

|            | <b>MONTH<br/>RECEIVE<br/>NOTICE</b> | <b>COMPANY AND ADDRESS</b>  | <b>WARN<br/>STATUS</b>                     | <b># OF AFFECTED<br/>WORKERS</b> | <b>SETA'S<br/>INTERVENTION</b> |
|------------|-------------------------------------|---|--|----------------------------------|--------------------------------|
| Unofficial | 7/20/2009                           | <b>COUNTY OF SACRAMENTO</b><br>SACRAMENTO, CA                                 | 9/23/2009                                  | 417                              | Ongoing                        |
| Official   | 8/4/2009                            | <b>USAA</b><br>2201 Harvard St.<br>Sacramento, CA 95815                       | 10/5/2009                                  | 261                              | Pending                        |
| Unofficial | 8/10/2009                           | <b>Health Net, Inc.</b><br>12033 Foundation Place<br>Rancho Cordova, CA 95670 | 10/1/2009                                  | 25                               | 9/09<br>Services Ongoing       |
| Official   | 8/12/2009                           | <b>Calpine Corporation</b><br>1180 Iron Point Rd<br>Folsom, CA 95630          | 11/4/2009                                  | 88                               | Coordinating Services<br>10/09 |
| Official   | 8/12/2009                           | <b>Crossmark</b><br>4541 Florin Rd<br>Sacramento, CA 95823                    | 10/31/2009                                 | 15                               | Pending                        |
| Unofficial | 8/14/2009                           | <b>SMUD</b><br>6210 Street<br>Sacramento, CA 95817                            | 4/1/2010                                   | 120                              | On-Going                       |
| Unofficial | 8/17/2009                           | <b>Kaiser Permanente</b><br>Sacramento, CA                                    | 10/15/2009                                 | 50                               | 11/12/2009                     |
| Unofficial | 10/6/2009                           | <b>Safe Credit Union</b><br>12519 Folsom Blvd<br>Rancho Cordova 95652         | 10/28/2009                                 | 20                               | 10/28/2009                     |
| Unofficial | 10/15/2009                          | <b>Twin Rivers USD</b><br>5115 Dudley Blvd<br>McClellan, CA 95660             | 1/10/2010                                  | 150                              | Pending                        |
|            |                                     |   | <b>Total # of<br/>Affected<br/>Workers</b> | <b>1146</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*

**October 2009**

## **Program Operations Report**

### **Family And Community Partnerships**

#### **Program Support Services**

- Early Head Start (EHS) Countywide Meeting was held on September 10, 2009 with speaker Marjory Keenan on Reflective Practices in Early Head Start. Marjory Keenan is an Infant/Toddler Specialist from the State-based Training STG International providing training to Early Head Start in California.
- SETA Head Start hosted a group webcast of the CLASS and Supporting Social Emotional Development of young children on September 10, 2009. This webcast followed the EHS Countywide meeting held earlier in the day.
- Beginning August, the Quality Assurance Unit Specialists (under Program Support Services) have started monitoring SETA-Operated Program centers. A group of SOP centers will be monitored on a monthly basis throughout the year. On September 10, 2009, the first monthly debrief/exit meeting was held. On a quarterly basis, a program summary report will be submitted to reflect trends that may depict systems problems.

#### **Education Services Update**

- During the month of August, the Education Coordinator continued to work on the new monitoring tool with the Education Specialists from the Quality Assurance Unit. The new SETA Monitoring tool's format is more closely aligned with the Head Start protocols which are used by Federal Reviewers. The tool will be available for Delegates to use for internal monitoring as well as for the SETA annual monitoring of SOP and Delegate programs.
- The revised DRDP-R was released to SETA this month for the purposes of aligning it to Head Start Child Outcomes and providing input into the teacher training for co-located, Head Start/State programs. Meetings are scheduled to solicit input from designated staff prior to our next phone conference with Melinda Brookshire from WestEd. Training will be offered beginning February 2010 for administrators and beginning Spring for teachers. The new tool is scheduled to be implemented next summer.
- The Education Coordinator is participating on the oral language curriculum committee for SOP. Three curriculum programs will be introduced for the committee to review and evaluate for further consideration.



- The Education Coordinator continues to provide T/TA to countywide programs as they prepare to meet educational requirements for their HS and EHS expansion.

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

- On Friday, September 4<sup>th</sup> SETA Head Start and the Sacramento County Office of Education (SCOE) Special Education Department held its annual countywide staff development day. This full day event was attended by preschool full inclusion teams from SETA, SCOE, Elk Grove Unified School District, Twin Rivers Unified School District and Sacramento City Unified School District. The title of the topic was “Behavior Prevention and Intervention: Looking at the Messages of Behavior and Providing Possibilities for Change.” Sandi Walters, Child Development Specialist in Inclusion and Early Intervention at WestEd was the speaker.
- Beverly Sanford, Disabilities Coordinator, attended the Early Head Start and Preschool Head Start Home Visitors Meeting on September 18th. She informed the home visitors of the California budget cuts to the Department of Developmental Services Early Start program. These cuts mean changes in who is eligible for Early Start. The Disabilities Coordinator also shared information on a new prevention program for those infant/toddlers who do not meet Early Head Start eligibility.
- During the month of September the Disabilities Coordinator and the Special Education Specialist for Quality Assurance finalized changes made to the Disabilities File Review Section of the 2009 Program Monitoring Tool.

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

- The first Mental Health Content Meeting for this current year was held on September 24, 2009 at an offsite location, a farm ranch owned by one of our mental health colleagues, Florence Oneto, LCSW in the southern part of Sacramento County. It was a team-building event and a group retreat to jump start the new school year 2009-2010.
- The focus of this year is in developing effective collaboration with education staff in the use of the CLASS tool in supporting social and emotional development of young children.

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

- On Sept. 21, Health Coordinator, Garnett Volkens attended the Sacramento County Tobacco Control Coalition meeting.
- The first Health & Nutrition Content Meeting for the year was held Sept. 21, and included a presentation by Carol Tucker RN on the “Nurse-Family Partnership”. This program allows a Public Health Nurse to visit a child every 2 weeks until the baby is 20 months old.
- During the month of September, the Health Coordinator assisted staff by providing a “TB Test Clinic”, Epi-pen training, and safety locks for medicine boxes, which were obtained by donation.

- At the Grandparent’s Conference, held Sept. 17, the Health Coordinator evaluated participants for high blood pressure. Several people were referred to their physician for follow-up.
- Pedestrian training was provided at parent meetings at several delegate agencies including Twin Rivers and San Juan by Health/Nutrition Specialist Teresita Saechao.
- On September 18, Master Gardener Bill Maynard offered a gardening training to SOP teachers who were interested in growing a school garden at their centers. The training was sponsored by the Health Education Council through the In the Grow Program funded by First 5 Sacramento.

***Family and Community Partnerships***

The Family Partnerships Content Meeting was held on September 17<sup>th</sup> attended by various delegate staff. The group discussed updates on their Family Partnership Agreement (FPA) process. The group started brainstorming on developing a multi-media presentation on Head Start parent success stories and the role played by the Family Partnership Agreement. This multi-media tool will be used at parent meetings to inspire parents and at staff training on FPAs.

**Food Service Report**

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

**September 2009**

**Total Number of Meals and Snacks Prepared at Kitchens**

|               |                 |                  |                    |
|---------------|-----------------|------------------|--------------------|
| <b>Lunch</b>  | <b>PM Snack</b> | <b>Breakfast</b> | <b>Field Trips</b> |
| <b>41,688</b> | <b>25,260</b>   | <b>29,678</b>    | <b>0</b>           |

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

**September 2009**

| <b>Agency</b>          | <b>HEAD START</b>        |                                     | <b>Percentiles</b> |
|------------------------|--------------------------|-------------------------------------|--------------------|
|                        | <b>Funded Enrollment</b> | <b>Last Day of Month Enrollment</b> |                    |
| <b>Elk Grove</b>       | 380                      | 380                                 | 100                |
| <b>Sacramento City</b> | 1,272                    | 1,315                               | 103                |
| <b>San Juan</b>        | 680                      | 684                                 | 101                |
| <b>SETA</b>            | 2,778                    | 2,799                               | 101                |
| <b>Twin Rivers</b>     | 179                      | 179                                 | 100                |
| <b>WCIC/Playmate</b>   | 100                      | 100                                 | 100                |
| <b>County Totals</b>   | 5,389                    | 5,457                               | 101                |

| <b>Agency</b>          | <b>EARLY HEAD START</b>  |                                     | <b>Percentiles</b> |
|------------------------|--------------------------|-------------------------------------|--------------------|
|                        | <b>Funded Enrollment</b> | <b>Last Day of Month Enrollment</b> |                    |
| <b>Sacramento City</b> | 115                      | 115                                 | 100                |
| <b>San Juan</b>        | 129                      | 140                                 | 108                |
| <b>SETA</b>            | 213                      | 221                                 | 104                |
| <b>County Totals</b>   | 457                      | 476                                 | 104                |

## **Delegate Agencies**

### **Elk Grove Unified School District**

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

- Our Head Start program is fully enrolled at 380 students. With the award of the Head Start Expansion Grant, two additional classes of 20 students each will begin on October 1.
- During September, teachers and paraeducators were inserviced on the roles and responsibilities of the paraeducators; the new Paraeducator Handbook was distributed and discussed. As the first step in this year's plan to take our inservices to the sites, the second September in-service was held at Herman Leimbach Elementary School. Elizabeth Graswich, Director of Communications, was the guest speaker and discussed the H1N1 virus. Bob Roe, Director of Pre-K-6, gave an update on the budget. The Leimbach Pre-K team shared information on their teaching strategies, behavior management, individualization, and lesson planning, and led tours of their classrooms, pointing out thematic areas and centers. Our October inservice will be held at Samuel Kennedy Pre-K.

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

- As of September 30, our program has 50 children with IEPs enrolled in Head Start. The new Full Inclusion Head Start class at Florin has been allocated five slots for children with IEPs. Both a Special Education teacher and paraeducator will be in the classroom with the Head Start staff to individualize instruction and provide support.
- The new DRDP-R regulations require all students with initial IEPs after September 1 to be assessed using the DRDP access. Currently the majority of our students are being assessed using the DRDP; they will remain on the DRDP as their IEPs were written before September 1. Our Special Education and Head Start programs will work closely together to share information. We are awaiting guidance from both Head Start and California Department of Education regarding who will assume responsibility for purchasing the DRDP access and who will administer it.

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

- Particular emphasis has been given on ensuring that dental exams and follow-up treatment are taking place. Paraeducators are submitting regular reports on the numbers of families needing assistance, to ensure that all children receive proper services.
- Height and weight graphs have been completed for each student, and conferences are being held with parents of children identified as either underweight or overweight, so that appropriate interventions can be discussed.

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

- The Family Fun Day on September 19 at Prairie Elementary was highly successful. Open Books, Open Hearts book club events took place at Samuel Kennedy, Herman Leimbach, David Reese, Prairie, Isabel Jackson, Charles Mack, Barbara Comstock Morse, and Florin

sites. A twelve week course in Parenting Across Cultures began on September 22 at Florin Pre-K. A new program, Latino Family Literacy, is now being offered at Prairie by one of the bilingual parent educators.

### ***Recruitment***

- Seven mass registrations were held in September. Particular emphasis was given on ensuring that the two new Head Start classes at Prairie and Florin would be ready to begin on October 1.
- The registration teams provided recruitment flyers in both English and Spanish to all parents registering for preschool, and requested that they share the flyers with families whose children may meet the enrollment guidelines.
- Staff provided program information at a booth at the Family Fun Day held at Prairie Elementary on Saturday, September 19. Flyers were distributed and contact information was collected. The follow-up has resulted in setting preschool registration appointments for qualified families.
- The Program Educator for recruitment provided fifty informational flyers this month to over twenty community partners, such as stores and medical buildings, to display in their offices.
- Flyers were also displayed and distributed in the Parent Resource Center at Prairie Elementary School, which is open to all district parents.

## **Sacramento City Unified School District**

### ***Education and Child Development***

- Head Start teachers attended two days of pre-service in early September. On September 1<sup>st</sup>, topics included Home Visiting and Family Partnership Agreements. September 3<sup>rd</sup> was devoted to “Nuts & Bolts” and included department updates, new policies and procedures, and mandated trainings, including Blood-borne Pathogens and Child Abuse Reporting.
- Joyce Bilyeu, from the Child Abuse Prevention Council, presented a two hour staff development training entitled “Mandated Reporting of Child Abuse & Neglect” on September 25<sup>th</sup>.
- Teachers and aides had four non-instructional days to complete home visits before classes started on September 14<sup>th</sup>. Many were initially skeptical about visiting homes prior to meeting families, but most have since reported that it was a very positive experience for children, families and teaching staff.

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

- Provided Staff Development to Teaching staff on revised Classroom Discipline
- Provided Staff Development to Teaching staff on Child Abuse Reporting

- Provided initial response to mental health services request from Family Worksheets.
- Promoted Domestic Violence awareness and Substance Abuse prevention, and distributed posters and parent handouts to the classrooms in regards to these themes.
- Following up on mental health referrals from teaching staff.
- Attended SETA's Mental Health Content Meeting.

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

- Implemented new process for Family Partnership Agreement process which includes all families being provided the Family Worksheet at registration and immediately provided with resources for issues they identify. Under this new process teachers are doing the goal setting process with families during their first home-visits.
- Teachers were trained on how to conduct effective home visits during a pre-service training.
- Teachers and School Community Liaisons have been following up on Family Worksheets and making referrals to Resource staff.
- Darlene Rutledge, Parent Advisor, has been active in establishing community partnerships with community organizations.
- Attended SETA's Family and Community Partnership Content Meeting.

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

#### Health

- Conducted health screenings at HJFEC throughout the summer and in September.
- Conducted health screenings in every classroom for sensory screenings and to identify health issues. Reviewed with parents the need for follow up for any child who failed a screening. Reviewed with parents the need for follow up for missing health requirements.
- Reviewed each child's classroom file in health and evaluated health, immunization and dental needs. Collected and re-stocked all the first aid kits, classroom and field trip size.
- Provided health education one-on-one to parents during HJFEC screenings.
- Provided Health Updates to teaching staff during Staff Development on policies on H1N1, Blood Borne Pathogens and Medication in the classroom.
- Conducted medication trainings to individual classroom staffs for epi-pen use and asthma inhalers.
- Conferenced with teachers about health policies and student concerns.
- Attended Smile For Kids meeting to participate in a free dental clinic.
- Started orientation for a new nurse Lora Jones.

#### Nutrition

- Attended a joint meeting with Nutrition Services and Child Development to review the menu and initiate improvements.
- Dispensed menus to the classrooms to post for parents.
- Referred students with food allergies to Nutrition Services.
- Referred students with nutritional problems to our Registered Dietitian

### ***Disabilities Services***

- We begin this year with several new staff and an additional full-inclusion classroom. In collaboration with the Sacramento County Office of Education (SCOE), we expanded our services to the afternoon Head Start classroom at Earl Warren. We were also able to hire a part-time full-inclusion resource teacher who will assist the program's special needs coordinator and provide direct classroom support to the seven full-inclusion classrooms.

### ***October Numbers***

- 52 Head Start IEPs
- 8 Early Head Start IFSPs

## **San Juan Unified School District**

### ***Education Services***

- With the September Second Step training for part day Head Start and State Preschool Teacher have been trained in the social emotional curriculum. We completed the four part training on Reframing Discipline, with all teachers this month.

### ***Disabilities Services***

- We currently have 47 children with IEPs enrolled in our HS Preschool programs. The Disabilities specialist has received quite a few referrals for further assessment on students throughout the program. We are continuing to screen enrolling children to be on our waitlists. The new full inclusion teacher is doing a great job with acclimating her parents and students to the daily routines and schedules. She has been attending the weekly new teacher trainings.

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

- Mental Health Referral Process, Positive Parenting Tips, Limit Setting, and Stress Management have been talks given by Mental Health Therapist to staff, teachers, and parents. MHT focus continues to be on providing support and referrals for children whose social and emotional functioning is lacking. Also, teachers continue to be given support on implementation of the Operations Guide mental health criteria.

### ***Health Services***

- To keep you up to date, Jodie & I have met with Kate Varanelli from Smile Keepers to set-up dental screenings for all the preschool programs (HS/SPS/FDSPS). They luckily still have funding to screen preschool programs. We are setting up to screen 4 classes per day on Wednesday and some Thursdays in October and November. We are hopeful to be done screening before the end of November so that children that need urgent work, have no dental insurance and cannot qualify for dental insurance, can be connected with Smiles for Kids. Kate does not know when she can start yet. She has to re-hire staff that was laid-off as she has the funding and approval to hire.
- Also, as the Health Assistants have all the data entered and will review to see which classes are lowest in dental exams. These classes will be at the top of the list to attempt to get a

dentist out to the site to complete dental exams for the children. We will also be working with the School Community Workers to get children scheduled for dental appointments that have dental insurance.

- Nurses attended the Smiles for Kids meeting which was mandatory to be able to refer children to their program this year.

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

- Our Policy Committee has begun with the out-going executive board hosting a breakfast for new representatives. This was a well attended and fun way to kick off the new year.

### ***Transition Services***

- The last of our CUM files have been purged and delivered to various kindergarten sites. The home visits with our preschool families have been completed and our Head Start sites were 100% enrolled. The site teachers have held their first parent meetings and helped ease many parents' anxiety about leaving their preschoolers at school for the first time. It has been a great beginning for a new school year.

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

- In September, all teaching staff started the new school year with a training session on the Bilingual Toolkit, which will help them in applying Houghton Mifflin curriculum to ELL and special needs populations. Half-day teachers were also trained on and received updated editions of the Second Step social-emotional curriculum, with the expectation that they will begin using and implementing the curriculum in the next month. Both trainings were designed and presented as part of our agency implementation of the Head Start 3-year goals. In addition, staff signed up for their year-long Professional Learning Communities in which varied topics of focus such as: science, art, environment, technology and small groups are explored.

### ***Fiscal***

- Head Start and Early Head Start are on track with current spending trends for 2009-10 on their Base, COLA and T & TA funding. Fiscal reports for September 2009 have been completed and mailed to SETA. Several projects in our ARRA COLA and Quality Improvement grant have been started and are on their way to completion. Quality Improvement Part A: Teacher Improvements, which included training for 3 additional days for all Head Start Teachers, and the Marvin Marshall Infant/Toddler Playground (also part of the ARRA Quality Improvement funds), are 100% complete as of September 30, 2009.

### ***Early Head Start***

- Classrooms began assessing their environments using the Infant Toddler Environment Rating Scale. Child screenings and assessments were also begun. Staff met with our Part C partners and the Nurse/Family Partnership to strengthen collaborations. Staff received follow-up training on Selective Intervention from Patty Ryan with Resources for Infant Educators (RIE). Our enrollment surpassed 100% by the end of the month!



## **Twin Rivers Unified School District**

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

- Teachers completed their TABS and LAP-D assessments for all their Head Start students.
- Teachers organized their teacher files to ensure all of the required and critical information is available in each file.
- Parent Orientations are mandatory for Head Start parents. The orientations continued throughout the month with orientations daily two times per week. Orientations included information about the Parent Handbooks including the late pickup policy, Family Partnership Agreements and rules related to preschool.
- Teachers completed their first DRDPr assessment on all their Head Start students. Education Coordinator will review all assessments prior to submitting to SETA.

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

- During the month of September, our Speech Therapist screened the remaining Head Start students.
- Teachers received information about the SST process and our Social Worker began scheduling SST meetings for children identified as in need of further assessments and possible services.

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

- During the month of September, all students were screened for hearing, vision and dental. Morey Avenue continues to partner with local health providers to complete the screenings.
- The Health Assistant will follow-up on any students needing additional treatment or information related to any of the screenings.

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

- Morey Avenue held the Annual Back to School Night on September 16<sup>th</sup>. Each classroom teacher met with parents and showcased the classroom as well as student's beginning work. Refreshments were served and over 200 parents attended the exciting event.
- Social Worker held parent meetings in two preschool classrooms to discuss the Family Partnership Agreements with parents. Parents were very receptive to the information and eager to receive resource information.
- Social Worker and Parent Involvement Coordinator begin completing Family Partnership Agreements with families in individual meetings. Families needing resources have been identified and resources are being collected to assist with goal achievement.
- Father Involvement Meeting held on September 15<sup>th</sup>. Parent Coordinator met with fathers and father figures of our students. Meeting discussed ways for father to assist with

homework and ideas for fathers to become more involved with their children. Parent Coordinator will continue to meet monthly to share information and ideas with the group.

### ***Fiscal***

- Award information received for ARRA Cola and QI grant. Budget Technician will work to get budget codes assigned for funds to be used.

### ***Recruitment***

- All Head Start enrollment slots are full. A waiting list for Extended Day and AM/PM sessions has been formed for prospective students when slots become available.

## **WCIC/Playmate**

### ***Education Services***

- WCIC/Playmate's Enrollment for September 2009 was as follows: Twenty in the Full-Day class for a total enrollment of twenty children. We continue to accept eligible waiting list applicants for the 2009-2010 school year. Therefore, due to Expansion slots of 20 the funded enrollment for 2009-2010 is 120 children ages 3-5.
- WCIC/Playmate team is preparing for the PM Class at WCIC/Playmate #2 for 20 children. The classroom was furnished with Lakeshore and Teacher's Discount store Educational Supplies.
- WCIC/Playmate staff received Pedestrian Safety on September 16, 2009 from Teresita Saechao, Health/Nutrition Specialist from Sacramento Employment and Training Agency. She stated children see, hear and perceive traffic situations differently and they also react spontaneously and unexpectedly. Children under the age of 8 can be especially vulnerable because they have not yet developed a keen sense of danger. Children reactions time may be slower which may take longer to react to traffic hazards. Parents need to teacher their children to not cross the street alone; stop at the curb before crossing the street; cross at the corners, using traffic signals and crosswalks; look left and right and left again before crossing; walk facing traffic; make sure drivers see you before crossing in front of them; do not play in driveways, streets, parking lots or unfenced yards by the street, wear white clothing or reflectors when walking at night; and cross at least 10 feet in front of a school bus.

### ***Disabilities Services***

- WCIC/Playmate Monthly September 2009 Special Education Report resulted with three children with IEP's. WCIC/Playmate Head Start program continues to work with Sacramento City Unified School District to have a Speech and Language Therapist at WCIC/Playmate Head Start Program. Speech Services are provided weekly by Karen Oakley, Speech and Language Specialist, Sacramento City Unified School District.
- Denise McAdams, Resource Specialist, Sacramento City Unified School District continues to provide Special Resource Therapy weekly for our IEP children.

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

No Mental Health referrals were made for September 2009.

### ***Health***

- Family Services Workers continue to encourage the parents to get the children's annual physical and dental exams and any dental follow up treatments to meet our Head Start Performance Standards.
- WCIC/Playmate staff received "Epi Pen" training on September 18, 2009 from Garnett Volkens, R.N., from Sacramento Employment Training Agency. She stated Epi Pen is an anaphylactic. People who have severe allergies should wear an ID that indicates their allergy which medic alert stating he/she have an allergy. The signs of an allergic relation is swelling of the mouth, eyes, itching, nausea, vomiting, cold skin, rash, and swelling of the tongue. Ms. Garnett stated she will have a sample written plan for this procedure for Playmate.
- WCIC/Playmate Head Start Program children received dental screenings from Dr. Eric D. Phillips D.M.D. on Monday, September 28, 2009. WCIC/Playmate Head Start Program Family Services Workers continue to encourage the parents to get the children's physical exams, dental exams and any dental follow up treatments to meet our Head Start Performance Standards.

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

- Kelsey Ito, a student from Christian Brothers High School continues volunteering twice a week at WCIC/Playmate Head Start Program. The children enjoy having Kelsey in the classrooms.
- WCIC celebrated the 73<sup>rd</sup> Annual Founders' Day Celebration on Saturday, August 1, 2009 at WCIC. The evening consisted of networking, open house, history, entertainment, food and raffles. The main attractions were Dr. David Covin as Guest Speaker and Clarissa Wildy, Founding Mother's daughter at the age of 96. It was a success!!!

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

- The following staff members completed the spring 2009 semester Early Childhood Education classes at Sacramento City College and Consumes River College: Clarisa Bryd Jones, Teacher; Myesha Douglas, Teacher Assistant; Rusmini O'Dywer, Cook; and Jasmine Clark, Cook Assistant.
- WCIC/Playmate staff attended the 20<sup>th</sup> Annual Northern California Early Childhood Education Conference on August 3- 4, 2009 at the Sacramento Hilton Hotel. Staff enjoyed the many workshops that were offered. The workshops were excellent.

### ***Fiscal***

- Ms. Davis continues working with Marcy Tierce, Administrative Analyst with the City of Sacramento in regards to WCIC/Playmate childcare facility lease.
- WCIC/Playmate Head Start Board of Directors and Parent/Policy Committee Members are provided monthly Fiscal Reports as Agenda Attachments.
- Ms. Davis, Executive Director/Head Start and Mr. Anderson, Bookkeeper time was well spent during the summer in regards to submitting the following WCIC/Playmate Child Development Center, Head Start Program Budgets: COLA, ARRA COLA, Quality, Expansion, Program Improvement and additional T/TA.

***Program Management***

- Ms. Davis Executive Director/Head Start continues working with United Way, Oak Park Redevelopment Advisory Committee, Community Against Sexual Harm (CASH), and Oak Park Concert Board of Directors, Chair.