



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

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City of Sacramento

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Board of Supervisors
County of Sacramento

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, December 3, 2009

TIME: 10:00 a.m.

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

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

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DISTRIBUTION DATE: MONDAY, NOVEMBER 23, 2009

ITEM II-A - CONSENT

MINUTES OF THE NOVEMBER 5, 2009 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the November 5, 2009 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

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

Minutes/Synopsis

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

Thursday, November 5, 2009
10:00 a.m.

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

Members Present:

Jimmie Yee, Chair, SETA Governing Board; Member, Board of Supervisors
Kevin McCarty, Vice Chair, SETA Governing Board; Councilmember, City of Sacramento
Don Nottoli, Member, Board of Supervisors (arrived at 10:08 a.m.)
Sophia Scherman, Public Representative
Bonnie Pannell, Councilmember, City of Sacramento

II. Consent Items

The consent calendar was reviewed; no questions or comments.

- A. Minutes of the October 1, 2009, Regular Board Meeting
- B. Approval of Claims and Warrants

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

- A. Approve the October 1, 2009 minutes.
- B. Approve the claims for the period 9/25/09 – 10/28/09.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Election of Officers of the Sacramento Employment and Training Agency Governing Board

Ms. Kathy Kossick reviewed the chair progression. The new chair will take effect November 6.

Moved/Pannell, second/Scherman, to approve Kevin McCarty as Chair and Don Nottoli as Vice Chair

Voice Vote: Unanimous approval.

Ms. Kossick thanked Supervisor Yee for his tenure as Chair and presented him with a Head Start tie. Mr. Yee stated that he enjoyed being chair; it makes you more cognizant of the issues of the Agency.

Mr. Don Nottoli arrived at 10:08 a.m.

2. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident

Mr. Roy Kim introduced Carolyn Reynolds from SETA's insurance broker, Arthur J. Gallagher.

Ms. Reynolds stated that the flood zones have not yet been assigned. Ms. Reynolds reviewed the various insurance quotes. Flood insurance is not a separate policy; the Mather location is covered for contents and computers. Mather is in the 500 year floodplain. Ms. Reynolds stated that there are other carriers that write policies for non-profit organizations, but because SETA is not a 501c3, they will not provide quotes.

Moved/Scherman, second/Pannell, to purchase general liability, vehicle liability, umbrella liability, property, student accident, sexual harassment and errors and omissions insurance.

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

B. WORKFORCE INVESTMENT ACT: No items.

C. HEAD START

1. Selection of Best Candidate Architectural Services Firm and Authorization for Staff to Negotiate with Applicant Firm

Ms. Brenda Campos stated that 16 firms submitted proposals in response to the RFQ; staff requests authorization to go into Studio SMS. Ms. Campos introduced José Diaz, program coordinator for Head Start Facilities. Proposals were reviewed by Ms. Campos, Sandra Lee, Roger Bartlett and José Diaz. Studio SMS is a medium sized firm that has extensive experience with Head Start. The two principal architects are landscape and certified playground inspectors. This particular firm is based out of Roseville; they have experience working with school districts and modulars. If they cannot meet our requirements, staff will go on to the next firm.

Board members asked why the firms were not interviewed; Ms. Campos replied that with the information submitted and the short time frame, staff feels confident Studio SMS would do a good job. All staff readers felt comfortable with what they read. Mr. Yee feels it is important to interview the top four firms and then select. He knows a lot of good firms on the list of firms.

The board inquired how often staff anticipates using the architectural firms. The board is not comfortable with an 'open checkbook'. Ms. Campos stated that the average amount spent when staff utilized an architect was around \$1,000-2,000.

Mr. Thatch stated that staff will have to sit down and negotiate with the firm. In addition, each project could be assessed as it comes in and ask the architect to give us a budget with a job maximum.

Ms. Kossick stated that staff is very cost conscious so whatever is done will be done as cost efficiently as possible. She recommends negotiating with this firm to make sure they meet our insurance requirements.

Mr. Nottoli stated that he thinks the Walnut Grove center is due to be freshened up. Mr. Jose Diaz stated that he has met the county to talk about that center; they have a list of the improvements that will be made. They approached us for some help. Mr. Nottoli asked for a report back on Walnut Grove. Mr. Nottoli asked whether SHRA could help with CDBG funds; Mr. Diaz thinks they will and will find out for sure and report back. Right now SETA has offered \$2,500 to assist in the renovation.

Moved/Nottoli, second/Scherman, to 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, the Board authorizes staff to negotiate with the next best candidate firm, and so on, until an agreement is reached with a respondent firm.

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

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Fiscal Monitoring Reports: No questions or comments.

B. Sacramento Clean Energy Workforce Training Program Proposal:

Ms. Robin Purdy stated that this board approved the submission of three proposals. All three of the proposals were funded 100%. The primary trainer will be Los Rios Community College District.

C. Head Start Fiscal Report: No questions or comments.

D. Unemployment Statistics: No questions or comments.

- E. Financial Effect of State Furloughs: No questions or comments.
- F. Dislocated Worker Update: No questions or comments.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kossick offered congratulations to SETA staff for the clean energy workforce training proposals. A lot of work was put into a very short amount of time to get the proposals written; it was amazing to have all three funded.

C. Deputy Directors

➔ Monthly Head Start Report: Ms. Maureen Dermott Morrison reported that the Agency was funded in the amount of \$152,000 for staff educational reimbursement. This past month she has toured the delegate programs. Her visits have been very successful and she was delighted to report that very high quality programs have been evidenced. All of the centers are completely enrolled.

Ms. Robin Purdy reported that Councilmember Kevin McCarty sponsored a Clean Energy Technology Zone Summit on October 2. It pointed out the importance of the Power Inn corridor to bring clean energy companies into the region. A lot of the workforce training that is being funded will develop workers for these companies. Three organizations funded gave presentations at the summit: Los Rios Community College District, Sacramento State, and SARTA.

Mr. McCarty stated that this summit was in participation with the county and Senator Doris Matsui. The city feels the Power Inn corridor is the prime area to locate the clean energy/green companies. SARTA has recently located in Grant Park.

The Green Job Corps that was funded by the state is now starting up; this will serve 100 youth in the region giving them environmental scholarships. Partners are Soil Born Farms, American River College, and the Center for Land-based Training. Recruitment has already begun.

SETA is working with Job Corps. The director just resigned and we need to get in contact with them. Ms. Pannell stated that the new director is Brian Broadway.

D. Counsel: Mr. Thatch stated that at the last meeting, a question was raised about post secondary certifications. On October 11, the governor signed Assembly Bill

48. The Act grandfathers in and allows new entities to bring in pending certifications. SETA will again be able to rely on the post secondary certification.
- E. Members of the Board: Ms. Scherman requested that all leftover candy be brought in and send it to the troops from SETA. Mr. Rod Nishi stated that it is already being done.
- F. Public: No comments.

The board adjourned into Helping Others at 11:08 a.m.

The board adjourned back into the SETA Governing Board agenda at 11:10 a.m.

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

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

The board adjourned into closed session at 11:10 a.m. There will be nothing to report out of closed session.

VII. Adjournment: The meeting adjourned at 11:20 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 10/30/09 through 11/23/09, and all expenses appear to be appropriate.

STAFF PRESENTER: Kathy Kossick

ITEM III-A – 1 - ACTION

APPROVAL OF PROCUREMENT OF WORKERS COMPENSATION INSURANCE

BACKGROUND:

The Agency's insurance policy for Workers Compensation expires December 31, 2009. SETA's broker, Arthur J. Gallagher & Company, is in the process of obtaining quotations for coverage. An oral report will be provided at the meeting.

RECOMMENDATION:

Hear the oral report and recommendations and authorize the Executive Director to procure Workers Compensation coverage for calendar year 2010.

STAFF PRESENTER: Roy Kim

ITEM III-A – 2 - ACTION

APPROVAL OF IN-HOUSE YOUTH PRE-APPRENTICESHIP TRAINING PROGRAM

BACKGROUND:

In August, 2009, as part of the Phase 2 Recovery Act funding the board approved \$169,500 to serve 30 high risk youth from the Meadowview community in a Workplace Training activity. The Associated General Contractors (AGC) was the lead agency in a collaboration consisting of AGC, Juveniles At Risk (JAR), and the Laborer's Union.

In October, 2009, AGC contacted SETA and informed staff that the board decided not to proceed with completion of the contract for the Recovery Act.

Because this program targets a high need population in a high risk neighborhood, staff is proposing to work with the remaining partners in the proposal and operate this program as an in-house program. While the construction trades have been hard hit by the recession, this program has received a commitment from the Northern California Laborers Union to enroll all graduates in the Laborer's apprenticeship training program. Based on EDD Projections (2006 - 2016), Construction Laborers employment is projected to increase by 249 jobs per year (156 new jobs and 93 replacements) which represents a 12.7% overall growth rate for the period. While the projections are based on pre-recession employment statistics, they also do not reflect infrastructure investments from the American Recovery and Reinvestment Act, which includes millions of dollars for airport expansion, highway infrastructure improvements, and commercial construction. Staff is recommending the following resources be allocated to this program:

- a. Assign 1 SETA Workforce Development Professional funded by the CalTRANS (construction) grant to assist in enrollment, reporting, paperwork, and implementation of this program and act as liaison with JAR. This position is currently vacant (\$40,080).
- b. Hire a part time SETA Consultant (Pre-apprenticeship Training Coach) to provide recruitment, teach work readiness and soft skills on-site at Juveniles At Risk and be responsible for coaching and case management for youth. \$22.00 per hour x 1,620 hours = \$35,640. SETA currently has a process for recruiting and selecting Job Search Consultants.
- c. Post a SETA Job Search Consultant Job Specification for a Pre-apprenticeship Training Instructor. Staff will recruit from unions, laid off construction workers, and teachers and will work with Northern California Laborers and Juveniles At Risk to screen applicants and interview and elect the most qualified candidate. The cost will not exceed \$13,000 (\$26.00 per hour for 500 hours of instruction).

STAFF PRESENTER: Robin Purdy

- d. Use the existing contract with the Community College Foundation for payroll services for the youth enrolled. SETA has a contract in place with the Community College Foundation to perform payroll functions for SETA programs and this process can be used for this effort. Payroll for 300 hours of workplace training for 30 youth at \$8.00 per hour would equal \$72,000. With FICA, UI, the total would equal \$77,885.
- e. The Laborer's Union is committed to accepting all youth who complete the program in the Laborer's Apprenticeship Program. They will make \$16.84 per hour while in the apprenticeship training program. These wages will not be subsidized with WIA or Recovery Act funds from SETA.
- f. The Sacramento Works Career Center, La Familia will be responsible for enrollments and supportive services. La Familia received an augmentation of \$20,000 in October to provide supportive services to the young adults enrolled in this program.

RECOMMENDATION:

Approve the staff recommendation to operate a Pre-apprenticeship Training Program as an in-house program in collaboration with Juveniles At Risk and Northern California Laborers Union.

STAFF PRESENTER: Robin Purdy

ITEM III-A – 3 - ACTION

APPROVAL OF STAFF RECOMMENDATION FOR ADULT AND YOUTH VENDOR SERVICES (VS) LISTS

BACKGROUND:

In June, 2009 the SETA Governing Board approved release of the *Revised* Vendor Services (VS) Request for Qualifications (RFQ) to include Career Exploration as a solicited activity. Vendor services are off-the-shelf, vendorized activities that provide additional options for adults and youth who face a myriad of challenges to academic success and/or gainful employment.

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

Staff is seeking approval of the attached recommendation.

RECOMMENDATION:

Approve the attached recommendation for the Adult and Youth Vendor Services Lists.

STAFF PRESENTER: Esperanza Lindsey

Adult and Youth Vendor Services (VS) Lists
Staff Recommendation

APPLICANT: Linking Education and Economic Development (LEED)

Location: One Capitol Mall, Suite 300

Applicant's Background:

LEED was founded in 1992. The mission of LEED is to develop partnerships among business, labor, education, community, and government in order to strengthen workforce development, ensure economic prosperity, and enhance the academic performance of students in the Sacramento six county region.

LEED currently operates with 7 employees—CEO, Director of Educational Development, Director of Educational Development, Director of Student Development, Workforce Development Manager, Director of Marketing and Communications/Fiscal/Administration Manager. LEED is governed by a board of 29 volunteer leaders representing employers from major industry segments (construction, energy, health care, technology, finance and public service, etc.) and education leaders representing K-12, the Sacramento County Office of Education, community colleges and universities.

Activity	Group/Workshop Rate
Career Exploration - Adult	Small Workshop - \$400 per workshop (5 client minimum to 20 client maximum) Medium Size Workshop - \$420 to \$1,000 per workshop (21 client minimum to 50 client maximum @ a cost of \$20 per client) Large Scale Workshops/Career Exploration Events – Available Upon Request (\$20.00 per job seeker)
Career Exploration - Youth	Small Workshop - \$400 per workshop (5 client minimum to 20 client maximum) Medium Size Workshop - \$420 to \$1,000 per workshop (21 client minimum to 50 client maximum @ a cost of \$20 per client) Large Scale Workshops/ Career Exploration Events – Available Upon Request (\$20.00 per student)
In-Service Training	Medium Size Workshop - \$750 per workshop (20 client minimum to 50 client maximum)

ITEM III-B – 1 – ACTION

APPROVAL TO SUBMIT REGIONAL CLUSTERS OF OPPORTUNITY PROPOSAL TO THE CALIFORNIA WORKFORCE INVESTMENT BOARD

BACKGROUND:

On October 22, 2009, the California Workforce Investment Board, the California Energy Commission, and the California Economic Strategy Panel announced the availability of approximately \$3 million to develop and implement regional clusters of opportunity strategies.

SETA/Sacramento Works, Yolo County Workforce Investment Board, SACTO, the Sacramento Metropolitan Chamber of Commerce, Linking Education to Economic Development (LEED), the Center for Strategic Economic Research, the Green Capital Alliance, Valley Vision and the Los Rios Community College District Center for Excellence are developing a proposal that will focus on the clean energy technology cluster which is emerging in our region. The funds will be utilized for:

Clean Energy Cluster Diagnosis:

The Center for Excellence and the Center for Strategic Economic Research will conduct quantitative cluster research, qualitative value chain analysis; and analysis of cluster occupational categories and skill-set requirements to develop an understanding of the emerging importance of the clean energy cluster in the region's transforming economy.

Collaborative Priority-Setting:

The Center for Excellence and the Center for Strategic Economic Research will design and implement a collaborative cluster engagement process based on the results of the research and analyses described above. This activity will engage cluster employers and community stakeholders, including the Sacramento Metropolitan Chamber of Commerce, the local Workforce Investment Boards, Linking Education and Economic Development and the Green Capital Alliance to identify shared priorities for an overall cluster of opportunity strategy.

Cluster of Opportunity Investment Strategy:

The Green Capital Alliance will facilitate the investment strategy by identifying and connecting specific investments and other commitments among partners to advance the competitive position of the clean energy clusters of opportunity. This activity will produce an overall strategy with specific organizational commitments and champions organized around shared cluster priorities.

STAFF PRESENTER: Robin Purdy

Sustainable Implementation:

Support the long-term sustainability and growth of the Clean Energy Technology cluster by creating a GreenPrint for the region. This activity will produce a set of broader organizational and policy changes to sustain and expand regional cluster of opportunity strategies, as well as a lasting mechanism to support ongoing collaboration among all the partners.

The maximum award for this grant opportunity is \$250,000 and the due date is December 3, 2009. Staff is requesting approval for SETA/Sacramento Works to be the fiscal agent and applicant for this grant and, if awarded, approval to contract funds to participating partners to complete the research, investment strategy and implementation. Further details will be provided at the board meeting.

RECOMMENDATION:

Approve the submission of a proposal in response to the Regional Industry Cluster of Opportunity Solicitation for Proposal and, if awarded approve contracts with collaborating partners to complete the research, investment strategy and implementation.

STAFF PRESENTER: Robin Purdy

ITEM III-B – 2 - ACTION

APPROVAL TO ENDORSE THE SACRAMENTO MUNICIPAL UTILITY DISTRICT (SMUD) CALIFORNIA RESIDENTIAL BUILDING RETROFIT PROGRAM PROPOSAL AND RATIFY EXECUTION OF A MEMORANDUM OF UNDERSTANDING AND NON-DISCLOSURE AGREEMENT

BACKGROUND:

The Sacramento Municipal Utility District (SMUD) is applying for funding from the California Energy Commission (CEC) as the Prime Contractor on behalf of the Sacramento Regional Energy Alliance (SREA) to implement the Home Performance Program. The formal application must be submitted no later than November 30, 2009, which will transpire prior to the Governing Board's next meeting on December 3, 2009. The SREA alliance consists of local governments, educational institutions, workforce development agencies, non-profit and private companies. The Home Performance Program will improve energy efficiency in residential and commercial buildings, lower energy costs, improve comfort in people's homes, and create immediate work for specialty contractors and build sustainable demand for building science professionals.

The solicitation of proposals released by CEC authorizes a Prime Contractor to enter into Memoranda of Understanding with other involved entities that will coordinate with the Prime Contractor in the Home Performance Program, but which will not actually receive program funding. SETA was previously awarded funding for implementation of CEC's Green Jobs Training Program and, as such a recipient, is one of the entities with whom SMUD is encouraged to coordinate, but which will not receive direct funding under the proposal. Rather, the proposal envisions that SETA will leverage its Green Jobs Training Program funding to assist in training workers that will perform the home improvements contemplated in the proposal.

On behalf of the Alliance, SMUD is proposing a two level approach to home performance improvement. The first level will cover envelope improvements: air sealing, weather stripping, attic insulations, hot water system insulation, carbon monoxide/smoke alarm. This can be started up quickly, is relatively inexpensive for customers and takes less time to train workers. The second level will cover envelope and systems improvements. It will include all of the level one envelope improvements and add thermal barrier, ducts, wall and floor insulation, air conditioner, furnace, water heater, cool roof, radiant barrier, windows, watersense toilets, showerheads and landscape irrigation. The proposal will include financial incentives for homeowners and financing assistance for these improvements.

STAFF PRESENTER: Robin Purdy

Staff has been involved in planning meetings for the proposed Home Performance Program and is recommending that the SETA Governing Board endorse and support SMUD's proposal for the SEP California Residential Building Retrofit Program. The SETA Executive Director has executed a Memorandum of Understanding as part of SMUD's submittal to CEC and a related Non-Disclosure Agreement to ensure confidentiality of SETA and SMUD documentation. The Memorandum of Understanding will become effective on December 3, 2009, provided that your Board ratifies its execution by the Executive Director. Copies of the Memorandum of Understanding and the related Non-Disclosure Agreement will be provided under separate cover.

The Memorandum of Understanding provides that, in the event this proposal is selected for funding, SETA will leverage funding received from the Clean Energy Workforce Training Program to provide the following in-kind services over the next two years:

Marketing Support

Link to HP web portal from Team Member website
Direct mail to customers
Distribution of brochures at outreach events

Total In-Kind Marketing Contribution: \$10,000

Training Support

Recruitment, screening and referral of qualified candidates for Green Building and Home Performance Training and Certification, Scholarships for HERS II and BPI Training, Subcontractor's Workshops, Employer Roundtables, and Clean Energy Training Provider Summit

Total Other Contribution: \$457,500

RECOMMENDATION:

Endorse the Sacramento Municipal Utility District (SMUD) proposal to the California Energy Commission on behalf of the Sacramento Regional Energy Alliance (SREA) to implement the Home Performance Program, and ratify execution by the Executive Director of the Memorandum of Understanding and Non-Disclosure Agreement and authorize the Executive Director to execute such resolutions and other documents as necessary to implement the Memorandum of Understanding.

STAFF PRESENTER: Robin Purdy

ITEM III-C – 1 - ACTION

APPROVAL TO SUBMIT AN APPLICATION FOR FACILITIES RENOVATION AND REPAIR TO THE CALIFORNIA DEPARTMENT OF EDUCATION

BACKGROUND:

The California Department of Education (CDE) recently released a Request for Applications (RFA) for Facilities Renovation and Repair. This funding will enable CDE contractors to complete deferred or maintenance renovation projects to bring facilities into compliance with the ADA of 1990 and the Title 22, Division 12 licensing requirements for Health and Safety Compliance.

The total amount of funding anticipated to be available is \$7.5 million, with \$5 million from the Governor's Budget, and the remaining \$2.5 million from the American Recovery and Reinvestment Act (ARRA). Funding is contingent on Budget Authority. There will be three rounds of funding and it will be a noncompetitive process. CDE will hold two random draws to determine funding order if the number of applications exceeds available funding. The specific funding allocation is determined by the percentage of CDE subsidized enrollment at each facility. Further, there will be two different project periods: February 1, 2010 to June 30, 2011 and July 1, 2010 to June 30, 2013.

As an eligible agency, SETA is interested in pursuing this funding opportunity for the following health and safety projects at several Early Learning Centers for a total of \$33,155:

- Sharon Neese (replacement playground rubber): \$13,457 total cost--only 78% of this (\$10,496) can be requested based on SETA's CDE subsidized preschool enrollment rate of 78%
- Phoenix Park (installation of ADA door): \$7,660 total cost--100% will be requested based on CDE subsidized enrollment
- Northview (replacement of old A/C system): \$19,500 total cost--100% will be requested based on CDE subsidized enrollment

Based on the required formula in the RFA, 100% of the costs for the projects at Northview and Phoenix Park could be covered. At the Sharon Neese site, 78% of the cost of the playground rubber could be covered; the remaining 12% of the project cost

STAFF PRESENTER: Robyn Caruso

ITEM III-C – 1 – ACTION (continued)
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would come from the existing facilities budget in SETA's basic grant. There are additional health and safety renovations that are needed at other sites, but are cost prohibitive to include in this application since the grant would potentially only cover 50% (based on subsidized enrollment) of the project cost.

RECOMMENDATION:

The recommendation will be to approve the submission of a grant application for a total request of \$37,656 in funding.

STAFF PRESENTER: Robyn Caruso

ITEM III-C - 2 - ACTION

APPROVAL TO CONTRACT FOR A PRESCHOOL ORAL LANGUAGE/LITERACY CURRICULUM

BACKGROUND:

As children enter school, they bring diverse levels of language acquisition to the learning process. Therefore, teachers face the challenge of meeting the individual needs of each language learner, as well as discerning which methods work most effectively in enhancing language development.

As outlined in Head Start's Year 2 Goals and Objectives, SETA Head Start will be supplementing *Creative Curriculum* with a research-based oral language/literacy curriculum. Aligned with this goal, SETA secured American Recovery Reinvestment Act (ARRA) Quality Improvement funds to purchase the curriculum, along with Basic Head Start and Training/Technical Assistance funds.

In June, a team of Program Officers, Education Coordinators, Site Supervisors, Teachers and parents were assembled to determine which oral language/literacy curriculum would best meet SETA's preschooler's needs. The team's intensive evaluation process included:

- Curriculum screening for age appropriateness, alignment with *Creative Curriculum* and meeting performance standards/preschool foundations;
- Vendor presentations;
- Small scale pilot test with teachers and children; and
- Open review period for all staff to provide feedback.

On October 6, 2009, SETA released a Request for Quote (RFQ) to solicit responses for a curriculum for 72 Head Start preschool classrooms. We received a response from a total of four vendors. The vendors, curriculum title and corresponding price quotes are as follows:

Vendor	Curriculum Title	Price Quote
Houghton Mifflin	<i>Where Bright Futures Begin!</i>	\$143,352
Abrams Learning Trends	<i>Let's Begin with the Letter People</i>	\$152,856 - \$340,164
McGraw Hill/SRA	<i>The DLM Early Childhood Express</i>	\$227,278
McGraw Hill/SRA	<i>Imagine It!</i>	\$277,824

STAFF PRESENTER: Denise Lee

ITEM III-C - 2- ACTION (continued)
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An evaluation team reviewed and ranked the responses, and is recommending entering into an agreement with Houghton Mifflin, the highest ranked, and lowest priced (\$143,352), respondent. Staff intends to negotiate a reduction in the price.

RECOMMENDATION:

Approve a contract with Houghton Mifflin to purchase and implement *Where Bright Futures Begin!* oral language/literacy curriculum in an amount not to exceed \$143,352.

STAFF PRESENTER: Denise Lee

ITEM III-C - 3 – ACTION

APPROVAL OF MODIFICATIONS TO THE BYLAWS OF THE SACRAMENTO
COUNTY HEAD START/EARLY HEAD START POLICY COUNCIL

BACKGROUND:

The Personnel/Bylaws Committee met to review and recommend revisions to the bylaws of the Sacramento County Head Start/Early Head Start Policy Council.

Additions are indicated by *italic* type and deletions are indicated by ~~strikethrough~~.

A public hearing was opened at the October 27, 2009 meeting and the Policy Council closed the public hearing and approved the modified bylaws at their November 30, 2009 meeting.

The bylaws are being sent under separate cover.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the modifications to the Policy Council bylaws.

STAFF PRESENTER: Maureen Dermott Morrison

ITEM III-D – 1 – ACTION

APPROVAL TO ENDORSE SACRAMENTO STEPS FORWARD

BACKGROUND:

Sacramento Steps Forward is a region-wide initiative by the Policy Board to End Homelessness and its Chairperson, Mayor Kevin Johnson. The purpose of the initiative is to ensure that all Sacramentans have a place to call home through community efforts to find solutions to the complex and long-standing issues of homelessness. The launch date for the initiative was November 5, 2009.

The Sacramento Steps Forward Policy Board's three year goals to end homelessness are:

- Permanent Housing – Provide permanent housing for 2,400 homeless individuals and families, moving people to housing as rapidly as they are ready.
- Services – Provide a safety net and pathways to ensure that all homeless individuals and families transition to permanent housing.
- Funding – Fully fund the permanent housing and services needed to end homelessness.
- Advocacy – Build the community will – throughout the region – to fully support the permanent housing and services needed to end homelessness.
- Accountability – Continuously evaluate and optimize the permanent housing and services needed to end homelessness.

SETA has been previously represented by staff serving on the Sacramento County and Cities Board on Homelessness and has current representation on the Homeless Employment Committee of the Interagency Council to End Homelessness. SETA's staff support and programs to prevent homelessness have been funded by the Community Services Block Grant.

SETA has been invited to endorse this initiative to demonstrate support for the goal of ending homelessness in the Sacramento region.

The SETA Community Action Board approved this item at its November 18, 2009 meeting.

RECOMMENDATION:

Endorse the Sacramento Steps Forward Initiative.

STAFF PRESENTER: Chi Cheng

ITEM III-D – 2 - ACTION

APPROVAL OF COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDING
RECOMMENDATIONS FOR FISCAL YEAR 2010

BACKGROUND:

On September 4, 2009, SETA released a Request for Proposals (RFP) for the CSBG program for fiscal year 2010. The RFP solicited services under Safety-Net, Family Self-Sufficiency, and ARRA Services categories as identified in the 2010/11 CSBG Community Action Plan and the CSBG Recovery Act Local Plan. The amount of funding available for program services was \$900,000, of which \$420,000 has been dedicated to Safety-Net or short term emergency services, \$280,000 has been dedicated to case managed Family Self-Sufficiency services, and \$200,000 has been dedicated to American Recovery and Reinvestment Act (ARRA) services to support the stability of families who have been adversely affected by the economic downturn and are seeking employment, in training, or are at risk of unemployment. The deadline for receipt of proposals was October 6, 2009. Fifty-eight (58) proposals were received by the 4:30 p.m. deadline, requesting a total of \$3,590,018. Fifty-seven (57) proposals were evaluated.

The 2010 CSBG RFP includes funding from both formula CSBG and CSBG ARRA funds. Available formula CSBG funding is \$700,000; available ARRA funding is \$200,000, for a total of \$900,000 available.

SETA received \$2,692,561 in ARRA funding, of which 90% was allocated to direct client services and will complement the services funded through this procurement.

Compared to the 2007 CSBG procurement process, the economy and needs of the community have changed dramatically. The unemployment rate in Sacramento County as of September, 2009 is at 12.2%, up from 5.5% in 2007. Service providers have seen a marked increase in the need for services by families, many of which have not previously sought services. There has been an increase in requests from working families who have seen their income reduced by furloughs, reduction in hours, or by layoffs of family members. The State of California has recognized the crisis and has authorized higher eligibility limits of up to 200% of the Federal Poverty Income Guidelines for both the formula CSBG and ARRA programs.

Evaluation Process:

All applications received through this solicitation went through a review process to provide funding recommendations to the Community Action Board. Staff

STAFF PRESENTER: Cindy Sherwood-Green

recommendations were developed through the deliberation of a team of fourteen (14) readers representing SETA's Planning, Contracts, MIS and Fiscal Units and 3 members of the Community Action Board. The readers evaluated, scored and ranked each proposal using standardized evaluation and scoring criteria that were identified in the RFP. Proposals were ranked into three categories:

Rank 1: Proposal responses exceed all the RFP criteria; the proposer has experience in the proposed activity, has leveraged funding and collaborative partners, and has demonstrated that a clear need for the service exists.

Rank 2: Proposal responses meet the RFP criteria and the proposal qualifies for funding.

Rank 3: Proposal responses did not meet the RFP criteria and were not evaluated as fundable.

The top ranked proposals achieved their scores based on the following criteria:

- The proposing agency responded thoroughly and completely to all required sections of the RFP.
- The proposing agency had a history of operating the proposed program or a similar program, had sufficient leveraged funding, and demonstrated the establishment of collaborative partnerships.
- The proposing agency adhered to the service priorities set forth in SETA's 2010/11 Community Action Plan and CSBG Recovery Act Local Plan.
- The proposing agency succeeded in achieving planned, contracted goals, or, if not previously funded by CSBG, the agency demonstrated a potential for success.
- The proposing agency demonstrated a need for the service.
- If applying for Family Self-Sufficiency, the proposing agency had a clear description of a case management system.

Staff also considered that all identified high-risk and underserved neighborhoods would have access to services and ensured that all identified target groups would be served.

Due to the limited availability of CSBG funding, only ranks #1 and #2 are recommended for funding, or 24 of the 58 applications received. Agencies that ranked #1 and #2 in

STAFF PRESENTER: Cindy Sherwood-Green

ITEM III-D – 2 – ACTION (continued)

Page 3

their respective categories are recommended funding at or near their requested amount. Agencies that ranked #3 are not recommended for funding. Any variation to this recommendation is a result of an agency receiving funding in more than one category, for which it was recommended a lesser amount in one or both of the categories, or if the agency is the only provider of services in a target area, for which it might have received an allocation over its 2009 allocation or full funding.

Two (2) new agencies, Hmong Women's Heritage Association (Rank #1) and River City Community Services (Rank #2), are recommended for funding.

Staff considered whether other resources and services exist in the community to avoid a duplication of services. Staff is not recommending funding for proposals that focused on employment or training services because of the employment, training, and support service resources available at the Sacramento Works Career Centers. SETA has allocated over \$10 million in formula and ARRA Workforce Investment Act funding for employment and training programs in Sacramento County for fiscal year 2009/2010. SETA has also allocated \$1 million in CSBG ARRA funding to support the activities of the Homelessness Prevention and Rapid Re-housing Program (HPRP). Staff recommends funding through this procurement for homelessness prevention, but will focus these services on families and individuals that are not eligible for HPRP funding, such as the chronically homeless or families whose income is higher than 30% of the Annual Median Income, which has been established as the income eligibility criteria for HPRP services.

Daren Maeda, Director of Linkage to Education, submitted a proposal for funding to continue his position as a SETA Consultant. Mr. Maeda provides services designed to redirect the lives of high-risk youth who are being released from juvenile institutions and emancipated foster youth to prepare and place them into local colleges. Staff recommends that his position be continued as a SETA Consultant for an additional year for \$30,000.

Attached are the resulting proposal rankings and staff funding recommendations.

Thirteen (13) 2009 CSBG service providers received contract augmentations that totaled \$705,292 in CSBG ARRA funding. The purpose of the augmentation was to serve an increased number of individuals and families that were suffering from the effects of the economic downturn. The augmentation would fund services from July 1

STAFF PRESENTER: Cindy Sherwood-Green

ITEM III-D – 2 – ACTION (continued)
Page 4

through December 31, 2009. Because of budget and contract delays at the state level, the funding was not available to the service providers until September, 2009. We anticipate that there will be unexpended CSBG ARRA funds at the end of the contract period. Staff recommends that any unexpended funding be reallocated to 2010 CSBG service providers and will provide your Board with funding recommendations once the amount is known.

The SETA Community Action Board approved the funding recommendations at its November 18, 2009 meeting.

RECOMMENDATION:

1. Approve staff funding recommendations for the Fiscal Year 2010 Community Services Block Grant.
2. Approve the continued funding of Daren Maeda as a SETA Consultant for an additional year.
3. Approve the reallocation of unexpended 2009 CSBG ARRA funding to 2010 CSBG service providers.

STAFF PRESENTER: Cindy Sherwood-Green

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

Program Operator: Department of Human Assistance

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2008 to June 30, 2009 for the WIA and CALWORKS and from January 1, 2009 to June 30, 2009 for CSBG have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Paula Tarpenning **DATE:** November 2, 2009

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of San Juan U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Title I	Universal Services	\$ 58,000	7/01/08-06/30/09	7/01/08-6/30/09
WIA/ARRA	Summer Youth Emp. Services	66,425	5/1/09-9/30/09	5/1/09-8/31/09

Monitoring Purpose: Initial (Summer Youth) Final (Universal Svcs)
Date of review: 10/5/09 & 10/16/09

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

Program Operator: San Juan Unified School District

Findings and General Observations:

- 3) The total costs as reported to SETA from July 1, 2008 to June 30, 2009 for Universal Services and from May 1, 2009 to August 31, 2009 for Summer Youth Employment Services have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 4) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

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– C - INFORMATION

REVIEW OF ANNUAL AUDITOR'S REPORT AND FINANCIAL STATEMENTS FOR
FISCAL YEAR ENDED JUNE 30, 2009

BACKGROUND:

Gilbert Associates, Inc. recently completed the June 30, 2009 annual audit of the Sacramento Employment and Training Agency. Staff will be available to answer questions regarding the audit.

The auditor's report will be sent under separate cover.

STAFF PRESENTER: Roy Kim

ITEM IV-D – INFORMATION

CALIFORNIA'S FORGOTTEN MIDDLE-SKILL JOBS

BACKGROUND:

Enclosed under separate cover is a copy of a publication from ***The Workforce Alliance***.

Staff will be available to answer questions.

STAFF PRESENTER: Robin Purdy

ITEM IV-E – INFORMATION

UNEMPLOYMENT RATES FOR SACRAMENTO COUNTY

BACKGROUND:

In October, 2009, the unemployment rate for Sacramento County was 12.6%. Attached is a listing of the unemployment rates by City and Census Designated Places provided to SETA by the California Employment Development Department.

STAFF PRESENTER: Robin Purdy

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

Area Name	Labor Force	Employment	Unemployment Number	Rate	Census Ratios Emp	Unemp
Sacramento County	684,700	598,500	86,200	12.6%	1.000000	1.000000
Arden Arcade CDP	56,700	49,800	6,900	12.2%	0.083158	0.080285
Carmichael CDP	29,200	26,400	2,700	9.3%	0.044186	0.031493
Citrus Heights city	50,500	46,000	4,500	8.9%	0.076838	0.052031
Elk Grove CDP	35,300	31,700	3,600	10.2%	0.052995	0.042014
Fair Oaks CDP	17,100	15,900	1,200	7.0%	0.026612	0.013988
Florin CDP	12,800	10,400	2,400	18.7%	0.017437	0.027771
Folsom city	27,000	25,500	1,600	5.8%	0.042525	0.018086
Foothill Farms CDP	9,700	8,100	1,500	16.0%	0.013603	0.017967
Galt city	10,900	8,800	2,100	18.9%	0.014758	0.023844
Gold River CDP	4,800	4,700	100	2.1%	0.007790	0.001181
Isleton city	400	400	100	13.3%	0.000597	0.000642
La Riviera CDP	6,900	6,400	500	6.9%	0.010732	0.005544
Laguna CDP	20,300	19,000	1,300	6.6%	0.031743	0.015451
Laguna West Lakeside CDP	5,300	4,800	400	8.5%	0.008067	0.005210
North Highlands CDP	22,700	18,500	4,200	18.4%	0.030900	0.048382
Orangevale CDP	15,900	14,500	1,400	9.0%	0.024187	0.016709
Parkway South Sacramento CD	16,200	12,800	3,400	20.9%	0.021411	0.039219
Rancho Cordova City	31,200	26,700	4,500	14.4%	0.044619	0.052031
Rancho Murieta CDP	2,300	2,200	100	3.9%	0.003612	0.001027
Rio Linda CDP	5,800	4,700	1,100	18.3%	0.007917	0.012294
Rosemont CDP	13,900	12,500	1,400	10.0%	0.020836	0.016042
Sacramento city	218,000	185,900	32,000	14.7%	0.310678	0.371731
Vineyard CDP	5,800	5,500	300	5.9%	0.009153	0.003978
Walnut Grove CDP	500	300	100	27.1%	0.000566	0.001463
Wilton CDP	2,700	2,500	200	7.7%	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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios	
					Emp	Unemp

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-F – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

Attached is a copy of the most current dislocated worker update. Staff will be available to answer questions.

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2009/2010

The following is an update of information as of November 20, 2009 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

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

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

- SETA Head Start Program Support Services Unit hosted the 2009 Delegate Kick Off on October 15, 2009 at the SETA building. It was a day-long event with 2 separate morning and afternoon sessions. The general meeting in the morning had 50 participants and the afternoon meeting which had 3 workshops was attended by 50 participants. Featured morning speakers included Rick Mockler, Executive Director of California Head Start Association (CHSA) and Rob Colombini of STG International. At noon, a mini-wellness fair was held featuring Network for Healthy California by Health Education Council and services of a certified massage therapist. A photography art exhibit by Tamara Knox, a Head Start Home-Base parent was on display. The artist, a domestic violence survivor also spoke to the audience about her art and life story.
- The 2009 SETA Head Start Program Monitoring Tool has been completed and officially published and distributed (electronic and hard copies) to the delegate agencies at the October 15, 2009 Delegate Kick Off Meeting. This tool is used by the agency in monitoring the delegates to assess compliance with the Performance Standards and other state and federal regulations. Delegates are highly encouraged to use the tool for their own internal monitoring.
- Program Officer Melanie Nicolas attended the annual Board of Directors Meeting of the Infant Development Association (www.idaofcal.org) In Burlingame, CA on October 16-17, 2009. She was voted as State Chair-Elect for the next 2 years and will assume the Chair position in 2011. SETA Head Start has been an active leader both locally and statewide in the area of advocacy in early intervention services for children birth to 3 years old and training and development of early interventionists working in this age group.
- Program Officer Melanie Nicolas attended the Results Accountability Workshop by Mark Friedman sponsored by Sierra Health Foundation on October 14, 2009.

Education and Child Development

- The Education Coordinator, Kim Lister, along with Melanie Nicolas, attended the Center on the Social and Emotional Foundations for Early Learning (CSEFEL) Overview workshop given by California Department of Education (CDE) on October 20th. The workshop was

intended to give administrators and support staff information about the CSEFEL framework and identify potential trainers throughout the state. CDE has established a collaborative project between Head Start, Sacramento County, WestEd and other ECE stakeholders to provide professional development to ECE staff in supporting Early Childhood Social and Emotional Competence in children birth to 5 years. Follow up to this workshop is a 3-4 day train-the-trainer to work with implementation sites.

- On October 7th, SETA hosted the Office of Head Start Webcast, “Ready for Success: Supporting Dual Language Learners in HS/EHS. Over the year, a series of webcasts will be offered for professional development to help programs support the healthy development and learning of Dual Language Learners birth through age five.
- At the October 15th Delegate Kick-off, San Juan staff presented an overview of the Classroom Assessment Scoring System (CLASS). The presentation was an overview that San Juan has presented to their teaching staff for staff development and preparation for the 2011 Federal Review. Support staff from the Delegate agencies received the overview information. Kim Lister, provided information for additional on-site training for assessors and teachers on the CLASS.
- Donald Schmidt and Kim Lister had our second phone conference with Melinda Brookshire and Jan Davis form WestEd. We shared an alignment between the DRDP-R2 and Head Start Child Outcomes Framework, and provided input regarding the instrument and teacher training.
- The Education Coordinator, Kim Lister, provided information to SETA’s Site-Supervisors on completing the Individual Staff Development Plan (ISDP) which was implemented in October along with the Educational Requirements and Career Incentive Program.

Disabilities Services Update

- The Disabilities Coordinator presented at the WCIC/Playmate Policy Meeting on Wednesday, November 21st. The topic of the presentation was “It Takes Two to Talk” which focused on the importance of fostering oral language development in toddlers and preschoolers. Parents and staff who attended the meeting were given some strategies and activities for getting young children to talk more.
- October was National Disability Employment Awareness Month. In recognition of month SETA hosted a seminar and luncheon and the Disabilities Coordinator was in attendance. The event allowed participants to listen two very informative presentations on accommodations in the workplace and disability related laws.

Mental Health Services Update

- Mental Health staff and Education staff from various delegate agencies attended the Center on the Social and Emotional Foundations for Early Learning (CSEFEL) Overview workshop given by California Department of Education (CDE). This statewide training resource is consistent with our program’s focus to strengthen positive relationships between children and adults which are essential for learning and development.

Health Services Update

- On October 6th the Health Coordinator attended the Communities of Excellence Meeting at the Sierra Health Foundation. The Tobacco Control Coalition created this group to decide where emphasis should be placed regarding the Tobacco Education Program. These issues include public awareness, media attention, policy and enforcement.
- The Health Coordinator also participated in the October 20th, Children’s Health Insurance Coordinating Committee meeting at the South Natomas Community Center. Updates were given on Healthy Families Insurance, but the main focus was on challenges being faced throughout the region due to budget shortfall.
- The final Health Services Advisory Committee (HSAC) Meeting for 2009 was held October 21st. A video presentation was given to pay tribute to the Elks Lodge who generously donated time and resources to Head Start children. Not only do they do eye examinations, but provide resources for those needing glasses. The Agenda included TB skin testing, anemia guidelines and the new WIC program.
- The IMIL committee met October 27th and discussed the upcoming team rallies that will be put on by activity groups. The Farm Stands, after a successful spring, summer and fall seasons, will be closed until next year.
- Health/Nutrition Specialist Teresita Saechao represented SETA Head Start at the SafeKids Conference held in Sacramento, CA.

Family and Community Partnerships Update

- A multimedia resource (DVD) featuring local Head Start parent success stories has been developed and finalized. SETA Head Start staff Francisco Navarro and Judy Weber are heading this project in cooperation with various delegate staff whose input and feedback are discussed at our countywide content meetings. This presentation will hopefully be used in various staff and parent training. The Family Partnership Agreement (FPA) process that is used by Head Start and Early Head Start to assist families in identifying strengths, needs and personal/family goals has been instrumental in many of these success stories.

Food Service Report

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

October 2009

Total Number of Meals and Snacks Prepared at Kitchens			
Lunch	PM Snack	Breakfast	Field Trips
43,236	26,350	31,016	720

Sacramento County Head Start/Early Head Start Program Enrollment Report

October 2009

HEAD START

Agency	Funded Enrollment	Last Day of Month Enrollment	Percentiles
Elk Grove	380	380	100
Elk Grove Expansion	40	40	100
Sacramento City	1,272	1,296	102
Sac City Expansion	20	24	120
San Juan	680	707	104
San Juan Expansion	20	20	100
SETA	2,778	2,802	101
SETA Expansion	18	20	111
Twin Rivers	179	179	100
T R Expansion	32	15	47
WCIC/Playmate	100	100	100
WCIC Expansion	20	20	100
County Totals	5,389	5,464	101
County Expansion	150	139	93

EARLY HEAD START

Agency	Funded Enrollment	Last Day of Month Enrollment	Percentiles
Sacramento City	115	116	101
San Juan	129	146	113
SETA	213	221	104
County Totals	457	483	107

Delegate Agencies

Elk Grove Unified School District

Education Services Update

- Our Head Start program is fully enrolled with 420 students. Two additional classes of 20 students began serving families this month at the Samuel Kennedy and Florin Elementary sites. The Florin Elementary class is a Full Inclusion class in partnership with EGUSD's special education department.
- Staff in-services this month included training by teacher Teresa Hansen on English Learner literacy research and support. Teachers Karin Nakahira-Young and Jacalyn Cordova shared I Am Moving, I Am Learning activities. Diane Shirey presented a workshop on teachers' roles in the IEP process. The instructional coaches continued their series of presentations on hands-on learning in science and math. Kathy Blackburn reinforced the implementation of technology offered in the classrooms. The Samuel Kennedy teachers hosted us in their classroom and discussed their program and teaching strategies.
- Planning has taken place for November's internal monitoring, with parent surveys, file compliance, Policy Committee interviews, and facilities checklists being added to staff and parent calendars.
- The Head Start Program Area Plan is in the process of being updated by a team of staff members from each component area. A subcommittee of the Policy Committee will also give input at a special meeting next month.

Disabilities Services Update

- As of October 30, we have 58 children with IEPs enrolled in Head Start.
- The program specialist working in the area of disabilities reports that there has been an increase in severe behavior concerns this year. She and the social worker have been giving additional support to teachers and working with families.

Health Services Update

- This month's Program Educator meeting focused on the internal monitoring of health compliance issues and next steps in ensuring that all children complete dental follow-up.

Family and Community Partnerships Update

- An exciting addition to our existing community partnerships is the Bring Me a Book Foundation. This foundation will be donating a full bookcase of hardcover books to the Pre-k program at Charles Mack Elementary School. The Mack Pre-k parents will also be offered a workshop on the importance of being their child's first teacher, and will receive free books for attending.
- EGUSD Pre-k parents enjoyed the Children's Celebration at Fairytale Town on October 10. Our staff also hosted a table with program information at this event.

- Family workshops held at our sites this month included Pizza for Papas, Parenting across Cultures, and Latino Family Literacy events. In partnership with KVIE, we also presented "What to do with the Mad You Feel", a training to help parents support their children in learning anger management.

Recruitment

- During three registrations held this month, parents were given informational flyers to share with friends or family who have preschool-age children. As a result, nine telephone calls were made to preschool clerks for additional information about preschool.
- Program Educators manned a table at the Cosumnes River College Community Resource Fair on October 8 to provide preschool resources and recruitment information. One hundred and sixty flyers were distributed at this event. Ten follow-up appointments were made for Pre-k registration following this fair.
- Preschool staff members attended the First 5 Children's Celebration at William Land Park, and distributed two hundred and ten flyers and information about enrollment. Names of eligible preschool students were collected and appointments for registration will be made by the clerks.
- Twenty two churches in the 95823 and 95828 each received 50 preschool flyers in English and Spanish to distribute to families of preschool age children. Approximately 35 telephone calls were made to preschool clerks for registration appointments after this distribution.
- The Centralized Eligibility List was reviewed by a program educator who collected information on six potential preschool students for follow up.
- The Elk Grove Unified School District E-Newsletter this month featured an article about our excellent programs and information on the application process.

Sacramento City Unified School District

Education and Child Development

- In classrooms, children explored the themes of friends, families and fall. Several classes visited various local pumpkin farms.
- Parent Meetings in October focused on the educational content area and curriculum. Parents participated in a variety of hands-on experiences designed to show them how/what their children learn in classroom learning centers.
- The topic for Staff Development training on October 23rd was "What Color is Your Personality" presented by Michele Mariscal, Schools Insurance Authority. The goal was to help teaching staff identify their own personality traits, as well as those of their co-workers, in an attempt to achieve teaching teams that play on each other's strengths.

- We also provided two days of training for all Head Start Instructional Aides. Training focused on Head Start requirements and paperwork. One day was devoted to writing anecdotal observations.
- Finally, Resource Teachers provided a series of trainings for Head Start parents who are interested in becoming substitute aides in our program. Other resource team members, including nurses, social workers, parent advisors and office staff participated in the training. Over 50 parents attended most, or all, of the training sessions.

Mental Health Services Update

- Following up on mental health referrals from teaching staff and Family Partnership Agreements.
- Presented at Substitute Aide Training.
- Participated in the Center on Social and Emotional Foundations for Early Learning (CSEFEL) at SCOE.
- Conducted site Mental Health Observations.

Family and Community Partnerships Update

- Trained teachers on how to complete the second round of Family Partnership Agreement goal setting.
- Family and Community Partnership meeting with SCUSD staff.
- Male Involvement meeting held at Edward Kemble School.
- Darlene Rutledge, Parent Advisor, has been active in establishing community partnerships with community organizations.

Health Services Update

- Finished health screenings at all Head Start and Early Head Start Classrooms. Identified Health concerns and started follow up with parents and classroom staff. Continued classroom file review and follow up.
- Provided health education and health screening to new families at registration at HJFEC.
- Attended PAC and PC meetings to discuss and distribute health education on H1N1 and Nutrition Policy.
- Provided a health update at the staff development monthly meeting.
- Scheduled the dental health program with our County partner. The varnish program and dental health program to start next month.

- Provided an epi-pen and emergency care training for Child Development Administration.
- Provided individual medication and health concerns training with classroom staff.
- Planned nutrition education program with Head Start Dietitian for Parent Education Workshop next month, titled Healthy Cooking During the Holidays.

San Juan Unified School District

Education Services

- During October, the classroom focus was on completion of Environmental Best Practices, including the Early Childhood Environmental Rating Scales. The desired Results developmental Profile-Revised is complete in all classrooms.

Disabilities Services

- This is the month when most of the assessments have been completed from the initial referrals made at the beginning of the year. The results for such have been logged, tracked and, if necessary, the students have begun to receive services. Classroom teachers have also re-screened students, if necessary, according to their initial screening results from the screenings that took place in the summer. DRDP/Access assessments have been completed on all the children with Special needs and the IEP goals are incorporated into the lesson plans in all our classrooms.

Mental Health Services

- The ECE Mental Health Therapist is providing ongoing 'Limit Setting' talk to parents of various Head Start, State Preschool, and Children's Center sites. MHT continues to connect families and children whose social and emotional functioning is lacking to community resources.

Nutrition Services

- Each classroom is being monitored in preparation for the upcoming Child Care food Program (CCFP) audit. Meal times, paperwork and health and safety are being reviewed. This year's annual staff training included "I am Moving/I am Learning".

Health Services

- The Health staff is working with Kate Varanelli from Smile Keepers to provide dental screenings for all the preschool programs (HS/SPS/FDSPS). We are setting up to screen 4 classes per day on Wednesday and some Thursdays Starting October 14th. 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. The team will work with the School Community Workers to get insured children scheduled for dental appointments that are in need of dental care; by urgency of their dental needs.

- Staff members have also been continuing the centralized screening room one day a week, and visiting sites to re-screen any children that were not ready or did not pass in the screening room during enrollment.

Family and Community Partnerships

- The Policy Committee is off to a strong start this year. The site self assessment process will begin with representatives visiting classrooms the third week of November. We are also electing a parent to attend the NHSA conference in December to accompany our Chairperson. Our committees are being formed with representatives willing and eager to get involved.

Transition Services

- Notification was given by the team over at the Central Enrollment Department regarding the changes in open enrollment procedures and times. The ECE department requested a flyer with pertinent information be drafted in order to distribute to our pre-k families in a timely manner. This is a shift from past practice, so we are determined to be on top of it and keep our families informed.

Program Support/Staff Training

- The completion of Reframing Discipline training will occur on November 6. All Teachers and Child Development Assistants have been trained over the course of two years. We are developing our plan to train all teachers on Volume 1 of the Preschool Learning Foundations this year. This will occur in trainings toward the end of the year. Our December topic will be Cultural Competence.

Fiscal

- Head Start and Early Head Start have finished the 1st quarter of the 2010 fiscal year. We are now 25% through the year. The current spending of both budgets is in-line with our working budgets with 75% remaining. October also was the beginning of the Head Start ARRA Expansion Grant. This grant funds a Head Start classroom for 20 children for a one-year period. The new classroom is located at Dyer Kelly Elementary School. The award amount for San Juan USD is \$130,700. We were also awarded additional funding for the 2010 - 2012 Renovation and Repair Grant. This grant is comprised of two components: \$66,666 which in state funding and \$33,333 in ARRA funding from the Child Care and Development Block Grant. This grant will provide a shade structure for the play area at Grand Oaks, and will provide additional upgrades to the infant/toddler playground installed at the Marvin Marshall Children's Center

Early Head Start

- The new toddler playground has been completed at Marvin Marshall. Debbie McMannis and Laura Williams, program Coordinator and Education Specialist presented "Family Style Meals with Young Children" at the CCFP conference in Long Beach. Preparations continue for our tri-annual CCFP review this year. The new SETA monitoring tool is being actively integrated into existing systems. Key staff attended the Program Infant Toddler Caregiving

Director's Academy. Staff training on Ellyn Satter's Feeding Relationships was well attended.

WCIC/Playmate

Education Services

- WCIC/Playmate's #1 and #2 Enrollment for October 2009 was as follows: 100 total enrollment of children at #1. Therefore, due to Expansion slots of 20 children at #2 the funded enrollment for 2009-2010 is 120 children ages 3-5. We continue to accept eligible waiting list applicants for the 2009-2010 school year.
- 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 Bloodborne Pathogens on October 16, 2009 from Teresita Saechao, Health/Nutrition Specialist from Sacramento Employment and Training Agency. She asked staff "What is Bloodborne Pathogens?" Bloodborne can be HIV which may turn to AIDs. The HIV virus can be manageable. It can vary from person to person on the severity. Bloodborne Pathogens is transmitted by needles, cuts, sexual intercourse, blood transfusions, mucous membrane, and vomit. Best practices are to wear gloves, face mask, goggles, washing hands and vaccinations. Soiled blood on towel and clothes should be disposed in a biohazard bag and needles need to be put in a Biohazard container. Staff needs to call SETA facilities to come and pick up the Biohazard bag. If there is vomit, it can be cleaned up with kitty litter.
- Disaster kits need to be checked frequently so all items are well stocked.

Disabilities Services

- WCIC/Playmate Monthly October 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 Programs. 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

- WCIC/Playmate Mental Health Services Site Visits were completed on October 28 & 29, 2009 by Francisco Navarro, Mental Health Social Worker from SETA. Monthly Schedule of Visits were with Ms. Dao's AM class, Ms. Clarisa's AM class, Ms. Gwendolyn's Full Day class, Ms. Cher's PM class, Ms. Masako's PM class and Ms. Tuwe's PM class. No Mental Health referrals were made for October 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 "Child Protective Services" training on October 23, 2009 from Joyce Bilyeu, from Child Protective Services. She stated Sacramento County is approximately dealing with 20% physical abuse; 8% sexual abuse; 14% emotional abuse; and 49% neglect. She stated it is unlawful corporal punishment if an adult spansks and leaves a mark on the child's body that lasts more than two hours. She demonstrated with a baby doll on Shaken Baby Syndrome and how it can affect an infant brain if shaken. It does not take much for adult to shake a child to death. It can be as little as a whiplash effect to cause brain damage. Staff who work in the field of childcare are mandated reporters, we must make a report if there is at all a reason to suspect child abuse of any kind. If failure to report, staff can lose their credential. There are steps to reporting. Staff can call CPS (916) 875-KIDS or law enforcement. A written report must be completed within 36 hours of the report. Forms can be downloaded from www.ag.ca.gov/childabuse/forms.php.
- WCIC/Playmate Head Start Program children received Hearing screenings from The Maryjane Rees Language, Speech and Hearing Center, Department of Speech Pathology and Audiology of California State University, Sacramento on Friday, October 2, 2009.
- WCIC/Playmate Head Start Program children also received 1st Height/Weight measurements the week of October 13 –16, 2009 by the Family Services Workers.
- WCIC/Playmate Head Start Program children received vision and hearing screenings the week of October 19 – 21, 2009 by the Family Services Workers.
- WCIC/Playmate Head Start Program #2 children received dental screenings on Monday, October 19, 2009 from Dr. Eric D. Phillips D.M.D.
- Family Services Workers continue to encourage the parents to get the children's annual physicals and 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 73rd 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 20th 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 days and weeks were well spent during the summer months and continue in regards to submitting and now reporting requirements for the following WCIC/Playmate Child Development Center, Head Start Programs 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, Oak Park Business Association, Community Pride Project/Community Against Sexual Harm (CASH), and Oak Park Concert Board of Directors, Chair.