



Sacramento  
Employment and  
Training  
Agency

**GOVERNING BOARD**

**KEVIN MCCARTY**  
Councilmember  
City of Sacramento

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

**BONNIE PANNELL**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

**JIMMIE YEE**  
Board of Supervisors  
County of Sacramento

**KATHY KOSSICK**  
Executive Director

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

Main Office  
(916) 263-3800

Head Start  
(916) 263-3804

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

**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, January 7, 2010

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

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

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

**A G E N D A**

- I. Call to Order/Roll Call/Pledge of Allegiance**
- II. Consent Items**
  - A. Minutes of the December 3, 2009 Regular Board Meeting
  - B. Approval of Claims and Warrants
- III. Action Items**
  - A. GENERAL ADMINISTRATION/SETA: No items.**
  - B. WORKFORCE INVESTMENT ACT**
    - 1. 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 (Robin Purdy)

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

### **C. HEAD START**

1. Approval of Out of State Travel to attend the Early Head Start National Orientation Conference (Roy Kim)
2. Approval of Tuberculosis Policy (Brenda Campos)
3. Approval to Contract for a Pre-School Oral Language/Literacy Curriculum (Denise Lee)

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

1. Approval of Resolution to Accept Community Services Block Grant (CSBG) American Recovery and Reinvestment Act (ARRA) Funds and Authorize the SETA Executive Director to Sign all Grant Documents (Cindy Sherwood-Green)

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

### **IV. Information Items**

- A. Fiscal Monitoring Reports (Roy Kim)
  - Bach Viet Association, Inc.
  - San Juan Unified School District
- B. Head Start Fiscal Report (Roger Bartlett)
- C. California's Forgotten Middle-Skill Jobs (Robin Purdy)
- D. Unemployment Statistics (Robin Purdy)
- E. Dislocated Worker Update (William Walker)

### **V. Reports to the Board**

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

### **VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION: Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: One potential case**

### **VII. Adjournment**

**DISTRIBUTION DATE: MONDAY, DECEMBER 21, 2009**

ITEM II-A - CONSENT

MINUTES OF THE DECEMBER 3, 2009 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the December 3, 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, December 3, 2009  
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:18 a.m.

Members Present:

Jimmie Yee, Chair, SETA Governing Board; Member, Board of Supervisors  
Don Nottoli, Member, Board of Supervisors  
Bonnie Pannell, Councilmember, City of Sacramento

Members Absent:

Kevin McCarty, Chair, SETA Governing Board; Councilmember, City of Sacramento  
Sophia Scherman, Public Representative

Moved/Pannell, second/Yee to move item III-B – 2 to the January 7, 2010 meeting.

Voice Vote: Unanimous approval.

**II. Consent Items**

The consent calendar was reviewed; no questions or comments.

- A. Minutes of the November 5, 2009, Regular Board Meeting
- B. Approval of Claims and Warrants

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

- A. Approve the November 5, 2009 minutes.
- B. Approve the claims for the period 10/28/09 – 11/18/09.

Voice Vote: Unanimous approval.

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

- 1. Approval of Procurement of Worker's Compensation Insurance

Ms. Carolyn Reynolds of Arthur J. Gallagher reviewed the insurance proposal with board members. Requests for worker's compensation insurance coverage were submitted to six carriers. The payroll increased which resulted in an

increase in the premium. One thing that has offset the premium is the overall decrease in the insurance premium. Ms. Reynolds will be looking at how payrolls are classified; premiums are based on estimates since it is not known what the payrolls will be.

Moved/Pannell, second/Yee, to authorize the Executive Director to procure Workers Compensation coverage with Hartford Insurance for calendar year 2010.

Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 0

2. Approval of In-House Youth Pre-Apprenticeship Training Program

Ms. Robin Purdy stated that in August, the Board approved funds to Associated General Contractors to serve 30 high risk youth in a workplace training activity. In October, SETA was notified that they wanted to return the funding. SETA was asked to continue this activity in the Meadowview area. Staff is requesting approval to operate this as an in-house program and hire two SETA consultants to be outstationed at Juveniles at Risk. SETA would use an existing contract with the Community College Foundation for payroll services, and Northern California Laborers Union has agreed to hire as apprenticeships the youth that complete the program.

Mr. Thatch stated that it is important that there be an MOU between SETA, Juveniles at Risk and Northern California Laborers Union. He requested that the board action include authorization for the Executive Director to enter into an MOU.

➔ Speaker before the board: Richard Mallory, Director of Associated General Contractors.

Moved/Pannell, second/Yee, to 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 including the authorization for Executive Director to enter into an MOU.

Voice Vote: Unanimous approval.

3. Approval of Staff Recommendation for Adult and Youth Vendor Services Lists

Ms. Esperanza Lindsey reviewed this item which requests approval to add a vendor to the Vender Services list.

Moved/Pannell, second/Yee, to approve adding Linking Education and Economic Development (LEED) to the Adult and Youth Vendor Services Lists.

Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 0

## **B. WORKFORCE INVESTMENT ACT**

1. Approval to Submit Regional Clusters of Opportunity Proposal to the California Workforce Investment Board

Ms. Purdy stated that this item is requesting approval to create a strategic planning process around the clean energy sector. Staff is requesting a sole source approval in the amount of \$250,000 to contract with Los Rios, SACTO, Valley Vision as the required partners in the proposal. These organizations are the only providers of those services in the region. STA will contract out \$70,000 to SACTO, \$60,000 to Los Rios, and \$95,000 to Valley Vision. This will lead to better management and give information on where to target resources. This is a planning grant only. SETA will be working with the colleges, training providers and partners to learn how to train for clean energy sector jobs.

Moved/Yee, second/Pannell, to approve the submission of a proposal in response to the Regional Industry Clusters of Opportunity Solicitation for Proposal and, if awarded, approve contracts with collaborating partners to complete the research, investment strategy and implementation.

Voice Vote: Unanimous approval.

2. Approval to Endorse the Sacramento Municipal Utility District California Residential Building Retrofit Program Proposal and Ratify Execution of a Memorandum of Understanding and Non-Disclosure Agreement: Moved to 1/7/10.

## **C. HEAD START**

1. Approval to Submit an Application for Facilities Renovation and Repair to the California Department of Education

Ms. Robyn Caruso stated that this board item is in response to a recent release of funds for facilities repair for three project sites. The Board inquired how the funds are prioritized. Ms. Caruso replied that these are CDE funds so it has to be spent on CDE classes, not Head Start. There are other renovations at CDE sites but the money awarded is based on the number of CDE slots.

Moved/Pannell, second/Yee, to approve the submission of a grant application to request \$37,656 in funding from the California Department of Education.

Voice Vote: Unanimous approval.

2. Approval to Contract for a Preschool Oral Language/Literacy Curriculum: dropped from agenda
3. Approval of Modifications to the Bylaws of the SETA Operated Head Start/Early Head Start Policy Council

Ms. Lisa Carr reviewed this item and some of the changes that were included in the revised bylaws such as adding language in the reimbursement policies and the date of the annual meeting.

Moved/Pannell, second/Yee, to approve modifications to the PC bylaws.  
Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT

1. **Approval to Endorse Sacramento Steps Forward**

**Mr. Chi Cheng reviewed this item; there were no questions or comments.**

Moved/Pannell, second/Yee, to endorse the Sacramento Steps Forward Initiative.

Voice Vote: Unanimous approval.

2. Approval Community Services Block Grant (CSBG) Funding Recommendations for Fiscal Year 2010

Ms. Cindy Sherwood-Green reviewed this item. Fifty-eight proposals were submitted requesting a record amount of \$3 million in CSBG funds. One formal protest was received from Elk Grove Unified School District. Ms. Sherwood Green stated that the Community Action Board approved these funding recommendations at their November 18 meeting.

➔ Speaker before the Board: David Mandel, Supervising Attorney, Legal Services of Northern California

Moved/Yee, second/Nottoli, to:

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.

Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 0

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

IV. **Information Items**

A. Fiscal Monitoring Report: No comments.

- B. Head Start Fiscal Report: Mr. Roger Bartlett reported that the budget is at one quarter of expenditures. Things look good. Ms. Kossick reported that SETA recently had the annual risk review from ACF which went well.
- C. Review of Annual Auditor's Report and Financial Statements for Fiscal Year Ended June 30, 2009

Mr. Roy Kim reported that the annual audit had no findings. He acknowledged Ms. Loretta Su for the excellent job she did on the audit.

- D. California's Forgotten Middle-Skill Jobs: This report is provided for information; Mr. Nottoli requested this information item be presented again in January for more in-depth discussion. Ms. Pannell requested additional copies for the City Council.
- E. Unemployment Statistics: No comments.
- F. Dislocated Worker Update: Mr. William Walker stated that Center Play, the vendor for the River Cats, is experiencing layoffs. Yolo County is actually reporting the 346 jobs dislocated. Mr. Walker has not heard about a replacement vendor. There is nothing official on the AT&T dislocations. The union notified SETA and the press that they were consolidating and two call centers may be closing with 249 people being dislocated.

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick wished Mr. Nottoli happy birthday tomorrow. Ms. Kossick stated that based on planning for the Head Start grant, staff would like to move the May meeting to April 29 in order to accommodate the Head Start deadline. This means there will be two meetings in April and no meeting in May. Ms. Kossick wished everyone Happy Holidays.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Mr. Yee thanked everyone for the gift he received last month.
- F. Public: No comments.

**VI. Adjournment: Meeting adjourned at 11:13 a.m.**



ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 11/24/09 through 12/21/09, and all expenses appear to be appropriate.

STAFF PRESENTER: Kathy Kossick

ITEM III-B – 1 – 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 December 18, 2009, which will transpire prior to the Governing Board's next meeting on January 7, 2010. 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 has been involved in planning meetings for the proposed Home Performance Program and is recommending that the SETA Governing Board endorse and support

STAFF PRESENTER: Robin Purdy

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 January 7, 2010, provided that your Board ratifies its execution by the Executive Director. Copies of the Memorandum of Understanding and the related Non-Disclosure Agreement are attached.

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

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding by and between Sacramento Municipal Utility District, with principal offices located at 6201 S Street, Sacramento CA 95817 (“Prime Contractor”) and the Sacramento Employment and Training Agency (SETA), with principal offices located at 925 DelPaso Blvd. Sacramento, CA 95815 (“Team Member”) (each a “Party” and, collectively, the “Parties”), states the nature and extent of the agreement between the Parties to develop and submit a proposal to the California Energy Commission (hereinafter referred to as the “Agency”) in response to Solicitation No. 400-09-403 (“Solicitation”) for the California Comprehensive Building Retrofit Program (“Program”). This Memorandum of Understanding shall become effective on the 7<sup>th</sup> day of January, 2010, provided that it has first been ratified by the Governing Board of SETA.

WHEREAS, Prime Contractor intends to submit a proposal in response to the Solicitation (“Proposal”) as Prime Contractor to the Agency for the Program, and Team Member desires to participate with Prime Contractor as a Team Member in the Proposal submittal;

WHEREAS, Team Member is a recipient of funding from Agency authorized to provide Green Jobs Training Program services and the Solicitation contemplates that Prime Contractor and Team Member will enter into a Memorandum of Understanding to coordinate services;

WHEREAS, the parties desire to coordinate with each other to implement the Program objectives and, accordingly, Team Member shall contribute leveraged funds and in-kind support in regard to the Program which would be valuable to the Program within those areas identified below;

| <b>Marketing Support</b>                                                                                                                                                                                                                     | <b>2 Year Value</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Link to HP web portal from Team Member website                                                                                                                                                                                               |                     |
| Direct mail to customers                                                                                                                                                                                                                     |                     |
| <u>Distribution of brochures at outreach events</u>                                                                                                                                                                                          |                     |
| Total In-Kind Marketing Contribution                                                                                                                                                                                                         | \$10,000            |
|                                                                                                                                                                                                                                              |                     |
| <b>Training Support</b>                                                                                                                                                                                                                      | <b>2 Year Value</b> |
| 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 |                     |
| <u>Training Provider Summit</u>                                                                                                                                                                                                              |                     |
| Total Other Contribution                                                                                                                                                                                                                     | \$457,500           |

WHEREAS, Team Member desires to contribute its expertise to the development of the Proposal;

NOW, THEREFORE, in consideration of the mutual promises set forth, Prime Contractor and Team Member agree as follows:

1. Proposal Activities. Prime Contractor shall be responsible for overall Proposal and Program management. Prime Contractor shall prepare and submit the Proposal, which incorporates this Memorandum of Understanding responsive to the requirements of the Solicitation.
  - a. Each Party shall bear all expenses which it incurs in connection with the Proposal and any negotiations which may follow, and all other efforts under this Memorandum of Understanding. Neither Party shall have any right to reimbursement or compensation of any kind from the other in connection with this Memorandum of Understanding and the activities pursued thereunder.
  - b. Each Party agrees to use its best efforts to cause a Prime Contract to be awarded to the Prime Contractor as a consequence of the Proposal.
  - c. Team Member agrees to provide to the Prime Contractor Proposal development support as outlined herein and further agrees that it will not support or otherwise participate in the development of a proposal of any other offeror with respect to the Solicitation without notifying the Prime Contractor.
  - d. Prime Contractor agrees not to use any other Team Member for the work described herein.
2. Scope of Agreement. This Memorandum of Understanding shall relate only to the Solicitation, and nothing herein shall be deemed to:
  - a. Confer any right or impose any obligation or restriction on either Party with respect to any other program effort or marketing activity at any time undertaken by either Party which does not pertain to the Solicitation; or
  - b. Preclude either Party from independently soliciting or accepting any prime contract or Cooperative Agreement not resulting from the Solicitation; or
  - c. Limit the rights of either Party to independently promote, market, sell, lease, license, or otherwise dispose of its standard products or services apart from the Solicitation.
3. Confidential Information. During the term of this Memorandum of Understanding, the Prime Contractor and Team Member may exchange Confidential Information as is required for each to perform its obligations hereunder. To ensure the ability of the Parties to maintain the confidential nature of such information, the Parties shall execute a Non-Disclosure Agreement substantially in the form attached hereto as Attachment A, and incorporated herein by this reference.
4. Inventions, Patents, and Copyrights. Except for such rights as may accrue to the federal government under the terms of the American Recovery and Reinvestment Act (ARRA) and/or to the Agency under the terms of the Solicitation, all know-how, inventions, trademarks, patents and copyrights (“Intellectual Property”) resulting solely from work of employees or contractors, as the case may be, of the Prime Contractor shall

belong exclusively to the Prime Contractor, and all Intellectual Property resulting solely from work of employees or contracts, as the case may be, of the Team Member shall belong solely to Team Member. Except as provided in this paragraph or as set forth in paragraph 4 hereof, nothing contained in this Memorandum of Understanding shall be deemed, by implication, estoppel, or otherwise, to grant any right or license to Team Member in respect of any Intellectual Property owned by Prime Contractor, or to Prime Contractor in Intellectual Property owned by Team Member. Prime Contractor and Team Member shall jointly own Intellectual Property developed under the Prime Contract, consistent with the terms of the Solicitation and the Prime Contract.

5. Relationship of the Parties. This Memorandum of Understanding does not constitute, create, or give effect to a partnership, joint venture, affiliation, or any agency between the Parties. The rights and obligations of the Parties shall be limited to those expressly set forth herein. Neither Party is the agent of the other and neither may bind the other except as required by the proposal listed herein for the purpose of committing resources to the Project.

6. Applicable Law. Each Party shall comply with all applicable federal, state or local laws, regulations, or ordinances in effect or hereafter adopted. This Memorandum of Understanding shall be governed by and construed and interpreted in accordance with the substantive laws of the State of California.

7. Assignment. This Memorandum of Understanding or any interest herein shall not be transferred or assigned, in whole or in part, by either Party without the prior written consent of the other.

8. Term and Termination. This Memorandum of Understanding and all rights, duties, and obligations provided for herein shall automatically terminate without any further action of either Party upon the earliest occurrence of any of the following:

- a. Written notice from the Agency that the Solicitation has been cancelled or that Prime Contractor has not been awarded a prime contract under the Solicitation;
- b. Written agreement of both Parties to terminate this Memorandum of Understanding; or
- c. Refusal of the Agency to approve Team Member as a Team Member to Prime Contractor for the Solicitation, provided that the Prime Contractor did nothing to effect such a result and made its best efforts to have the Team Member approved as a Team Member.

9. Severability. In the event any portion of this Memorandum of Understanding is deemed invalid or unenforceable for any reason by a court of competent jurisdiction, the remaining portions of this Memorandum of Understanding shall remain in full force and effect.

10. Changes. No modification or amendment to this Memorandum of Understanding shall be binding upon the Parties unless made in writing and signed by a duly authorized

official of both Parties. In the event of a conflict between this Memorandum of Understanding and the Prime Contract, the Prime Contract shall control.

11. Notices. Any notice or other writing required or permitted by this Memorandum of Understanding shall be deemed to have been sufficiently given either when personally delivered or mailed by certified or registered United States mail with postage prepaid to the individual representatives and addresses of the Parties specified herein. The individuals designated below shall, unless and until otherwise specified in writing by another authorized representative of the Party, be the only individuals eligible to receive any and all written notices under this Memorandum of Understanding:

For Prime Contractor:  
Name: Ali Crawford  
Address: 6301 S Street  
Sacramento, CA 95718  
Telephone: (916) 732-5676

For Team Member:  
Name: Robin Purdy  
Address: 925 Del Paso Blvd.  
Sacramento, CA 95815  
Telephone: (916) 263-3860

12. Disputes. Disputes under this Memorandum of Understanding shall be first resolved by attempted negotiation at the highest executive levels between the Parties. In the event such executive negotiation is unsuccessful, the dispute or disputes may be resolved by resort to a court of competent jurisdiction applicable to the Parties. Enforcement may include the remedies of injunctive relief, specific performance and monetary damages, in addition to such other relief as the court may order.

13. Entire Agreement. This Memorandum of Understanding constitutes the entire, complete, final understanding and agreement between the Parties concerning the Solicitation and supersedes any previous understandings, commitments, or agreements, oral or written. Each Party covenants that there is no agreement between itself and any other person, firm, or corporation which would impair the full force and effect of this Memorandum of Understanding.

IN WITNESS WHEREOF, the Parties hereto have executed this Memorandum of Understanding effective as of the day and year indicated in the preamble and subject to its terms.

**PRIME CONTRACTOR**

**TEAM MEMBER**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: Kathy Kossick

Title: \_\_\_\_\_

Title: Executive Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**MUTUAL  
CONFIDENTIALITY AND  
NON-DISCLOSURE AGREEMENT**

This Mutual Confidentiality and Non-Disclosure Agreement (“Agreement”) is entered into as of the 7th day of January, 2010, by and between the Sacramento Municipal Utility District (“SMUD”), a political subdivision of the State of California, with its principal executive offices at 6201 S Street, Sacramento, CA 95817-1899, and the Sacramento Employment and Training Agency, with its principal executive offices at 925 Del Paso Blvd, Sacramento, CA 95815 referred to collectively as "Parties" and individually as "Party."

The Parties to this Agreement wish to explore a business relationship related to developing and submitting a proposal to the California Energy Commission in response to Solicitation No. 400-09-403 (“Proposed Transaction”). In order for the Parties to explore the potential benefits of the Proposed Transaction, it is necessary for the Parties to disclose certain information that is either non-public, confidential, and/or proprietary in nature, is hereinafter referred to as the "Confidential Information."

The Parties agree to exchange certain Confidential Information with one another for the sole purpose of evaluating the same to determine their respective interest in the Proposed Transaction. In no event shall either Party use the Confidential Information for any purpose other than for the Proposed Transaction.

In order to receive the Confidential Information, each Party agrees to the following conditions:

1. The Confidential Information will be kept confidential and shall not, without the disclosing Party’s prior written consent, be disclosed by the receiving Party, its agents, representatives, or employees, in any manner whatsoever, in whole or in part, and shall not be used in any manner directly or indirectly by the receiving Party, its agents, representatives, or employees, other than in connection with Proposed Transaction. Moreover, the receiving Party agrees to reveal the Confidential Information only to the receiving Party’s agents, representatives, and employees who need to know the Confidential Information for the purpose of evaluating the Proposed Transaction, who are informed by the receiving Party of the confidential nature of the Confidential Information, and who shall agree to act in accordance with the terms and conditions of this Agreement. The receiving Party shall be responsible for any breach of this Agreement by the receiving Party’s agents, representatives, or employees. Confidential Information shall include, but is not limited to that information listed in Attachment A entitled “Confidential Information.”
2. During the term of this Agreement, if any additional information is required to evaluate the Proposed Transaction, the Parties agree to update Attachment A to list the additional Confidential Information. All revisions to Attachment A shall be countersigned by the Parties prior to the disclosure of Confidential Information.
3. Without the disclosing Party’s prior written consent, except as required by law, the



receiving Party, its agents, representatives, and employees will not disclose to any person the fact that the Confidential Information has been made available to the receiving Party.

4. The receiving Party will use commercially reasonable measures to maintain the security, privacy, confidentiality and integrity of the disclosing Party's Confidential Information while under its control. Within 30 days of termination of this Agreement pursuant to Section 10, unless directed to retain or return Confidential Information by the disclosing Party, any and all Confidential Information in the possession or control of the receiving Party, its agents, employees, assigns, providers, and subcontractors shall be destroyed in accordance with this section. Confidential Information residing on any and all hardware shall be securely removed. Computer and servers must be electronically wiped (e.g. using a secure data deletion program for computers that writes random data in multiple passes) or the physical media must be destroyed. The receiving Party, its agents, employees, assigns, providers, and subcontractors shall securely delete or destroy, within 30 days of termination of this Agreement pursuant to Section 10, any and all tapes, CDs, cartridges and other electronic and/or physical storage and backup media and devices containing the disclosing Party's Confidential Information. All paper documents that contain Confidential Information, whether received from the disclosing Party or reproduced by the receiving Party, its agents, employees, assigns, providers, and subcontractors must be shredded using at least a cross-cut shredder or pulverized.
5. The receiving Party must provide a letter of certification to the disclosing Party's Project Manager substantially in the form of Attachment B to this Agreement and signed by an officer of the company attesting to the destruction/return of the disclosing Party's Confidential Information in conformance with this Agreement.

|                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------|
| SMUD Project Manager<br>Sacramento Municipal Utility District<br>6201 S Street, MS# A404<br>Sacramento, CA 95817                 |
| Alexandra Crawford, Project Manager<br>Email: <a href="mailto:acrawf1@smud.org">acrawf1@smud.org</a><br>Telephone: 916-723-5676  |
| SETA Project Manager<br>Sacramento Employment and Training Agency<br>925 Del Paso Blvd. #100<br>Sacramento, Ca. 95815            |
| Robin Purdy, Deputy Director<br>Email: <a href="mailto:Robin@delpaso.seta.net">Robin@delpaso.seta.net</a><br>Phone: 916-263-3860 |

6. If there is a breach of security or privacy of the disclosing Party's Confidential Information, the receiving Party will notify the disclosing Party's Information Security Officer by email and telephone without unnecessary delay using the contact information provided below. The receiving Party agrees to cooperate with the disclosing Party in identifying the extent of which Confidential Information has been exposed and the

measures necessary to limit further exposure of Confidential Information.

|                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SMUD Information Security Officer<br>Email: <a href="mailto:InformationSecurity@smud.org">InformationSecurity@smud.org</a><br>Telephone: 916-732-5200                        |
| Scott Saunders, Information Security Officer<br>Email: ssaunde@smud.org<br>Telephone: 916-723-5292                                                                           |
| SETA Information Technology Department Chief<br>Edward Proctor<br>Email: <a href="mailto:EJProcto@delpaso.seta.net">EJProcto@delpaso.seta.net</a><br>Telephone: 916 263-4020 |

7. The term Confidential Information shall not include such portions of the Confidential Information which (i) are or become generally available to the public other than as a result of a disclosure by the receiving Party, its agents, representatives, or employees, or (ii) become available to the receiving Party on a non-confidential basis from a source other than the disclosing Party or the disclosing Party's agents which is not prohibited from disclosing such information to the receiving Party by a legal, contractual, or fiduciary obligation to the disclosing Party.
8. In the event that the receiving Party or anyone to whom the receiving Party transmits the Confidential Information pursuant to this Agreement becomes legally compelled to disclose any of the Confidential Information, the receiving Party will provide the disclosing Party with prompt notice so that the disclosing Party may seek a protective order or other appropriate remedy and/or waive compliance with the provisions of this Agreement. In the event that such protective order or other remedy is not obtained, or that the disclosing Party waives compliance with the provisions of this Agreement, the receiving Party will furnish only that portion of the Confidential Information which the receiving Party is advised by opinion of counsel is legally required, and will exercise best efforts to obtain reliable assurance that confidential treatment will be accorded the Confidential Information.
9. Each Party acknowledges that remedies at law may be inadequate to protect against breach of this Agreement, and each Party hereby in advance agrees to the granting of injunctive relief in the disclosing Party's favor without proof of actual damages in addition to, and not in lieu of, all other remedies available to the disclosing Party. Each Party further acknowledges that no failure or delay by the disclosing Party in exercising any right, power, or privilege hereunder shall operate as a waiver thereof, nor shall any single or partial exercise thereof, or of any other grant, power, or privilege hereunder, so operate as a waiver.
10. This Agreement shall be governed by the laws of the State of California. It is agreed that in the event of any litigation arising hereunder, the Parties hereto shall submit to the jurisdiction of any court of competent jurisdiction within the State of California and will

comply with all requirements necessary to give such Court jurisdiction, and that all matters arising hereunder shall be determined in accordance with the law and practice of such court. It is further agreed that service of process in any such litigation may be made in the manner provided for in Section 415.4 of the California Code of Civil Procedure or in any other manner provided for in said code for service upon a person outside the State of California.

11. This Agreement shall terminate on August 31, 2010, unless the termination date is modified by mutual written agreement of the Parties. All Confidential Information obtained under this Agreement shall then be destroyed pursuant to Sections 3 and 4 above. Notwithstanding such termination, the obligations of the receiving Party, its agents, employees, assigns, providers, and subcontractors to protect the confidentiality of the Confidential Information shall survive in perpetuity.

12. This Agreement represents the entire agreement of the Parties pertaining to the subject matter of this Agreement, and supersedes any and all prior oral discussions and/or written correspondence or agreements between the Parties with respect thereto.

IN WITNESS WHEREOF, each Party has caused this Agreement to be executed by its respective, fully authorized representative as of the date first written above.

**Sacramento Municipal Utility District**

**Sacramento Employment and Training Agency**

By: \_\_\_\_\_

By \_\_\_\_\_

Kathy Kossick

Title: \_\_\_\_\_

Title: Executive Director

Date: \_\_\_\_\_

Date: 12/8/2009

Attachment A  
**Confidential Information**

1. <LIST THE DATA ELEMENTS INDIVIDUALLY THAT WILL BE RELEASED IN THIS SECTION AND BY WHICH PARTY>

ATTACHMENT B  
Letter of Certification

<ENTER COMPANY NAME>  
<ENTER COMPANY ADDRESS>

<Date>

Alexandra Crawford  
<SMUD Project Manager>  
Sacramento Municipal Utility District  
6201 S Street, <MS#>  
Sacramento, CA 95817

RE: Letter of Certification: <Destruction>/ <Return> of SMUD Confidential Information

Pursuant to the Non Disclosure Agreement between <ENTER COMPANY NAME> and SMUD dated, <DATE>, all SMUD Confidential Information has been <destroyed>/<returned> in accordance with the provisions of the Non Disclosure Agreement.

<Signature of Officer of Company>  
<Printed Name of Officer of Company>  
<Telephone number of Officer of Company>

ITEM III-C – 1 - ACTION

APPROVAL OF OUT OF STATE TRAVEL TO ATTEND THE EARLY HEAD START  
NATIONAL ORIENTATION CONFERENCE

BACKGROUND:

The Agency recently received notification of the award of Early Head Start Expansion funds in the amount of \$1,946,546 to provide services to an additional 196 children ages 0-3. The grant is for a two-year period with funds from the American Reinvestment and Recovery Act.

Since the competition for these funds was nationwide and open to any organization, the funds has been provided to many agencies that have never operated Early Head Start programs. The National Head Start Office is scheduling an opportunity for all grantees to attend a National Orientation Conference during the early part of 2010.

The actual conferences will be in January, February and March depending on scheduling of all grantees. The estimated cost for four individuals (staff and delegate staff) would be \$8,000. Funds are available under the Training and Technical Assistance section of the grant.

RECOMMENDATION

Approve out-of-state travel to the Early Head Start National Orientation Conference in Spring, 2010 for an approximate cost of \$8,000.

STAFF PRESENTER: Roy Kim

ITEM III-C – 2 – ACTION

APPROVAL OF TUBERCULOSIS POLICY

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to review and approve the SETA Head Start/Early Head Start Tuberculosis Policy (attached). Additions are indicated by ***bold italic*** type.

The Head Start Policy Council reviewed and approved this policy at their December 18, 2009 meeting.

Ms. Brenda Campos, Manager, Program Support Services, will be available to answer questions.

RECOMMENDATION:

Approve the SETA Head Start/Early Head Start Tuberculosis Policy.

STAFF PRESENTER: Brenda Campos

# SACRAMENTO EMPLOYMENT AND TRAINING AGENCY HEAD START/EARLY HEAD START

## TUBERCULOSIS POLICY GUIDELINES

The only TB tests acceptable for Head Start are; Mantoux/PPD skin test, Quantiferon (QFT) and a chest x-ray. All TB tests must be recorded by a medical professional and include date given and date read within 48-72 hours.

### **CHILDREN**

- 1. Early Head Start requires every child to provide a tuberculosis clearance between the ages of 12 and 36 months.***
- 2. Head Start requires every child between the ages of 36 and 48 months to complete a TB Risk Assessment. If it is found that the child is "at risk" for exposure to TB, a TB clearance will be required from the medical provider prior to the child's enrollment.***
- 3. Head Start requires every child between the ages of 48-60 months to produce a TB clearance from their medical provider in one of the following manners:***
  - a. A negative TB skin test, chest x-ray or Quantiferon (QFT) blood test***
  - b. A letter from the medical provider stating that the child is "free from TB"***
4. A child with a positive TB skin test will be required to provide documentation from a physician stating the child is free from TB prior to enrollment.
5. Children with active TB must comply with the recommendations of the Health Officer/TB Controller of Sacramento County.
6. The child of a parent/guardian who tests positive for TB will be excluded until a current negative skin test is provided.

### **STAFF**

1. Early Head Start and Head Start Preschool must ensure all staff obtain a TB clearance within 60 days prior to employment and annually thereafter.
2. Any employee with a documented positive TB test must provide documentation from their physician stating they are not contagious for TB prior to employment or resuming work.



3. Any employee with a history of a positive TB skin test will be required to provide a chest x-ray or Quantiferon (QFT) blood test current within 4 years and every 4 years thereafter. School districts must adhere to their district policy.
4. Any employee with a documented positive TB skin test requiring a chest x-ray or Quantiferon (QFT) blood test must complete an annual "Risk Assessment Questionnaire".
5. An employee with active TB must comply with the recommendations of the Health Officer/TB Controller of Sacramento County. Employees with active TB must not attend work for a minimum of two weeks after they begin drug therapy. Prior to returning to work, the employee must provide documentation from their medical provider stating he/she is not contagious for TB.

### **HOME BASE PARENT/GUARDIAN**

1. Early Head Start and Head Start Preschool requires the parent/guardian who will be participating with the child in the Home Base option to have a TB clearance dated within one year prior to his/her child's enrollment. Home visits will not take place until proof of TB clearance has been provided.
2. Proof of a parent's TB clearance is required and will be valid for two years.
3. A parent with a documented positive TB skin test must provide written evidence from a physician stating they are not contagious for TB prior to participating in home visits/socializations.
4. Parents with active TB must comply with recommendations of the Health Officer/TB Controller of Sacramento County. Parents with active TB can not participate in home visits/socializations. The parent must provide documentation from their medical provider stating the parent is not contagious for TB.
5. If a member of the household, who is participating in home visits, is diagnosed with an active case of TB, the participating parent must provide proof of a new TB clearance prior to receiving any home visits or participating in socializations.
6. Head Start will provide resources to parents where they may obtain a TB test for free or low cost.

### **CENTER BASE PARENT/GUARDIAN**

1. Early Head Start and Head Start requires any parent/guardian who wishes to volunteer or participate in any Head Start/Early Head Start activities must show proof of a TB clearance current within one year of his/her child's enrollment. This includes parent meetings or parent trainings held at the center during school hours.

2. Proof of a parent's TB clearance is required and will be valid for two years.
3. A parent with a documented positive TB skin test must provide written evidence from a physician stating they are not contagious for TB prior to participating in parent meetings, parent trainings, home visits, and field trips.
4. Parents with active TB must comply with recommendations of the Health Officer/TB Controller of Sacramento County. Parents with active TB can not participate in any Head Start/Early Head Start activities, including parent meetings or parent trainings at the center. Prior to any participation, the parent must provide documentation from their medical provider stating the parent is not contagious for TB.
5. Head Start will provide resources to parents where they may obtain a TB test for free or low cost.

### **COMMUNITY VOLUNTEERS**

1. Volunteers must have a TB clearance dated no more than sixty days prior to volunteering.
2. Written evidence of a volunteer's TB clearance is required and will be valid for one year.
3. A volunteer with a positive TB skin test must provide documentation from a physician stating they are not contagious for TB prior to participating in any classroom activities including field trips.
4. Volunteers with active TB must comply with recommendations of the Health Officer/TB Controller of Sacramento County. Volunteers with active TB must not volunteer for a minimum of two weeks after they begin drug therapy. Prior to returning, the volunteer must provide documentation from their medical provider stating the volunteer is not contagious for tuberculosis.
5. A history of a positive TB skin test requires proof of a chest x-ray or Quantiferon (QFT) blood test that is current within four years.
6. Volunteers will be required to follow their agency's policy of tuberculosis testing.

ITEM III-C – 3 - 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 and Reinvestment Act (ARRA) Quality Improvement funds to purchase the curriculum, along with Basic Head Start and Training/Technical Assistance funds.

On October 6, 2009, SETA released a Request for Quote (RFQ) to solicit responses for a curriculum for Head Start preschool classrooms. An evaluation team reviewed the responses and ranked them as follows:

|                        |                                           |
|------------------------|-------------------------------------------|
| Houghton Mifflin       | <i>Where Bright Futures Begin!</i>        |
| McGraw Hill/SRA        | <i>Imagine It!</i>                        |
| Abrams Learning Trends | <i>Let's Begin with the Letter People</i> |
| McGraw Hill/SRA        | <i>The DLM Early Childhood Express</i>    |

In addition, a team of Program Officers, Education Coordinators, Site Supervisors, Teachers and parents were assembled to determine which oral language/literacy curriculum would best meet our 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;
- Open review period for all staff to provide feedback; and
- Curriculum components and price

STAFF PRESENTER: Denise Lee

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

Because the original responses received exceeded SETA's Small Purchase Procurement threshold of \$100,000, staff requested revised price quotes from each respondent. The following two respondents were able to submit revised price quotes at or below the \$100,000 threshold:

|                        |            |
|------------------------|------------|
| Houghton Mifflin       | \$ 99,547  |
| Abrams Learning Trends | \$ 100,000 |

Based on the evaluation team's ranking of responses and the revised price quotes submitted, staff is recommending entering into an agreement with Houghton Mifflin, the highest ranked and lowest priced respondent.

RECOMMENDATION:

Approve a contract with Houghton Mifflin to purchase and implement *Where Bright Futures Begin!* oral language/literacy curriculum in the amount of \$99,547.

STAFF PRESENTER: Denise Lee

ITEM III-D – 1 – ACTION

APPROVAL OF RESOLUTION TO ACCEPT COMMUNITY SERVICES BLOCK GRANT (CSBG) AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) FUNDS AND AUTHORIZE THE SETA EXECUTIVE DIRECTOR TO SIGN ALL GRANT DOCUMENTS

BACKGROUND:

SETA was awarded CSBG ARRA funding by the State Department of Community Services and Development (CSD) to expand the Earned Income Tax Credit (EITC) program. The contract term is from October 1, 2009 through September 30, 2010.

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

RECOMMENDATION:

Review and approve the attached resolution.

STAFF PRESENTER: Cindy Sherwood-Green

RESOLUTION

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

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

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

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

BE IT FURTHER RESOLVED THAT, the Executive Director of the Sacramento Employment and Training Agency shall sign Contract No. 09F-5187 and other necessary grant documents, including contract amendments, and that this resolution should be forwarded to the State Department of Community Services and Development.

Ayes:

Noes:

Absent:

Attest:

\_\_\_\_\_  
Clerk of the Boards

\_\_\_\_\_  
Chair of the Governing Board

Date: January 7, 2010

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:** Mr. Melvin Demoff **DATE:** November 19, 2009  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Bach Viet Association, Inc.

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|-----------------|----------------|------------------------|-----------------------|
| WIA            | OJT             | \$ 80,000      | 07/1/08-6/30/09        | 07/1/08-6/30/09       |
| CALWORKS       | OJT             | 33,300         | 07/1/08-6/30/09        | 07/1/08-6/30/09       |
| TA             | VESL/OJT        | 150,000        | 10/1/08-9/30/09        | 10/1/08-9/30/09       |
| CALWORKS       | OJT             | 28,800         | 10/1/08-9/30/09        | 10/1/08-9/30/09       |
| RESS           | VESL/ES         | 180,000        | 10/1/08-9/30/09        | 10/1/08-9/30/09       |
| TA             | ES              | 86,400         | 10/1/08-9/30/09        | 10/1/08-9/30/09       |

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** 10/26-28/09

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



**Program Operator:** Bach Viet Association, Inc.

**Findings and General Observations:**

- 1) The total costs as reported to SETA from October 1, 2008 to September 30, 2009 for the Refugee programs and from July 1, 2008 to June 30, 2009 for the WIA have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There were minor errors in the cumulative amounts in the fiscal reports. We recommend that fiscal reports be reviewed for accuracy before forwarding them to SETA.

**Recommendations for Corrective Action :**

- 1) None.

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**

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

**Program Operator:** San Juan Unified School District

**Findings and General Observations:**

- 1) The total costs as reported to SETA from July 1, 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.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board

ITEM IV-B – 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

CALIFORNIA'S FORGOTTEN MIDDLE-SKILL JOBS

BACKGROUND:

This information item was first presented in December. It is being presented again at the request of Supervisor Nottoli.

Under separate cover is another copy of a publication from ***The Workforce Alliance***.

Staff will be available to answer questions.

STAFF PRESENTER: Robin Purdy

ITEM IV-D – INFORMATION

UNEMPLOYMENT RATES FOR SACRAMENTO COUNTY

BACKGROUND:

In November, 2009, the unemployment rate for Sacramento County was 12.5%. 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)  
 November 2009 - Preliminary  
 Data Not Seasonally Adjusted**

| Area Name                   | Labor Force | Employment | Unemployment |       | Census Ratios |          |
|-----------------------------|-------------|------------|--------------|-------|---------------|----------|
|                             |             |            | Number       | Rate  | Emp           | Unemp    |
| Sacramento County           | 681,600     | 596,700    | 85,000       | 12.5% | 1.000000      | 1.000000 |
| Arden Arcade CDP            | 56,400      | 49,600     | 6,800        | 12.1% | 0.083158      | 0.080285 |
| Carmichael CDP              | 29,000      | 26,400     | 2,700        | 9.2%  | 0.044186      | 0.031493 |
| Citrus Heights city         | 50,300      | 45,800     | 4,400        | 8.8%  | 0.076838      | 0.052031 |
| Elk Grove CDP               | 35,200      | 31,600     | 3,600        | 10.1% | 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        | 18.5% | 0.017437      | 0.027771 |
| Folsom city                 | 26,900      | 25,400     | 1,500        | 5.7%  | 0.042525      | 0.018086 |
| Foothill Farms CDP          | 9,600       | 8,100      | 1,500        | 15.8% | 0.013603      | 0.017967 |
| Galt city                   | 10,800      | 8,800      | 2,000        | 18.7% | 0.014758      | 0.023844 |
| Gold River CDP              | 4,700       | 4,600      | 100          | 2.1%  | 0.007790      | 0.001181 |
| Isleton city                | 400         | 400        | 100          | 13.4% | 0.000597      | 0.000642 |
| La Riviera CDP              | 6,900       | 6,400      | 500          | 6.9%  | 0.010732      | 0.005544 |
| Laguna CDP                  | 20,300      | 18,900     | 1,300        | 6.5%  | 0.031743      | 0.015451 |
| Laguna West Lakeside CDP    | 5,300       | 4,800      | 400          | 8.4%  | 0.008067      | 0.005210 |
| North Highlands CDP         | 22,500      | 18,400     | 4,100        | 18.2% | 0.030900      | 0.048382 |
| Orangevale CDP              | 15,900      | 14,400     | 1,400        | 9.0%  | 0.024187      | 0.016709 |
| Parkway South Sacramento CD | 16,100      | 12,800     | 3,300        | 20.7% | 0.021411      | 0.039219 |
| Rancho Cordova City         | 31,000      | 26,600     | 4,400        | 14.2% | 0.044619      | 0.052031 |
| Rancho Murieta CDP          | 2,200       | 2,200      | 100          | 3.9%  | 0.003612      | 0.001027 |
| Rio Linda CDP               | 5,800       | 4,700      | 1,000        | 18.1% | 0.007917      | 0.012294 |
| Rosemont CDP                | 13,800      | 12,400     | 1,400        | 9.9%  | 0.020836      | 0.016042 |
| Sacramento city             | 217,000     | 185,400    | 31,600       | 14.6% | 0.310678      | 0.371731 |
| Vineyard CDP                | 5,800       | 5,500      | 300          | 5.8%  | 0.009153      | 0.003978 |
| Walnut Grove CDP            | 500         | 300        | 100          | 26.8% | 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

| <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  
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 December 17, 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                              | On-Going                                         |
| 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                               | Pending                                          |
| 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                                          |
| Official   | 11/4/2009                           | <b>Centerplate</b><br>400 Ballpark<br>West Sacramento, CA 95691               | 1/14/2010                                  | 342                              | Coordinating Services<br>With West<br>Sacramento |
| Official   | 11/19/2009                          | <b>Worely Parsons</b><br>2330 E. Bidwell<br>Folsom, CA 95630                  | 2/3/2009                                   | 1                                | Pending                                          |
|            |                                     |                                                                               | <b>Total # of<br/>Affected<br/>Workers</b> | <b>1489</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*

**December 2009**

## **Program Operations Report**

### **Family and Community Partnerships**

### **Program Support Services**

- A Countywide EHS Meeting was held on November 5, 2009 with 14 staff participants representing SOP, San Juan and Sac City EHS Programs. Agenda items included EHS Expansion updates, DDS/Alta Regional Budget Cuts, Education Services, and discussion on piloting the newly released Ages and Stages Questionnaire for children birth to 3 months.
- Delegate site visits with Deputy Director Maureen Dermott Morrison and Program Officer Robyn Caruso were completed on 11/3/09 at Sac. City Head Start and on 11/6/09 at Twin Rivers Head Start. The 2 Twin Rivers Head Start expansion sites at Woodridge and Kohler Elementary Schools were visited after meeting with program staff.
- Quality Assurance Unit staff had consistently conducted monitoring visits at SOP Head Start centers and monthly reports are submitted to SOP Managers and Program Officers. Exit/debrief meetings with staff are held every second Thursday of the month. At the November meeting, the first quarterly report identifying program trends (for 15 centers reviewed in July, August, September and October) was submitted.

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

- The new SETA monitoring tool in preparation of our annual monitoring of Delegate Agencies beginning February 2010. Kim shadowed Julita Bentz and Denise Gale during several classroom monitoring visits.
- On November 10<sup>th</sup>, the Countywide Education Coordinators met with the Disabilities Coordinators for a joint content meeting. Updates were provided on the following: Newly revised DRDP-R2 training and implementation, CLASS training, and Ongoing Assessment Performance Standard requirements for programs going from three DRDP-R assessments to two.
- On November 13<sup>th</sup>, the Countywide Home Based Meeting was held at SETA. Michelle Dunnaway of the Child Abuse Protection Council (CAPC), presented a workshop on "Positive Parenting," a highly anticipated workshop for Visitors looking to share practical strategies with their parents. Visitors also received information on the 10-week workshop series for parents who might be interested in more extensive support. Next month the presentation will be on helping parents to access medical insurance.

- Kim Lister, Ed Coordinator, attended the California Preschool Instruction Network (CPIN) meeting at Sacramento County Office of Education (SCOE). The meeting focused on strengthening collaborations between state funded preschool programs, CDE services and Supporting Early Education Delivery Systems (SEEDS) through professional development at regional meetings and on-site trainings. The Preschool Learning Foundations in Social Emotional Development were also covered with emphasis on the latest research and building positive relationships, and self-regulation skills.
- Kim Lister provided updated information on the CLASS training availability to Delegate Directors. Training will be offered in San Jose, California for current assessors for a Train-the-Trainer option. Trained staff would be required to provide training for County-wide programs.
- DRDP-R2: Donald Schmidt, Dettie MacCracken and Kim Lister visited WestEd in Sausalito, California to provide input on future State measures currently being developed for DRDP-R3 and aligned with HS Child Outcomes in the area of Visual and Performing Arts. A follow up meeting will be held in January.

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

- Two SETA Head Start employees, Marie West and Teresita Saechao, represented SETA Head Start at the 9<sup>th</sup> Annual Fiesta Educativa Conference at CSUS. The purpose of the annual event is to inform and assist Latino families in obtaining services and in caring for their children with special needs.
- On November 10<sup>th</sup> the Countywide Education/Disabilities Content Meeting was held. Beverly Sanford (Disabilities Coordinator) and Kim Lister (Education Coordinator) facilitated the meeting. Agenda items included: DRDP access, CA Regional Center's Prevention Program eligibility for toddlers, DRDP-R2 Updates, Head Start Requirements for Ongoing Assessments, and the CLASS Assessment.

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

- Countywide Mental Health Content Meeting was held on November 17, 2009. Agenda items included discussion on the CLASS Observation Tool and the CSEFEL (Center on the Social and Emotional Foundations of Learning) resource offered by CA State Department of Education and West Ed.

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

- During the month of November, five Clinics for TB Screening were held. This event was free and greatly benefited not only Head Start Parents but staff as well.
- The Health Nutrition Content Meeting was held November 16<sup>th</sup>. Health Nutrition Specialist, Teresita Saechao gave a presentation on "Childhood Obesity" which discussed its growing prevalence in our nation.
- I Am Moving, I Am Learning (IMIL) site visits were done at various SOP including Fruitridge, Broadway and Job Corps Centers. The children enjoyed the "Stretching Activity" that was taught utilizing hoops. Each site was presented a "Sesame Street Nutrition" CD which is sponsored by WIC.

- Health and Nutrition Specialist Teresita Saechao provided training and technical assistance to Sac. City Head Start health staff in planning for the health activities funded through the HEAL program.
- Quality Assurance Unit Health/Nutrition Specialist Sean Billingsley provided CACFP Training to WCIC staff on 11/16/2009.

***Family and Community Partnerships Update***

- Melanie Nicolas, Judy Weber and Francisco Navarro met with Family Partnerships and Mental Health staff of Sacramento City USD Head Start to review systems and procedures on Family Partnership Agreement (FPA) and mental health services on 11/9/09. Site visits at Washington Elementary Head Start and Fremont Head Start were also conducted. Several children’s files were reviewed and staff interviews and site observations were also conducted.
- A Countywide Family Partnerships Meeting was held on 11/17/09. The multi-media project on local Head Start Parent Success Stories was presented for feedback. The meeting participants brainstormed on strategies how it can be used for staff training on developing Family Partnership Agreements and parent training. This DVD has been presented at the SOP PAC/PC Appreciation Luncheon and at a Sacramento City Head Start staff training.

**Food Service Report**

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

**November 2009**

| <b>Total Number of Meals and Snacks Prepared at Kitchens</b> |                 |                  |                    |
|--------------------------------------------------------------|-----------------|------------------|--------------------|
| <b>Lunch</b>                                                 | <b>PM Snack</b> | <b>Breakfast</b> | <b>Field Trips</b> |
| <b>35,654</b>                                                | <b>21,490</b>   | <b>25,384</b>    | <b>200</b>         |

**Delegate Agencies**

**Elk Grove Unified School District**

***Education Services Update***

- Our Head Start classes remain fully enrolled with 420 students. We have 56 students on the waiting list. Attendance in November was 83%, and program specialists met with the program coordinators to discuss the importance of working with families to increase attendance. DRDP R assessments were completed the first week of November and the scantrons were sent to SETA for processing. Teachers held parent conferences on November 23rd and 24<sup>th</sup> and set Family Partnership Agreement goals with parents according to families’ individual needs. Our staff in-service this month focused on cardinality of numbers and science vocabulary. Teachers also received information from family advocate Sandy Perez on the Smile Keepers Program for dental health.

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

- We currently have 57 students with active Individual Education Plans in Head Start. This number includes students from the Sacramento County Office of Education's programs at Prairie and Markofer. Co-Op meetings, consisting of multi-disciplinary teams which discuss each student's strengths and concerns, were held at all sites during the month. Students needing enrichment and remediation were identified and are receiving follow-up from the program specialist, speech therapist, social worker, or other staff members.

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

- The social worker and psychologist have been scheduling observations and follow-up in response to needs discussed at the Co-Op meetings. Family and Student Support Team (FASST) meetings have been scheduled to share concerns with and offer support to families.

### ***Health Services***

- All student files were monitored by the program educators and parent liaisons, and any missing documentation or information was corrected. This is in preparation for SETA's program monitoring which will take place in April to make certain that all requirements have been met. The district nurses continue to screen all new students within the 45 day timeline.

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

- Family involvement is a major component of our Head Start program. This month, Parenting Across Cultures classes met weekly at Florin Elementary and Charles Mack Elementary, and Latino Family Literacy classes met weekly at Samuel Kennedy and Prairie. Parent classes such as KVIE-sponsored "Discover Art" and Open Books, Open Hearts were held at Florin, Prairie, Samuel Kennedy, Daylor, and David Reese. A Pizza for Papa event was held at Samuel Kennedy and was highly successful in ensuring that male involvement is recognized as a priority.

### ***Fiscal***

The November budget report is attached.

### ***Recruitment***

- The following recruitment activities took place this month:
- Pre-K flyers were provided to the Women, Infants, and Children (WIC) office on Florin Rd., the Parent Policy Committee, Parent Advisory Committee, and all parents at registrations in November. The parents were encouraged to recruit their friends and neighbors for our programs.
- Debbie Layton, program educator, reviewed the Centralized Eligibility List and contacted five interested families with information.
- Debbie Layton also provided each of 25 salons in the 95823 and 95828 zip codes with 50 Pre-K flyers.
- Pre-K flyers were placed on the community boards at 6 Starbucks locations in Elk Grove and South Sacramento.

- The Pre-K recruitment flyers are currently being updated and printed for the 2010 – 2011 school year.

## **Sacramento City Unified School District**

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

- Several training opportunities were offered in November:
- 11/7 Many Head Start teachers and aides attended the "Kindergarten Transition Community Collaborative" training provided by Doris Reese, Partners for School Readiness, SCUSD. This was the first in a series of four sessions designed to support children and their families with the transition to kinder.
- 11/18 Amy Tan, Resource Teacher, and the department's seven Teacher Assistants-Bilingual (TABs) participated in the OHS sponsored Webinar "Ready for Success: Supporting Dual Language Learners and Their Families". This, too, was the first in a series of trainings; seven other trainings are scheduled throughout the year to support the continuous learning and professional development of staff.
- 11/18 Department Social Workers and Resource Teachers attended a CPIN training entitled "Preschool Learning Foundations in Social Emotional Development".
- 11/19 Parent Advisor, Rose Moya, worked with preschool nurses and Nutritionist, Karen Ito, to present a parent education workshop entitled "Healthy Cooking During the Holidays". This event included food safety tips, cooking demonstrations and lots of good-for-you treats. It was well attended by parents and classroom staff.

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

- Followed up on mental health referrals from teaching staff and Family Partnership Agreements.
- Presented Child Discipline and Stress Management Strategies at classroom parent workshops.
- Attended the California Preschool Instructional Network California Preschool Learning Foundations in Social Emotional Development with Focus on Self Regulation.
- Attended SETA's Mental Health Content Meeting.

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

- 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.
- Attended SETA's Family and Community Partnership Content Meeting.



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

- Varnish program started with the first of two varnish applications offered to every child. 22 classrooms were visited by our partners from Sacramento County in November. Health staff then followed up on all urgent dental needs identified.
- Participated in the Smile for Kids dental program by submitting data on children screened and number of children who may participate in the clinic in January.
- Worked on the Self Assessment by forming a team, identifying a process to collect data, and a plan to identify system problems. Part of the team met with a parent and reviewed the Service Area Plan.
- Completed the Parent Education Workshop on Health and Nutrition on Nov. 19<sup>th</sup> in the evening. The nurses and dietitian presented health and nutrition information and a cooking demonstration.
- Completed other classroom site parent meetings on health and nutrition.
- Presented classroom health and nutrition policy and procedures for an instructional aide training.
- Participated in the H1N1 flu clinic and the district's Open Enrollment fair.
- Initiated a plan on the implementation of the HEAL Grant activities. Identifying classrooms for the nutritional instruction and cooking classes.
- Started the health rescreening process in the classroom to identify children who need to be referred for medical evaluations.
- Welcomed and oriented a new health clerk to her job.

## **San Juan Unified School District**

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

- We have finished our first cycle of Individualization. DRDP-R reports are going to Teachers, Lead Teachers and coordinators this week. We will meet with Lead Teachers and Coordinators to analyze the data in the coming weeks.

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

- Many of the referrals and rescreens referred from the initial screening process have been completed at this point. As a result, more children are receiving special education support either with an IEP in place or on a school site basis. The children who were rescreened have either passed or are now being referred for further

assessments. The partnership with the district Special Education department has remained an important piece in serving children and families.

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

- The Mental Health Therapist is participating in parent-teacher conferences to both address specific social-emotional needs of identified children as well as to provide community resources/mental health referral information. MHT continues to provide Limit Setting workshops for parents and staff throughout program.

### ***Nutrition Services Update***

No report this month.

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

- The Health team is working with Kate Varanelli from Smile Keepers to provide dental screenings for all the preschool programs (HS/SPS/FDSPS). We have completed all the dental screening and provided fluoride treatments for children that parents gave consent. Some Health staff will be contacting any children needing urgent work that have no dental insurance and cannot qualify for dental insurance, and connecting them with Smiles for Kids. The team has also been continuing the centralized screening room one day each week and visiting sites to rescreen any children that were not ready or did not pass in the screening room during enrollment. Self assessment has been completed.

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

- The Policy Committee is busy with many activities right now. One parent was sent to NHTA conference. Several parents participated in the annual self-assessment process. The budget committee will be forming in the near future and the by-laws are soon to be reviewed.

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

- Open enrollment began in the month of November. All the pre-Kindergarten families were mailed information about site visits, enrollment procedures and the various types of schools. The procedure has changed from previous years and the open enrollment period is much longer than before. In addition, all classrooms received flyers and notices to assist parents in the process.

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

- The completion of Reframing Discipline training series occurred on November 6. In lieu of third Friday Teacher training, Teachers were given extra time to work on Desired Results.

## ***Fiscal Update***

- Head Start and Early Head Start have both received their ARRA Expansion funds. At this time we are in the process of establishing the EHS expansion into the district's financial system. All COLA, ARRA COLA, ARRA Quality, and Program Improvement funds are in the process of being expended. Program Improvement CIP's for all projects have been submitted to Facilities and Planning and transfers have been done so that these projects can begin being implemented. Both Head Start and Early Head Start Base contracts are in-line with their expenditures and the amounts remaining for the current year.

## ***Early Head Start***

- Expansion notification was received! The first cycle of education is complete: screenings, assessments, individualization and case management. San Juan EHS hosted a meeting of the Sacramento Valley Association for the Education of Young Children Infant/Toddler Network with a dinner and tour. Self-assessment is well underway. Preparations continue for Child Care Food Program tri-annual review. Staff training on Desired Results math measures was well attended. Scheduled home visits occurred.

## **WCIC**

### ***Education Services***

- WCIC/Playmate #1 and #2 Enrollments for November 2009 were as follows: 100 Total Enrollment of children at #1 and 20 Total Enrollment of children at #2 ages 3-5. We continue to accept eligible waiting list applicants for the 2009-2010 School Year.
- WCIC/Playmate staff received "Physical Activity" Training on November 20, 2009 from Teresita Saechao, Health/Nutrition Specialist from Sacramento Employment and Training Agency. She addressed the Three Goals for "I am Moving, I am Learning." Goal 1: Increase the quantity of time spent in moderate to vigorous physical activity during the daily routine to meet national guidelines for physical activity; Goal 2: Improve the quality of structure movement experiences intentionally facilitated by teachers and adults; and Goal 3: Improve healthy nutrition choices for children every day.
- Disaster kits are checked frequently so all items are well stocked.

### ***Disabilities Services***

- WCIC/Playmate Monthly November 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 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 November 2009.

## ***Health***

- 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.
- WCIC/Playmate staff received "Asthma" Training on November 13, 2009 from Garnett Volkens, Health Coordinator from Sacramento Employment and Training Agency. She stated that asthma has been recognized for more than 2000 years. It is a condition which affects the "breathing tubes" (the airways or bronchi) of the lungs. The asthmatic child is more likely to have inflammation of the airways than the non-asthmatic child. During the inflammation, while blood cells collect, causing an area to redden and swell. The inflammation makes the airways irritable or "twitchy," causing them to become too narrow when they are exposed to substances which are very sensitive, or to change in the environment.
- WCIC/Playmate staff received "Child Care Food Program" Training on November 16, 2009 from Sean Billingsley, Health/Nutrition/Mental Health Specialist from Sacramento Employment and Training Agency. He stated that all teachers must serve breakfast to each child even if they refuse to eat. Food Service staff must work with parents if a child needs special nutrition. Staff must be a role model to the children and provide dental hygiene after breakfast. All children receive the same meal regardless of race, color, national origin, sex, age, or disability unless they are on a special diet. If a child can not drink milk, all medical statements should be on file. Hand washing needs to be washed thoroughly by proper procedures.
- WCIC/Playmate Head Start Program #2 children received 1<sup>st</sup> Height/Weight measurements during the month of November 2009 by the Family Services Workers.
- Family and Community Partnerships Update:
- 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.
- Program Support/Staff Training Update:
- The following staff members are enrolled in Early Childhood Education classes during the Fall 2009 semester: Dao Xiong, Gwendolyn Jackson, Cher Her, Clarisa Bryd Jones, Teachers; Myesha Douglas, Teacher Assistant; and Jasmine Clark, Cook Assistant.

## ***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, were busy during the month of November 2009 providing documentation and interviews with Auditors.

***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.

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

### HEAD START

| Agency               | Funded Enrollment | Last Day of Month Enrollment | %   | ARRA Funded Enrollment | ARRA End of Month Enrollment | %   |
|----------------------|-------------------|------------------------------|-----|------------------------|------------------------------|-----|
| Elk Grove            | 380               | 380                          | 100 | 40                     | 40                           | 100 |
| Sacramento City      | 1,272             | 1,310                        | 103 | 20                     | 24                           | 120 |
| San Juan             | 680               | 702                          | 103 | 20                     | 21                           | 105 |
| SETA                 | 1,860<br>(2,778)  | 1,888                        | 102 | 18                     | 20                           | 111 |
| Twin Rivers          | 179               | 179                          | 100 | 32                     | 18                           | 56  |
| WCIC/Playmate        | 100               | 100                          | 100 | 20                     | 20                           | 100 |
| <b>County Totals</b> | 4,471<br>(5,389)  | 4,559                        | 102 | 150                    | 143                          | 95  |

### EARLY HEAD START

| Agency               | Funded Enrollment | Last Day of Month Enrollment | %   | ARRA Funded Enrollment | ARRA End of Month Enrollment | % |
|----------------------|-------------------|------------------------------|-----|------------------------|------------------------------|---|
| Sacramento City      | 115               | 117                          | 102 | 32                     |                              |   |
| San Juan             | 129               | 147                          | 114 | 32                     |                              |   |
| SETA                 | 213               | 220                          | 103 | 132                    |                              |   |
| <b>County Totals</b> | 457               | 484                          | 106 | 196                    |                              |   |