



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

KEVIN MCCARTY

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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, April 1, 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.

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

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VI. Adjournment

DISTRIBUTION DATE: THURSDAY, MARCH 25, 2010

ITEM II-A - CONSENT

MINUTES OF THE MARCH 4, 2010 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the March 4, 2010 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

(The minutes reflect the actual progression of the meeting.)

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

Thursday, March 4, 2010
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Kevin McCarty called the meeting to order at 10:08 a.m.

Members Present:

Kevin McCarty, Chair, SETA Governing Board; Councilmember, City of Sacramento
Don Nottoli, Vice Chair, SETA Governing Board; Member, Board of Supervisors
Bonnie Pannell, Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Jimmie Yee, Member, Board of Supervisors

II. Consent Items

The consent calendar was reviewed; no questions or comments.

- A. Minutes of the February 4, 2010 Regular Board Meeting
- B. Approval of Claims and Warrants

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

- A. Approve the February 4, 2010 minutes.
 - B. Approve the claims for the period 1/29/10 through 2/24/10.
- Voice Vote: Unanimous approval.

IV. Information Items

- C. Dislocated Worker Update: Mr. William Walker reported that staff has received additional dislocation reports from Regional Transit, Elk Grove Unified School District, AAA, Hard Rock Café, Twin Rivers School District and Comcast. In addition, Hewlett Packard may be dislocating 1200 employees located in Roseville and Rancho Cordova.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval to Extend Audit Services Agreement for Fiscal Year Ending June 30, 2010

Mr. Roy Kim reviewed this item which requests the extension of an audit services agreement. The extension agreement is for same amount as last year.

Moved/Yee, second/Scherman, to approve the extension of the agreement with Gilbert Associates, Inc., for audit services for the fiscal year ending June 30, 2010, in the amount of \$44,634.

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

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

Mr. Kim stated that the Joint Powers Agreement requires the county to be the fiscal agent for SETA. This item is a 'house keeping' item.

Moved/Scherman, second/Pannell, to receive, adopt, and file this Investment Policy for the Pooled Investment Fund for the calendar year 2010.

Voice Vote: Unanimous approval.

3. Approval to receive funding from the City of Sacramento for the Governor's Gang Reduction Intervention and Prevention Initiative (CalGRIP) Program to Provide Employment Services

Ms. Christine Welsch stated that in 2007, the governor created the CalGRIP program that works specifically with gang members. For the past couple of years, SETA has partnered with CalGRIP. In 2008, the City and Sacramento City Unified School District applied for CAL Grip funds. The program became operational last November targeting McClatchy, Hiram Johnson and Burbank High Schools and kids coming out of the Boys Ranch.

Staff requests the board approve the receipt of \$140,000 to include subsidized employment; SETA will be leveraging its own CalGRIP funds for case management. It is expected that 50 young people will be served in a two-year program span.

Moved/Pannell, second/Scherman, to approve the receipt of funding from the City of Sacramento Governor's Gang Reduction Intervention and Prevention Initiative (CalGRIP). The amount is estimated to up \$140,000 for youth employment services, support services and counseling. In addition, authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT: No items.

C. HEAD START: No items.

D. COMMUNITY SERVICES BLOCK GRANT

1. Reallocation of Unspent 2009 Community Services Block Grant (CSBG) Recovery Act Funding

Ms. Cindy Sherwood-Green stated that the board previously approved CSBG funding to reallocate 2009 Recovery Act funding. There were significant delays and the operators only spent part of the funds; staff is requesting approval to reallocate funds to five service providers. Staff looked at the services need and whether services provided were adequate in an area. Staff is recommending the highest amount of funding for South County Services in Galt which is the only social services program in the south county area.

Moved/Nottoli, second/Pannell, to approve staff recommendations to augment Folsom Cordova Community Partnership, Francis House, Sacramento Area Emergency Housing, South County Services and Travelers Aid with unspent 2009 CSBG ARRA funding.

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

E. REFUGEE PROGRAMS

1. Approval to Augment the Slavic Assistance Center with Older Refugee Discretionary Grant Funds

Ms. Michelle O'Camb stated that this funding targets specifically older refugees to assist them in receiving their citizenship. The secondary goal is to help them get assistance with Area 4 Agency on Aging. Staff is recommending reallocating the funds to Slavic Assistance Center because they are able to serve older refugees and their program performance was really good last year. The augmented funds will assist another 22 older refugees.

Moved/Pannell, second/Scherman, to approve the augmentation of \$7,122 in ORDG funds to the Slavic Assistance Center to serve an additional 22 older refugees.

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

IV. Information Items (continued)

- A. Fiscal Monitoring Reports: No questions or comments.
- B. Head Start Fiscal Report: No questions or comments.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reported that SETA recently had the first Recovery Act monitoring visit. The State Office of Inspector General is doing audits and SETA is one of the six workforce investment areas that may be audited. SETA will be notified by letter as to when the audit is scheduled. Secretary of Labor Hilda Solis toured one of the SETA-funded programs. Secretary Solis stated that she was pleased that our Recovery Act funds were being utilized so well. The SETA/AFSCME labor contract expires June 30; labor negotiations are beginning soon. Mr. Edward Proctor has set up a display the new child tracking system now in Head Start classrooms. At the last meeting, there was a question about weatherization. Ms. Kossick spoke with Louise Perez. By September, 12,000 units are to be through the process of weatherization. If the system does not produce the required number of weatherizations, 50% of the funds will be taken back statewide. Ms. Perez feels the goal will be met.
- C. Deputy Directors

Ms. Robin Purdy report that all of the programs except for Green Plumbers are up and running; staff is anticipating having a workforce to meet the needs of the companies doing the retrofit on the 4,000 weatherization homes. SMUD just received \$19 million to provide rebates to homeowners interested in having their home retrofitted. The workforce is being trained to meet these occupations. An Energy Retrofit Summit will be held April 6 at CSUS alumni center. This will be the kickoff of the HomeStar initiative, which will pay up to 50% for energy efficient appliances. This allows the financing through property tax assessment. Staff will send out more information.

Ms. Denise Lee stated that the monthly Head Start report will be revamped for the next month. The Board will be provided the results of the self assessment questionnaire. There will be a federal review in the spring of 2011. Two modulars purchased with ARRA funds are being worked on; the other projects are already expended and waiting for billing. Mr. Nottoli received a letter from Ms. Campos regarding the updates done to the Walnut Grove center. Information was distributed on how children are being prepared for kindergarten.

Mr. Nottoli stated that he is encouraged that staff are tracking class enrollment to ensure the Agency continues to receive full funding.

- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No comments.

VI. Adjournment: Meeting adjourned at 10:44 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 2/24/10 through 3/25/10, and all expenses appear to be appropriate.

STAFF PRESENTER: Kathy Kossick

ITEM II-C - CONSENT

APPROVAL OF TEMPORARY RECLASSIFICATION EXTENSION

BACKGROUND:

On January 29, 2010, Chi Cheng, Workforce Development Professional, Range 3 in the Workforce Development Department was temporary reclassified to the position of Employment Services Supervisor. Pursuant to Article 1.1b(2) of the agreement between the Sacramento Employment and Training Agency and United SETA Employees, American Federation of State, County and Municipal Employees, Local #146, staff is requesting an extension to June 30, 2010.

Mr. Cheng has been assigned to coordinate and develop the Community Services Stimulus project, a new initiative that makes available direct services to job seekers at all 12 career centers. The funds target customers who do not have sufficient financial resources to purchase items needed for training or employment or the basic safety-net items to keep them in their own homes and help them survive.

The Executive Director has the authority to temporarily reclassify staff up to three (3) months; however, Board approval is necessary to extend these assignments.

RECOMMENDATION:

Approve the temporary reclassification of Chi Cheng, Employment Services Supervisor, for an additional three months.

STAFF PRESENTER: Robin Purdy

ITEM III-A – 1 - ACTION

APPROVAL TO RELEASE A REQUEST FOR PROPOSALS (RFP) FOR ONE-STOP
CAREER CENTER OFFICE SPACE IN THE FOOTHILL FARMS AREA

BACKGROUND:

The Hillsdale Sacramento Works Career Center is located at 5655 Hillsdale Blvd., Suite 8. It presently occupies 14,279 sq. ft. The five-year lease on this space will expire on October 5, 2010. Because this lease was executed utilizing the Option to Renew clause from the previous lease of October 5, 2000 – October 5, 2005, it will be necessary to send out a new Request for Proposals for office space.

The County Department of Human Assistance (DHA) is also sharing this space and cost and has been notified of the release of an RFP. DHA has been asked to participate in the evaluation and recommendation process of any proposals received.

The Request for Proposals will be sent to you under separate cover for your review and comment.

RECOMMENDATION:

Approve the Release of the Request for Proposals for leased office and classroom space for the Hillsdale Sacramento Works Career Center in the Foothill Farms area of Sacramento.

STAFF PRESENTER: Christine Welsch

ITEM III-B – 1 – ACTION

APPOINTMENT OF MEMBER TO THE SACRAMENTO WORKS, INC. BOARD

BACKGROUND:

The Sacramento Works, Inc. Board is a 41-member board comprised of representatives from the private sector, education, economic development, labor, and required partners. The required partners represent many Federal one-stop partners, including the Job Corps.

Mr. Brian Broadway, Business and Community Liaison for the Sacramento Job Corps Center, has submitted an application for a required partner seat.

The application for this nominee is being sent under separate cover. Legal counsel has reviewed this application.

Staff will be available to answer questions.

RECOMMENDATION:

Appoint Mr. Brian Broadway to the Sacramento Works, Inc. Board of Directors.

STAFF PRESENTER: Kathy Kossick

ITEM III-B - 2 – ACTION

APPROVAL OF WORKFORCE INVESTMENT ACT/AMERICAN RECOVERY AND REINVESTMENT ACT (WIA/ARRA) ANNUAL PLAN MODIFICATION

BACKGROUND:

The Sacramento Employment and Training Agency (SETA) submitted their initial Workforce Investment Area Strategic Plan in December, 1999, effective July 1, 2000 for Fiscal Year 2000-2001. Since 2000, annual plan updates have been submitted to the Employment Development Department to address significant changes that have been implemented over the course of the year and to highlight changes in service delivery that are planned for implementation). This year, the planning instructions from the state required submission of a Local Plan for the American Recovery and Reinvestment Act of 2009.

A summary of program and policy changes discussed in this Modification include:

1. A discussion of the local economic conditions of Sacramento County;
2. The identification of viable critical occupational clusters through analysis of current workforce intelligence and labor market information;
3. A discussion of Green Workforce Initiatives and partnerships focused on providing unemployed or underemployed individuals (and other targeted populations) with entry-level or advanced training that will prepare them for competitive “Green Jobs”.
4. A discussion of the California New Start Project, which establishes partnerships between the Sacramento Works One-Stop Career Centers and the California State Department of Corrections and Rehabilitation (CDCR), to eliminate recidivism while improving opportunities for the reintegration of parolees;
5. A request for granting a waiver for the transferability of Adult and Dislocated Worker Formula Funds for both the Workforce Investment Act (WIA) and the American Recovery and Reinvestment Act (ARRA) funding. At the discretion of the Local Workforce Investment Area, Adult and Dislocated Worker funds may be transferred between these two grants, up to 50% of the allocation for WIA and up to 30% for ARRA. Because the Learning Lab service delivery system has significantly increased the numbers of customers receiving staff assisted services, the flexibility of enrolling Dislocated Workers into the Adult funding

STAFF PRESENTER: Melissa Noteboom and Sandra Kinsey

ITEM III-B - 2 – ACTION (continued)

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stream has served to eliminate labor-intensive eligibility, accounting and reporting procedures. In December 2009, SETA requested and was granted a waiver to transfer funds and staff anticipates approval of the request for the maximum transfer amount in 2010 as well.

6. Youth Programs and Services which includes

- A discussion of the Summer Youth Program Procurement;
- A discussion of a request for the Work Readiness Waiver for ARRA Summer Youth
- A discussion of the American Recovery and Reinvestment Act California Green Job Corps. Through our partnership with the Corps, SETA plans to train and place at-risk youth ages 16 to 24 into “green” jobs over the next 20 months.

7. A discussion of the Integrated Service Delivery/One Stop Career Center System: SETA was one of twelve local Learning Labs that began implementing the Integrated Service Delivery system in PY 2008-2009 and submitted a local integration plan in 2008. This document will reference this plan in the narrative forms where modifications are appropriate. As a learning lab, SETA continues to work to streamline services through the integration of multiple employment and training programs through the Sacramento Works One Stop Career Center system. These programs focus on providing services that are skill-based, universally accessible to all customers and meet the demands of the workforce as well as employers who depend on the availability of a competitive and skilled workforce. This plan will also describe changes made to SETA’s Integrated Services Delivery model required by the State of California and Department of Labor in the data validation and documentation of eligibility.

This Modification will also include updated Directives that incorporate new policy including:

- Priority of Service to Veterans and Eligible Spouses
- OJT Policies and Procedures/Contract Document
- Eligibility or Demographic Data Collection Criteria
- Workplace Training/Job Creation/Work Experience
- OJT Carryover Guidelines
- Scholarship Caps
- Financial Assistance Awards

STAFF PRESENTER: Melissa Noteboom and Sandra Kinsey

ITEM III-B - 2 – ACTION (continued)
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The Sacramento Works, Inc. Board reviewed and approved this plan modification at their March 24, 2010 meeting.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the modifications to the 2009-2010 Sacramento Local Workforce Investment Act and Local American Recovery and Reinvestment Act Strategic Five Year Plan.

STAFF PRESENTER: Melissa Noteboom and Sandra Kinsey

ITEM III-B – 3 – ACTION

APPROVAL TO MODIFY WORKFORCE INVESTMENT ACT/AMERICAN RECOVERY AND REINVESTMENT ACT SUBGRANT AGREEMENTS FOR WORKPLACE TRAINING

BACKGROUND:

In April, 2009 the SETA Governing Board approved releasing a Request for Proposals (RFP) for employment and training and job creation activities targeting adults and dislocated workers through the American Recovery and Reinvestment Act of 2009.

Funded activities included:

- Classroom Training, Occupational Skills
- Workplace Training/Job Creation
- Business Development and Innovations

The Workplace Training/Job Creation activity was funded using a combination of funding sources, including WIA Adult, WIA Dislocated Worker and TANF ECF. Each of these sources are used to provide services to a specific target group.

- ▶ WIA Adult and TANF ECF funds target adults who are members of needy families, who are at least 18 years old, and who receive TANF (public assistance) or made less than 200% of the poverty level in the last six months.
- ▶ WIA Dislocated Worker funds target adults who are 18 years or older who have been terminated or laid off, who are eligible for or have exhausted entitlement to unemployment compensation; or who is a displaced homemaker.

When subgrant agreements were negotiated, staff and providers estimated the numbers of adults and dislocated workers that would be served by each funding source and completed the wage subsidy line item of the budget based on this estimate. Two providers have experienced changes in their target population and have requested approval to modify their budgets to increase the wage subsidies funded by WIA Dislocated Worker and decrease the wage subsidies funded by TANF ECF. Staff is also recommending approval of these requests and is also recommending approval to augment the wage subsidy budget line item for Asian Resources, Inc. due to the development of OJT contracts for high-wage jobs that need extended training time.

STAFF PRESENTER: Robin Purdy

ITEM III-B - 3 – ACTION (continued)
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Staff is recommending the modification for the following subgrants:

Name	Funding Source	Increase/decrease	Total # served	Increase/Decrease Funding	Total Recommendation \$
North State BIA-	TANF ECF	-6	12	-\$50,155	\$108,292
North State BIA	WIA – DW	+6	18	+\$50,155	\$109,579
Asian Resources, Inc. - OJT	WIA - Adult	-3	45	+\$2,700	\$63,128
Asian Resources, Inc. - OJT	WIA DW	+3	5	+\$6,600	\$16,550
Asian Resources, Inc. - WEX	WIA Adult	0	35	+\$10,000	\$56,720
Asian Resources, Inc. – WEX	TANF ECF	0		-\$10,000	\$113,442

Staff will be available to answer questions.

RECOMMENDATION:

Approve the staff recommendation to modify Workforce Investment Act/American Recovery and Reinvestment Act subgrant agreements for Workplace Training.

STAFF PRESENTER: Robin Purdy

ITEM III-B – 4 – ACTION

APPROVAL TO AUGMENT ELK GROVE UNIFIED SCHOOL DISTRICT WITH
WIA DISLOCATED WORKER FUNDS FOR ONE STOP SERVICES SUBGRANT
AGREEMENT

BACKGROUND:

On March 2, 2010 the Elk Grove Unified School District Board of Education took action to adopt a number of resolutions that initiate the legally required steps to notify certificated and classified personnel of potential layoffs for the 2010-2011 school year. The resolutions will result in preliminary notification of layoff to more than 1,000 EGUSD staff, about one-sixth of the district's employees.

SETA staff have been working with the Elk Grove Unified School District, Adult and Community Education Administrators to ensure that the Sacramento Works Career Center, South County is able to assist in providing rapid response and career counseling services to employees affected by the layoff. SETA has assigned additional staff to the South County Career Center to provide career center services including assessment, coaching, career planning, and job search assistance. In addition, Elk Grove USD has requested an augmentation to increase the hours of their current part-time staff through June 30 and to pay for the cost of materials for the dislocated workers. This request is based on the expected volume of dislocated workers and the extended hours and services the Career Center will need to provide.

Staff is recommending an augmentation of \$10,000 in WIA Dislocated Worker funding to cover the requested staffing and materials. The new planned number of customers to be served is 3,826.

RECOMMENDATION:

Approve an augmentation of the WIA One Stop Services Subgrant Agreement with Elk Grove Unified School District in the amount of \$10,000 in WIA Dislocated Worker funding, bringing the total award to \$717,479.

STAFF PRESENTER: William Walker

ITEM III-C - 1 - ACTION

APPROVAL OF OUT OF STATE TRAVEL TO ATTEND THE WIPFLI ANNUAL
MANAGEMENT CONFERENCE

BACKGROUND:

The upcoming WIPFLI 11th Annual Management Conference for Grant-Funded Programs will be held in Las Vegas, Nevada from July 12-16, 2010. The Conference focuses on the Head Start/Early Head Start Program, including the American Recovery and Reinvestment Act requirements, and offers training in Grant Administration, Finance & Accounting, Governance & Leadership, and Risk Management.

In order to ensure that SETA's Head Start/Early Head Start Program continues to perform at an exemplary level and meet all grant requirements, staff is recommending sending three individuals to the conference. The total estimated cost is \$4,500, and funds are available under the Training and Technical Assistance portion of the grant.

RECOMMENDATION:

Approve out of state travel to the WIPFLI Annual Management Conference in July, 2010, for an approximate cost of \$4,500.

STAFF PRESENTER: Roy Kim

ITEM IV-A - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

Program Operator: California Human Development Corporation

Findings and General Observations:

- 1) The total costs as reported to SETA from May 5, 2009 to September 30, 2009 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Cheryl Rose **DATE:** March 3, 2010

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of City of Sacramento

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA/ARRA	Summer Youth	\$ 168,671	5/1/09-9/30/09	5/1/09-9/30/09

Monitoring Purpose: Initial _____ Final X
Date of review: 1/20-21/10

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

Program Operator: City of Sacramento, Neighborhood Services Department

Findings and General Observations:

- 1) The total costs as reported to SETA from May 1, 2009 to September 30, 2009 for the Summer Youth program have been traced to the sub-grantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board

Program Operator: Folsom Cordova Community Partnership

Findings and General Observations:

- 1) The total costs as reported to SETA from May 1, 2009 to September 30, 2009 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) On August 29, 2009, a day before the closing activities of the program, training materials amounting to \$ 1,681.68 were purchased. Due to the timing of the purchase the cost did not benefit the program. We are questioning the amount of \$ 1,681.68 pursuant to Section A.4.a of Attachment A, OMB Circular A-122, which states, "A cost is allocable to a particular cost objective, such as a grant, contract, project, service or other activity, in accordance with the relative benefits received."
- 3) During the closing activities on August 30, 2009, the Partnership incurred meal costs for persons who were neither participants nor directly involved in running the program. We are questioning the amount of \$2,493.72 pursuant to the same section of OMB Circular A-122 as mentioned in number 2 above.

Recommendations for Corrective Action:

- 1) Provide documents to justify the inclusion of these costs as allowable expenses or reimburse SETA the amount of \$ 4,175.40.
- 2) We recommend that the staff review OMB Circular A-122 (Cost Principles for Non-Profit Organizations) in order to strengthen disbursement controls and avoid disallowed costs in the future.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Audrey Kilpatrick **DATE:** February 19, 2010
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Galt Joint Union High School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA Title I	Out-of-School Youth	\$ 170,261	5/1/08-6/30/09	5/1/08-6/30/09
WIA/ARRA	Summer Youth	102,384	5/1/09-9/30/09	5/1/09-9/30/09

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 1/14-15/10

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

Program Operator: Galt Joint Union High School District

Findings and General Observations:

- 1) The total costs as reported to SETA from May 1, 2008 to June 30, 2009 for the WIA Youth Program and from May 1, 2009 to September 30, 2009 for ARRA Summer Youth Program have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) The wages and fringe benefits of the Summer Youth Case Managers for May and June, 2009 were initially posted in the same resource code as the WIA-Youth. These costs were not transferred to the Summer Youth program thus over-stating the WIA-Youth program by \$ 3,382.21.
- 3) The mileage costs of the Summer Youth Case Managers in May and June, 2009, amounting to \$97.02, were also not transferred to the Summer Youth program.
- 4) An expense for supplies purchased for the Summer Youth program was posted in the WIA-Youth program and the Summer Youth program. The WIA Youth program was over-stated by \$ 177.77.

Recommendations for Corrective Action:

- 1) Reimburse SETA the sum of \$ 3,657.00.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Patti Uplinger DATE: March 15, 2010

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Housing Now

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 20,000	01/1/09-12/31/09	01/1/09-12/31/09
CSBG/ARRA	Safety Net	9.958	07/1/09-12/31/09	07/1/09-12/31/09

Monitoring Purpose: Initial ____ (2009) Final X

Date of review: 3/12/09

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

Program Operator: Housing Now

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2009 to December 31, 2009 for CSBG and from July 1, 2009 to December 31, 2009 for CSBG/ARRA have been traced to the sub-grantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Tracy Tomasky **DATE:** February 17, 2010
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>
Head Start	Basic , COLA	\$ 4,145,417	8/01/08-07/31/09	8/01/08-7/31/09
Head Start	T & TA	15,000	8/01/08-07/31/09	8/01/08-7/31/09
Early HS	Basic, COLA	1,186,930	8/01/08-07/31/09	8/01/08-7/31/09
Early HS	T & TA	20,112	8/01/08-07/31/09	8/01/08-7/31/09

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 12/15-17/09

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation		N/A		
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll		N/A		
8	OJT Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Budget	X			
11	In-Kind Contribution	X			
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 August 1, 2008 to July 31, 2009 have been traced to the delegate agency's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

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

HEAD START POLICY COUNCIL MINUTES

BACKGROUND:

Attached are the most recent minutes from the Head Start Policy Council.

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

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

Monday, November 30, 2009
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Carol Aronis called the meeting to order at 10:50 a.m. Ms. Aronis read the thought of the day. Ms. Mary Brown is filling in as Secretary and Ms. Jeanine Vandermolen is filling in as Parliamentarian. Ms. Brown called the roll; a quorum was established.

Members Present:

Mary Pope, Elk Grove Unified School District
Salina Davey, SETA-Operated Program
David Quintero, SETA-Operated Program
Itzel Oregon, SETA-Operated Program
Mary Brown, SETA-Operated Program
Darlene Low, San Juan Unified School District
Jennifer Ryon, Elk Grove Unified School District
Lorrayne Garner, Sacramento City Unified School District
Irlanda Meza, Sacramento City Unified School District
Jeanine Vandermolen, Past Parent Representative
Brenda Vincent, Past Parent Representative
Elenita Salazar, Child Health and Disability Prevention Program
Carol Aronis, Grandparent Representative

Members Absent:

Shernita Crosby, Playmate/WCIC (excused)
Beartice Mehn-Member, Playmate/WCIC (unexcused)
Josie Cleaver, Sacramento City Unified School District (excused)
Barbara Ramey-Clark, Foster Parent Representative (excused)
Frank Jackson, Male Involvement Committee (unexcused)

II. **Consent Item**

- A. Approval of Minutes of the August 25, 2009 and October 27, 2009 Policy Council Meetings

Minutes were reviewed; no comments or corrections.

Moved/Brown, second/Ryon, to approve the minutes of the August 25, 2009 and October 27, 2009 minutes as distributed.

Show of hands vote: Aye: 12, Nay: 0, Abstentions: 1 (Aronis)

III. Action Items

- A. **TIMED ITEM 10:45 A.M. AND PUBLIC HEARING:** Second and Final Reading and Approval of the Modifications to the Bylaws of the SETA Operated Head Start/Early Head Start Policy Council

Moved/Vandermolen, second/Meza, close the public hearing and approve the amendments to the Policy Council Bylaws.

Ms. Aronis reviewed the changes that were made to the meeting reimbursement section of the bylaws. In addition, there was modification to the language for the bylaws amendment.

Show of Hands Vote: Aye: 12, Nay: 0, Abstentions: 1 (Aronis)

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

The board went into closed session at 11:00 a.m. The board went back into open session at 11:06 a.m. Ms. Aronis reported out of closed session that the Board took the following action in closed session: Early Head Start Educator.

The second closed session item was pulled from the agenda:

CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Pursuant to Government Code Section 54957

IV. Information Items

- A. Standing Information Items

- Fiscal Report - Mr. Roger Bartlett reviewed the fiscal activity through the end of October. Budget expenditures are at 25% and all of the line items are doing well. A good portion of the staff salaries have been moved to the ARRA funding line item. The stimulus funding should be exhausted by the end of February and then staff will be paid out of regular Head Start funding.
- Executive Committee Report: Ms. Aronis read the Executive Committee critique.
- PC/PAC Annual End-of-Year Appreciation, Saturday, November 7, 2009, Lyons Gate Hotel and Conference Center (oral reports): Ms. Mary Brown reported that the event was very nice. Ms. Itzel Oregon reported on how much she enjoyed the event as well.
- Recognition of Policy Council/Staff 2008-2009: Certificates of appreciation were distributed to staff and board members.

- Seating of New Policy Council Members (2009-2010): The following Board members have termed out: Darlene Low, Josie Cleaver, Salina Davey, Irlanda Meza, Carol Aronis, and Lorryne Garner.

The following new members were seated: Jennifer Ryon, Reyva Johnson, Violet Morrison, Coventry St. Mary, Tamara Knox, Jeanine Vandermolen, Brenda Vincent, Mary Pope, Elenita Salazar, Mary Brown, Itzel Oregon, David Quintero, Kelly Martin, and Kahlela Hazeword.

New Board members not present: Karen Bass, Sandra Renteria, Brandy Long (all unexcused) and Shernita Crosby (excused).

- Introduction of Policy Council Members: New board members introduced themselves
- Introduction of Staff: Staff introduced themselves. Board members gave Ms. Desha a standing ovation for the outstanding job she has done over the year.
- Board Procedures
 - ✓ Reimbursements & Budget/Planning – Mr. Roger Bartlett reviewed the Board reimbursement policies. A copy of the reimbursement policy was provided to board members.
 - ✓ Personnel – Mr. Jim O’Bra spoke of the Policy Council’s role in the hiring of staff. The personnel department is responsible for keeping the agency in compliance with the law and recruitment for vacant staff positions.
 - ✓ Conflict of Interest: Ms. Nancy Hogan reviewed SETA’s conflict of interest requirements.
- Officer Elections – December 18, 2009– Ms. Aronis asked members if anyone was interested in running for officer positions to raise their hands. Those interested in running for a Policy Council officer position: Tamara Knox (Treasurer), Jennifer Ryon (Chair), Mary Brown (Secretary), Jeanine Vandermolen (Vice Chair), Itzel Oregon (Secretary or Parliamentarian). Ms. Desha urged other board members to think about running for an office.

III. **Action Items** (continued)

- C. Selection of Representatives and Alternates to Attend the Annual National Head Start Association Parent Training Conference

Moved/Vandermolen, second/Quintero, that the Policy Council elect four (4) Representatives and four (4) Alternates to attend the Conference.
Show of Hands Vote: Aye: 12, Nay: 0, Abstentions: 1 (Aronis)

Ms. Desha reviewed conference information.

Board members interested in attending the conference: Jennifer Ryon, Jeanine Vandermolen, Mary Pope, and David Quintero. Ms. Itzel Oregon stated that she would like to be considered as an Alternate.

Ms. Desha reminded board members that if they have already attended another parent training conference, please allow another parent to attend.

Moved/Oregon, second/Salazar, to approve four representatives (Jennifer Ryon, Jeanine Vandermolen, Mary Pope, and David Quintero) and one alternate (Itzel Oregon).

Show of hands vote: Aye: 12, Nay: 0, Abstentions: 1 (Aronis)

IV. Information Items (Continued)

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Aronis reviewed the calendar of events.
- Parent/Family Support Unit Events and Activities: No comments.
- Parent Recognitions: This will be held next month.

B. Governing Board Minutes for the October 1, 2009 Meeting: No comments.

V. Other Reports

A. Head Start Deputy Director Report: Ms. Maureen Dermott Morrison welcomed new and returning Policy Council members. She reported that SETA submitted proposals and will be receiving an additional \$8 million for the county-wide Head Start program. SETA received \$152,000 and \$58,000 in funding to ensure teaching staff earn their AA or BA degree. There is a 2011 requirement that Head Start teachers have at least an AA-level degree. By 2013, 50% of the Head Start teachers must have a BA degree. SETA was awarded \$1.7 million in Program Improvement dollars which will assist in the upgrading of the centers. The Agency has also been granted an additional 196 Early Head Start slots. All of these funding proposals were competitive and staff is delighted to announce the awarding of these funds.

Ms. Kathy Kossick welcomed new board members. The Community Action Board recently approved \$900,000 in Community Services Block Grant funding. These funds will go out into the community for safety net services and family self sufficiency services. She also thanked Policy Council members for the beautiful plant she received in memory of her father's recent passing.

B. Head Start Manager's Reports

- Monthly Head Start Reports
- ✓ Ms. Melanie Nicolas spoke on behalf of Ms. Brenda Campos of the Program Support Services Unit. Ms. Nicolas works closely with the

delegate directors and content coordinators. If board members have any questions, call Ms. Nicholas at 263-3736. She works with content coordinators in providing guidance, training or technical support to make sure support services are provided to families.

- ✓ Ms. Denise Lee manages and oversees the education component, mental health and special education component. Ms. Lee encouraged parents to join the committees. Ms. Lee stated that SETA was awarded funds to choose a new oral language curriculum for the Head Start classes. Three companies came and presented their curriculum to staff and parents. The sample curricula were given to classrooms to find out how well they worked with the children and teachers. Staff and teachers scored the three curricula and the results will be brought to the board. The final decision will be sent to the Governing Board to choose Houghton Mifflin. The new curriculum will be rolled out in a few centers and fully next year.

Ms. Itzel Oregon spoke of how impressed she was with the amount of work entailed with choosing the oral language curriculum. She was thankful for being involved with the selection.

- ✓ Ms. Lisa Carr, Manager of Family Support Unit of the SETA Operated Program. Ms. Carr stated there is a monthly county-wide parent training that is offered. A Celebration of Family will be held December 9 which will feature Francie Dillon. It will be a night of singing, dancing and artwork. She asked parents to RSVP by calling Alma Hawkins at 263-0540.

Ms. Desha stated that the Parent Advisory Committee elected Mr. Quintero to attend the Parent Training Conference. Ms. Itzel Oregon will now attend as a representative.

C. Open Discussion and Comments: Tabled.

D. Public Participation: No comments.

VI. **Adjournment**: Meeting adjourned at 12:30 p.m.

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

SETA Board Room
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Friday, December 18, 2009
10:45 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Carol Aronis called the meeting to order at 11:00 a.m. Ms. Aronis read the thought of the day. Ms. Kathy Kossick, Executive Director, stated that Ms. Maureen Dermott is no longer with Agency and that Ms. Denise Lee will be serving as Interim Deputy Director. Ms. Mary Brown called the roll; a quorum was established.

Members Present:

Jennifer Ryon, Elk Grove Unified School District
Karen Bass, Elk Grove Unified School District
Patrice Hill, Sacramento City Unified School District
Sandra Renteria, Sacramento City Unified School District
Violet Morrison, San Juan Unified School District
Coventry St. Mary, San Juan Unified School District
Shernita Crosby, Playmate/WCIC
Mary Brown, SETA-Operated Program
David Quintero, SETA-Operated Program
Khalelah Hazewood, SETA-Operated Program
Kelly Martin, SETA-Operated Program
Tamara Knox, Home Base Program
Jeanine Vandermolen, Past Parent Representative
Brenda Vincent, Past Parent Representative
Elenita Salazar, Child Health & Disability Prevention Program (arrived at 11:02 a.m.)
Mary Pope, Grandparent Representative
Carol Aronis, Outgoing Chair

The following board members were seated: Ms Karen Bass, Ms. Patrice Hill, Ms. Sandra Renteria, and Ms. Shernita Crosby.

Members Absent:

Reyva Johnson, Sacramento City Unified School District (unexcused)
Brandy Long, Playmate/WCIC (unexcused)
Itzel Oregon (resigned)

II. **Consent Item**

- A. Approval of the Minutes from the November 30, 2009 Meeting

The minutes were reviewed; no questions or corrections.

Moved/Ryon, second/Quintero to approve the November 30 minutes.
Show of Hands Vote: Aye: 16, Nay: 0, Abstentions: 1 (Aronis)

III. Information Items

- A. Standing Information
 - Introduction of Newly Seated Members: New members were welcomed.
- B. How to Present and Make a Motion: Ms. Ryon read the board item on how to make motions.

IV. Action Items

- A. Approval of Tuberculosis Policy

Ms. Aronis reviewed the board item. Ms. Brenda Campos stated that this policy affects the entire Head start program in Sacramento County. Difference from the last policy is that in the past, all children were required to have a TB test. The county health department has decided that that a child at the age of 3 is not required for a TB skin test but a TB risk assessment will be required. SETA/Head Start has to comply with the early screening and diagnosis for the Administration for Children and Families regulations and the American Academy of Pediatrics. The Health Services Advisory Committee reviewed and approved this policy. Their role is to provide assistance in developing the policy. This policy is based on the recommendation of a number of organizations. Once this policy is approved by the Governing Board, it will be posted on the SETA web site. The testing requirements for children from the ages of 0-3 will remain the same.

Ms. Clarisa Bunge was introduced; she will be translating for Sandra Renteria.

Moved/Morrison, second/St. Mary, to approve the SETA Head Start/Early Head Start Tuberculosis Policy.

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 1 (Aronis)

- B. Election of Policy Council Officers for Program Year 2009-2010

Ms. Aronis read the requirements of Policy Council officers.

Chair: Those interested in this position: Jennifer Ryon, Jeanine Vandermolen.
Votes: **Jennifer: 10**, Jeanine: 5
Abstentions: Patrice Hill.

Vice Chair: Those interested in this position: Jeanine Vandermolen, Patrice Hill
Votes: Jeanine: 7, **Patrice: 9**
Abstentions: Carol Aronis

Secretary: Those interested in this position: Mary Brown, Jeanine Vandermolten
Votes: **Mary: 9**, Jeanine: 6
Abstentions: Shernita Crosby and Carol Aronis

Treasurer: Those interested in this position: Tamara Knox, Coventry St. Mary
Votes: **Tamara: 13**, Coventry: 3
Abstentions: Carol Aronis

Parliamentarian: Those interested in this position: Shernita Crosby, Jeanine Vandermolten
Votes: Shernita: 3, **Jeanine: 13**
Abstentions: Carol Aronis

Ms. Desha explained that both Ms. Brown and Ms. Knox cannot both serve as officers since both are SOP representatives. Ms. Brown stepped down from the Secretary position.

Secretary: Those interested in serving in this position: Violet Morrison, Coventry St. Mary
Votes: **Violet: 10**, Coventry: 6

Moved/Vincent, second/Crosby, to ratify the officers as elected.
Show of hands vote: 16, Nay: 0, Abstention: 1 (Aronis)

New officers took their seats; Ms. Ryon chaired the meeting for the remainder of the meeting.

C. Selection of Committee Representatives for Program Year 2009-2010

- 1) Head Start Personnel/Bylaws Committee Representatives: Ms. Marie Desha reviewed the purpose of the committee. Interested board members: Coventry St. Mary and Mary Brown.
- 2) Head Start Budget/Planning Committee Representatives: Mr. Roger Bartlett reviewed the purpose of the committee. This committee meets once a month to review the expenditures and activity in the Head Start program, and work with staff to develop next year's budget. Interested board members: Violet Morrison and Tamara Knox (Treasurer).
- 3) Head Start Social/Hospitality Committee: Ms. Desha explained that this committee is responsible for planning parent activities. There are two parent activities which must be educational. The first activity is a board bonding activity, and the second activity is the end-of-year event. Two officer positions are automatically on this committee: Violet Morrison, (Secretary), and Tamara Knox (Treasurer). Interested board members: Mary Brown, Coventry St. Mary, Sandra Renteria, Brenda Vincent, Shernita Crosby, and Mary Pope.

- 4) Program Area Committees
 - a) Early Child Development and Health Services and Parent/Family Support Committee (aka: Child Safety Committee): Ms. Brenda Campos stated that this committee evaluates health and safety issues at the centers. This committee will probably begin meeting in February. Interested board members: David Quintero, Karen Bass, Shernita Crosby
 - b) Monitoring & Evaluation (aka: Self-Assessment) Committee: Ms. Brenda Campos stated that the self-assessment will probably be done in January.
 - c) Male Involvement Committee: Ms. Lisa Carr stated that this is an inclusive committee that looks for county-wide ways to getting men involved in childrens' lives. Interested board members: David Quintero, Coventry St. Mary, Mary Pope, Patrice Hill.

Moved/Morrison, second/Quintero, to ratify the committee membership.
 Show of hands vote: Aye: 13, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

III. Information Items (Continued)

- A. Standing Information Items
 - PC/PAC Calendar of Events: Ms. Vandermolen explained what the PAC does.
 - Parent/Family Support Unit Events and Activities: None.
 - Parent/Staff Recognitions: Ms. Desha acknowledged Ms. Carol Aronis for her service to the Head Start program.
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roy Kim reviewed the report; the agency is just a little under budget for the year.
- C. Governing Board Minutes for the November 5, 2009 Meeting

Ms. Ryon urged board members to attend a Governing Board meeting.

V. Committee Report

- A. Executive Committee: Ms. Ryon reviewed the Executive Committee critique.

VI. Other Reports

- A. Chair's Report: No report.
- B. Executive Director's Monthly Report

Ms. Kathy Kossick stated that the emphasis for 2010 will be to obtain more publicity about the Head Start program. Ms. Terri Carpenter will be attending the Policy

Council meetings on a regular basis. Ms. Kossick urged Board members to call Ms. Carpenter directly (263-7891) if they come across a good story.

C. Head Start Managers' Monthly Report

Ms. Brenda Campos reported that her role is to interpret Head Start regulations and ensure the delegate agencies are meeting their contracted performance standards. Content coordinators and staff have been monitoring programs and providing technical assistance. Staff does a grantee action plan on what is going on in the delegate agencies and the grantee.

Ms. Denise Lee reported that she oversees the education area and the mental health unit. Many board members participated in grants to expand our program, and SETA recently received official notification that Early Head Start (EHS) funds have arrived. This means that SETA/Head Start will be serving an additional 196 children in the county. Staff expects to start full services on January 19, 2010.

Ms. Lisa Carr reported that she supervises the staff that provide services to programs. Her staff provide county wide parent workshops. A workshop is planned for February 17 (mental health, education and Nutrition) by Kory Annonio. Additional details will be provided to board members. The SS/PI specialists will be introduced to the Board members at the January meeting.

Ms. Ryon stated that Celebration of Family Packets are available to board members. There are some great family things to do with the kids. Board members were reminded to complete their meeting reimbursement forms prior to the start of the meeting.

D. Open Discussion and Comments: None.

E. Public Participation: None.

VII. **Adjournment**: Meeting adjourned at 12:37 p.m.

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

SETA Board Room
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Tuesday, January 26, 2010
10:45 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Jennifer Ryon called the meeting to order at 10:56 a.m. Ms. Patrice Hill read the thought of the day. Ms. Mary Brown will be acting as treasurer. Ms. Violet Morrison called roll; a quorum was established.

Members Present:

Jennifer Ryon, Elk Grove Unified School District
Patrice Hill, Sacramento City Unified School District
Sandra Renteria, Sacramento City Unified School District
Violet Morrison, San Juan Unified School District
Coventry St. Mary, San Juan Unified School District
Mary Brown, SETA-Operated Program
David Quintero, SETA-Operated Program
Kelly Martin, SETA-Operated Program (arrived at 11:01 a.m.)
Jeanine Vandermolen, Past Parent Representative
Brenda Vincent, Past Parent Representative
Elenita Salazar, Child Health & Disability Prevention Program
Mary Pope, Grandparent Representative

The following board members were seated: Victor Wilson, Elk Grove USD, Kara Mann, SETA-Operated Program, and Katharine Arrue, SETA-Operated Program.

Members Absent:

Reyva Johnson, Sacramento City Unified School District (unexcused)
Tamara Knox, Home Base Program (excused)
Shernita Crosby, Playmate/WCIC (excused)
Khalelah Hazewood, SETA-Operated Program (unexcused)

II. Consent Item

- A. Approval of the Minutes from the December 18, 2009 Special Meeting

Moved/Morrison, second/Quintero, to approve the December 18, 2009 minutes.
Show of hands vote: Aye: 12, Nay: 0, Abstentions: 3 (Arrue, Ryon, and Vandermolen)

III. Action Items

A. Election of Representative and Alternate to the Community Action Board (CAB)

Ms. Mary Pope spoke of her experience on the CAB.

Moved/Brown, second/St. Mary, that the Council elect a representative and alternate to serve as Low-Income Sector representatives to the Community Action Board.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

Those interested in serving as CAB representative: Victor Wilson, Patrice Hill.

Votes: **Victor: 8**
Patrice: 6

Mr. Wilson will serve as representative and Ms. Hill will serve as alternate to the Community Action Board.

The Board went off agenda to Item III-D-Action.

D. Approval of Delegating Authority to the Parent Advisory Committee to Function In the Screening and Interviewing of Prospective Applicants Directly Related to the SETA-Operated Program

Ms. Ryon read the board item.

Moved/Brown, second/Martin, to approve the delegation of authority to the Parent Advisory Committee to function in the screening and interviewing of prospective applicants directly related to the SETA-Operated Program.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

The Board went back on agenda to Item III-B-Action.

B. The Selection of the Representative and Alternate to the SETA Head Start Health Services Advisory Committee

Ms. Brenda Campos reviewed this item. This meeting is open to the public but only the representative will be provided a meeting reimbursement and dinner.

Moved/Vincent, second/Pope, that the Policy Council select one representative and one alternate to the Health Services Advisory Committee.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

Those interested in serving: Mary Pope, Violet Morrison.

Votes: Violet: 5
Mary: 8

C. Selection of the Representative and Alternate to the SETA Head Start Community Partnership Advisory Committee

Ms. Brenda Campos reviewed this committee.

Moved/Brown, second/Arrue, that the Policy Council elect one Community Partnership Advisory Committee representative and one alternate to serve on the committee.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

Those interested: Kara Mann, Coventry St. Mary

Votes: Kara: 4

Coventry: 9

Ms. Coventry St. Mary will serve as representative and Ms. Kara Mann as alternate to the SETA Head Start Community Partnership Advisory Committee.

IV. Information Items

A. Standing Information Items

- Introduction of Newly Seated Members: New members, Victor Wilson, Kara Mann, and Katherine Arrue, spoke a little about themselves.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account - Mr. Roger Bartlett reviewed the most current report. The school districts are slower in submitting their information. The budget is five months into the program so the budget should be about 41% of expenditures. Mr. Bartlett corrected one item on the fiscal report. SETA is 39% of budget for Early Head Start. The SOP was reviewed; all of the five budgets were lower than 41% of budget. There are some CDE expenses that Head Start will make up. The budget does not yet show any CDE funds. SETA received three different ARRA grants; the first ARRA COLA is being spent at 91% of personnel costs in that grant. These funds will run out in January and the costs will go back to the Head Start basic budget category.
- PC/PAC Calendar of Events: Ms. Ryon reviewed the calendar. The Budget/Planning Committee meeting has been canceled for the month. Ms. Denise Lee stated that the Budget/Planning Committee will be switching focus to look at the refunding grant. This committee will be meeting once a week during the month of March on the following dates in the Oak Room: March 5, 9-10:30 a.m.; March 12, 9-10:30 a.m.; March 19, 9-10:30 a.m.; and, March 26, 9-10:30 a.m. The grant is due to the regional office on May 1. Ms. Ryon thanked a number of staff that worked to make the New Member orientation turn out great.
- Parent/Staff Recognitions: No comments.
- Sacramento County Head Start/Early Head Start Program Enrollment

Report: Ms. Elsie Bowers reviewed the summary of enrollment for December 2009. This information goes directly to the Office of Head Start every month. In response to a question about numbers in parentheses, Ms. Bowers stated that the Head Start program runs on a track basis. The number in parentheses reflect the number of children in the track at a particular time. Ms. Bowers spoke of furloughs for state workers and that staff will be utilizing the furlough days to assist parents to seek employment.

- Special Education Report/Disabilities Report: Ms. Beverly Sanford reported that she is responsible to ensure SETA/Head Start is in compliance with federal and state law with regard to the enrollment of disabled children in the Head Start program. The Special Education Report shows that SETA is in compliance with the performance standards. The Performance Standard #1304.6 states that SETA/Head Start/Early Head Start must serve at least 10% of its enrolled population for special needs children. Each month, staff report the number of children receiving special services through an IEP. After the numbers are provided, Ms. Sanford completes the report. Currently, there are 402 children in our program that are receiving special education services. Call Ms. Sanford at 263-3056 if there are questions.
- Community Resources: Ms. Ryon reminded board members to give any information to Ms. Desha the day before the meeting. Ms. Ryon announced a Free Museum Day this-coming weekend. There will be free transportation between the various museums. Ms. Ryon spoke of a monthly Children of Promise health and wellness event. These will be held between February 11-November 11, 2010. Copies of the flyer are available after the meeting.
- National Head Start Association Parent Training Conference Report: Ms. Kelly Martin prepared a conference report which will be in the February board agendas. Ms. Jeanine Vandermolen stated that she made a point to go to a lot of 'not fun' meetings. She got a lot of valuable information. Mr. David Quintero got a lot of good information and made some new friends. Ms. Mary Pope stated that there were some great classes. Ms. Ryon spoke of her experiences.
- Parent/Family Support Unit Events and Activities: Ms. Lisa Carr distributed flyers for Fishing in the Park on February 13 at Elk Grove Park. In addition, on February 17 there will be a county-wide men's health event.

B. Governing Board Minutes for the December 3, 2009 Meeting: No questions.

V. Committee Reports

A. Executive Committee: Ms. Hill read the Executive Committee critique.

B. Budget/Planning Committee: Ms. Brown had no additional report.

IV. Information Items (continued)

C. Fiscal Monitoring Report: No questions.

VI. Other Reports

- A. Chair's Report: After the meeting, Ms. Josie Werner will be taking photos for ID badges. Board members were reminded to complete child care and mileage forms and make sure they are signed. A sign-in sheet was distributed for parents to sit on the interview panel or screening panel for personnel.
- B. Executive Director's Monthly Report: Ms. Kathy Kossick distributed a listing of the Sacramento Works, Inc. One Stop Career Centers. Ms. Kossick encouraged board members to visit a one stop career center and see what services are provided; any feedback would be appreciated. She encouraged board members to spread the word to members of the community regarding the availability of services at the career centers.
- C. Head Start Interim Deputy Director's Monthly Report: Ms. Denise Lee reported that SETA and county wide programs started Head Start expansion on January 19 with full enrollment. There are an additional 196 Early Head Start slots throughout the county with Sacramento City with 32 slots, San Juan with 32 slots and the remainder are SOP slots. River Oaks is expanding services. SETA is also working with SCOE to focus on children with disabilities, especially children that cannot get to a center. Ms. Lee spoke of the self assessment process which will determine how well SETA/Head Start is doing; the Agency welcomes input from parents. The 2010 appropriations from the new administration were rolled out. Staff is expecting additional funds in 09/10. The temporary COLA appropriations will remain a permanent increase for the budget bottom line.
- D. Head Start Managers' Monthly Report
- Ms. Brenda Campos: encouraged parents in the delegate agencies to participate in the self assessment. This is opportunity to provide input in the programs. The SOP is in the process of doing the self-assessment. Three areas to be reviewed include: 1) Education/Disabilities and Mental Health. This is an opportunity to go out to observe a classroom to learn what is done in the classroom. 2) Family and Community Partnerships. Participants can look at the family area and discuss what community partnerships are. 3) Health, Nutrition, and Safe Environments. Participants fill out a health and safety check list. If any board member is interested in participate, contact the managers. Completed information will include areas of strengths, challenges, and recommendations. A flyer will be sent out to parents.

Ms. Campos stated that SETA makes a priority to ensure the children are safe at the centers. There are fire drills/earthquake drills. There could be things coming our way that cannot be anticipated. The national office has sent out a list of potential natural disasters. Ms. Campos wants to put together a natural disaster handbook. She wants to put together a

committee on child development/health to meet on February 19th. Ms. Campos encouraged participation.

During the month of February, Twin Rivers and San Juan will be assessed by Quality Assurance and Content Unit. This will be done with all delegates.

Ms. Lisa Carr encouraged the parents to visit centers to learn of community resources and making sure job boards are up to date and parent meetings are going on.

Staff is in the process of designing what workshops parents want. Please call Ms. Carr and let her know what parents are interested in. In addition, the Agency is looking for parent success stories. Please forward this information to Family Service Workers or call SETA's Public Information Officer, Terri Carpenter, at 263-7891.

Ms. Alma Hawkins was introduced. Ms. Hawkins and two other staff are available to do county-wide parent trainings.

VII. CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957

The board went into closed session at 12:23 p.m. The board went back into open session at 12:35 p.m. Ms. Ryon reported out of closed session that the Board took the following action in closed session: Approval of Appointment of Deputy Director (Children and Family Services).

- E. Open Discussion and Comments: Ms. Elenita Salazar reported that one of the health assessment guideline reports came out that universal skin tests for tuberculosis will no longer be required. There will be further discussion to follow to see how this will affect health assessment guidelines. Ms. Salazar will keep the board posted regarding updates to the guidelines.

Ms. Ryon distributed flyers announcing the availability of free tax preparation in the evenings.

- F. Public Participation: No comments.

VIII. Adjournment: Meeting adjourned at 12:39 p.m.

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

SETA Board Room
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Tuesday, February 23, 2010
10:00 a.m.

I. Call to Order/Roll Call/Review of Board Member Attendance

Ms. Jennifer Ryon called the meeting to order at 10:03 a.m. Ms. Violet Morrison called roll; a quorum was established. Ms. Fabolia Mandragon and Ms. Claudia Martinez are translating this morning.

Members Present:

Jennifer Ryon, Elk Grove Unified School District
Victor Wilson, Elk Grove Unified School District
Patrice Hill, Sacramento City Unified School District
Shernita Crosby, Playmate/WCIC
Violet Morrison, San Juan Unified School District
Coventry St. Mary, San Juan Unified School District (arrived at 10:06 a.m.)
Katherine Arrue, SETA-Operated Program
Mary Brown, SETA-Operated Program
David Quintero, SETA-Operated Program
Kelly Martin, SETA-Operated Program
Jeanine Vandermolen, Past Parent Representative
Brenda Vincent, Past Parent Representative
Mary Pope, Grandparent Representative
Tamara Knox, Home Base Program

The following board member was seated: Cynthia Mack, Early Head Start (SOP)

Members Absent:

Sandra Renteria, Sacramento City Unified School District (unexcused)
Khalelah Hazewood, SETA-Operated Program (unexcused)
Elenita Salazar, Child Health & Disability Prevention Program (excused)
Kara Mann, SETA-Operated Program

Unseated Members Absent:

Michela Barbosa, Twin Rivers Unified School District (unexcused)
Electa Broussard, Twin Rivers Unified School District (unexcused)
Raychelle Marshall, Sacramento City Unified School District (unexcused)

II. Information Items

A. Standing Information Items

- AB 1234 Ethics Training: Mr. Victor Bonanno provided ethics training required for all boards receiving stipends and/or federal funds.

III. CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957

The board went into closed session at 10:55 a.m. The board went back into open session at 11:10 a.m. Ms. Ryon reported out of closed session that the Board took the following action in closed session: Approved the Eligible List for Head Start Manager.

IV. Consent Item

A. Approval of the Minutes from the January 26, 2010 Meeting

Minutes were reviewed; no questions or corrections.

Moved/St. Mary, second/Brown, to approve the January 26, 2010 minutes.
Show of hands vote: Aye: 13, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

II. Information Items (continued)

A. Standing Information Items

- Introduction of Newly Seated Members: Ms. Ryon asked Ms. Cynthia Mack to provide information on herself. Ms. Mack was welcomed to the board.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett reviewed the latest fiscal report. The county-wide SETA operation funds does not include CDE funds. The Agency is exceeding in ARRA funds expenditures since they are one-time expenditures. Overall, the budget is progressing nicely. Mr. Bartlett asked that board members explain their request for child care reimbursement, especially when it is for a school-age child.
- PC/PAC Calendar of Events: Ms. Ryon stated that the Budget/Planning Committee will be meeting four times in the month of March. Flyers for the "Know Your Rights" parent workshop were distributed. The workshop is scheduled for Wednesday, March 10, 5:30 – 8:30 p.m. in the board room. A Male Involvement Committee meeting is scheduled for March 17.
- Parent/Family Support Unit Events and Activities: Ms. Ryon reviewed the upcoming events.
- National Head Start Association Parent Training Conference Report: The reports were reviewed; no questions.

B. Governing Board Minutes for the January 7, 2010 Meeting: No questions.

V. Committee Reports

- A. Executive Committee: Ms. Ryon reviewed the committee critique.

VI. Other Reports

- A. Chair's Report: No report.
B. Head Start Managers' Monthly Report: No report.
C. Public Participation: Ms. Kathy Kossick inquired whether board members had an opportunity to visit a career center to see their resources available to the board. She asked board members to spread the word to friends/neighbors about the services available at the career centers. Ms. Kossick introduced SETA's Public Information Officer, Ms. Terri Carpenter, who is looking for good news stories for the media.

Ms. Terri Carpenter, SETA's Public Information Officer, asked board members to give her a call if anything at the centers that needs to be in the media. The media is interested in seeing how SETA is using Recovery Act funding. Ms. Carpenter can be reached by calling her at 263-7891.

- VII. Adjournment:** The meeting was adjourned at 11:29 a.m.

ITEM IV-D – INFORMATION

UNEMPLOYMENT RATES FOR SACRAMENTO COUNTY

BACKGROUND:

In January, 2010, the unemployment rate for Sacramento County was 13.1%. 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)
 January 2010 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment		Census Ratios	
			Number	Rate	Emp	Unemp
Sacramento County	688,500	598,400	90,100	13.1%	1.000000	1.000000
Arden Arcade CDP	57,300	49,800	7,400	13.0%	0.083249	0.082638
Carmichael CDP	29,500	26,400	3,000	10.2%	0.044196	0.033389
Citrus Heights city	50,700	46,000	4,700	9.3%	0.076838	0.052031
Elk Grove CDP	35,500	31,700	3,800	10.7%	0.052995	0.042014
Fair Oaks CDP	17,200	16,000	1,200	7.1%	0.026690	0.013634
Florin CDP	13,100	10,400	2,600	20.2%	0.017414	0.029215
Folsom city	27,100	25,400	1,600	6.0%	0.042525	0.018086
Foothill Farms CDP	9,900	8,200	1,800	17.7%	0.013648	0.019477
Galt city	11,200	8,800	2,300	20.8%	0.014787	0.025876
Gold River CDP	4,800	4,700	100	2.6%	0.007807	0.001391
Isleton city	400	400	100	17.1%	0.000606	0.000835
La Riviera CDP	7,000	6,400	600	7.9%	0.010764	0.006121
Laguna CDP	20,500	19,100	1,500	7.2%	0.031834	0.016416
Laguna West Lakeside CDP	5,300	4,800	500	9.4%	0.008082	0.005565
North Highlands CDP	23,200	18,500	4,600	20.0%	0.030952	0.051475
Orangevale CDP	15,900	14,500	1,400	9.0%	0.024229	0.015860
Parkway South Sacramento CD	16,500	12,800	3,700	22.5%	0.021400	0.041180
Rancho Cordova City	31,400	26,700	4,700	14.9%	0.044619	0.052031
Rancho Murieta CDP	2,300	2,200	100	4.4%	0.003619	0.001113
Rio Linda CDP	5,900	4,700	1,200	20.2%	0.007917	0.013356
Rosemont CDP	14,000	12,500	1,600	11.1%	0.020867	0.017251
Sacramento city	219,400	185,900	33,500	15.3%	0.310678	0.371731
Vineyard CDP	5,900	5,500	400	6.8%	0.009185	0.004452
Walnut Grove CDP	500	300	200	30.5%	0.000569	0.001669
Wilton CDP	2,800	2,500	300	9.0%	0.004225	0.002782

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

Notes:

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

Methodology:

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

Data Not Seasonally Adjusted

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

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

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

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

ITEM IV-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 March 15, 2010 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Unofficial	7/20/2009	COUNTY OF SACRAMENTO SACRAMENTO, CA	9/23/2009	417	Ongoing
Official	8/4/2009	USAA 2201 Harvard St. Sacramento, CA 95815	10/5/2009	261	Pending
Unofficial	8/10/2009	Health Net, Inc. 12033 Foundation Place Rancho Cordova, CA 95670	10/1/2009	25	9/09 Services Ongoing
Official	8/12/2009	Calpine Corporation 1180 Iron Point Rd Folsom, CA 95630	11/4/2009	88	Coordinating Services 10/09
Official	8/12/2009	Crossmark 4541 Florin Rd Sacramento, CA 95823	10/31/2009	15	Pending
Unofficial	8/14/2009	SMUD 6210 Street Sacramento, CA 95817	4/1/2010	120	On-Going
Unofficial	8/17/2009	Kaiser Permanente Sacramento, CA	10/15/2009	50	11/12/2009
Unofficial	10/6/2009	Safe Credit Union 12519 Folsom Blvd Rancho Cordova 95652	10/28/2009	20	10/28/2009
Unofficial	10/15/2009	Twin Rivers USD 5115 Dudley Blvd McClellan, CA 95660	1/10/2010	150	Pending
Official	11/4/2009	Centeplate 400 Ballpark West Sacramento, CA 95691	1/14/2010	342	Coordinating Services West Sacramento
Official	11/19/2010	Worley Parsons 2330 E. Bidwell Folsom, CA 95630	12/30/2010	1	Pending
Official	12/18/2010	ATT Sacramento, CA	12/30/2010	333	12/30/2010
Official	12/22/2009	CDG Management, LLC 1215 Del Paso Blvd. Sacramento, CA 95815	12/31/2010	101	Pending
Official	1/10/2010	Sam's Club 3571 North Freeway Blvd Sacramento, CA 95834	1/22/2010	151	1/21/2010
Official	1/14/2010	Matheson 9780 Dino Drive Elk Grove, CA 95624	2/1/2010	74	1/25/2010
Official	1/22/2010	CVS Caremark 1625 West National Sacramento, CA 95834	3/26/2010	92	3/26/2010
Official	2/1/2010	JC Penney 4801 Urbani McClellan, CA 95834	3/20/2010	55	Pending
Official	2/1/2010	Bank of America 10850 White Rock Road Rancho Cordova, CA 95670	2/9/2010	60	2/9/2010
Official	2/28/2010	Twin Rivers USD 5115 Dudley Blvd McClellan, CA 95660	3/9/2010	250	4/12/2010
Official	3/1/2010	Elk Grove USD 9510 Elk Grove-Florin Road Elk Grove, CA 95670	3/15/2010	1,125	4/19/2010 Ongoing
Official	3/5/2010	Regional Transit 1400 29th St Sacramento, CA 95815	3/15/2010	60	April 2010 Ongoing
Unofficial	3/3/2010	Hard Rock Cafe 545 Downtown Plaza Sacramento, CA 95815	3/3/2010	45	3/27/2010
Unofficial	3/9/2010	AAA 8687 Weyand Ave Sacramento, CA	3/3/2010	100	May 13,18, 2010
Official	3/1/2010	Comcast 1242 National Drive Sacramento, CA 95834	3/3/2010	57	5/1/2010
Official	3/15/2010	Wells Fargo 2125 Butano Drive Sacramento, CA 95825	3/18/2010	292	
Official	3/15/2010	Wells Fargo 3640 Northgate Boulevard Sacramento, CA 95834	3/18/2010	123	
			Total # of Affected Workers	4407	

ITEM IV- F – INFORMATION

MEDIA HIGHLIGHTS

BACKGROUND:

Listed below is the SETA Funded ARRA Programs Summary of External Communications, Outreach Events and Publicity for the period of July 1, 2009- February 28, 2010.

Media Coverage/Publicity:

Sacramento Bee—Eleven Stimulus Stories

5/30/09 Sacramento County teens to get help in landing summer jobs
7/7/09 Job agencies divvy up federal stimulus funds
7/7/09 Teens find summer job market icy
7/27/09 Stimulus gives, budget cuts take
8/10/09 Teens build garden, grow skills
9/27/09 Teen jobs: Private employers' interests weakened
10/12/09 CSUS offers 'green jobs' retraining course
10/21/09 Think 'green' for automotive job opportunities
10/26/09 Stimulus funds aid job hunters
1/18/10 Green training program pays off
2/13/10 \$5 million jobs grant awarded to Los Rios

Sacramento Business Journal

4/28/09 SETA to approve \$2.9M for summer youth employment
5/5/09 \$3M in stimulus funds goes to summer jobs
6/12/09 Newsmaker/Kathy Kossick
7/1/09 Sacramento gets \$900,000 for construction training programs
7/2/09 Sac State receives \$211K for 'green jobs' training
11/20/09 SETA gets nearly \$2M in stimulus funds
1/15/10 Business find new ways to leverage training costs
1/15/10 Training stimulus takes off

KCRA 3

5/5/09 \$3M in stimulus funds goes to summer jobs

CBS 13

7/22/09 School district turning to teens for tech support

STAFF PRESENTER: Terri Carpenter

ITEM IV-F – INFORMATION (continued)

Page 2

News 10

- 9/16/09 Putting American back to work
12/9/09 What are the Jobs?
1/9/10 Sacramento job training agency sees overwhelming response

Sacramento News & Review

- 8/27/09 The youth dig it; Soil Born Farms offers green jobs to local young adults

The Galt Herald

- 8/19/09 Teens find employment, gain better understanding of community

Access, Sacramento State College of Continuing Education Magazine

- Fall 2009 SETA funding opens doors to green facilities management training

Entercom Radio

- 1/17/10 Walt Shaw Public Service Program-Stimulus Funded Programs/Job Training

Outreach Efforts held to promote ARRA funded programs and services:

1. Recovery Act section set-up on SETA website – 55,720 page views from June 8, 2009 – March 8, 2010.
 - 80/20 OJT Program
 - ARRA Funding Fact Sheet
 - ARRA Occupational Skills Training Providers
 - ARRA OJT/WEX Providers
 - ARRA One-Stop Career Center Contacts
 - First Quarter Summary – Outcomes
2. Development and Distribution of Recovery Act Funded Program Hand Out
 - Various grass roots community events (Black Expo, MLK Event)
 - Job and Career Fairs (UCD/Sacramento Bee Career Night, HIREvents Diversity Job Fair)
 - One-Stop Career Centers
3. Partnered with Community Resource Project on a Bidders' Conference/Vendors' Fair held on February 10, 2010 to promote business opportunities for CRP's federal stimulus funding for Home Weatherization Assistance Project.

STAFF PRESENTER: Terri Carpenter

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.