



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, March 4, 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.

AGENDA

Page Number

- I. Call to Order/Roll Call/Pledge of Allegiance**
- II. Consent Items**
 - A. Minutes of the February 4, 2010 Regular Board Meeting 1-9
 - B. Approval of Claims and Warrants 10
- III. Action Items**
 - A. GENERAL ADMINISTRATION/SETA**
 - 1. Approval to Extend audit Services Agreement for Fiscal Year Ending June 30, 2010 (Roy Kim) 11
 - 2. Receive, Adopt and File Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2010 (Roy Kim) 12

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

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 (Christine Welsch)	13-14
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 (Cindy Sherwood-Green)	15-16
E.	REFUGEE PROGRAMS	
1.	Approval to Augment the Slavic Assistance Center with Older Refugee Discretionary Grant Funds (Michelle O'Camb)	17
IV.	<u>Information Items</u>	
A.	Fiscal Monitoring Reports (Roy Kim)	18-28
	➤ California Indian Manpower Consortium	
	➤ Elk Grove Unified School District	
	➤ Mutual Assistance Network of Del Paso Heights	
	➤ Roberts Family Development Center	
	➤ South County Services	
B.	Head Start Fiscal Report (Roger Bartlett)	29
C.	Dislocated Worker Update (William Walker)	30-31
V.	<u>Reports to the Board</u>	32-42
A.	Chair	
B.	Executive Director	
C.	Deputy Directors	
	➔ Monthly Head Start Report	
D.	Counsel	
E.	Members of the Board	
F.	Public	
VI.	<u>Adjournment</u>	

DISTRIBUTION DATE: WEDNESDAY, FEBRUARY 24, 2010

ITEM II-A - CONSENT

MINUTES OF THE FEBRUARY 4, 2010 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the February 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

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

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

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Kevin McCarty called the meeting to order at 10:06 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

Member Absent:

Jimmie Yee, Member, Board of Supervisors

- ➔ **Recognition of Long Term Employee:** Ms. Joan Kidwell was acknowledged for her 30 years of service to SETA.

II. Consent Items

The consent calendar was reviewed; no questions or comments.

- A. Minutes of the January 7, 2010 Regular Board Meeting
- B. Approval of Claims and Warrants

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

- A. Approve the January 7, 2010 minutes.
- B. Approve the claims for the period 12/22/09 through 1/28/10.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Amendment to Contract for Retention of Economic Development Services and Authorize the Board Chair to Sign the Amendment

Ms. Kathy Kossick reviewed this item. SETA first entered this agreement in 2001 and this is the first amendment to that document.

Moved/Nottoli, second/Pannell, to approve the First Amendment to Contract for Retention of Economic Development Services between the Sacramento Employment and Training Agency and County of Sacramento, and authorize the Board Chair to execute this amendment.

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

2. Approval of Staff Recommendation for the Adult Vendor Services (VS) List

Ms. Esperanza Lindsey reviewed this item.

Moved/Scherman, second/Pannell, to approve the addition of Crossroads Diversified Services, Inc. to the Adult VS List.

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

3. Approval to Accept Funds from the California Employment Development Department Veterans Employment-Related Assistance Program (VEAP) and Authorize the Executive Director to Execute the Agreement and any Modifications to the Agreement

Mr. William Walker reviewed this item.

Speaker before the board: Mr. Frederick Gayle requested specific information regarding this item.

Ms. Scherman requested a full report sent to board members after the meeting with the outcomes and services.

Moved/Pannell, second/Scherman, to accept \$750,000 from the California Employment Development Department's Veteran Employment-Related Assistance Program (VEAP) to serve veterans. 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.

4. Approval of Use of Fund Balance

Ms. Kossick stated that this item requests the utilization of agency funds for staff to go to Cap to Cap trip in April. Once the agenda is finalized, Ms. Kossick will know whether one or two staff members will attend.

Moved/Pannell, second/Scherman, to approve the use of approximately \$6,800 in agency fund balance to cover travel and attendance costs for the Executive Director and Workforce Deputy Director to participate in the 2010 Cap to Cap trip in April.

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

B. WORKFORCE INVESTMENT ACT

1. Appointment of Required Partner Member to the Sacramento Workforce Investment Board

Ms. Kossick stated that Ms. Poley's appointment will fill a vacancy in the mandatory partners slot serving older Americans.

Moved/Pannell, second/Nottoli, to appoint Ms. Tanja Poley to the vacant required partner seat representing senior employment on the Sacramento Works, Inc. Board of Directors.

Voice Vote: Unanimous approval.

2. Approval of Funding Modifications for American Recovery and Reinvestment Act Providers

Ms. Robin Purdy reviewed this item. Last April, the board approved releasing an RFP. Three categories were funded: Classroom Training, Occupational Skills, Workplace Training/Job Creation, and Business Development and Innovations. The Sacramento Works Planning/Oversight Committee has been reviewing the progress of the funded programs.

Staff is recommending that the Governing Board deobligate \$143,167 from three providers who have experienced late start-up or who have determined that they are unable to operate the proposed program. These programs are

1. TechSkills of Sacramento: \$80,760
2. Tree of Hope Funding: \$32,500
3. Mutual Assistance Network: \$29,907

Ms. Purdy reviewed a number of augmentations being recommended, both to program operators and career centers. The remaining funds will be used to administer program supply and administration and 'beef up' the IT structure. There have been a lot more people in the career centers and the infrastructure is slowing down in the computer area.

Moved/Nottoli, second/Pannell, to approve the following:

- Deobligate \$143,167 in WIA and Recovery Act funds from programs experiencing late start-up or under-enrollment after the second quarter of operations.
- Augment successful Workplace Training (OJT and Work Experience) providers with WIA Dislocated Worker and TANF ECF Subsidized employment funds and extend the time frame for subsidized employment through September, 2010.
- Deobligate \$269,256 in TANF ECF funding from Volunteers of America and obligate \$269,256 in WIA Adult/Dislocated Worker funds to Volunteers of America.

- Augment Sacramento Works One-Stop Career Centers with \$425,000 in WIA Dislocated Worker funds to increase the number of scholarships for dislocated workers.
- Transfer \$18,000 in unused WIA Adult/Dislocated Worker scholarship funds from SWCC-Mather to SWCC-Rancho Cordova.

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

3. Concurrence with the Sacramento Works, Inc. of Funding Extension Recommendations for the American Recovery and Reinvestment Act of 2009 (Recovery Act)/Workforce Investment Act Youth Employment Services for Program Year 2010-2011

Ms. Christine Welsch reviewed last year's summer youth program which provided a lot of jobs for young people. Some programs in the state utilized all of their ARRA funding last summer; SETA decided to have a summer youth program in 2009 and 2010. Ms. Welsch reviewed the funding recommendations.

Moved/Pannell, second/Nottoli, to:

- ✓ Review and concur with the Sacramento Works, Inc. approved funding recommendation of \$1,858,711 for the Recovery Act / WIA Youth Services 2010-11 to:
 1. Provide 735 youth summer employment services through subcontracts
 2. Authorize staff to increase average hours per week based on available funds.
- ✓ Negotiate with the Recovery Act year-round providers to augment their contracts with sufficient funds to provide year-round youth development services and subsidized summer employment to youth enrolled in the WIA Year-round program.
- ✓ Continue the service contract with the Community College Foundation to coordinate payroll for the summer program.
- ✓ Allocate \$25,000 to the Center for Multicultural Cooperation (CMC) for YES to serve up to 10 youth.
- ✓ Allocate up to \$60,000 for program and curriculum development, classroom instruction and program supervision for Career Pathways programs to serve up to 25 youth.

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

C. HEAD START

1. Ratification of the Submission of a Grant Application to the California Department of Education for an Infant/Toddler Resources Grant

Ms. Robyn Caruso reviewed this item which requests ratification of the submission of a \$24,000 grant request for additional classroom material. These funds will close the gaps for needs in the infant toddler program.

Moved/Pannell, second/Scherman, to ratify the submission of a grant application to CDE in the amount of \$24,000 to provide enhanced services in the Infant-Toddler Program.

Voice Vote: Unanimous approval.

2. Approval to Procure Computers for the Head Start Electronic Student Sign-in Project

Mr. Edward Proctor stated that this item is requesting the procurement of 77 touch screen computers. Staff has been working on this program since last fall; these touch screen computers will replace paper in the classrooms and provide an electronic report of the children. The computer software will also provide the basis for other electronic reports.

All of the teachers will be trained on the use of the computers. The parent/guardian can sign in and sign out the children multiple times during the day. This will tell staff exactly the number of children in the classroom at any given time. The biggest challenge was finding equipment in the Agency's price point.

In response to a question as to whether the program could be manipulated or altered, Mr. Proctor stated that only the teacher will be able to modify the attendance for an absent/sick child. There will also be a log of all changes so staff can review changes.

Moved/Nottoli, second/Scherman, to approve the purchase of 77 ASUS touch screen computers and signature pads from Zytech Solutions in the amount of \$58,495.

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

3. Approval of Memorandum of Understanding between Sacramento County Department of Health and Human Services Nurse Family Partnership Program and SETA

Ms. Denise Lee stated that this MOU is for the nurse home visiting program, which provides socialization for the children.

Moved/Nottoli, second/Scherman, to approve the Memorandum of Understanding with the Nurse-Family Partnership Program and authorize the Executive Director to sign the document.

Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of Resolution to Accept Program Year 2010 Community Services Block Grant Funds and Authorize the SETA Executive Director to Sign all Grant Documents

Ms. Cindy Sherwood-Green reviewed this item. There were no questions or comments.

Moved/Scherman, second/Pannell, to approve the resolution accepting program year 2010 CSBG funds.

Voice Vote: Unanimous approval.

E. REFUGEE PROGRAMS

1. Approval to Submit a Continuation Application to the Office of Refugee Resettlement Under the Rescue & Restore Victims of Human Trafficking Program

Ms. Mary Jennings, coordinator of this program, reviewed the board item. Ms. Jennings stated that the program is in the ninth month of operation. There are 11 cases so far and two new cases this week and the program is connecting them to services.

Moved/Scherman, second/Pannell, to approve the submission of a continuation application to the Office of Refugee Resettlement requesting \$238,000 for second year funding and authorize SETA's Executive Director to sign the application and other documents required by the funding source.

Voice Vote: Unanimous approval.

Ms. Jennings reviewed a PSA on human trafficking. This PSA will run for three months to see how many victims come forward due to the PSA. There is a national toll free line and they refer people directly to local programs. Ms. Jennings will talk about an 800 number and e-mail to be included in the PSA. The PSA will be on **Crossings** which runs from Fresno to Chico. The cost of an 800 number will be written into the new grant.

IV. Information Items

- A. Microsoft's Elevate American Program

Ms. Purdy stated that this program provides 166,000 vouchers to train on line on Microsoft products. The Agency expects to receive 6,000 vouchers that will be distributed through the career centers. There are vouchers for on-line computer literacy training and intermediate computer skills. In addition, there are 670 vouchers for training for more advanced IT professionals. As soon as the

governor announces this program, there will be an e-mail blast to people that have visited our career centers announcing the availability of the vouchers.

- B. Head Start Fiscal Report: No questions.
- C. Fiscal Monitoring Reports: No questions.
- D. Update on VITA Program Sites

Mr. Allen Brock reviewed the various sites where tax preparation will be available.

- E. Unemployment Statistics: No questions.
- F. Dislocated Worker Update

Mr. William Walker stated that CVS Caremark will be dislocating 92 employees. AT & T continues to lay people off but SETA has not yet received a WARN notice. In addition, Bank of America is laying off 36 employees.

V. Reports to the Board

- A. Chair: Mr. McCarty requested a report back on the green energy weatherization program.
- B. Executive Director: Ms. Kossick stated that she is planning to visit all CSBG subgrantees. She is inviting the board members to come along; staff will send out a schedule for the visits. Mr. Nottoli inquired whether any upgrades have been done to the Head Start class in Walnut Grove. Staff will e-mail an update on the classroom renovations.

C. Deputy Directors

➔ Monthly Head Start Report: Ms. Denise Lee reported that SETA received an additional 196 slots county wide in Early Head Start. In addition, a partnership agreement with River Oaks has been expanded to provide services to more families. The County Office of Education has reached into the Rio Vista area to provide services to the children in the south county area for the infant program. Staff is moving forward with planning for the 2010-2011 program year; grants will be brought forward in April. The annual self assessment is being done and board members will be receiving a short survey letter on their experience with the Head Start program.

Ms. Purdy reported she met with Mayor Kevin Johnson and Councilman McCarty's office on a proposal application through the U.S. Conference of Mayors and Wal-Mart for clean energy technology training. The proposal must be in by February 10

Ms. Welsch reviewed the Sacramento Works 2009 Youth program video. The writing of the script and shooting of the video was done by the youth participants.

D. Counsel: No comments.

E. Members of the Board: No comments.

F. Public: Speaker before the Board: Frederick Gayle

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: The board adjourned into closed session at 11:23 a.m. The board adjourned at 11:28 a.m. with no report out of closed session.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 1/29/10 through 2/24/10, and all expenses appear to be appropriate.

STAFF PRESENTER: Kathy Kossick

ITEM III-A - 1 - ACTION

APPROVAL TO EXTEND AUDIT SERVICES AGREEMENT FOR FISCAL YEAR
ENDING JUNE 30, 2010

BACKGROUND:

On April 3, 2008, the SETA Governing Board approved the selection of Gilbert Associates, Inc., to provide audit services for one year with the option of extending the agreement for two additional one-year terms. The agreement allows for an increase of 5% or the Consumer Price Index, whichever is smaller. There was no increase in the Consumer Price Index for the covered period.

Based on the audit services provided in the current year, staff is recommending extending the agreement for an additional year. The current contract amount is \$44,634.

RECOMMENDATION:

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.

STAFF PRESENTER: Roy Kim

ITEM III-A - 2 -ACTION

RECEIVE, ADOPT AND FILE SACRAMENTO COUNTY ANNUAL INVESTMENT
POLICY OF THE POOLED INVESTMENT FUND – CALENDAR YEAR 2010

BACKGROUND:

The County Director of Finance publishes the Investment Policy for the Pooled Investment Fund every calendar year and has the Policy approved by the County Board of Supervisors. SETA's funds are included in this Pool. The Calendar Year 2010 Sacramento County Annual Investment Policy is being sent under separate cover. There are no major changes to the investment policy.

This is an annual event and the Investment Policy approved by the County Board of Supervisors then rules the investments of SETA money. The Joint Powers Agreement creating this Agency requires the County to be the fiscal agent for SETA. As such, the County Investment Policy is part of the fiscal agent's duty, and approval by the Sacramento County Board of Supervisors ratifies the propriety of the fiscal agent's investment strategy. Action by the SETA Governing Board to receive and file the policy constitutes consideration at a public meeting as recommended by Government Code section 53646(a) (2).

RECOMMENDATION:

Receive, adopt, and file this Investment Policy for the Pooled Investment Fund for the calendar year 2010.

STAFF PRESENTER: Roy Kim

ITEM III-A – 3 - ACITON

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

BACKGROUND:

In 2007, Governor Schwarzenegger created the Governor's Gang Reduction Intervention and Prevention (CalGRIP) Initiative. SETA, along with the City of Sacramento Office of Youth Development and Police Department and Area Congregations Together (ACT), is one of the primary partners engaged in the development of the City of Sacramento's Safe Community Partnership strategy using the Operation Ceasefire model. Under the CalGRIP initiative, funding was allocated in two funding streams – one focusing on local municipalities and one focusing on local workforce areas. In 2007 SETA accepted funding, including California general, Department of Justice and Department of Corrections and Rehabilitation funds, to focus on high risk youth. SETA currently operates a WIA 15% CalGRIP program providing academic, vocational training and employment services to youth at risk of or involved in gangs.

In November 2008, City of Sacramento applied for and received separate CalGRIP funding with the Sacramento City Unified School District as the lead partner. The City's CalGRIP program became operational in November 2009 targeting youth released from local probation facilities (such as the Boys Ranch) and will provide "re-entry" services to re-engage youth prevention and intervention strategies including job training, supportive services, education and employment services. The City CalGRIP program is targeting youth ages 14 to 17 residing in the target school areas surrounding McClatchy, Hiram Johnson and Burbank High Schools. SETA was included in the City's grant to provide employment services and access to social services. The new funding will provide the work experience and support services with SETA leveraging other funding to provide the case management.

SETA's strategy of providing wrap-around employment and education services coupled with mental health and substance abuse counseling has proven very successful. The overwhelming response from these target youth when asked "what do you want/need" is "JOBS". Currently SETA operates several programs targeting this very high-risk youth population ages 16 to 24. This new funding would increase the opportunities to serve younger youth.

STAFF PRESENTER: Christine Welsch

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

RECOMMENDATION:

- 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,
- Authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

STAFF PRESENTER: Christine Welsch

ITEM III-D – 1 - ACTION

REALLOCATION OF UNSPENT 2009 COMMUNITY SERVICES BLOCK GRANT
(CSBG) RECOVERY ACT FUNDING

BACKGROUND:

At your Board's November 18, 2009 meeting, you approved 2010 Community Services Block Grant (CSBG) funding recommendations. Included in the recommendation was the provision that any unspent 2009 CSBG Recovery Act funding would be reallocated to 2010 CSBG service providers and that staff would present funding recommendations to your Board once the unspent amount is known.

A total of \$705,292 in 2009 CSBG ARRA funding was allocated to thirteen (13) service providers. The funding was to have been spent in a six month period, from July 1 to December 31, 2009, but there were significant delays by the State in releasing the funding and the funding was not available until September, 2009. Despite having a short period of time in which to distribute services, the providers spent a remarkable 95% of the funds.

The amount of unspent CSBG ARRA funding is \$35,617. Staff recommends reallocating the funds as indicated on the following table:

Agency	Target Area	2010 Funding	Recommended ARRA Augmentation	Total	
				ARRA	CSBG
Folsom-Cordova Community Partnership	Rancho Cordova and Folsom	Safety-Net: \$21,500 ARRA: \$15,000 Total: \$36,500	\$2,856	\$17,856	\$39,357
Francis House	Countywide (located downtown)	Safety Net: \$70,400 ARRA: \$53,000 Total: \$123,400	\$8,000	\$61,000	\$131,400
Sacramento Area Emergency Housing Center	Countywide (located in South Sacramento)	Family Self Sufficiency: \$55,000 ARRA: \$34,037 Total: \$89,037	\$5,651	\$39,688	\$94,688
South County Services	Galt, River Delta, South Sacramento County	Safety-Net: \$61,600 ARRA: \$51,150 Total: \$112,750	\$11,110	\$62,260	\$123,860
Travelers Aid	Countywide/ Meadowview	Safety Net: \$70,000	\$8,000	\$8,000	\$78,000

STAFF PRESENTER: Cindy Sherwood-Green

ITEM III-D – 1 – ACTION (continued)
Page 2

The recommendation for the allocation of funds is based on the following criteria:

- the agency's capacity to meet the needs of the growing number of families affected by the economic downturn
- the ability of the agency to provide the services prioritized by the SETA board, which include immediate assistance and support for families in crisis that lead to stability and employment
- whether the targeted location served by the agency is underserved
- successful program performance in 2009

Allowable activities include:

- utility assistance
- rental assistance
- motel vouchers
- food
- transportation

RECOMMENDATION:

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.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM III-E – 1 - ACTION

APPROVAL TO AUGMENT THE SLAVIC ASSISTANCE CENTER OLDER REFUGEE DISCRETIONARY GRANT FUNDS

BACKGROUND

On September 3, 2009, the SETA Board approved funding extensions for SETA's four Older Refugee Discretionary Grant (ORDG) service providers—Hmong Women's Heritage Association, Inc., Opening Doors, Inc. (ODI), Slavic Assistance Center, Inc (SAC), and Southeast Asian Assistance Center, Inc. ORDG funds assist refugees 60 and over to gain access to programs and services through linkages with the local Area 4 Agency on Aging (A4AA) and other community services. Additionally, the funds serve to provide comprehensive citizenship/naturalization services to elderly refugees, including citizenship classes and fairs, assistance with immigration documentation, filling out citizenship applications, preparing for interviews, and providing translation/interpretation during citizenship interviews.

On January 5, 2010 SETA was notified by ODI of its decision to decline the \$7,122 ORDG funds awarded by the SETA Board on September 3, 2009. ODI cited that they do not have the administrative capacity at this time to offer a separate elderly program. ODI has reassured SETA staff that they will continue to serve refugees 60 and over through their standard Social Adjustment and Cultural Orientation program.

Staff is recommending reallocating the returned funds to SAC to provide citizenship/naturalization services to an additional 22 older refugees. The recommendation to allocate the funds to SAC is based on their 2008-09 ORDG performance. Of the 22 older refugees served by SAC during PY 2008-09, 12 achieved citizenship.

RECOMMENDATION

Approve the augmentation of \$7,122 in ORDG funds to the Slavic Assistance Center to serve an additional 22 older refugees.

STAFF PRESENTER: Michelle O'Camb

ITEM IV-A - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

MEMORANDUM

TO: Ms. Lorenda Sanchez **DATE:** January 28, 2010
FROM: D'et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of California Indian Manpower Consort.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
ARRA/WIA	SYE	\$61,324	5/1/09-9/30/09	5/1/09-9/30/09

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

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation's	X			
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: California Indian Manpower Consortium

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 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

Program Operator: Elk Grove 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 records.
The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Mr. Richard Dana **DATE:** February 12, 2010
FROM: D’et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Mutual Assistance Network of Del Paso Heights

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
ARRA/WIA	SYE	\$33,024	5/5/09-9/30/09	5/5/09-9/30/09

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 1/7/2010

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation’s	X			
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 Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: Mutual Assistance Network of Del Paso Heights

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: Mr. Derrell Roberts **DATE:** February 24, 2010
FROM: D'et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Roberts Family Development

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA/ARRA	SYE	\$43,006	5/20/09-9/30/09	5/20/09-9/30/09

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 12/21/09

AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
	YES	NO	YES	NO
1 Accounting Systems/Records	X		X	
2 Internal Control	X			
3 Bank Reconciliation's	X			
4 Disbursement Control	X			
5 Staff Payroll/Files	X			
6 Fringe Benefits	X		X	
7 Participant Payroll	X			
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: Roberts Family Development Center

Findings and General Observations:

- 1) The total costs as reported to SETA from May 20, 2009 to September 30, 2009 have been traced to the delegate agency records. The records were verified and appear to be in order.
- 2) The amounts in the fiscal reports are incorrect and do not reflect the actual expense incurred during the duration of the summer youth program. Roberts Family reported \$43,006 on their fiscal reports. However, the agency's records showed only \$40,740.02 in actual expenses leaving an overstated balance of \$2,265.98.
- 3) After further examination, it was also found that the following expenses recorded on the general ledger were overstated by \$2,856.14:
 - a) There is a disallowed office supplies expense of \$1,242.24 due to the nature of the items purchased and the fact that the items were purchased in March 2009 and April 2009. The summer youth program did not commence until May 20, 2009.
 - b) A duplicate payment was made to FedEx Office in the amount of \$80. There were two additional purchases to FedEx Office totaling \$181.53 that were unreported resulting in an understatement of (\$101.53).
 - c) The Kaiser expenses reported exceeded the actual expenses by \$1,144.25.
 - d) There was a duplicate entry made to the general ledger which overstated the payroll tax expense by \$571.18.
- 4) We have noted several instances in which invoices were paid late, paid twice, or checks were returned for insufficient funds. We recommend that you review your current accounts payable and cash management policies and make the necessary changes to ensure these issues are not ongoing.

Recommendations for Corrective Action:

- 1) Reimburse SETA the amount of \$5,122.12.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Marylou Powers **DATE:** January 4, 2010

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of South County Services

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 60,000	01/1/08-12/31/08	01/1/08-12/31/08
CSBG	Safety Net	60,000	01/1/09-12/31/09	01/1/09-10/31/09
ARRA	Safety Net	41,400	07/1/09-12/31/09	07/1/09-10/31/09

Monitoring Purpose: Initial X Follow-Up Special Final X
Date of review: Various

	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: South County Services

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2008 to December 31, 2008 and from January 1, 2009 to October 31, 2009 for CSBG and from July 1, 2009 to October 31, 2009 for ARRA 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
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 February 22, 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	Services Ongoing
Official	8/4/2009	USAA 2201 Harvard St. Sacramento, CA 95815	10/5/2009	261	Services Ongoing
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	Declined Services
Unofficial	8/14/2009	SMUD 6210 Street Sacramento, CA 95817	4/1/2010	120	On-Going
Unofficial	8/17/2009	Kaiser Permanente Sacramento, CA	10/15/2009	50	Pending
Unofficial	10/6/2009	Safe Credit Union 12519 Folsom Blvd Rancho Cordova 95652	10/28/2009	20	10/28/2009
Unofficial	10/15/2009	Twin Rivers USD 5115 Dudley Blvd McClellan, CA 95660	1/10/2010	150	Pending
Official	11/4/2009	Centerplate 400 Ballpark West Sacramento, CA 95691	1/14/2010	342	Coordinating Services With West Sacramento
Official	11/19/2009	Worely Parsons 2330 E. Bidwell Folsom, CA 95630	2/3/2010	1	Pending
Unofficial	12/18/2009	ATT Sacramento, CA	12/30/2009	333	12/30/09 Services Ongoing
Official	12/22/2009	CDG Management, LLC 1215 Del Paso Blvd. Sacramento, CA 95815	12/31/2009	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 Drive Sacramento, CA 95834	3/26/2010	92	2/22/2010
Official	2/1/2010	JC Penney 4801 Urbani Ave McClellan, CA 95652	3/20/2010	55	Pending
Unofficial	2/1/2010	Bank of America 10850 White Rock Rd Rancho Cordova, CA 95670	2/9/2010	36	2/9/2010
			Total # of Affected Workers	2331	

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

February 2010

Program Operations Report

Family and Community Partnerships

Program Support Services

- Melanie Nicolas conducted a site visit and consultation with San Juan Head Start staff in the area of Program Design and Management and Family Partnership services on January 11, 2010. File Reviews and classroom visits are scheduled in February as part of the Grantee Monitoring Review.
- SOP Quality Assurance Monitoring debrief meeting was held on January 14, 2010. A summary report for the SOP centers that were reviewed in December was submitted to the Managers and Program Officers.
- Grantee Monitoring Review of the Delegates will commence in February with Twin Rivers Head Start and San Juan Head Start Center Base programs. Content Coordinators and Quality Assurance Specialists will conduct file reviews, class observations and staff interviews.
- A Countywide EHS Meeting was held on January 14, 2010 at the Redwood Room. Twenty (20) participants attended the meeting. Michelle Dunnaway from the Child Abuse Prevention Council was the presented speaker on Positive Discipline. Other agenda items discussed at the meeting were the use of the new ASQ:SE screening tool and program updates from various content areas.
- Brenda Campos and Melanie Nicolas had a technical assistance consultation meeting with Sara Haycox on January 25, 2010 in preparation for the Twin Rivers monitoring review by SETA on February 1-5, 2010. Twin Rivers Head Start opened 2 Head Start expansion sites at Kohler and Woodbridge Elementary schools in the North Highlands area which will also be reviewed.
- Melanie Nicolas provided technical assistance support to Twin Rivers during their Twin Rivers Head Start Policy Committee Meeting on January 26, 2010 held at the Morey Avenue campus.
- SETA Head Start hosted the OHS Monitoring Protocol: PDM Webinar at the Sequoia Room on January 28, 2010. Twenty (20) countywide staff was present at the web cast. A series of webinar training on the protocol will be hosted by the Grantee in preparation for the upcoming Federal Review in 2010-2011.

Education Services Update

- On January 8th the Countywide HS/EHS Home Based meeting was held at SETA. Tracey McDonald from “Cover The Kids” was scheduled to present, but had to be rescheduled. Participants shared community resources with one another, i.e., health, housing, food and job resources. Support staff from Sacramento County Office of Education (SCOE) EHS expansion also attended the meeting.
- The Countywide Education content meeting was held on January 12th at SETA. Rob Colombini, our Grantee Performance Support Specialist from STG International attended the meeting. Rob’s role is to provide T&TA to programs in Region IX. Information was shared about trends in HS monitoring, training opportunities for EHS expansion, ongoing assessment, CLASS training and implementation and the Center on the Social Emotional Foundations on Early Learning in California (CSEFEL)
- Kim Lister, Education Coordinator, provided an overview training on educational requirements and the ASQ-3 screener to new EHS Expansion staff.
- Kim Lister and Donald Schmidt met with WestEd on January 20th to continue work on future DRDP measures and the HS Child Outcomes alignment.

Disabilities Services Update

- On January 21st the Countywide Mental Health Coordinator/Specialists met with the Disabilities Coordinator/Specialists for a joint content meeting. Topics that were discussed were the Special Education Monthly Report, Delegate Monitoring for 2010, CSEFEL and CLASS Trainings, Preparing for a Federal Review, 2010 Monitoring Protocols for Mental Health and Disabilities, and Delegate Updates.
- On January 28th, Beverly Sanford, Disabilities Coordinator, provided a training to EHS Expansion partners, River Oak and SCOE on the EHS Routing and Referral Process for home based programs.

Mental Health Services Update

- Melanie Nicolas, Francisco Navarro and Judy Weber conducted a site visit and consultation with Sac City EHS program staff on January 6, 2010 to discuss Mental Health and Family Partnership services. This was part of the grantee monitoring review of their program. Children’s file reviews and observations are scheduled in May.
- Melanie Nicolas provided an overview training on Early Head Start Mental Health Performance Standards to the new staff of the EHS Expansion program on January 13, 2010. The participants were from community partners River Oak Center for Children and Sacramento County Office of Education.
- The joint Countywide Mental Health and Disabilities Content Meeting was held on January 21, 2010 at the Redwood room. Fifteen (15) staff from all delegate agencies attended the meeting. Agenda items included CSEFEL Training, CLASS Training, OHS Federal Review Tips, and Changes in Reporting Requirements on Disabilities.

- Melanie Nicolas, Beverly Sanford, Kim Lister and Denise Gale provided technical assistance training and consultation with SCOE EHS partners on January 25, 2010 regarding required 45-day screenings, early intervention, follow-up services and education assessment requirements for EHS. A similar training/consultation was provided to the River Oak EHS partners on January 26, 2010.
- Melanie Nicolas provided training on 1) Post-Partum Depression Screener and Referral Process in Early Head Start and 2) ASQ:SE Screener on January 28, 2010. Participants were staff of SETA, SCOE and River Oak serving the EHS Expansion Program.

Health Services Update (medical, dental nutrition)

- The Health Coordinator attended the January 13th Tobacco Control Coalition meeting at the SCOE offices. One agenda item was the “State of Tobacco Control for 2009”, a Report Card. California received an “A” for “Smokefree Air”, but 2 “D’s” for “Tobacco Tax” and “Cessation Coverage” and an “F” for “Program Spending”, which indicates there is still room for improvement.
- The Children’s Health Insurance Coordinating Committee held the year’s first quarterly meeting January 19 at the Sierra Health Foundation. The Deputy Director for the Managed Risk Medical Insurance Board, Ernesto Sanchez, reported on Health Insurance updates which reflect our negative economy.
- The Health Coordinator participated in the January 20th Tobacco Cessation Workshop, held at the UC Davis Cancer Center. The event, sponsored by the American Lung Association, was well received and featured Dr. David Cooke, who gave a presentation on Smoking and Lung Cancer.
- On January 25 the Health and Nutrition Content meeting convened to cover a wide variety of subjects. Cynthia Robinson, Administrator for the Health Education Council, gave a presentation on “Healthy Eating in the African American Community” and included a cookbook with recipes for healthy ‘Soul Food’. Tracey McDonald, from ‘Cover the Kids’, gave the latest information on Low Cost Health Insurance. Our new “Tuberculosis Policy Guidelines” was then unveiled. Hard copies were given to the attendees, but it was also shared that the policy is now available on our (www.headstart.seta.net) WEB site under “Policies and Procedures”. The last item for discussion was the “Head Start Emergency Preparedness Manual”, which was written as a resource for administrators and staff as well, to plan for emergencies and implement emergency preparedness plans. The electronic version can be downloaded from the Early Childhood Learning and Knowledge Center (eclkc.ohsacf.hhs.gov) ACF-IM-HS-09-09. Hard bound copies were available for participants.

Family and Community Partnerships

- Melanie Nicolas, Francisco Navarro and Judy Weber conducted a site visit and consultation with Sac City EHS program staff on January 6, 2010 to discuss Mental Health and Family Partnership services. This was part of the grantee monitoring review of their program. Children’s file reviews and observations are scheduled in May.

- Melanie Nicolas conducted a site visit and consultation with San Juan Head Start staff in the area of Family Partnership services on January 11, 2010. File Reviews and classroom visits are scheduled in February as part of the Grantee Monitoring Review.

Food Service Report

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

January 2010

Total Number of Meals and Snacks Prepared at Kitchens			
Lunch	PM Snack	Breakfast	Field Trips
37,532	22,550	26,752	100

Delegate Agencies

Elk Grove Unified School District

Education Services Update

- Our Head Start classes continue to be fully enrolled at 420 students, with a growing waiting list of 65 students. Our average attendance for the month was 82%. Our C track classes at John Reith and Samuel Kennedy Elementary Schools were off-track for the month of January. This month teachers assessed the progress of their students with the School Readiness Screening. The information from these screenings will be used to inform instruction and make program decisions. Vanessa Ham of EGUSD’s Risk Management Department certified the teachers in both CPR and Community First Aid and Safety as required by Head Start Performance Standards. Some of our staff members participated in the district’s Saturday Seminar on January 23rd.

Disabilities and Mental Health Services Update

- As a result of continuous follow-up on the Coops and screenings, we have been able to increase identification and reach special needs children with services providing early intervention. We now have 59 students with active Individual Education Plans in our program. This number exceeds the 10% required by Head Start.

Health Services Update

- Representatives from the Smile Keepers program have visited each class to do fluoride treatments and discuss dental health. Height and weight measurements for each child were completed by the Paraeducators for the second time this year. Program Educators have been graphing each child’s information and contacting parents with health concerns related to underweight or overweight issues.

Family and Community Partnerships Update

- “Open Books, Open Hearts” Parent Book Clubs were held at Florin, Barbara Comstock Morse, Charles Mack, Prairie, and David Reese Elementary Schools in January. Parents

were taught strategies to help guide their children in early literacy skills, and were given books to take home. Two classes of Parenting Across Cultures, a twelve week parenting class, have been in session this month. Classes have proven so popular that a waiting list has been put in place. The Parent Resource Room at Prairie PreK-2 remained open on Mondays for parents to check out books and related materials for home reinforcement of literacy and numeracy skills. A Family Services Workshop on Job Search Skills and Resume Writing was held by the Program Educator on January 11th, and another will be held in February.

Recruitment

The following recruitment activities took place this month:

- The Program Educator reviewed the Sacramento County Centralized Eligibility List (CEL) weekly to check for eligible students. Eleven names of EGUSD preschool-eligible children were gained from this list. The families are being contacted to register for preschool.
- A hundred recruitment flyers were sent to each elementary school in the district to be displayed and made available to parents/guardians in the front office. Adult and Community Education, Prairie Healthy Start Office, and David Reese Healthy Start Office were each given forty flyers.
- A total of 120 flyers were sent to Cosumnes River Community College's Students Services, Financial Aid, Work Experience, and Internships Departments. Flyers were provided to each of the attendees at the Head Start Parent Policy Committee Meeting and to parents registering their children for preschool at Samuel Kennedy, John Reith, Herman Leimbach, and Florence Markofer Elementary Schools.
- Preschool enrollment information banners are being displayed outside the offices of our elementary schools.
- Mass and individual registrations have begun for the next school year. The two new Bilingual Family Advocates will now be available to assist our Spanish-speaking families.

Sacramento City Unified School District

Education and Child Development

- Martha Rowland, SCUSD's Coordinator of Library Services, presented at the January 8th Faculty Meeting. Martha talked about the resources available: book collections already aligned to Open Court themes, special delivery of requested books to school sites, speakers for parent meetings and class trips to the Professional Library for story-time and book related activities. Martha reports that teachers have kept her very busy since then!
- Administrator Donna Elmore presented two days of training for classroom aides on January 20 and 21. Donna's topic was "Reframing Discipline" and was a follow up to the training SETA's Kim Lister provided to teachers in July and August 2009. Aides were very appreciative of this training, tailored and provided by Donna just for them.
- "Sexual Harassment", a training mandated by the District, was presented at the Staff Development Meeting on January 22nd.

- Amy Ronsheimer, Resource Teacher supporting Mental Health, attended the "Pre-K Train-the-Trainer for CLASS" regional training in San Jose, January 19-21. Amy will introduce the CLASS to teaching staff at a Faculty Meeting scheduled for Friday, February 12th.

Mental Health Services Update

- Followed up on mental health referrals from teaching staff and Family Partnership Agreements.
- Presented Centralized Child Discipline workshop and 50 people attended.
- Presented a couples movie night and 40 people attended.
- Preparing for a six week couples workshop. Workshop will be in English and Spanish.
- Attended SETA's Mental Health Content Meeting.

Health Services Update

- Visited 40 sites for sensory rescreens, health consultations and finished the varnish program.
- Finalized the Self Assessment findings and Plan in health and nutrition.
- Confirmed and referred six eligible children to the Smile for Kids Dental Clinic for free dental care.
- Presented at eight parent meetings with the registered dietitian on health/nutrition for the HEAL Grant.
- Presented at the new teacher orientation on Health Policy.
- Presented at the staff faculty meeting on health/nutrition updates.
- Revised the Staff Handbook on Health, Nutrition, and Safety Policy.
- Attended SETA's health delegate meeting for current grantee information.

Family and Community Partnerships Update

- Family and Community Partnership meeting with SCUSD staff. SMUD and Department of Human Assistance staff presented.
- Two new School Community Liaisons have been hired.

San Juan Unified School District

Education Services Update

- An in-service training was provided January 29th to review the last cycle of individualization that will occur between February and April. Training was also provided on the integration of domains; social-emotional, cognitive and physical as classroom strategies are created for Individual Development Plans.

Disabilities Services Update

- The number of children with IEP's continues to increase as Fall referrals and assessments are completed. With the restructuring of our registration/enrollment/recertification department this past year, there has been a noticeable glitch in the rescreening of year-round students. A task committee has been set-up to form an action plan to alleviate this challenge. The committee is actively working on this now.

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 provide community resources and mental health referral information. The MHT continues to provide interactive trainings program-wide for parents that pertain to Limit Setting and Stress Management.

Nutrition Services Update

- Soil Born Farms has begun delivery of "Veggie Boxes" to our staff, classrooms and families at Marvin Marshall. Each classroom will receive produce to enhance health and nutrition activities. The fresh produce will be delivered each Friday!

Health Services Update

- The Health team has scheduled the second round of dental screenings with Kate Varanelli from Smile Keepers to provide dental screenings for all the preschool programs (HS/SPS/FDSPS). Several children needing urgent dental work and having no dental insurance were connected with Smiles for Kids for their 'Dental Saturday'. Health staff members have also been continuing the centralized screening room one day a week, and visiting sites to rescreen any children that were not ready or did not pass in the screening room during enrollment.

Family and Community Partnerships Update

- The policy committee has been busy. The budget committee has almost completed its work. The Bylaws are ready for the second reading and we will request approval at the next

regular meeting. In the near future Policy Committee meetings will return to Marvin Marshall now that construction has been completed.

Transition Services Update

- The ECE department is working with our District on a Transitions Action Plan. At this point, we are collaborating with our elementary counter-parts and brainstorming the “big themes” that Preschool and Elementary grades have in common. A Pre-K/Kindergarten Transition Matrix is being developed.

Program Support/Staff Training Update

- All Teaching staff attended training on math activities, which was sponsored by the School Readiness program and provided by our local Lakeshore representative. There they saw some fun math activity ideas that were low-cost, easy to create, and easy to incorporate into current themes. Part-day Teachers also all received their annual CPR and First Aid training this month and all teachers received further training on individualization with a special focus on strategy development and documentation.

Fiscal Update

- Head Start and Early Head Start submitted their fiscal, supplemental and ARRA reports to SETA on January 10th, 2010. At this time, our current spending trend is in line with our budgeted expenses, with 50% of the year completed and 50% of the expenses spent. Budget Development 2010-11 started at the beginning of January with the Parent Budget Committee. We will be submitting the Head Start and Early Head Start Grant Application to the Policy Committee Board on February 11, 2010.

Early Head Start

- The EHS Expansion slots are filled. Modifications to our new site at Fair Oaks School are underway. Staff received annual CPR certification. NAEYC (National Association for the Education of Young Children) Accreditation reports were submitted for the Sierra Nueva and San Juan sites. Home Based will be having a collaborative meeting with SCOE (Sacramento County Office of Education).

WCIC/Playmate

Education Services Update

- WCIC/Playmate’s #1 and #2 Enrollment for January 2010 was as follows: 100 total enrollments of children at #1 and 20 total enrollments of children at #2 Expansion class. Therefore, total funded enrollment = 120 children ages 3-5. We continue to accept eligible waiting list applicants for the 2009-2010 school year.
- WCIC/Playmate teachers second Parent Conference took place the week of January 25, 2010 through February 5, 2010.
- WCIC/Playmate #1 DRDP-R second Assessment was completed January 25, 2010.
- Disaster kits checked frequently so all items are well stocked.

Disabilities Services Update

- WCIC/Playmate Monthly January 2010 Special Education Report resulted with nine 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 Update

- WCIC/Playmate Mental Health Services Continue by Francisco Navarro, Mental Health Social Worker from SETA. No Mental Health referral was made for January 2010.

Sacramento County Head Start/Early Head Start Program Enrollment Report January 2010

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	1,293	110	20	24	120
San Juan	680	683	100	20	20	100
SETA	1,860 (2,778)	1,902	102	18	20	111
Twin Rivers	179	176	98	32	32	100
WCIC/Playmate	100	100	100	20	20	100
County Totals	4,471 (5,389)	4,534	101	150	156	104

EARLY HEAD START

Agency	Funded Enrollment	Last Day of Month Enrollment	%	ARRA Funded Enrollment	ARRA End of Month Enrollment	%
Sacramento City	115	115	100	32	35	109
San Juan	129	137	106	32	32	100
SETA	213	220	103	132	134	102
County Totals	457	472	103	196	201	103