



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

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, November 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**
 - Recognition of Long-Term Employee: William Walker (25 years)
- II. Consent Items**
 - A. Minutes of the October 7, 2010 Regular Board Meeting 1-8
 - B. Approval of Claims and Warrants 9
 - C. Approval of Temporary Reclassification Extension (Denise Lee) 10
 - D. Approval to Continue the Participation with the Child and Adult Care Food Program and Authorize the Chair and Executive Director to Sign the Renewal Application 11
- III. Action Items**
 - A. GENERAL ADMINISTRATION/SETA**
 - 1. Election of Officers of the Sacramento Employment and Training Agency Governing Board 12

"Preparing People for Success: in School, in Work, in Life"

2.	Approval of Modifications to the SETA Personnel Policies and Procedures, Section 9.08 Sick Leave Accrual and Usage (Rod Nishi)	13-15
3.	Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident (Roy Kim)	16
4.	Approval to Release a Request for Proposals for Audit Services (Roy Kim)	17
5.	Approval of Implementation of American Express Rewards Program (Roy Kim)	18
6.	Approval of Staff Recommendations for the Adult Vendor Services (VS) List (Mariann Sphar)	19-20
B. WORKFORCE INVESTMENT ACT		
1.	Approval to Submit a Request to Transfer Workforce Investment Act Dislocated Worker Funds to Adult Funds (Robin Purdy)	21
C. HEAD START: No items.		
D. COMMUNITY SERVICES BLOCK GRANT		
1.	Approval of Community Services Block Grant Contract Extensions for Fiscal Year 2011 (Cindy Sherwood-Green)	22-25
E. REFUGEE PROGRAMS: No items.		
IV. <u>Information Items</u>		
A.	Fiscal Monitoring Reports (Roy Kim)	26-40
	➤ Bach Viet Association, Inc.	
	➤ North State BIF	
	➤ Opening Doors, Inc.	
	➤ Sacramento County Office of Education (2 reports)	
	➤ San Juan Unified School District	
	➤ Tree of Hope Funding	
B.	Head Start Fiscal Report (Roger Bartlett)	41
C.	Head Start Policy Council Minutes (Denise Lee)	42-47
D.	2010 Sacramento Works for Youth Summer Program (Christine Welsch)	48-49
E.	Community Services Block Grant Recovery Act Update (Cindy Sherwood-Green)	50-51

F.	Dislocated Worker Update (William Walker)	52-53
G.	Employer Activity Report (William Walker)	54-55
H.	Unemployment Update/Press Release from the Employment Development Department (Robin Purdy)	56-64
I.	Monthly Head Start Report (Denise Lee)	65-74
V.	<u>Reports to the Board</u>	75
A.	Chair	
B.	Executive Director	
C.	Deputy Directors	
D.	Counsel	
E.	Members of the Board	
F.	Public	

VI. Adjournment

DISTRIBUTION DATE: WEDNESDAY, OCTOBER 27, 2010

ITEM II-A - CONSENT

MINUTES OF THE OCTOBER 7, 2010 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the October 7, 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, CA95815

Thursday, October 7, 2010
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:02 a.m.

Members Present:

Kevin McCarty, Chair, SETA Governing Board; Councilmember, City of Sacramento (arrived at 10:05 a.m.)
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

- Recognition of Retiring Employee: Ms. Kossick acknowledged Mr. James Pardun's years of service to SETA. Mr. Pardun spoke of his appreciation of his team through the years. Board members expressed their thanks for Mr. Pardun's work.

II. **Consent Items**

- A. Minutes of the September 2, 2010 Regular Board Meeting
B. Approval of Claims and Warrants

The consent calendar was reviewed; no questions or comments.

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

- A. Minutes of the September 2, 2010 meeting.
B. Approve the claims and warrants for the period 8/27/10 through 9/29/10.
Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Reappointment of the Public Representative Member to the SETA Governing Board

Ms. Pannell urged the reappointment of Ms. Scherman who has been an outstanding board member over the years.

Moved/Pannell, second/Nottoli, to approve the reappointment of Ms. Sophia Scherman as a public representative to the SETA Governing Board for the current term ending in November, 2012 and forward this nomination for approval to the City Council and Board of Supervisors.

Voice Vote: Unanimous approval.

2. Approval of Retiree Health and Dental Insurance Subsidy

Ms. Kossick stated that staff is requesting to continue the current subsidy provided to the 27 retirees in the current year and the next 12 month period.

Moved/Scherman, second/Pannell, to approve Option A for the next calendar year, effective January 1, 2011.

Voice Vote: Unanimous approval.

3. Authorize the Executive Director to Enter into Lease Negotiations for Warehouse/Workshop/Office Space Agreement

Mr. Rod Nishi stated that this item is requesting approval to enter into lease negotiations for Head Start warehouse/workshop space. Seven proposals were received in response to an RFP that was released in September. The top two sites come from the current landlord. Mr. Yee suggested that perhaps a reduction in the cost per foot could be done through negotiations. Mr. Thatch stated that the negotiating terms will be discussed during the closed session.

Moved/Pannell, second/Scherman, to authorize the Executive Director to enter into lease negotiations with the top three ranked proposals.

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

4. Approval to Authorize the Executive Director to Retain Mentor Coach Consultants for the Early Learning Mentor Coach Project Funded by the American Recovery and Reinvestment Act of 2009

Ms. Kossick reported that SETA was successful in a national competition to receive \$225,000 from the Administration for Children and Families for a 17 month grant to increase the skill level of Head Start teachers. Currently, the Agency does not have the staffing skills to provide these services.

Moved/Nottoli, second/Yee, to authorize the Executive Director to retain mentor consultant coaches for this Early Learning Mentor Coach grant.

Voice Vote: Unanimous approval.

5. Approval of Digital Telecommunications Corporation Contract Amendment

Mr. Edward Proctor reviewed this board item requesting approval to amend the DTC contract. This amendment comes to a \$300,000 reduction.

Mr. Thatch requested that any action taken by the board be subject to legal counsel review of the amendment.

Moved/Pannell, second/Nottoli, to approve the amendment to the DTC contract to \$592,957.50 which includes all equipment and labor to install the VoIP system, subject to review by legal counsel.

Voice Vote: Unanimous approval.

6. Approval of Staff Recommendation for the Youth Vendor Services (VS) List

Ms. Marianne Sphar reviewed this item; no questions or comments.

Moved/Nottoli, second/Pannell, to approve the addition of Another Choice, Another Chance to the Youth Vendor Services List.

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

7. Approval of Out-of-State Travel to Attend the Birth to Three Conference in Washington, D.C.: Dropped from the agenda.

B. WORKFORCE INVESTMENT ACT

1. Appointment of Required Partner Member to the Sacramento Works, Inc. Board of Directors

and

2. Appointment of Labor Sector Member to the Sacramento Works, Inc. Board of Directors

Ms. Kossick reviewed these two items and offered to answer questions. The appointment will fill two Required Partner vacancies on the Sacramento Works board.

Moved/Scherman, second/Yee, to approve the appoint Ms. Coreena and Ms. Martha Penry to the two Required Partner vacancies on the Workforce Investment Board operating as Sacramento Works, Inc.

Voice Vote: Unanimous approval.

3. Approval to Reallocate Workforce Investment Act Governor's 15% Discretionary Funds for the New Start Program and Augment Subgrantees

Mr. Walker reviewed this item that reallocates New Start funding the South County, Broadway, Urban League and Lemon Hill career centers.

Moved/Pannell, second/Yee, to: approve reducing the amount available for supportive services and scholarships for New Start customers served by this grant by \$55,000; and approve augmenting and extending the subgrant agreements of Asian Resources, Inc., Sacramento City Unified School District, Elk Grove Unified School District and the Greater Sacramento Urban League to continue funding staff to provide services to New Start customers through December 31, 2010.

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

4. Approval of Augmentation of Crossroads/Citrus Heights Career Center Subgrant for Career Center Scholarship Services

Ms. Purdy stated that this item requests \$17,000 to pay the fees for an adult education class for computer literacy at San Juan. Due to budget cuts, San Juan is now charging for the class. 540 people will go through this class.

Moved/Pannell, second/Yee, to approve an augmentation of \$17,000 in Talent Development Scholarship funds to continue low-cost computer training through San Juan Unified School District for Crossroads Diversified Services, Inc. at the Sacramento Works Career Center in Citrus Heights.

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

5. Approval of Funding Modifications of Workforce Investment Act (WIA) Adult, Dislocated Worker and CalWORKS Funds for On-The-Job (OJT) Training Providers

Ms. Robin Purdy reviewed the augmentation. In the last week, SETA was informed by the county that funds could not be used for the salaries for the staff developing the contracts; the funds can be used only for wages for the training. This item requests the augmentation of \$400,000 from WIA to pay the program operators for their staffing costs to develop slots, assessment, coaching and case management. The outcomes are very high; 80% of the participants go into employment so this is a very important activity to continue in the community. Ms. Purdy would like to go back to the county to negotiate with the county to pay for the salaries.

Mr. Nottoli requested a follow up meeting once the state budget is passed to see if staff salaries are paid. Ms. Kossick stated that the board can approve this item today and staff will come back with any modifications; staff will follow up with the county executive's office.

Moved/Nottoli, second/Scherman, to augment OJT providers with WIA Adult funds to cover staffing costs from October 1, 2010 through June 30, 2011; increase the number of CalWORKs recipients to be served by OJT providers from 151 to 194; and augment North State Building Industry Association with WIA DW funds to serve dislocated workers determined ineligible under the NEG.

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

6. Approve Funding Recommendation for Safe Community Partnership Street Outreach Services

Ms. Christine Welsch stated that SETA has been partnering with the City of Sacramento to implement the Safe Community Partnership Street Outreach Service. In August, SETA was asked by the City of Sacramento to take over the operational services. Staff is recommending funding WIND Youth Services for \$93,000. There will be a big event at the Countrywood Apartments. This is a pilot beginning on the Mack Road corridor. Future projects will be focused on the Oak Park and Del Paso Heights neighborhoods.

Moved/Pannell, second/Scherman, to approve the funding recommendation for Safe Community Partnership Street Outreach services to Wind Youth Services for \$93,000.

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

C. HEAD START

1. Approval of Program Approach Changes for Program Year 2010-2011 for Grantee and Three Delegate Agencies

Ms. Denise Lee stated that there will be slight changes to the way services will be done as the grantee as well as three delegate agencies.

Moved/Scherman, second/Pannell, to approve the program approach changes as recommended and outlined in the board packet for 2010-2011 program year. Voice Vote: Unanimous approval.

2. Approval to Submit a Request to Carryover Head Start Funds Program Year 2009-2010

Ms. Lee stated that this item requests to utilize carryover funds to continue and complete the work at the Bannon Creek center. In addition, the funds will be utilized to move the play structure from Center of Praise to another center.

Moved/Scherman, second/Nottoli, to approve the following: approve the submission of a carryover request for Program Year 2009-2010, Head Start Basic funds up to \$300,000, and approve the submission of a carryover request for Program Year 2009-2010, Head Start Program Improvement funds up to \$293,000.

Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Workforce Investment Act Fiscal and Procurement Monitoring Report for Program Year 2008-2009: Ms. Kossick stated that there was a finding that was addressed last month.
- B. Workforce Investment Act Gold Standard Evaluation: Mr. Ron D'Amico stated that the United States Department of Labor is funding an evaluation of the Workforce Investment Act. Thirty local Workforce Investment Areas have been randomly chosen to participate in this evaluation. The focus will be the adult and dislocated worker program; youth will be excused from the evaluation. Mr. Nottoli asked for periodic updates on this evaluation. He wants the utmost sensitivity given to our customers at the career centers.
- C. Fiscal Monitoring Reports: No questions or comments.
- D. Head Start Fiscal Report: No questions or comments.
- E. Head Start Policy Council Minutes: No questions or comments.
- F. Dislocated Worker Update: Mr. Walker reported that Wells Fargo will be laying off 101 employees at the Sacramento Auto Insurance Center doing business as Cost You Less Insurance. Staff had a recruitment for Advanced Call Center Technologies; it is expected that 67 people will be hired through this recruitment.
- G. Employer Activity Report: No questions or comments.
- H. Unemployment Update/Press Release from the Employment Development Department: No questions or comments.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: No report.
- C. Deputy Directors: Ms. Lee reviewed the Head Start report which includes the meal report and attendance.
- D. Counsel: No reports.
- E. Members of the Board: No comments.
- F. Public: Mr. Robert Enzerie, Vice President of the Sacramento Professional Network stated that this is a volunteer organization with members including lawyers, teachers, and business development people, with a goal of helping people to get back to work. This organization provides value to the area and has placed over 55 of their members into employment. They are looking for support for their group. Mr. Enzerie is requesting a coordinator for the Sacramento Professional Network and adequate meeting space for 50-75 members that show up to their meetings. Their orientations are held at the Gerber facility and more

than 100 volunteer members participate. Mr. Nottoli suggests meeting with Ms. Kossick and top SETA staff. Ms. Kossick and Ms. Purdy will meet with Sacramento Professional Network on assisting this group.

Mr. Thatch stated that there would be no report out of closed session. Board went into closed session at 11:28 a.m.

VI. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Pursuant to Government Code Section 54956.8

The Governing Board may discuss negotiations concerning the following property(ies) and person(s):

Site #1

Address: 301 N. 10th Street, Sacramento

Agency Negotiator: Rod Nishi

Negotiating Party: Timothy Lee, Vice President

Owner: Daniel Benvenuti, Jr., 301 Capitol Mall Associates, L.P.

Under Negotiation: Price, Terms of Payment, Terms of Agreement for Lease, or both

Site #2

Address: 261 Richards Boulevard, Sacramento

Agency Negotiator: Rod Nishi

Negotiating Party: Sean Merold

Owner: Michael Geller, Michael S. Geller Recoverable Trust

Under Negotiation: Price, Terms of Payment, or both

Site #3

Address: 241 North 10th Street, Sacramento

Agency Negotiator: Rod Nishi

Negotiating Party: Lindsey Malito

Owner: Johan Otto, President, North 10th Street Business Park

Under Negotiation: Price, Terms of Payment, or both

Site #4

Address: 4915 43rd Street, Bay C, Sacramento

Agency Negotiator: Rod Nishi

Negotiating Party: Ken Giannoti

Owner: MP Holdings, LLC, McClellan Park LLC

Under Negotiation: Price, Terms of Payment, or both

Site #5

Address: 2410 Manning Street, Sacramento

Agency Negotiator: Rod Nishi

Negotiating Party: Ryan D. DeAngelis

Owner: BCB Properties Inc. C/O CB Richard Ellis

Under Negotiation: Price, Terms of Payment, or both

VII. Adjournment: The meeting was adjourned at 11:37 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 9/30/10 through 10/28/10, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 9/30/10 through 10/28/10.

STAFF PRESENTER: Kathy Kossick

ITEM II-C- CONSENT

APPROVAL OF TEMPORARY RECLASSIFICATION EXTENSION

BACKGROUND:

On August 16, 2010, Monica Barber, Family Services Worker in the Children and Family Services Department, was temporarily reclassified to the position of Social Service/Parent Involvement Specialist. 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 February 16, 2011.

Ms. Barber has been assigned as the liaison for SETA's newly formed partnerships with Sacramento County of Education (SCOE) and River Oak Center for Children (ROCC) under the Early Head Start Expansion grant. She trains, partners, and coordinates relationships with collaborating agencies; oversees comprehensive services for children and families enrolled in the Early Head Start home base program; ensures quality customer service; coordinates with home visitors and partner agencies; and ensures that performance standards and outcomes are met.

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

RECOMMENDATION:

Approve the temporary reclassification of Ms. Monica Barber to Social Services/Parent Involvement Specialist through February 16, 2011.

STAFF PRESENTER: Denise Lee

ITEM II-D - CONSENT

APPROVAL TO CONTINUE THE PARTICIPATION WITH THE CHILD AND ADULT CARE FOOD PROGRAM AND AUTHORIZE CHAIR AND EXECUTIVE DIRECTOR TO SIGN THE RENEWAL APPLICATION

BACKGROUND:

The Sacramento Employment and Training Agency Head Start Program participates in the Child and Adult Care Food Program (CACFP). This is one of several publicly funded programs, wholly/partly funded by Federal, State, or local dollars in which the Agency participates. Last year, the CACFP accounted for approximately \$1,679,952.20 of Head Start revenues.

In order to continue participation in the CACFP, an Update Application for 2010-11 has been prepared by staff, which requires the Chairperson and the Executive Director's signatures. The signatures will certify that all information and documents submitted with the Annual Update are true and correct and that they accept final administrative and financial responsibility for all CACFP operations.

RECOMMENDATION:

Authorize the renewal for participation in the Child and Adult Care Food Program and authorize the SETA Chair and Executive Director to sign the renewal application.

STAFF PRESENTER: Roy Kim

ITEM III-A - 1 - ACTION

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

BACKGROUND:

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

RECOMMENDATION:

That the Board nominate and elect officers for a one-year term to begin on November 5, 2010.

STAFF PRESENTER: Kathy Kossick

ITEM III-A - 2 - ACTION

APPROVAL OF MODIFICATIONS TO THE SETA PERSONNEL POLICIES AND PROCEDURES, SECTION 9.08 SICK LEAVE ACCRUAL AND USAGE

BACKGROUND:

The SETA Personnel Policies and Procedures set forth the practices that are followed by the Sacramento Employment and Training Agency (SETA). These policies and procedures apply to all employees. Provisions in recognized and duly adopted Collective Bargaining Agreements set forth terms and conditions of employment not covered in these Policies and Procedures shall also apply.

The American Federation of State, County, and Municipal Employees (AFSCME) and SETA have negotiated the attached modifications to the Sick Leave Accrual and Usage Section 9.08. The definition of "excessive use" has been modified to usage in excess of 60% of an employee's yearly accrual. Eliminated is the reference to an accrual balance of less than 40 hours, as it may not include consideration for the number of years of employment or time under the Family Medical Leave Act or other protected time off.

~~Strikethroughs~~ indicate deletions to the existing language and **embolden words** are additions.

Per Section 1.02 Concurrence of Council and Board, both the Head Start Policy Council and the SETA Governing Board must approve modifications to these Personnel Policies and Procedures. The Policy Council will be taking action on this item on October 26.

Staff shall be present to respond to any questions that you may have.

RECOMMENDATION:

Approve the attached modifications to the SETA Personnel Policies and Procedures, Section 9.08 Sick Leave Accrual and Usage.

STAFF PRESENTER: Rod Nishi

Sick Leave Accrual and Usage

Section 9.08

Sick leave credits shall be earned by regular and probationary employees based on the equivalent of full-time service from the date of appointment.

- A. Sick leave credit shall accrue to the employee upon completion of the regular work assignment on the last day of the bi-weekly pay period in which it is earned.
- B. Sick leave is accrued as follows:
 - 1. **40-hour work week employees:** sick leave credits shall accrue on the basis of four and six-tenths (4.6) hours per bi-weekly pay period of service, and may be accumulated without limitation.
 - 2. **Less than 40-hour work week employees:** sick leave credits shall accrue in proportion to their regular work week hours compared with the forty (40) hour work week, (i.e., 20 hours per week employee would accrue sick leave at 50% or 2.3 hours per bi-weekly pay period, etc.).
- C. A regular or probationary employee may utilize their accumulated sick leave when unable to perform their work duties by reason of:
 - 1. illness
 - 2. on or off-the-job injury
 - 3. necessary medical or dental care
 - 4. exposure to contagious disease under circumstances by which the health of employees, or members of the public would be endangered by the attendance of the employee
 - 5. illness or death in the employee's immediate family
 - 6. pregnancy
 - 7. attendance, at any location, during a serious medical treatment or operation, including childbirth, performed upon a spouse, child or close relative residing with the employee
 - 8. ~~attendance at a funeral.~~
- D. An employee may be required to present a certificate of the attending physician or medical practitioner to substantiate the need for and use of sick leave. The Agency may also require a fitness for duty examination or release upon return from absence for a serious illness, injury, or exposure to a contagious disease.

An employee may be placed on sick leave restriction by the Agency for excessive use and/or abuse of sick leave. Such employees will be required to bring substantiation for the need for and use of sick leave, and shall be notified of the duration of that requirement as well as the reason(s) for the restriction.

- E. The Executive Director, designee or Appointing Authority may place an employee on involuntary sick leave when recommended by a competent medical authority and when the employee's presence at work endangers the health of the employee, other employees or the Head Start children under their supervision.
- F. Excessive sick leave usage may be grounds for disciplinary action, up to and including termination. Excessive sick leave is defined as follows:
1. The employee has a total yearly rate of utilization of sick leave which is in excess of sixty percent (60%) of the yearly accrual.
 2. ~~The employee has a balance of less than forty (40) hours accrued sick leave; this will take into consideration the length of employment, as well as the employee's accrual rate, as well as the need(s) for and use of sick leave by the employee.~~
- G. ~~Abuse of the Agency's sick leave policy is a serious matter and will not be tolerated.~~ Abuse of this policy will result in disciplinary action up to and including termination. Abuse of sick leave is defined as:
1. The employee shows a pattern of sick leave use associated with specific days, assignments, holidays, **paydays**, weekends, **requested time off** or days off;
 2. The employee is denied other time off and then reports out on sick leave.
 3. The employee fails to provide required medical verification for use of sick leave when required.
 4. The employee uses sick leave to engage in personal activities not expressly authorized in these Policies and Procedures.
 5. **The employee uses sick leave immediately upon accrual of a full day of sick leave.**
 6. **The employee uses sick leave frequently for short absences.**
- Supervisors/managers should monitor the sick leave use by all employees under their supervision or direction, including the use of sick leave covered by FMLA. Employees placed on sick leave restriction by their supervisor/manager should be counseled as needed in an effort toward compliance with this policy.**
- H. Payments to Agency employees based on sick leave credit used for personal purposes shall be excluded from "wages" for the purposes of the Social Security Act.
- I. If an employee in a class designated "management" in the annual salary classification plan dies while employed by the Agency, whether or not the death is job-related, the beneficiary shall be paid the monetary value of all sick leave accrued by the employee at the time of death.
- J. Unused sick leave at the time of retirement shall be eligible for conversion to service credit as the retirement plan allows.
- K. "Immediate family" for purposes of this section shall be defined as that found in section 9.03 A of these policies.

ITEM III-A – 3 - ACTION

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

BACKGROUND:

The Agency's insurance policies for general liability, vehicle liability, umbrella liability, property, student accident, sexual harassment and errors and omissions expire December 1, 2010.

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

If final quotes are not available at the November 4 meeting, the Board may delegate procurement authority to the Executive Director.

RECOMMENDATION:

Hear the oral report and take appropriate action.

STAFF PRESENTER: Roy Kim

ITEM III-A - 4 - ACTION

APPROVAL TO RELEASE A REQUEST FOR PROPOSALS FOR AUDIT SERVICES

BACKGROUND:

On January 17, 2008, the SETA Governing Board approved an audit services contract with Gilbert Associates, Inc., which was subsequently extended for two years and ends on March 31, 2011.

It is necessary to release a Request for Proposals (RFP) to procure audit services for the fiscal year ending June 30, 2011. Under the RFP, the resulting contract may be renewed for up to two additional one year terms.

The RFP will be sent under separate cover.

RECOMMENDATION:

Approve the release of the Request for Proposals for Audit Services.

STAFF PRESENTER: Roy Kim

ITEM III-A- 5 - ACTION

APPROVAL OF IMPLEMENTATION OF AMERICAN EXPRESS REWARDS PROGRAM

BACKGROUND:

Since 2003, SETA has maintained an American Express (AMEX) Corporate Account used for travel, online payments and miscellaneous purchases. The AMEX Account has allowed staff to more timely pay invoices and reduced the volume of transactions that flow through the County Department of Finance.

In January 2010, SETA added the Membership Rewards program to its AMEX account. The program allows SETA to accrue one point for every dollar charged on its AMEX account. Points are not transferable, have no expiration and no cap, and are redeemable for many different items including airline, hotel, dining, and other products. In addition, points may be converted to 1% cash value when donated to an eligible 501(c)(3) organization.

Since program inception, SETA has utilized the AMEX Account to pay for travel and miscellaneous services and supplies. The program has generated approximately 220,000 points per month and a total of 1,800,000 points, year to date. In addition, SETA generates referral fees from AMEX when it refers other organizations who establish an account with AMEX. To date, SETA has received \$3,500 in referral fees.

SETA intends to use the points to defray Agency travel costs, for supportive services and incentives to customers, and for employee recognition and morale building activities using the Board approved policy in effect.

RECOMMENDATION

Approve the use of the AMEX points to offset Agency travel costs, provide supportive services and incentives to enrolled customers, and employee recognition and morale building activities under the existing Board policy.

STAFF PRESENTER: Roy Kim

ITEM III-A – 6 – ACTION

APPROVAL OF STAFF RECOMMENDATIONS FOR THE ADULT VENDOR
SERVICES (VS) LIST

BACKGROUND:

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

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

Staff is seeking approval of the attached recommendations.

RECOMMENDATION:

Approve the attached recommendations for the Adult VS List.

STAFF PRESENTER: Mariann Sphar

Adult and Vendor Services (VS) Lists

Staff Recommendation

APPLICANT: CareerU

Location: 4120 Cameron Park Drive, Suite 301, Cameron Park, CA

Applicant's Background:

Approval of this item will add CareerU to the Adult Vendor Services List for In-Service Training. The Director and Owner of CareerU is a certified and registered Master Career Counselor (MCC) and has 15 years experience in career and education counseling and training. CareerU will provide In-Service Training to SETA/Sacramento Works Inc. (SWI) staff and partners and/or SETA/SWI service provider staff to enhance their skills and abilities and increase their effectiveness in providing career assessment and development solutions to customers.

Activity	Group Rate Min 6/Max 21
In-Service Training	1 Day Career Design Workshop (8 hours) \$1588 per workshop

ITEM III-B - 1 - ACTION

APPROVAL TO SUBMIT A REQUEST TO TRANSFER WORKFORCE INVESTMENT
ACT DISLOCATED WORKER FUNDS TO ADULT FUNDS

BACKGROUND:

This item addresses the transfer for Program Year (PY) 2010-11 adult and dislocated worker funds. Based on a waiver submitted by the Employment Development Department (EDD) and approved by the Department of Labor (DOL), the Local Workforce Investment Areas (LWIA) may transfer up to 50 percent of the Workforce Investment Act (WIA) formula adult funds and up to 50 percent dislocated worker funds allocated to the local area between the adult and dislocated worker funding streams. On June 30, 2010, the DOL granted California an extension of the waiver to permit an increase of the funds transfer limitation in WIA Section 133(b)(4). This waiver is granted through June 30, 2011.

The WIA allows the transfer of funds between the adult and dislocated worker funding streams in order to maximize customer service and provide local boards with greater flexibility to respond to changes in their local labor markets.

Staff is recommending that the Board approve a continuation of the transfer of 50 percent of dislocated worker funds to the adult funding allocation for 2010-2011. Consolidating dislocated worker and adult funding streams simplifies accounting, data collection and reporting procedures, and eliminates labor-intensive eligibility procedures. The merging of funds also increases flexibility in service delivery. All adults have universal access to services while adults who also demonstrate they meet the criteria for dislocated worker, can be counted as a distinct population within the SMARTware data management system and the State JTA system for the purpose of reporting that data.

The amount of funds to be transferred is \$2,269,297.

RECOMMENDATION:

Approve submission to the State of California, Employment Development Department of a request to transfer 50 percent of the WIA Dislocated Worker funds into the WIA Adult funding stream for 2010-2011.

STAFF PRESENTER: Kathy Kossick

ITEM III-D -1- ACTION

APPROVAL OF COMMUNITY SERVICES BLOCK GRANT
CONTRACT EXTENSIONS FOR FISCAL YEAR 2011

BACKGROUND:

SETA's delegate agreement with Community Services Block Grant (CSBG) funded program operators permits SETA to extend the term of each agreement for an additional year. The term of the existing delegate agreement ends on December 31, 2010.

SETA's Planning, Monitoring, and Fiscal staff have conducted a thorough evaluation of CSBG program operator performance through August 31, 2010. Staff have determined that the majority of CSBG program operators have been performing satisfactorily and many have exceeded outcome goals and/or service levels as prescribed in their subcontracts. Conditions causing some program operators to perform below planned service and expenditure levels have been evaluated and corrective actions have been taken where appropriate.

With the exception of South County Services, staff recommends extending all CSBG delegate agreements for an additional year under the same terms, conditions, and funding amounts as indicated on the attached charts.

On August 12, 2010, the SETA Governing Board approved an augmentation of \$188,000 for South County Services with CSBG funding made available through a One-Stop Share of Cost Agreement with the County Department of Human Assistance. A condition of the agreement was to ensure continuation of services to the Galt and River Delta communities that were previously funded by the County DHA. Based on the budget needs of South County Services, \$85,000 of the funding was used to augment South County Services' 2010 CSBG contract, and the remainder, \$103,000 is recommended for the 2011 CSBG contract. The original contract amount for South County Services was \$61,600 for the 2010 program year. With the augmentation, the total amount of recommended funding for South County Services for the 2011 program year is \$164,600.

In addition, staff recommends maintaining the consultant services of Daren Maeda, Director of Linkage to Education, for the same funding level allocated in program year 2010, \$30,000. Mr. Maeda provides assistance to both foster and incarcerated youth in the transition from exiting institutional custody and care into post-secondary education programs in the Sacramento area. Fifty or more youth are served each year.

STAFF PRESENTER: Cindy Sherwood-Green

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

The SETA Community Action Board approved this item at its October 13, 2010 meeting.

RECOMMENDATION:

Approve the following staff recommendations:

1. Extend all CSBG subcontracts for an additional one year term.
2. Maintain Daren Maeda as a SETA consultant for an additional year.

STAFF PRESENTER: Cindy Sherwood-Green

2010 CSBG Family Self-Sufficiency Plan vs. Actual

Family Self-Sufficiency Program Operator	Planned Services	Planned Services through 12/31/10	Actual Services as of 8/31/10	% of Planned Services	2010 CSBG Budget	% Expended as of 8/31/10	PY 2011 Funding Recommendations
County of Sacramento DHA	Senior companion services for frail and elderly seniors	25	30	120.0%	\$26,000	63.8%	Approve contract extension for PY 2011
Hmong Women's Heritage Association	Culturally appropriate services to strengthen vulnerable families and youth	40	31	77.5%	\$19,000	58.6%	(Program intends to fully expend contracted amount by the end of the contract year.) Approve contract extension for PY 2011
La Familia Counseling Center	Alternative services for at-risk youth	40	47	117.5%	\$55,000	56.2%	(Program intends to fully expend contracted amount by the end of the contract year.) Approve contract extension for PY 2011
Sacramento Area Emergency Housing Center	Shelter for homeless families and individuals	430	342	79.5%	\$55,000	60.5%	(Program intends to fully expend contracted amount by the end of the contract year.) Approve contract extension for PY 2011
Visions Unlimited (Seniors)	Independent living assistance for seniors	80	92	115.0%	\$50,000	61.0%	(Program intends to fully expend contracted amount by the end of the contract year.) Approve contract extension for PY 2011
Waking the Village	Transitional housing and guidance for homeless and parenting youth	18	15	83.3%	\$37,000	100.0%	Approve contract extension for PY 2011
WIND Youth Services	Temporary shelter, guidance and re-unification for homeless youth	150	85	56.7%	\$38,000	66.7%	(WIND staff project that much higher demand during the final quarter of 2010 will result in all contract goals being met.) Approve contract extension for PY 2011

2010 CSBG Safety-Net Plan vs. Actual

Safety-Net Program Operator	Planned Services	Planned Services through 12/31/10	Actual Services as of 8/31/10	% of Planned Services	2010 CSBG Budget	% Expended as of 8/31/10	PY 2011 Funding Recommendations
Folsom/Cordova Community Partnership	Food, diapers, temporary shelter, utilities, rental and transportation assistance	830	1,151	138.7%	\$21,500	69.4%	Approve contract extension for PY 2011
Francis House of Sacramento	Motel vouchers, food and transportation assistance	832	663	79.7%	\$70,400	66.7%	Approve contract extension for PY 2011
Greater Sacramento Urban League	Utilities, eviction avoidance and transportation assistance	120	114	95.0%	\$22,000	99.6%	Approve contract extension for PY 2011
Legal Services of Northern CA	Legal aid to seniors and grandparent caregivers	600	3,008	501.3%	\$20,000	99.0%	Approve contract extension for PY 2011
My Sister's House	Eviction avoidance and utilities assistance	43	36	83.7%	\$34,000	66.6%	Approve contract extension for PY 2011
River City Community Services	Food distribution	1,900	994	52.3%	\$16,000	100.0%	(New strategy implemented to capture all clients served. Leveraged funding adequate to complete contract goals.) Approve contract extension for PY 2011
South County Services	Food, utilities, motel vouchers, evecton avoidance, and transportation assistance	553	288	78.7%	\$146,600	43.9%	(Program utilized other funding sources first. Higher than ever demand assures full expenditure) Approve contract extension in the amount of \$164,600 for PY 2011
The Salvation Army	Utilities, motel vouchers and eviction avoidance	288	322	111.8%	\$56,900	72.6%	Approve contract extension for PY 2011
Travelers Aid Emergency Assistance Agency	Motel vouchers, food, Temporary Shelter and eviction avoidance	345	128	37.1%	\$70,000	47.6%	(Program utilized other funding sources first. Plan to expend and meet CSBG contract goals noted in contract file.) Approve contract extension for PY 2011
Voluntary Legal Services	Criminal record expungement workshops and legal assistance	480	456	95.0%	\$25,000	67.5%	Approve contract extension for PY 2011
WIND Youth Services	Prepared meals and transportation assistance for homeless youth	9,306	12,354	132.8%	\$22,600	66.7%	Approve contract extension for PY 2011

ITEM IV-A - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

MEMORANDUM

TO: Mr. Melvin Demoff **DATE:** October 19, 2010

FROM: D’et Patterson, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Bach Viet Association, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA/ARRA	OJT – Adult	\$92,142	7/1/09-9/30/10	7/1/09-6/30/10
WIA/ARRA	OJT – DW	\$15,740	7/1/09-9/30/10	7/1/09-6/30/10
WIA/ARRA	OJT – TANF ECF	\$264,392	7/1/09-9/30/10	7/1/09-6/30/10
RESS & TA	ES	\$86,400	10/1/09-9/30/10	10/1/09-6/30/10
RESS & TA	VESL/ES	\$111,600	10/1/09-9/30/10	10/1/09-6/30/10
RESS & TA	VESL/OJT	\$82,972	10/1/09-9/30/10	10/1/09-6/30/10
RESS & TA	VESL/OJT TANF ECF	\$95,828	10/1/09-9/30/10	10/1/09-6/30/10

Monitoring Purpose: Initial Follow-up ___ Special ___ Final ___

Date of review: 8/17-19/10

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		N/A		
8 OJT Contracts/Files/Payment	X			
9 Indirect Cost Allocation		N/A		
10 Adherence to Budget	X			
11 In-Kind Contribution	X			
12 Equipment Records		N/A		

Program Operator: Bach Viet Association, Inc.

Findings and General Observations:

- 1 The total costs as reported to SETA from July 1, 2009 to June 30, 2010 for the WIA/ARRA programs and from October 1, 2009 to June 30, 2010 for the Refugee programs 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. Richard Larkey **DATE:** October 11, 2010
FROM: D'et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of North State BIF

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA/ARRA	OJT	\$32,095	10/4/09-6/30/10	10/4/09-6/30/10
WIA/ARRA	OJT – DW	\$118,993	10/4/09-9/30/10	10/4/09-6/30/10
WIA/ARRA	OJT – TANF ECF	\$108,292	10/4/09-9/30/10	10/4/09-6/30/10
WIA/ARRA	SYE	\$40,159	5/1/10-9/30/10	5/1/09-6/30/10
WIA/ARRA	SYE – TANF ECF	\$12,000	5/1/10-9/30/10	5/1/09-6/30/10

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 7/27-28/10, and various follow ups

	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	X			
9	Indirect Cost Allocation	N/A			
10	Adherence to Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records	X			

Program Operator: North State BIF

Findings and General Observations:

1. We have reviewed the WIA/ARRA On the Job Training programs from October 4, 2009 to June 30, 2010 and the WIA/ARRA Summer Youth Employment programs from May 1, 2010 to June 30, 2010. The costs reported for these programs have been traced to the subgrantee's 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. David Blicker **DATE:** October 18, 2010
FROM: D’et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Opening Doors, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Rescue & Restore	VHT-Y1	\$60,000	5/7/09-4/29/10	11/1/09-4/29/10
Rescue & Restore	VHT-Y2	\$60,000	4/30/10-4/29/11	4/30/10-6/30/10
RESS	SA&CO -	\$15,403	10/1/09-9/30/10	10/1/09-6/30/10
WIA/ARRA	BDI –Adult	\$153,000	10/1/09-7/31/10	10/1/09-7/31/10
WIA/ARRA	BDI – DW	\$17,000	10/1/09-7/31/10	10/1/09-7/31/10

Monitoring Purpose: Initial **Follow-up** **Special** **Final**
Date of review: 8/24-25/10

	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	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	X			

Program Operator: Opening Doors, Inc.

Findings and General Observations:

1. We have reviewed the WIA/ARRA Business Development and Innovations programs from October 1, 2009 to July 31, 2010, the RESS program from October 1, 2009 to June 30, 2010, and the Rescue and Restore Victims of Human Trafficking program from November 1, 2009 to June 30, 2010. The costs reported for these programs have been traced to the subgrantee's 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. Tamara Sanchez **DATE:** September 27, 2010

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of S C O E

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA Title I	In-School Youth	\$ 174,600	7/01/09-06/30/10	7/01/09-6/30/10
WIA/ARRA	Summer Youth	46,169	5/01/10-09/30/10	5/01/10-7/31/10

Monitoring Purpose: Initial X (Summer Youth) Final X (WIA Youth)
Date of review: 9/15-17/10

	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		N/A		
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: Sacramento County Office of Education

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2009 to June 30, 2010 for the In-School Youth program, and from May 1, 2010 to July 31, 2010 for the Summer Youth program have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Tamara Sanchez **DATE:** October 1, 2010

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Sacramento County Office of Education

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	Basic	\$ 15,000	08/01/09-07/31/10	08/01/09-7/31/10
Early Head Start	Expansion	237,000	12/01/09-09/29/10	12/01/09-7/31/10

Monitoring Purpose: Initial X (EHS-Expansion) Final X (EHS-Basic)

Date of review: 9/15-17/10

	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		N/A		
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: Sacramento County Office of Education

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2009 to July 31, 2010 for Early Head Start-Basic, and from December 1, 2009 to July 31, 2010 for Early Head Start-Expansion have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Paula Tarpenning **DATE:** October 12, 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>
WIA-Title I	Universal Services	\$ 58,000	7/01/09-06/30/10	7/01/09-6/30/10
WIA/ARRA	Summer Youth	66,425	5/1/10- 09/30/10	5/1/10-6/30/10
TANF	Summer Youth	5,535	5/1/10-09/30/10	5/1/10-6/30/10
ARRA/Career Pathways	Summer Youth	30,000	5/1/10-09/30/10	5/1/10-6/30/10

Monitoring Purpose: Initial Final (WIA-Univ Svcs)

Date of review: 10/7-8/10

	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		N/A		
8	OJT Contracts/Files/Payment	X			
9	Indirect Cost Allocation	X			
10	Adherence to Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2009 to June 30, 2010 for WIA-Universal Services and from May 1, 2010 to June 30, 2010 for the Summer Youth program have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

Program Operator: Tree of Hope Funding

Findings and General Observations:

1. Tree of Hope Funding claimed \$29,583.34 in expenses for the Business Development and Innovation program. However, only \$21,785.92 in expenses could be substantiated. Therefore expenses reported for the BDI program exceeded the verifiable expenses by \$7,797.42.
2. Tree of Hope Funding has been unable to provide SETA with any documentation to verify the adequacy of their accounting practices and internal control systems. As stated in 48 CFR, Part 31.201-2(c):

“A contractor is responsible for accounting for costs appropriately and for maintaining records, including supporting documentation, adequate to demonstrate that costs claimed have been incurred, are allocable to the contract, and comply with applicable cost principles in this subpart and agency supplements. The contracting officer may disallow all or part of a claimed cost that is inadequately supported.”

Specifically, Tree of Hope Funding has been unable to produce the following documentation: bank deposit records; bank statements and reconciliations; expense reports; a completed Internal Control Questionnaire; written personnel and payroll policies; written accounting manual and procurement manual; personnel files; time sheets; payroll registers; and audit reports and financial statements.

Recommendations for Corrective Action:

- 1) Reimburse SETA \$7,797.42 from non-federal funds.

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

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., Suite 100
Sacramento, CA 95815

Tuesday, August 24, 2010
1:00 p.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Jennifer Ryon called the meeting to order at 1:11 p.m. Ms. Mary Brown called the roll. Mr. Samih Shededah, Early Head Start SOP, and Ms. Shernita Crosby, WCIC were seated.

Members Present:

Jennifer Ryon, Elk Grove Unified School District
Michela Barbosa, Twin Rivers Unified School District
Electa Broussard, Twin Rivers Unified School District
Patrice Hill, Sacramento City Unified School District
Kelly Martin, SETA-Operated Program
Mary Brown, SETA-Operated Program
Yvette Hernandez, SETA-Operated Program
David Quintero, SETA-Operated Program
Katherine Yaipen-Faulter, SETA-Operated Program
Jeanine Vandermolen, Past Parent Representative
Brenda Vincent, Past Parent Representative
Tamara Knox, Home Base Program
Mary Pope, Grandparent Representative
Troy Luna, CAMP

Members Absent:

Dina Patterson, SETA-Operated Program (excused)
Coventry St. Mary, San Juan Unified School District (excused)

Members Seated:

Shernita Crosby, WCIC
Samih Shededah, Early Head Start

VI. Other Reports

- A. SETA Executive Director's Report

Ms. Kathy Kossick asked Board members to help spread the word about the career centers. A really good resource is the web site: www.CareerGPS.com. This has been around for about two years; this is a good web site for people entering the labor market or people wanting to change their career direction. Great information on apprentice programs, occupational programs, or in demand careers in the region.

This is a very good resource for family and friends. This site will tell you what training you need for a career path and achieve your career goal.

II. Consent Item

A. Approval of the Minutes of the July 27, 2010 Special Meeting

Moved/Barbosa, second/Quintero, to approve the minutes of the July 27, 2010 meeting.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 3 (Vandermolen, Ryon, Luna)

III. Action Items: None.

IV. Information Items

A. Standing Information Items

- Introduction of Newly Seated Members: Ms. Ryon asked the new members to introduce themselves.
 - ♦Mr. Samih Shededah has been with Head Start almost five years and prefers it over public schools.
 - ♦Ms. Shernita Crosby has been working with Head Start for 10 years and is now a certified alcohol and drug counselor.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roy Kim reviewed the year-end report. Mr. Kim stated that it looks like the Agency will be underspent for the last fiscal year. There are some projects that are still being completed. Overall it is a good report. In all delegate agreements with SETA, any unspent funds have to be returned to the grantor.
- PC/PAC Calendar of Events: Ms. Ryon reviewed the calendar. The upcoming Budget meeting is September 14 in the Redwood Room.
- Parent/Family Support Unit Events and Activities: No comments.
- Sacramento County Head Start/Early Head Start Program Enrollment Report: Call Ms. Elsie Bowers at 263-3920 if there are any questions.
- PC/PAC Joint Parent Activity Report: Ms. Ryon thanked everyone for showing up for the Parent Activity; the turnout was great. Ms. Ryon really enjoyed going into the State Capitol and learning more about California. The Sacramento History Museum was wonderful. Ms. Vandermolen stated that it was great to get to know parents better. Ms. Alma Hawkins and Mr. Luna were on the evening news that night. Ms. Brown stated that Ms. Tamara Knox took pictures of the event. Ms. Knox thanked SETA for the Parent Appreciation Day. She really appreciated the ability to relax and meet fellow board members.
- PC/PAC Orientation II Report: Ms. Ryon apologized for not attending; she got very sick. Ms. Vandermolen stated that there were only two new representatives attending the orientation. There were 15 staff waiting for

representatives attending the orientation. There were 15 staff waiting for the Board members. A lot of money had been spent on food and supplies. It was a very disappointing turn out. Ms. Ryon said that if parents sign up for the End-of-Year Event to please show up because a lot of time and money goes into preparing for it.

- Community Resources – PC Representatives/Staff: Ms. Vandermolen stated that September 12 is National Grand Parents Day. On the Second Saturday of September, she and Ms. Knox are trying to show together. The show will be at the Lofts at 18th and “L” Streets, 6:00 -9:00 p.m.; there was a great turn out last month. The Rancho Cordova Market Place, located at 11395 Folsom Blvd., in Rancho Cordova, will open Wednesday, September 1 at 10:00 a.m. Contact Ms. Vandermolen for an invitation. Call her or send her an e-mail for more information. Ms. Tamara Knox announced that she and her son have been attending free and inexpensive karate lessons. Ms. Knox now has her yellow belt. Nippon Kempo Karate is held from 6:00 – 8:00 p.m., at La Familia at Franklin and Fruitridge; it is also held at the Sam Pannell Community Center. The cost is \$25.00 for the year, which you can pay as you go, and you pay for your gi. Ages for the children are 5 and up.

- First 5 Sacramento Community Grants and Health Education Council (HEC) Parent Education Program

Ms. Melanie Nicolas spoke of the Integral Project. The seasonal newsletter, Sprouts, will be available in Spanish. Ms. Nicholas is looking for parents to become health educators in health and nutrition; parents will receive stipends for participation. The training teaches healthy eating and physical activities. Call 263-3736 for more information. Another project is through the First Five Community Building Initiative program which is open to people with children 0-5 years of age. It encourages people to get together with other people to write grants for up to \$5,000. It is not limited to Head Start parents. This encourages parents to become advocates. Ms. Vandermolen stated that past parents are also eligible to be parent educators.

Ms. Ryon recognized Ms. Vandermolen and Ms. Knox for their shows at the Second Saturday event.

- B. Governing Board Minutes for the July 1, 2010 Meeting: No questions.

V. **Committee Reports**

- A. Executive Committee: Ms. Ryon reviewed the most current critique.
- B. Budget/Planning Committee: Ms. Brown stated that the Agency is just a little bit underspent; \$200,000 out of \$30 million dollars is not a lot of money.

- C. Personnel/Bylaws Committee: Ms. Vandermolen most of the PAC revisions are almost done and the committee will be moving on to do the PC revisions. September 2 is the deadline for bylaw revisions.
- D. Social/Hospitality Committee: Ms. Ryon stated that the End-of-Year event is scheduled for October 16, 12-3 p.m. at the DoubleTree Hotel. The room is free with the stipulation that at least \$850 is spent in food and parking. Each Board member is allowed one guest over the age of 18, and guests must pay for their own meal. The price for guests will be \$30-\$32 including food/drinks, tax and service charge. Flyers will be sent out in the next week or so. The menu will be tri-tip steak and potatoes, or salmon and rice. The event will be semi-formal. The Social/Hospitality Committee was able to secure a free room in which parents can change prior to the event. The colors are green/black/silver/white. Ms. Coventry St. Mary was thanked for her connection to acquire the room. A sign in sheet will be distributed at the next meeting.
- E. Program Area Committees
 - Early Childhood Development & Health Services Committee and Parent/Family Support Committee: No report.
 - Monitoring and Evaluation (aka Self-Assessment): No report.
 - Male Involvement Committee/Community Advocating Male Participation (CAMP): Mr. Troy Luna distributed flyers for a Daddy and Me event Saturday, August 28 from 9:00 a.m. to 1:00 p.m. Fishing is free with loaner poles and there will be a free continental breakfast. RSVP Bob Silva by this Friday. There will be a CAMP meeting this Friday, August 27; a picture will be taken of attendees and pictures will be on flyers. Ms. Kelly Martin reported that CAMP members came up for a design for the tee shirt.
- F. Community Partnerships Advisory Committee (CPAC): The next meeting is scheduled for September 23.
- G. Health Services Advisory Committee (HSAC): The meeting date will be announced.

VI. Other Reports

- B. Head Start Deputy Director's Report: Ms. Denise Lee reviewed the enrollment report. Staff take great pride in being fully enrolled, however, in July, the enrollment fell short. Ms. Lee is asking parents to pitch the Head Start program wherever they go. Staff has heard back from ACF about two budget revisions; both were approved by the regional office. Ms. Desha is designing a questionnaire to send to parents on how to get the maximum parent participation. Parents will be asked to fill out and return the survey, and to be honest in your responses. While Head Start teachers are required to have at least an AA or BA degree, there is a slightly different expectation for Early Head Start teachers. The 2007 regulations require teachers to have a CDA; staff are waiting from Washington, D.C regarding the difference in the credential for teachers. Staff have looked at the teaching staff background to determine who will need to take the early childhood development class. Ms. Lisa Carr has been approved to

the early childhood development class. Ms. Lisa Carr has been approved to teach one class two nights a week until December. The State budget has not been signed. Most of the full-day programs run on blended funding with the California Department of Education. Without a state budget SETA does not have a contract, so the program is operating as of July 1 on reserves. The state allows unspent funds to be put into a reserve; these funds are being utilized to operate the full-day program. The Budget/Planning Committee has been informed of this situation. Staff will keep the Board informed as to program operations.

- C. Chair's Report: The Children Dental Task Force Committee will meet at 2750 Gateway Oaks, on October 27, 3-5 p.m. Board members were reminded to pick up their meeting reimbursements because the Agency has to close the books for the last fiscal year. Those interested in the Nippon Kenpo Karate at La Familia can call 916-392-1474. Karate is also offered at the Sam Pannell Community Center. Henry's Farmer's Market is now open in Elk Grove at Laguna and Big Horn.
- D. Head Start Managers' Reports: Ms. Lisa Carr stated that she will be meeting with staff from all delegate agencies to discuss what parents are asking for in terms of parent training. The meeting will be held in the Redwood Room, 9:00 a.m. on Thursday, August 26. The Agency will be hosting a parent conference in the Spring of 2011. As soon as the date is finalized, staff will be coming to the Board for representatives to sit on the parent conference committees. This will be a county-wide conference. There is \$8,000 allocated for this event. SETA will begin self-assessment in October; staff will be looking for 18 PAC members and 18 PC members to be on the committee.
- E. Community Agency Reports
 - Child Health and Disability Prevention Program: No report.
 - Maternal, Child and Adolescent Health Advisory Board: No report.
 - Community Action Board: No meeting until October.
- F. Open Discussion and Comments: Mr. Luna stated that the Daddy and Me events are open to women as well as men. The events are open to everyone.

Ms. Knox stated that she just started a photo journalism class. If anyone has anything that is a great story to be photographed, please call her at 365-7520. Ms. Martin inquired where the pictures would be posted. Ms. Knox stated that the pictures would be only for her journalism class. Ms. Desha stated that if any Head Start children or PC/PAC parents are involved, release forms have to be filed.

- G. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 2:42 p.m.

ITEM IV-D - INFORMATION

2010 SACRAMENTO WORKS FOR YOUTH SUMMER PROGRAM

BACKGROUND:

The 2010 Sacramento Works for Youth Recovery Act Summer Youth Program provided employment for 904 Sacramento youth. Youth earned \$1,088,351 in wages between June 1, 2010 and August 31, 2010 for an average of \$1,200 per youth. Twenty-one (21) youth providers were funded to provide the recruitment, placement and case management. TANF ECF funds provided the wages for 391 youth and the Recovery Act funds supported the remaining wages and staffing costs.

Prior to placement into employment, the youth participated in a 1 week Work Readiness course. Curriculum topics included punctuality, attendance, attitude, budgeting, completing timesheets accurately, working with others, customer service skills, and many occupational skills. There were 289 different employers participated in the program as a subsidized worksite. Occupational industries included clerical, construction trade, sales, green jobs, human services, medical, child care, hospitality, multimedia production, and agriculture.

Examples of Worksites

- AllState Insurance
- Art Sol Collective
- Boys and Girls Club
- Beutler Corporation
- Building a Dog Park at Howe Avenue Park
- Cities of Galt, Citrus Heights, Rancho Cordova and Sacramento
- Community Gardens
- Goodwill Industries
- Hmong Women's Heritage
- Jealousy Catering
- Latino Native Voices
- Mercy Housing-Galt
- SCUSD Elementary Schools
- Pacific Coast Building Products
- RiteAid
- Ronald McDonald House
- Sacramento City Hall
- Sacramento Police Department
- Sacramento Public Libraries
- Sacramento State Alumni Center
- Soil Born Farms
- Sutter General Hospital
- Sojourner Truth Museum

STAFF PRESENTER: Christine Welsch

ITEM IV-D – INFORMATION (continued)

Page 2

Youth enrolled in the Career Pathways attended a Community College course and participated in work experience in a career pathway. These high school youth also received high school credits and acquired the skills and abilities to look for work in their career pathway while continuing their education in high school or post-secondary education.

The primary outcomes of the summer youth employment program are placement in a summer job and attainment of work readiness skills for ongoing career and academic success. However, SETA encourages providers and employers to provide ongoing placement assistance to the youth. In 2010, sixty-eight youth have maintained or become employed after the completion of the summer program with salaries ranging from \$8.00 to \$11.50 an hour. Placements have included City of Galt Parks and Recreation, Whole Foods Market, CA Prison Health Care, City of Rancho Cordova Police Department., Rancho Cordova Library, and All Health Medical Clinic.

The great collaboration of SETA staff, youth providers, community partners and the employer community contributed to another successful Sacramento Works for Youth program. Thanks to this partnership over 900 youth had a positive summer experience!

STAFF PRESENTER: Christine Welsch

ITEM IV– E - INFORMATION

COMMUNITY SERVICES BLOCK GRANT RECOVERY ACT UPDATE

BACKGROUND:

The American Recovery and Reinvestment Act (Recovery Act), signed into law on February 17, 2009, provided for approximately \$89 million in additional funds to the Community Services Block Grant (CSBG) program for California. Of this amount, SETA received an allocation of \$2,692,561 to assist families that were affected by the economic recession in the following ways:

1. Provide a wide range of innovative employment-related services and activities.
2. Use funds in a manner that meets the short-term and long-term economic and employment needs of individuals, families, and communities.
3. Make meaningful and measurable progress toward the reform goals of the Recovery Act with special attention to creating and sustaining economic growth and employment opportunities.

The CSBG ARRA program was a one-year project, from October 1, 2009 through September 30, 2010.

In early 2009, SETA began a planning process to determine the best use of stimulus funds in Sacramento County. SETA delegate agencies currently providing CSBG services were surveyed to help determine projected community needs. With information obtained from the survey, staff proposed a plan of action to bring immediate relief to families in crisis as a result of the economic downturn.

The CSBG Recovery Act Local Plan was approved by the SETA Governing Board on May 11, 2009 and consisted of the following components:

1. **Family Stabilization Project** (\$1,028,741) –

Plan: SETA delegate agencies funded in the 2009 and 2010 program years would provide services designed to mitigate the effects of the economic downturn and housing crisis for over 3,000 vulnerable and in-crisis families. Services would include food, utilities assistance, rental assistance, motel vouchers, transportation assistance, limited health services, legal assistance, minor car repair, employer mandated/necessitated clothing or tools and aftercare for struggling program graduates.

Outcomes: Through September, 2010, 9,374 unduplicated Family Stabilization Project households consisting of 21,446 individuals were stabilized by having their emergency needs met with 14,660 of the services noted above.

STAFF PRESENTER: Cindy Sherwood-Green

2. **Employment Resource Project** (\$603,820) –

Plan: Mobile SETA staff would provide on-call CSBG services to 176 project participants through the countywide system of twelve Sacramento Works Career Centers (SWCC). SWCC coaches assisting the unemployed/underemployed seeking employment or career preparation would identify gaps in participant resources necessary to enhance employability, remain employed or qualify the participant for employment. Meetings with mobile SETA staff at a SWCC site would be set to take whatever actions were necessary to mitigate employment barriers or family wellness barriers to gaining or retaining employment.

Outcomes: Through September, 2010, 295 unduplicated Employment Resource Project households consisting of 510 individuals were stabilized by having their emergency needs met with 666 of the services noted above.

3. **Homeless Prevention and Rapid Re-Housing Program** (\$1,000,000) – **Plan:**

Through three primary service providers (The Salvation Army, Lutheran Social Services and Volunteers of America), each assigned a Sacramento County region, 1,500 homeless or imminently homeless families would be stabilized in their current homes or re-housed through a combination of supports including rental assistance, utilities assistance, motel assistance and transportation assistance for periods of up to 3 months, if necessary.

Outcomes: Through September, 2010, 720 unduplicated Homeless Prevention and Rapid Re-Housing Program households consisting of 1,386 individuals were stabilized by having their emergency needs met with 1,844 of the services noted above.

Overall, SETA fully expended all CSBG ARRA funding resulting in 10,389 unduplicated households consisting of 23,342 individuals being stabilized with a combined provision of 17,170 family services.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM IV-F- INFORMATION

DISLOCATED WORKER UPDATE

BACKGROUND:

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

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2010/2011

The following is an update of information as of October 26, 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
Official	5/26/2010	HAVI Logistics 826 National Drive Sacramento, CA 95834	7/28/2010	103	Retained jobs
Official	6/4/2010	Child Action Sacramento, CA	7/28/2010	85	8/9/2010
Official	6/28/2010	McDonough Holland & Allen PC's 500 Capitol Mall Sacramento, CA	8/31/2010	106	Declined Services
Unofficial	7/1/2010	U.S. Census Sacramento, CA	8/31/2010	50	8/3/2010
Official	7/1/2010	EdFund 10370 Peter A McCuen Blvd Mather, CA 95655	8/27/2010	18	Declined Services
Official	7/1/2010	Zip Realty Emeryville, CA	8/31/2010	39	Declined Services
Official	8/13/2010	O1 Communications, Inc. 1515 K street, Ste. 100 Sacramento, CA	9/30/2010	52	Declined Services
Official	9/7/2010	Beanstalk Sacramento, CA	11/1/2010	82	11/11/2010
Official	9/8/2010	HomeEq Servicing (Ocwen) 4837 Watt Ave North Highlands, CA	11/19/2010	902	10/25-27/2010
Official	9/8/2010	CLARCOR Air Filtration Products 3800 Pell Circle Sacramento, CA 95838	11/22/2010	80	9/28/2010
Official	9/15/2010	Freedom Debt Relief 3947 Lennane Drive Sacramento, CA 95838	11/15/2010	123	10/21/2010
Official	10/4/2010	Cost-U-Less Insurance Center, Inc 2721 Citrus Rd, Ste. B Rancho Cordova, CA 95742	11/30/2010	91	11/15-16/2010
Official	10/8/2010	Wells Fargo 11000 White Rock Rd Rancho Cordova, CA 95670	12/5/2010	101	11/10/2010
Official	10/8/2010	Child Action 9800 Old Winery Rd Sacramento	12/5/2010	80	11/3/10 11/10/2010
			Total # of Affected Workers	1,912	

ITEM IV-G – INFORMATION

EMPLOYER RECRUITMENT ACTIVITY REPORT

BACKGROUND:

Staff at Sacramento Works Career Centers and internal Employer Services staff work with local employers to recruit qualified employees. Attached is a listing of employers recently assisted.

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

Employer Recruitment Activity Report

Employer	Jobs	No of Positions
AccentCare	Caregivers	16
Acrobat Staffing	Cooks, Servers, Dishwashers	13
Advance Call Center Technologies	Call Center Technical	70
Appleone Employment Services	Various Positions	38
Agilent Technologies	Manufacturing Engineer Supervisor	1
Amerikit	Warehouse, Administrative Asst.	3
Beutler Corporation	Consolidated/Flash Cool	70
Cacique, Inc	District & Sales Managers	2
California Energy Savers	Telemarketing	4
California Redevelopment Association	Member Service Associate	1
Campbell Soup	Maintenance Mechanics	67
Capital Autism Services	Behavioral Tutors	8
Cenveo	Maintenance Tech & Adjusters	2
Cenveo	Mechanical Tech & Adjuster	2
Child Abuse Prevention Center	Community Ed Training Mgr	1
Community Services Planning Council	Program Associate	1
CSSC-Janitorial	Janitors	2
Delta Dental of California	Workforce Management Coordinator	1
Dome Printing	Truck Driver	1
General Produce Company	Retail Merchandiser	1
Grocery Outlet	Deli, Clerk, Cashier, Produce etc.	40
Hickory Farms	Seasonal Positions	28
HMS Host	Cashiers, Cook, Attendants	12
H & R Block	Office Managers	12
Intelligrated	Product Support Engineers	5
International Language Interpreters	Translators/Translators	12
Kustum Steel Fabricators	Welders/ Welder Helper	3
Manpower	Warehouse/Maintenance	10
N Solar Inc	Green Jobs	150
Nestlé Waters North America	Admin Staff & Warehouse Positions	40
North Highlands Pharmacy Inc.	Pharmacy Clerk	2
OPDE	Solar Photovoltaic	150
PG&E	Utility Equipment Mechanics	31
Raging Waters	Various Positions	50
Randstad	Bilingual Customer Service Reps	15
Salvation Army Emergency Shelter	Case Manager & Housing Specialist	2
Sears	Seasonal Sales Associates/ Cashiers	12
Select Staffing	Warehouse /Lt Industrial/Forklift Operators	20
Staffing Network	Various Positions	13
Solar Power Inc	Solar Photovoltaic	50
Support for Home	Caregivers	13
Turning Point Christian School	Pre-School Teacher	1
Union Pacific	Diesel Mechanic	1
Vacuum Process Engineering	Drafter/Designer & Technicians	2
ZETA	Construction	50
Total		1028

ITEM IV-H – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of September is 12.5%.

Attached is a copy of a press release from the Employment Development Department breaking down the job losses and job creations for the regional area.

Staff will be available to answer questions.

STAFF PRESENTER: Robin Purdy

REPORT 400 C
Monthly Labor Force Data for Counties
September 2010 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,299,300	16,059,200	2,240,200	12.2%
ALAMEDA	22	756,000	668,300	87,600	11.6%
ALPINE	56	380	310	70	18.5%
AMADOR	28	17,820	15,530	2,300	12.9%
BUTTE	30	105,200	91,400	13,800	13.1%
CALAVERAS	44	19,890	16,840	3,050	15.3%
COLUSA	47	12,000	10,120	1,890	15.7%
CONTRA COSTA	19	521,800	462,700	59,100	11.3%
DEL NORTE	27	11,930	10,410	1,520	12.7%
EL DORADO	24	90,300	79,500	10,800	12.0%
FRESNO	42	454,500	385,600	69,000	15.2%
GLENN	37	12,960	11,060	1,900	14.7%
HUMBOLDT	12	61,100	54,600	6,500	10.6%
IMPERIAL	58	77,700	54,100	23,600	30.4%
INYO	5	9,590	8,690	900	9.4%
KERN	40	364,700	309,700	55,000	15.1%
KINGS	37	63,100	53,800	9,300	14.7%
LAKE	53	26,030	21,600	4,430	17.0%
LASSEN	32	13,400	11,630	1,770	13.2%
LOS ANGELES	26	4,911,100	4,298,500	612,600	12.5%
MADERA	35	70,300	60,700	9,600	13.6%
MARIN	1	130,900	119,900	11,000	8.4%
MARIPOSA	9	10,310	9,260	1,050	10.2%
MENDOCINO	14	43,490	38,820	4,670	10.7%
MERCED	51	109,400	91,200	18,200	16.6%
MODOC	33	3,880	3,360	520	13.3%
MONO	16	8,280	7,360	920	11.1%
MONTEREY	11	223,000	199,700	23,400	10.5%
NAPA	4	76,100	69,000	7,100	9.3%
NEVADA	19	50,250	44,560	5,690	11.3%
ORANGE	6	1,608,000	1,454,000	154,000	9.6%
PLACER	21	176,300	156,100	20,200	11.5%
PLUMAS	47	8,960	7,550	1,410	15.7%
RIVERSIDE	44	911,500	772,200	139,400	15.3%
SACRAMENTO	29	683,100	594,400	88,700	13.0%
SAN BENITO	37	25,300	21,600	3,700	14.7%
SAN BERNARDINO	36	856,700	734,700	122,000	14.2%
SAN DIEGO	12	1,569,000	1,401,900	167,100	10.6%
SAN FRANCISCO	7	456,300	412,200	44,100	9.7%
SAN JOAQUIN	51	303,800	253,400	50,400	16.6%
SAN LUIS OBISPO	8	136,400	122,800	13,600	10.0%
SAN MATEO	3	371,000	337,200	33,800	9.1%
SANTA BARBARA	2	221,800	201,700	20,000	9.0%
SANTA CLARA	16	884,400	786,500	97,900	11.1%
SANTA CRUZ	15	148,900	132,700	16,200	10.9%
SHASTA	42	84,600	71,700	12,900	15.2%
SIERRA	34	1,660	1,430	220	13.5%
SISKIYOU	46	19,690	16,670	3,020	15.4%
SOLANO	25	214,700	188,700	26,000	12.1%
SONOMA	9	258,200	231,900	26,300	10.2%
STANISLAUS	50	241,000	201,900	39,100	16.2%
SUTTER	54	41,600	34,500	7,200	17.2%
TEHAMA	40	25,370	21,540	3,820	15.1%
TRINITY	54	4,940	4,090	850	17.2%
TULARE	49	208,200	175,200	33,100	15.9%
TUOLUMNE	30	26,250	22,810	3,440	13.1%
VENTURA	16	430,100	382,200	47,900	11.1%
YOLO	22	97,100	85,800	11,200	11.6%
YUBA	57	28,900	23,400	5,500	19.0%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2009 benchmark and Census 2000 population controls at the state level.

Sacramento Arden Arcade Roseville MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
Industry Employment & Labor Force
March 2009 Benchmark

Data Not Seasonally Adjusted

	Sep 09	Jul 10	Aug 10	Sep 10	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,053,400	1,060,800	1,053,700	1,046,700	-0.7%	-0.6%
Civilian Employment	930,600	926,200	923,300	915,700	-0.8%	-1.6%
Civilian Unemployment	122,700	134,600	130,400	131,000	0.5%	6.8%
Civilian Unemployment Rate (CA Unemployment Rate)	11.7%	12.7%	12.4%	12.5%		
(U.S. Unemployment Rate)	9.5%	9.7%	9.5%	9.2%		

Total, All Industries (2)	832,400	815,600	812,500	808,700	-0.5%	-2.8%
Total Farm	10,500	9,000	9,200	9,100	-1.1%	-13.3%
Total Nonfarm	821,900	806,600	803,300	799,600	-0.5%	-2.7%
Total Private	587,500	571,300	571,900	568,800	-0.5%	-3.2%
Goods Producing	77,300	71,100	71,700	71,000	-1.0%	-8.2%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	42,400	37,000	37,200	36,500	-1.9%	-13.9%
Construction of Buildings	9,900	8,400	8,400	8,200	-2.4%	-17.2%
Construction - Residual	4,800	4,400	4,400	4,500	2.3%	-6.3%
Specialty Trade Contractors	27,700	24,200	24,400	23,800	-2.5%	-14.1%
Building Foundation & Exterior Contractors	6,000	5,500	5,400	5,200	-3.7%	-13.3%
Building Equipment Contractors	11,100	10,200	10,200	10,000	-2.0%	-9.9%
Building Finishing Contractors	6,800	5,700	5,700	5,600	-1.8%	-17.6%
Specialty Trade Contractors - Residual	3,800	2,800	3,100	3,000	-3.2%	-21.1%
Manufacturing	34,400	33,600	34,000	34,000	0.0%	-1.2%
Durable Goods	21,900	21,900	21,900	21,900	0.0%	0.0%
Computer & Electronic Product Manufacturing	7,100	7,000	7,000	7,000	0.0%	-1.4%
Durable Goods - Residual	14,800	14,900	14,900	14,900	0.0%	0.7%
Nondurable Goods	12,500	11,700	12,100	12,100	0.0%	-3.2%
Food Manufacturing	5,300	4,600	5,300	5,400	1.9%	1.9%
Non-Durable Goods - Residual	7,200	7,100	6,800	6,700	-1.5%	-6.9%
Service Providing	744,600	735,500	731,600	728,600	-0.4%	-2.1%
Private Service Producing	510,200	500,200	500,200	497,800	-0.5%	-2.4%
Trade, Transportation & Utilities	133,100	131,200	131,500	130,900	-0.5%	-1.7%
Wholesale Trade	23,500	22,800	22,700	22,600	-0.4%	-3.8%
Merchant Wholesalers, Durable Goods	11,900	11,500	11,400	11,400	0.0%	-4.2%
Merchant Wholesalers, Nondurable Goods	8,900	8,700	8,700	8,700	0.0%	-2.2%
Wholesale Trade - Residual	2,700	2,600	2,600	2,500	-3.8%	-7.4%
Retail Trade	86,400	85,500	85,600	85,100	-0.6%	-1.5%
Motor Vehicle & Parts Dealer	10,200	9,600	9,600	9,500	-1.0%	-6.9%
Building Material & Garden Equipment Stores	7,100	7,200	7,100	7,000	-1.4%	-1.4%
Grocery Stores	16,700	16,500	16,700	16,700	0.0%	0.0%
Health & Personal Care Stores	5,300	5,200	5,100	5,100	0.0%	-3.8%
Clothing & Clothing Accessories Stores	6,400	6,800	6,800	6,600	-2.9%	3.1%
Sporting Goods, Hobby, Book & Music Stores	4,300	4,000	4,100	4,200	2.4%	-2.3%
General Merchandise Stores	19,100	19,000	19,100	19,100	0.0%	0.0%
Retail Trade - Residual	34,000	33,700	33,800	33,600	-0.6%	-1.2%
Transportation, Warehousing & Utilities	23,200	22,900	23,200	23,200	0.0%	0.0%
Information	18,100	17,100	17,000	16,600	-2.4%	-8.3%
Publishing Industries (except Internet)	2,800	2,600	2,600	2,500	-3.8%	-10.7%
Telecommunications	10,200	9,300	9,200	9,000	-2.2%	-11.8%
Information - Residual	5,100	5,200	5,200	5,100	-1.9%	0.0%
Financial Activities	52,400	50,500	50,100	50,000	-0.2%	-4.6%
Finance & Insurance	40,000	38,800	38,600	38,600	0.0%	-3.5%
Credit Intermediation & Related Activities	13,900	13,700	13,700	13,700	0.0%	-1.4%
Depository Credit Intermediation	8,400	8,400	8,400	8,400	0.0%	0.0%
Nondepository Credit Intermediation	3,200	3,100	3,100	3,100	0.0%	-3.1%
Credit Intermediation and Related Activities -	2,300	2,200	2,200	2,200	0.0%	-4.3%
Finance and Insurance - Residual	5,200	4,200	4,100	4,200	2.4%	-19.2%
Insurance Carriers & Related	20,900	20,900	20,800	20,700	-0.5%	-1.0%

Sacramento Arden Arcade Roseville MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
Industry Employment & Labor Force
March 2009 Benchmark

Data Not Seasonally Adjusted

	Sep 09	Jul 10	Aug 10	Sep 10	Percent Change	
			Revised	Prelim	Month	Year
Real Estate & Rental & Leasing	12,400	11,700	11,500	11,400	-0.9%	-8.1%
Real Estate	8,900	8,500	8,600	8,500	-1.2%	-4.5%
Real Estate and Rental and Leasing - Residual	3,500	3,200	2,900	2,900	0.0%	-17.1%
Professional & Business Services	99,600	96,900	96,900	96,200	-0.7%	-3.4%
Professional, Scientific & Technical Services	50,900	49,600	49,600	49,600	0.0%	-2.6%
Architectural, Engineering & Related Services	8,900	8,800	8,800	8,800	0.0%	-1.1%
Professional, Scientific, and Technical Services	42,000	40,800	40,800	40,800	0.0%	-2.9%
Management of Companies & Enterprises	9,000	8,700	8,800	8,700	-1.1%	-3.3%
Administrative & Support & Waste Services	39,700	38,600	38,500	37,900	-1.6%	-4.5%
Administrative & Support Services	37,800	36,300	36,200	35,600	-1.7%	-5.8%
Employment Services	14,000	13,900	14,100	14,300	1.4%	2.1%
Services to Buildings & Dwellings	10,600	10,600	10,500	10,400	-1.0%	-1.9%
Administrative and Support Services - Residual	13,200	11,800	11,600	10,900	-6.0%	-17.4%
Administrative and Support and Waste Management	1,900	2,300	2,300	2,300	0.0%	21.1%
Educational & Health Services	97,800	96,200	96,500	97,100	0.6%	-0.7%
Education and Health Services - Residual	12,600	10,300	10,500	10,900	3.8%	-13.5%
Health Care & Social Assistance	85,200	85,900	86,000	86,200	0.2%	1.2%
Ambulatory Health Care Services	29,500	30,000	29,900	29,900	0.0%	1.4%
Hospitals	29,700	29,900	29,800	29,800	0.0%	0.3%
Nursing & Residential Care Facilities	14,300	14,400	14,500	14,400	-0.7%	0.7%
Health Care and Social Assistance - Residual	11,700	11,600	11,800	12,100	2.5%	3.4%
Leisure & Hospitality	80,800	80,500	80,200	79,100	-1.4%	-2.1%
Arts, Entertainment & Recreation	12,700	13,200	13,000	12,500	-3.8%	-1.6%
Accommodation & Food Services	68,100	67,300	67,200	66,600	-0.9%	-2.2%
Accommodation	7,900	8,700	8,700	8,500	-2.3%	7.6%
Food Services & Drinking Places	60,200	58,600	58,500	58,100	-0.7%	-3.5%
Full-Service Restaurants	27,200	26,700	26,700	26,200	-1.9%	-3.7%
Limited-Service Eating Places	29,600	29,900	29,900	30,000	0.3%	1.4%
Food Services and Drinking Places - Residual	3,400	2,000	1,900	1,900	0.0%	-44.1%
Other Services	28,400	27,800	28,000	27,900	-0.4%	-1.8%
Repair & Maintenance	8,000	8,000	8,000	8,000	0.0%	0.0%
Other Services - Residual	20,400	19,800	20,000	19,900	-0.5%	-2.5%
Government	234,400	235,300	231,400	230,800	-0.3%	-1.5%
Federal Government	12,800	13,600	13,100	12,900	-1.5%	0.8%
Department of Defense	1,800	1,800	1,800	1,800	0.0%	0.0%
Federal Government excluding Department of Defense	11,000	11,800	11,300	11,100	-1.8%	0.9%
State & Local Government	221,600	221,700	218,300	217,900	-0.2%	-1.7%
State Government	109,800	109,700	109,100	108,800	-0.3%	-0.9%
State Government Education	25,100	24,600	23,600	23,900	1.3%	-4.8%
State Government Excluding Education	84,700	85,100	85,500	84,900	-0.7%	0.2%
Local Government	111,800	112,000	109,200	109,100	-0.1%	-2.4%
Local Government Education	64,500	65,300	63,000	64,100	1.7%	-0.6%
County	20,500	19,000	18,800	18,700	-0.5%	-8.8%
City	11,200	11,800	11,500	10,600	-7.8%	-5.4%
Special Districts plus Indian Tribes	15,600	15,900	15,900	15,700	-1.3%	0.6%

Notes:

(1) Civilian labor force data are by place of residence; include self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

(2) Industry employment is by place of work; excludes self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding.

October 22, 2010
Employment Development Department
Labor Market Information Division
(916) 262-2162

Sacramento Arden Arcade Roseville MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
Industry Employment & Labor Force
March 2009 Benchmark

Data Not Seasonally Adjusted

	Sep 09	Jul 10	Aug 10 Revised	Sep 10 Prelim	Percent Change Month Year
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These data are produced by the Labor Market Information Division of the California
Employment Development Department (EDD). Questions should be directed to:
Alex Alvarado 530/741-5191 or Diane Patterson 916/774-4716

These data, as well as other labor market data, are available via the Internet
at <http://www.labormarketinfo.edd.ca.gov>. If you need assistance, please call (916) 262-2162.

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**SACRAMENTO-ARDEN-ARCADE-ROSEVILLE METROPOLITAN STATISTICAL AREA (MSA)
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)**
Seasonal declines in leisure and hospitality lead month-over job loss

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 12.5 percent in September 2010, up from a revised 12.4 percent in August 2010, and above the year-ago estimate of 11.7 percent. This compares with an unadjusted unemployment rate of 12.2 percent for California and 9.2 percent for the nation during the same period. The unemployment rate was 12.0 percent in El Dorado County, 11.5 percent in Placer County, 13.0 percent in Sacramento County, and 11.6 percent in Yolo County.

Between August 2010 and September 2010, the total number of jobs located in the counties of El Dorado, Placer, Sacramento, and Yolo decreased by 3,800 to total 808,700 jobs.

- Leisure and hospitality led regional job loss with a seasonal reduction of 1,100 jobs. Arts, entertainment, and recreation (down 500 jobs) and food services and drinking places (down 400 jobs) made up most of the decline. Accommodation fell 200 jobs.
- Construction receded by 700 jobs, which is over double its average loss of 300 jobs. Specialty trade contractors made up most of the contraction (down 600 jobs).
- Professional and business services trimmed 700 jobs, a sharper decline compared to its typical loss of 100 jobs over the prior 20 years. Administrative and support and waste management and remediation services made up the bulk of the decrease (down 600 jobs) followed by a smaller loss in management of companies and enterprises (down 100 jobs).
- Government contracted by 600 jobs, with cutbacks in state government (down 300 jobs), federal government (down 200 jobs), and local government (down 100 jobs). Government typically increases by 3,200 jobs, primarily in local government education.
- Private educational and health services advanced 600 jobs in comparison to its typical 900-job gain over the prior 20 years.

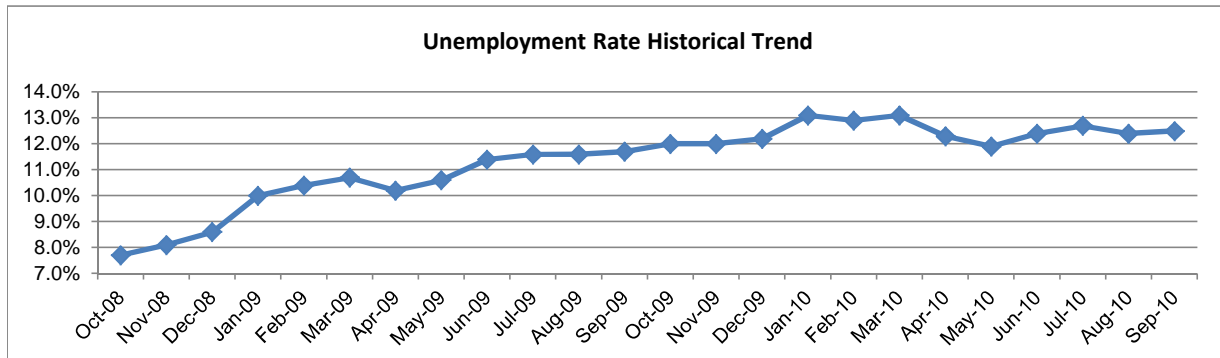
Between September 2009 and September 2010, total wage and salary employment located in the region dropped by 23,700 or 2.85 percent.

- Construction shed 5,900 jobs. Declines occurred primarily in specialty trade contractors (down 3,900 jobs) and construction of buildings (down 1,700 jobs).
- Government employment fell 3,600 jobs due to losses in local government (down 2,700 jobs) and state government (down 1,000 jobs). Federal government gained 100 jobs.
- Professional and business services lost 3,400 jobs. Administrative and support and waste management and remediation services (down 1,800 jobs) and professional, scientific, and technical services (down 1,300 jobs) comprised most of the decline, with a smaller loss reported in management of companies and enterprises (down 300 jobs).

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IMMEDIATE RELEASE
SACRAMENTO-ARDEN ARCADE-ROSEVILLE METROPOLITAN STATISTICAL AREA (MSA)
(El Dorado, Placer, Sacramento, and Yolo Counties)

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 12.5 percent in September 2010, up from a revised 12.4 percent in August 2010, and above the year-ago estimate of 11.7 percent. This compares with an unadjusted unemployment rate of 12.2 percent for California and 9.2 percent for the nation during the same period. The unemployment rate was 12.0 percent in El Dorado County, 11.5 percent in Placer County, 13.0 percent in Sacramento County, and 11.6 percent in Yolo County.



Industry	Aug-2010	Sep-2010	Change		Sep-2009	Sep-2010	Change
	Revised	Prelim				Prelim	
Total, All Industries	812,500	808,700	(3,800)		832,400	808,700	(23,700)
Total Farm	9,200	9,100	(100)		10,500	9,100	(1,400)
Total Nonfarm	803,300	799,600	(3,700)		821,900	799,600	(22,300)
Mining and Logging	500	500	0		500	500	0
Construction	37,200	36,500	(700)		42,400	36,500	(5,900)
Manufacturing	34,000	34,000	0		34,400	34,000	(400)
Trade, Transportation & Utilities	131,500	130,900	(600)		133,100	130,900	(2,200)
Information	17,000	16,600	(400)		18,100	16,600	(1,500)
Financial Activities	50,100	50,000	(100)		52,400	50,000	(2,400)
Professional & Business Services	96,900	96,200	(700)		99,600	96,200	(3,400)
Educational & Health Services	96,500	97,100	600		97,800	97,100	(700)
Leisure & Hospitality	80,200	79,100	(1,100)		80,800	79,100	(1,700)
Other Services	28,000	27,900	(100)		28,400	27,900	(500)
Government	231,400	230,800	(600)		234,400	230,800	(3,600)

Notes: Data not adjusted for seasonality. Data may not add due to rounding
 Labor force data are revised month to month
 Additional data are available on line at www.labormarketinfo.edd.ca.gov

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 September 2010 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Rate	Census Ratios Emp	Unemp
Sacramento County	683,100	594,400	88,700	13.0%	1.000000	1.000000
Arden Arcade CDP	56,800	49,500	7,300	12.9%	0.083249	0.082638
Carmichael CDP	29,200	26,300	3,000	10.1%	0.044196	0.033389
Citrus Heights city	50,300	45,700	4,600	9.2%	0.076838	0.052031
Elk Grove CDP	35,200	31,500	3,700	10.6%	0.052995	0.042014
Fair Oaks CDP	17,100	15,900	1,200	7.1%	0.026690	0.013634
Florin CDP	12,900	10,400	2,600	20.0%	0.017414	0.029215
Folsom city	26,900	25,300	1,600	6.0%	0.042525	0.018086
Foothill Farms CDP	9,800	8,100	1,700	17.6%	0.013648	0.019477
Galt city	11,100	8,800	2,300	20.7%	0.014787	0.025876
Gold River CDP	4,800	4,600	100	2.6%	0.007807	0.001391
Isleton city	400	400	100	17.1%	0.000606	0.000835
La Riviera CDP	6,900	6,400	500	7.8%	0.010764	0.006121
Laguna CDP	20,400	18,900	1,500	7.1%	0.031834	0.016416
Laguna West Lakeside CDP	5,300	4,800	500	9.3%	0.008082	0.005565
North Highlands CDP	23,000	18,400	4,600	19.9%	0.030952	0.051475
Orangevale CDP	15,800	14,400	1,400	8.9%	0.024229	0.015860
Parkway South Sacramento CD	16,400	12,700	3,700	22.3%	0.021400	0.041180
Rancho Cordova City	31,100	26,500	4,600	14.8%	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	20.1%	0.007917	0.013356
Rosemont CDP	13,900	12,400	1,500	11.0%	0.020867	0.017251
Sacramento city	217,600	184,700	33,000	15.2%	0.310678	0.371731
Vineyard CDP	5,900	5,500	400	6.7%	0.009185	0.004452
Walnut Grove CDP	500	300	100	30.5%	0.000569	0.001669
Wilton CDP	2,800	2,500	200	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-I – INFORMATION
MONTHLY HEAD START REPORT

BACKGROUND:

Attached for your review is the monthly Head Start report. Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee



● **Monthly Head Start Report**

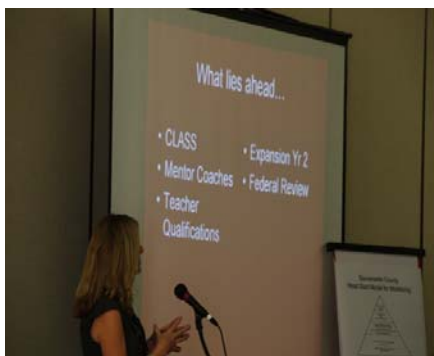
SETA Operated Program

Delegate Kickoff Highlights the Goal toward “Gold” in Upcoming 2011 OHS Monitoring Review

SETA Head Start Delegate Kick Off October 14, 2010

Our annual Delegate Kick Off event was held on Thursday, October 14, 2010 at the Sacramento Garden Pavilion inside McClellan Park, CA. More than 130 participants from the 5 Head Start Delegates and 2 EHS Partners were in attendance. The theme topic for the event was “Preparation for Federal Review 2011”. In the morning, a panel presentation was held featuring consultants who are either past ACF Head Start employees or current Head Start federal reviewers. Key preparatory areas and tips were discussed in the areas of Program Design and Management (PDM), Education, Health and Nutrition, Disabilities, Mental Health and Family Partnerships. One of the presenters is also a current Head Start program director whose program recently completed a successful federal review. Rick Mockler, CHSA Executive Director also came in as guest and presented state and legislative updates on Head Start and child development programs.

The afternoon break-out sessions provided detailed discussion on the protocol sections. Each of the panelists led a facilitated discussion on the process of the review and how the available documents (protocols and guides) were used by reviewers. This proved to be valuable feedback on how to prepare for a successful review. A separate fiscal training was held the next day, October 15, 2010 at the SETA administrative offices.



Overall, the event was successful with very positive feedback from participants. The quality of presentation was noted and the high level of professionalism on the conduct of the training was appreciated by all.

End of Year Parent Appreciation Luncheon with Heartfelt Reflections

The SETA Head Start Policy Council (PC) and Parent Advisory Committee (PAC) held its annual End of Year Appreciation event on Saturday, October 16th at the Double Tree Hotel in Sacramento. The theme was “*The Imprints We Leave Behind*”. Keynote speaker was Dr. Tracy Tomasky, Ed.D., Director, Early Childhood Education, San Juan Unified School District. Parents and staff were recognized for their commitment and support to the Head Start/Early Head Start program. Parents had an opportunity to share their stories about their journey in Head Start and the vital it played in their lives. There was not a dry eye in the house.



Elk Grove Unified School District

Staff In-Service Emphasizes First Aid

The monthly staff in-service was held on September 24. Isabelle Aguiniga, the head school nurse for EGUSD, presented information regarding how to use an EpiPen, how to handle bee stings, and the proper use of an inhaler. She explained the necessity of filling out the appropriate paperwork if a student has any trauma to the head and the importance of having the EGUSD Medication form filled out before administering any medication to students. Teachers received a copy of these forms as well as a First Aid Quick Reference Guide.

Florence Oneto, Social Worker, and Irene Ladd, Instructional Coach, presented information on promoting social emotional development and addressing challenging behavior with Pre-K students. They discussed the importance of having quality interactions with students. Teachers observed video clips and had an opportunity to discuss the interactions they saw taking place in them.

Claudia Charter, Pre-K Program Specialist, discussed the importance of individualizing lessons. A handout for developing social/emotional, cognitive, and physical/motor

skills/health goals was distributed with the class profile sheet for the recording of individualized goals.

Disabilities Services and Mental Health Services Update

The program educators and clerks have worked closely with the Pre-K special education program specialist and the consulting psychologist in placing students with an active IEP into the Head Start program. There are currently 52 students with active IEPs in the program. This number exceeds the 10% minimum required by Head Start.

Classes for Parents

A class to help parents build their parenting skills entitled, “Making Parenting a Pleasure,” was held on several Wednesdays at Samuel Kennedy. “Read Together, Talk Together”, a class that teaches parents strategies for building early reading skills with their child, and “Latino Family Literacy”, a class for Spanish speaking parents to learn strategies for working with their children in the area of literacy, were held at Samuel Kennedy, Prairie Elementary and Charles Mack Elementary Schools.

Head Start Continues to Enroll and Recruit

The Head Start program is fully enrolled with 380 students in the regular Head Start classrooms and 40 in the expansion classrooms.

Active recruitment for Head Start is underway. Approximately 150 recruitment flyers were distributed at Family Fun Day on September 18 at Prairie Elementary. Individual registrations are taking place and students are being placed on a waiting list. At this time, each school site has a waiting list.

Sacramento City Unified School District

“Excellence by Design...Putting Children First,” theme for All-Staff Meeting

Dr. Olivine Roberts, Ed.D., SCUSD’s Chief Academic Officer, presented the district’s strategic plan and educational pillars which helped staff see how district goals are aligned with Head Start Performance Standards during the September 24th All Staff meeting. The staff was inspired by her message of putting children first when making decisions that impact student learning, instruction and our overall program.

The Children’s Center teachers continue to receive training from the California Preschool Instructional Network (CPIN). Over the past four months, a total of nine hours of Oral Language Development training was offered to teachers in an effort to improve instruction and increase children’s language use and vocabulary skills. Teachers will complete detailed action plans that support implementing specific strategies, i.e., the use of open-ended questions, story-telling, vocabulary word lists.

SCUSD social workers and a few Head Start teachers conducted a staff training on how to engage parents in the family partnership process during the home visit conferences.

The purpose of this training was to help teaching staff utilize effective strategies in helping parents set goals to improve their family situation.

Additionally, a refresher training for teaching staff on the *Incredible Years Social Emotional Curriculum* was provided by school social workers.

Parents Receive Head Start Portfolios

All Head Start families received *First Steps to Preschool Success and Kindergarten Readiness* portfolios which included a set of social emotional booklets *I Can Be A Super Friend*, and *I Go To Preschool*. The First Steps portfolio is an effort to help parents organize the wealth of resource material they receive from the Head Start program. Throughout the school year, parents are also receiving a series of social emotional booklets to help their children transition successfully into the Head Start program and to support the social emotional learning their children will be receiving in the classroom via the *Incredible Years Social Emotional Curriculum*.

Free Dental Care for Children

SCUSD will participate in the First 5 - Smiles for Kids 2011 program in an effort to help prevent tooth decay in children. Beginning in October, preschool children will receive free dental screenings and fluoride varnishes by a licensed professional at the school sites.

Retirement of Long Time Dedicated Education Staff

Dolores Hardy, Coordinator in the Child Development Department, retired after working 25 years with the district. Dolores was our key Education/Curriculum content person with a wealth of knowledge about Head Start and State programs. She will be greatly missed by all.

San Juan Unified School District

CLASS Observations Underway

The San Juan Unified School District has initiated Tier 1 of CLASS observations with six teachers who have been indentified as are reliable assessors. Trends for these first six classrooms will be available by the end of October. Tier 2 of CLASS observations will begin in October with at least eight reliable assessors observing in eight more classrooms. This is a confidential process where classrooms being observed are identified by letters only. CLASS scores will be assigned to these letters and not to specific classrooms that will give us information to guide our professional development plan for the year.

Disabilities Services Update

Teachers have completed the screening record on their students and turned it in to the Disabilities Specialist. The students who were not screened prior to enrolling into the program for the 2010-2011 year have been screened and the screeners have been care

managed. Concerns have been red flagged and several referrals have been requested. These referrals have been forwarded to partners in the Special Education Department. The Disabilities Specialist is following up with those teachers who have not turned in the copies of the special education referrals. The Disabilities Specialist has also set up the special education update tracking system to assure that IEPs are current and referrals are met in a timely manner.

Mental Health Services Update

The Mental Health Therapist continues to provide workshops to staff, teachers, and parents on topics such as the mental health referral process, positive parenting tips, limit setting, and stress management. Additionally, the Mental Health Therapist support continues via classroom observations, parent teacher conferences, and referrals for children whose social and emotional functioning is in need of attention.

Health Screenings Underway

Kate Varanelli from Smile Keepers will be providing dental screenings for all the preschool programs (HS/SPS/FDSPS) starting October 6th. Health staff is continuing to screen children in the centralized screening room one day each week. The Nurse continues to train staff and put health plans in place for children to be able to attend school. The Nurse has completed the State IZ Audit report and submitted it electronically.

Policy Committee Breakfast

The Policy Committee completed the 2009-2010 school year and is beginning to prepare for the new representatives to come on board. On October 5th the outgoing board held a breakfast for the incoming representatives to welcome them. This is always a fun event and a nice way to begin the new year.

Preschool/Kindergarten Summit

The School Readiness staff is beginning to plan a Preschool/Kindergarten Summit for the San Juan teachers. The goal is to create an event where preschool and kindergarten teachers can meet one another, share their assessment tools and curricula, and brainstorm around different strategies to assist children smoothly transfer from preschool to kindergarten.

Program Support/Staff Training Update

The first teacher training of the year will focus on CCFP, nutrition, and the importance of physical fitness when planning an approach for a healthy life style. Staff is continuing to use the IMIL training manual as a resource for fitness strategy trainings.

Fiscal Update

SJUSD fiscal staff has attended two trainings on the 2011 OHS Monitoring Protocol, in preparation for the federal review. In addition to preparing for the federal audit, SJUSD is also closing out the ARRA COLA/QI grant and the first year of the Head Start and

Early Head Start Expansion and EHS Startup grants. All of the ARRA grants ended on September 29, 2010 with all funds being fully expended. The final close out for these grants will be due to SETA by October 30.

October 1st begins Year 2 for both the Head Start and Early Head Start Expansion ARRA grants.

Both Head Start and Early Head Start base grants, which began August 1st, are well underway, and are within the current spending trends projected for this time of year.

Early Head Start

The new and improved staff training plan went into effect in September. With the addition of an early closure day each month, staff members are now able to come together to receive paid professional development on a regular basis. This is an important component of a quality program.

The infant/toddler program is one of eight programs chosen statewide to receive the new PITC Infant Toddler Learning and Development Foundations training. This 50 hour training program was developed by the California Department of Education, First Five, West Ed. and the Quality Child Care Collaborative and is being offered free of charge. SJUSD is excited to be on the forefront of quality infant/toddler care in California!

Twin Rivers Unified School District

Back to School Night Turnout Awesome!

Back to School Night events were held at each of our three sites. Parent turnout for all events was awesome. Activities included a tour of the classrooms, snacks, and displays of special art projects children prepared for their parents.



Morey Avenue Library Re-Opens with Ribbon Cutting

Grand Re-Opening of the Morey Avenue Library was held on September 16. Children did the honors of cutting the ceremonial ribbon and all attendees received free books. The event was attended by TRUSD Board Members, Associate Superintendent of Educational Services, and Assistant Superintendent of Family Involvement Department.

Professional Development Underway for Staff

Multiple professional development events occurred during September. TRUSD sent 37 preschool teachers and assistants, including most of the Head Start staff, to the NCECE conference at American River College. Our Education Resource Teacher, Program Specialist, Coordinator, and Director, attended training on the newly released Preschool Curriculum Framework at CPIN. Planning has begun for the district wide Professional Development Day on November 12th.

Component Meeting Begins Preparation for OHS Monitoring Review

Component Leaders facilitated a joint component meeting for Mental Health, Education and Disabilities for the teaching staff to begin our preparation for the upcoming Federal Review. Nutrition Coordinator and District Nurse finalized the written policy for process to follow-up on low hemoglobin/hematocrit. ChildPlus training completed for ERSEA Component Leader and some Component Leaders also trained on inputting component specific info. ChildPlus training scheduled for central office staff on October 8. Vision screenings and hearing screenings were completed by Health Component. Retest of failed speech screenings completed by Speech Language Pathologist. Health Assistant scheduled dental screenings for October 4 and 11. School Social Worker continues to complete Family Partnership Agreements for families at all three sites. Teachers have finished LAP-D assessments and will begin DRDP-PS assessments next month. Component Teams were established for the 2010-2011 school year, with the first component meeting held in September.

“Making Parenting a Pleasure”

Parenting classes started at Morey Avenue in collaboration with the Mutual Assistance Network in Del Paso Heights through an MOU through First 5 Sacramento. Classes include childcare through Child Action with translation provided by TRUSD ECE Department.



WCIC

Special Events

On September 18, 2010 Dora Daniels, WCIC Life Member and Senior, hosted a Gospel Musical Concert to benefit the WCIC Seniors Meals Program. The fundraiser was a success and was very well attended.

WCIC's 75th Anniversary Celebration Planning Committee met again on September 21. The weeklong celebration in August 2011 will include the following: an art show, Children's Literacy Program, poetry, banquet, house party, and a Capitol event to be announced.

WCIC/Playmate Head Start Program's engagement in the Community Service Day Planning with the Sacramento Hotel Association, City of Sacramento and the Volunteer Center of Sacramento was a success. Volunteers from SMUD assisted WCIC with landscaping and outdoor clean-up on Saturday, September 25, 2010.

During September 2010 WCIC/Playmate Head Start Program's Executive Director/Head Start (Ms. Davis) was requested to emcee the City of Sacramento, Oak Park Community Center's 30th Anniversary Celebration.

Family and Community Partnerships

The recruitment of partnerships continues monthly to enhance the quality of existing services to our Head Start families. The following partners are in place: UC Berkeley Early Childhood Math Project, City of Sacramento, Oak Park Community Center, NIA Women of Purpose, The Effort Clinic, and UC Davis African American Faculty and Staff Association.

Staff Development Day

Ninety percent of WCIC/Playmate Head Start Program's staff attended the Annual Northern California Early Childhood Education Conference on Saturday, September 11, 2010 at American River College. Staff reported enjoying the conference sessions, especially the sessions on male involvement.



**Sacramento County Head Start/Early Head Start
Delegate Monthly Enrollment Report
September, 2010 Revised
Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Elk Grove USD	380	380	100	347	91
Elk Grove ARRA Expansion	40	40	100	34	85
Sacramento City USD	1,272	1,357	107	1,239	97
Sac City ARRA Expansion	20	24	120	24	120
Sacramento Employment and Training Agency	1,860 (2,778)	1,762	95	1,402	75
Sacramento Employment Training Agency AARA Expansion	18	20	111	13	72
San Juan USD	680	707	104	579	85
San Juan ARRA Expansion	20	21	105	21	105
Twin Rivers USD	179	179	100	179	100
Twin Rivers ARRA Expansion	32	32	100	32	100
WCIC/Playmate Head Start	100	100	100	82	82
WCIC ARRA Expansion	20	20	100	15	75

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Sacramento City USD	115	115	100	96	83
Sac City ARRA Expansion	32	31	97	31	97
Sacramento Employment and Training Agency	213	215	101	159	75
Sacramento Employment Training Agency AARA Expansion	132	136	103	81	61
San Juan USD	129	130	101	92	71
San Juan ARRA Expansion	32	32	100	19	59

(a) Includes children who have dropped during the month and whose slot will be filled within the 30 days allowable period.

(b) If enrollment is less than 100%, agency must include corrective plan of action.

(c) Attendance on the last day of month

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.