



Sacramento  
Employment and  
Training  
Agency

**GOVERNING BOARD**

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

**ALLEN WARREN**  
Councilmember  
City of Sacramento

**JAY SCHENIRER**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

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

**KATHY KOSSICK**  
Executive Director

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

**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, September 5, 2013

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

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

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

**AGENDA**

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- II. Consent Items**
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***“Preparing People for Success: in School, in Work, in Life”***

### III. Action Items

A. **GENERAL ADMINISTRATION/SETA:** None.

#### B. **WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services: None.

##### One Stop Services

1. Approval to Augment the Sacramento Works Training Centers with WIA 25% Governor's Discretionary Funding (William Walker) 13

##### Community Services Block Grant

2. Approval of the Community Services Block Grant (CSBG) Request for Proposals for the 2014 Program Year (Cindy Sherwood-Green) 14

C. **CHILDREN AND FAMILY SERVICES:** None.

### IV. Information Items

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✓ Sacramento County Probation Department  
✓ The Salvation Army (Sac Metro)  
✓ Waking the Village (Tubman House)

B. Community Services Block Grant Pathways to Employment Program Outcomes (Cindy Sherwood-Green) 24

C. Employer Success Stories and Activity Report (William Walker) 25-28

D. Dislocated Worker Update (William Walker) 29-30

E. Unemployment Update/Press Release from the Employment Development Department (Robin Purdy) 31-39

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➤ Fiscal Report  
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➤ Program Report  
➤ Quality Assurance Report

**V. Reports to the Board**

- A. Chair
- B. Executive Director
- C. Deputy Directors
- D. Counsel
- E. Members of the Board
- F. Public

**VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

**VII. Adjournment**

**DISTRIBUTION DATE: WEDNESDAY, AUGUST 28, 2013**

ITEM II-A - CONSENT

MINUTES OF THE AUGUST 1, 2013 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the August 1, 2013 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

*(Minutes reflect the actual progression of the meeting.)*

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

Thursday, August 1, 2013  
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Supervisor Jimmie Yee called the meeting to order at 10:08 a.m.

Members Present:

Jimmie Yee, Chair, Governing Board; Member, Board of Supervisors  
Don Nottoli, Member, Board of Supervisors  
Sophia Scherman, Public Representative  
Allen Warren, Councilmember, City of Sacramento

Members Absent:

Jay Schenirer, Vice Chair, Governing Board; Councilmember, City of Sacramento

➔ Head Start Board Training

Mr. Jerry Gomez provided training to the board on the responsibilities of the Board regarding the Head Start program. The SETA Governing Board and the Head Start Policy Council share governance of the Head Start program. Mr. Gomez stated that every three years, the Office of Head Start (OHS) reviews grantees. The review could be any time after October 1, 2013. The OHS could give 30 days' notice or none at all.

**II. Consent Items**

- A. Minutes of the July 18, 2013 Special Board Meeting
- B. Approval of Claims and Warrants

The minutes were reviewed; no questions or comments.

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

- A. Approve the July 18, 2013 minutes.
  - B. Approve the claims and warrants for the period 7/18/13 through 7/25/13.
- Voice Vote: Unanimous approval.

### III. Action Items

#### A. GENERAL ADMINISTRATION/SETA

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Final Reading and Approval of the Sacramento Employment and Training Agency Budget for Fiscal Year 2013-2014

Mr. Roy Kim reviewed the budget and stated that the overall budget is decreasing by \$2.3 million due to sequestration cuts. CSBG funding shows an increase but it is carryover from the prior year's budget, not an increase.

Mr. Yee opened a public hearing.

Mr. Nottoli asked why the Enterprise Zone funding shows a decrease of \$50,000. Mr. Kim responded that the change reflects reduced carryover from the prior years. For this particular year the carrying from the prior year is slightly lower. Ms. Kossick stated that staff will continue to do vouchering until staff hears what needs to change; we are not sure how much the decrease will be.

A question was raised as to why the Refugees/RESS program shows a 10% decrease; is that due to sequestration? Mr. Kim replied that it is partially attributable to a formula based on the actual number of refugees in Sacramento.

Moved/Nottoli, second/Warren, to close the public hearing and approve the SETA budget for 2013-2014.

Voice Vote: Unanimous approval.

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Job Specifications for Workforce Development Deputy Director, Children and Family Services Deputy Director, and Administrative Services Deputy Director

Mr. Rod Nishi reviewed the three job specifications; two of the job specifications were approved by the Head Start Policy Council because of the impact on the Head Start program. There are three new job specifications. Ms. Denise Lee and Ms. Robin Purdy are current incumbents and the new Administrative Services Deputy Director is the third new position that will be filled by Mr. Roy Kim.

Mr. Yee opened a public hearing.

Ms. Scherman asked if the duties will be different from what staff is doing in their present position and Mr. Nishi said no. This board item allows the Executive Director to have three deputy directors in a balanced fashion. The transition has been moving forward for a number of months.

Moved/Scherman, second/Warren, close the public hearing and approve the job specifications of Workforce Development Deputy Director, Children and Family Services Deputy Director, and Administrative Services Deputy Director.  
Voice Vote: Unanimous approval.

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING**: Approval of Wellness Specialist Classification and Adoption of the Related Salary Range and Reclassification of a Head Start Health/Nutrition Specialist to this Classification

Mr. Rod Nishi stated that this is a timed item including a public hearing. The Policy Council approved this item on Tuesday as well.

Mr. Nishi stated that 18-20 months ago, the Agency embarked on a wellness program which has become very successful. This new classification will be assigned to work with all staff participating in the Agency's wellness program.

Mr. Warren left at 10:55 a.m.

Mr. Nishi distributed bags that are provided by Kaiser for the Wellness program. This new position is a culmination of the success of the wellness program. This item includes the reclassification of a Head Start Health/Nutrition Specialist to a Wellness Specialist; there is no fiscal impact.

Moved/Scherman, second/Nottoli, to close the public hearing and approve the establishment of the new classification of Wellness Specialist and the related salary range and the reclassification of Teresita Saechao to the position.  
Voice Vote: Unanimous approval.

4. Appointment of Private Sector Applicants to the Sacramento Works, Inc. Board

Ms. Kossick stated that the Sacramento Works Executive Committee is recommending one candidate to fill one of two vacancies. The Executive Committee has recommended Susan Mansfield from A. Teichert & Son, Inc. Construction; the other two candidates are not currently applicants because they have dropped their employment.

Moved/Scherman, second/Nottoli, to approve the appointment of Susan Mansfield, A. Teichert & Son, Inc. Construction, to the Sacramento Works, Inc. board.  
Voice Vote: Unanimous approval.

## **B. WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services: None.

One Stop Services: None.

Community Services Block Grant: None.

C. **CHILDREN AND FAMILY SERVICES:** None.

IV. **Information Items**

A. Fiscal Monitoring Reports: No questions.

B. Report on American Express Corporate Account Rewards Points Program, FY 2013

Mr. Yee asked about the value of the and points Mr. Kim replied that in terms of the purchasing power it depends on what you are buying. It is generally 1% of whatever the value of the item.

C. SETA Workforce Development Discretionary Grants: Ms. Purdy stated that staff periodically submits proposals for various discretionary grants. Currently, the Agency's discretionary grants total about \$12 million which is in addition to WIA, RESS, and CSBG grants that the Agency receives on a formula basis. These are all competitive grants; staff is always working to secure additional discretionary grants.

Staff has been very successful in securing additional funds for veterans. There is a graduation September 20 at American River College of the newest PowerPathways students.

D. Update on Sacramento Works Training Center Implementation

Ms. Purdy reported that the Governing Board made funding recommendations for the training centers in June; staff has been working hard with the training centers to set up the system. All of the centers are open and enrolling. The transition is going smoothly.

E. Career GPS Updated Website Review

Ms. Terri Carpenter reviewed items E and F and provided an overview of the agency's website.

F. Showcase Employer Outreach Efforts: The Sacramento Works Employer Outreach Committee conducted a focus group and is moving forward on an outreach campaign for employers. In the research, customer service was very high.

VI. **CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146



The board went into closed session at 11:20 a.m. The board came back into open session at 11:38 a.m. Mr. Thatch stated that there was no report out of closed session. A quorum was lost so there is no further action to be taken.

**IV. Information Items** (continued)

- G. Covered California Outreach and Education Program Update: Ms. Cindy Sherwood-Green reviewed the progress of the Covered California program.
- I. Media Coverage Summary for the Period January 1, 2013 – June 30, 2013: No questions.
- J. Employer Success Stories and Activity Report: No report.
- K. Dislocated Worker Update: Mr. Walker answered questions about a new casino in the area.
- L. Unemployment Update/Press Release from the Employment Development Department: No questions.
- M. Head Start Reports: Ms. Denise Lee thanked the board for their attentiveness during the training. Staff recently received the notice of award from the Office of Head Start for the period August 1, 2013 through July 31, 2014. OHS acknowledged the reduction in enrollment. The new report included in the board packet is the quality assurance report which is a review of delegates and the SETA-operated program. This report will be included in the board packet every month.

Mr. Nottoli asked why some of the health screenings numbers were lagging behind; Ms. Lee replied that sometimes a screening is not done due to parents' lack of follow up. There is on-going follow up to ensure the children will be provided the services.

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reported that staff recently completed the second Thrive Program with Kaiser. There were 181 staff registered and 18 teams; 30% of the staff has participated.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No comments.

**VII. Adjournment:** The meeting was adjourned at 11:55 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 7/26/13 through 8/28/13, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 7/26/13 through 8/28/13.

STAFF PRESENTER: Kathy Kossick

## ITEM II- C - CONSENT

### APPROVAL TO AMEND APPENDIX A OF THE CONFLICT OF INTEREST CODE FOR THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

#### BACKGROUND:

Pursuant to the Political Reform Act, SETA is required to adopt, maintain and amend, as appropriate, a Conflict of Interest Code. The last modification was approved by the board on December 1, 2011.

Due to a number of job classification modifications, Appendix A needs to be modified to reflect the new classifications.

If your Board approves the revised Appendix A of the Conflict of Interest Code, it will then be forwarded to the Sacramento County Board of Supervisors for ratification pursuant to its responsibility as the Code Reviewing Body under the Political Reform Act. The revised Conflict of Interest Code will become effective thirty (30) days after its ratification by the Sacramento County Board of Supervisors. The proposed revised Appendix A of the Conflict of Interest Code is attached.

#### RECOMMENDATION:

Approve the revised Appendix A of the Conflict of Interest Code and direct Legal Counsel to forward it to the Sacramento County Board of Supervisors for ratification.

STAFF PRESENTER: Legal Counsel

## APPENDIX A

### **Sacramento Employment and Training Agency Conflict of Interest Code Designated Employees**

The following persons are designated employees of SETA:

Members of the SETA Governing Board	Facilities Coordinator
Members of the Workforce Investment Board (WIB) and Youth Council	Children and Family Services Education Program Officer
Members of the Head Start Policy Council (PC)	Children and Family Services Support Services Program Officer
Members of the Head Start Parent Advisory Committee (PAC)	Children and Family Services Administrative Program Officer
Members of the Community Action Board (CAB)	Workforce Development Analytical Program Officer
WIB Legal Counsel	Workforce Development Operational Program Officer
SETA Legal Counsel	Purchasing Analyst
Clerk of the Boards	Staff Support Officer
Executive Director	Workforce Development Professional I, II, III
Information Systems Department Chief	Head Start <del>Child Care</del> Site Director
Senior Personnel Analyst**	<del>Head Start Coordinator (Health)</del>
Public Information Officer	<del>Head Start Coordinator (Nutrition)</del>
Accountant I	Head Start Coordinator (Education)
Accountant II**	<del>Head Start Coordinator (Special Education)</del>
Accountant III	Head Start Coordinator (Food Service)
Programmer Analyst	Head Start Coordinator (Social Services/Parent Involvement Services)
Fiscal Department Chief	Head Start Courier/Maintenance
<del>Deputy Director</del> <b>CHILDREN AND FAMILY SERVICES DEPUTY DIRECTOR</b>	<del>Head Start Education/Special Education Specialist**</del>
<del>Administration Department Chief</del> <b>WORKFORCE DEVELOPMENT DEPUTY DIRECTOR</b>	Head Start Education Specialist**
Workforce Development Professional Supervisor	<del>Head Start Employment and Training Coordinator**</del>
Human Resources Manager	Head Start Facilities Analyst
Information Technology Analyst I <b>AND II</b>	Head Start Facilities Specialist
Information Technology Services Facilitator	<del>Head Start Family Services Specialist**</del>
Information Technology Engineering Analyst	Head Start Head Cook
Workforce Development Analyst Supervisor	Head Start Manager
<del>Workforce System Analyst</del>	<del>Head Start Nutrition Specialist**</del>
Workforce System Administrator	Head Start Head Cook
Workforce Development Analyst II and III	Head Start <del>SOCIAL SERVICES</del> Parent Involvement/ <del>Social Services</del> Specialist**
<del>Management Information Analyst III</del>	Head Start Clinical Social Worker**
Workforce Development Quality Control Supervisor	<del>Head Start Special Project/Training Coordinator</del>
Workforce Development Manager	<del>Head Start Training/Staff Development Supervisor</del>
Training/Staff Development Officer	<del>Head Start Social Services Specialist (Non Sup)</del>
Network Engineer	<b>WELLNESS SPECIALIST</b>

\*\* Includes both Supervisory and non-supervisory staff

ITEM II-D – CONSENT

APPROVAL TO MODIFY GREATER SACRAMENTO URBAN LEAGUE'S  
ADULT VENDOR SERVICES CONTRACT

BACKGROUND:

In 2011 the SETA Governing Board approved Greater Sacramento Urban League (GSUL) to become a contracted vendor under SETA's fee-for-service Adult Vendor Services List offering On-the-Job Training/Subsidized Employment (OJT/SE).

In April, 2013 the SETA Governing Board approved an amendment to include the addition of Adult Literacy as a "pay-for-performance" vendor activity in SETA's Vendor Services (VS) List Request for Qualifications (RFQ).

As a result, GSUL submitted an application to add the Adult Literacy vendor, specifically GED Preparation, to their current Adult VS List contract. A team comprised of program and contracting staff reviewed and evaluated GSUL's request and determined that they effectively demonstrated their ability to provide the proposed Adult Literacy activity.

Staff is seeking approval of the attached recommendation for modification.

RECOMMENDATION:

Approve the attached recommendation to add the Adult Literacy activity to Greater Sacramento Urban League's Adult VS contract.

STAFF PRESENTER: Marianne Sphar

## Modification of Adult Vendor Services (VS) List Contract

### Staff Recommendation

**Vendor:** Greater Sacramento Urban League

**Location:** 3725 Marysville Boulevard, Sacramento, CA 95838

#### **Vendor's Background:**

Greater Sacramento Urban League (GSUL), an affiliate of the National Urban League, was formed in 1968 and their stated mission is to assist all people in achieving self-sufficiency and equality. By collaborative partnerships, GSUL is providing direct services, advocacy, and education to youth and adults from the urban communities of Sacramento County.

GSUL has provided GED Preparation since 1994 and as an approved Vendor will assist in meeting the needs of SETA customers who are in need of obtaining a GED to increase employability.

Activity	Individual Rate
<b>GED Preparation</b> <ul style="list-style-type: none"><li>• Language Arts: Reading and Critical Thinking Module</li><li>• Language Arts: Writing Skills Module</li><li>• Mathematics: Computation and Problem-Solving Skills Module</li><li>• Science Module</li><li>• Social Studies Module</li></ul>	48 hours @ \$ 409.20 per Participant  48 hours @ \$ 409.20 per Participant  48 hours @ \$ 409.20 per Participant  48 hours @ \$ 409.20 per Participant  48 hours @ \$ 409.20 per Participant (5 module max, or \$2,046)

ITEM II-E - CONSENT

ACCEPTANCE OF DONATION TO THE HEAD START PROGRAM  
FROM CONGRESSMAN AMI BERA

BACKGROUND:

Congressman Ami Bera has been donating 8.2% of his salary on a monthly basis to organizations in the community that have experienced sequestration cuts. By presenting a portion of his own salary to these organizations, the Congressman hopes that it will bring some attention and publicity to the good work done in the programs.

The SETA Head Start program has been contacted by Congressman Bera's office to receive \$1,300 to be used for classroom supplies for the Bright Beginnings program. A formal presentation is scheduled for September 5 at 1 p.m. at the Early Learning Center.

RECOMMENDATION

Accept the donation of \$1,300 from Congressman Bera to be used for classroom supplies in the Head Start Program.

STAFF PRESENTER: Kathy Kossick

ITEM III-B – 1 - ACTION

APPROVAL TO AUGMENT THE SACRAMENTO WORKS TRAINING CENTERS  
WITH WIA 25% GOVERNOR'S DISCRETIONARY FUNDING

BACKGROUND:

On February 13, 2013, the Sacramento Employment and Training Agency (SETA) entered into a statewide collaboration of 13 counties represented by 14 Workforce Investment Boards heavily impacted by job losses due to massive layoffs by employers such as Campbell's Soups, Comcast, Bank of America, and Hostess. The \$19,049,512 grant provides job training and job search assistance to 2,497 laid-off workers in Alameda, Colusa, Contra Costa, Glenn, Imperial, Los Angeles, Orange, Sacramento, San Benito, San Joaquin, San Luis Obispo, Sutter and Yuba counties.

This program is funded with the Governor's 25 percent discretionary portion of the Title I Workforce Investment Act Dislocated Worker Program. The grant applicant and fiscal agent for the WIA 25% Multi-Sector Workforce Partnership is South Bay Workforce Investment Board SETA has been allocated \$5,900,000 to serve 832 workers dislocated by 16 employers in Sacramento County. The SETA Governing Board has approved allocating WIA 25% funds to the Sacramento Works One Stop Career Centers to identify and enroll 624 eligible dislocated workers.

Staff is recommending an augmentation of \$312,000 in WIA 25% Additional Assistance funds for the following Sacramento Works Training Centers(SWTC) to fund staff to provide coaching, case management, and job placement assistance services to an additional 208 dislocated workers laid-off by one of the employers eligible for the grant. This will ensure that SWTC staff continue contacting affected workers and informing them of the available services, registering them in the system, conducting skill assessments, career planning, coaching, identifying appropriate training programs to retrain workers in high demand skills, and providing them with job placement assistance:

<b>Sacramento Works Training Center</b>	<b>Planned Enrollments</b>	<b>Activity</b>	<b>Recommended Amount</b>
Asian Resources, Inc.	28	Coaching, Case Management, and Job Development	\$42,000
Elk Grove Unified School District	50	Coaching, Case Management, and Job Development	\$75,000
Greater Sacramento Urban League	50	Coaching, Case Management, and Job Development	\$75,000
Sacramento City Unified School District	80	Coaching, Case Management, and Job Development	\$120,000

RECOMMENDATION:

Augment the Sacramento Works Training Centers listed above with additional WIA Governor's Discretionary Funding totaling \$312,000 to serve affected workers.



## ITEM III- B – 2 – ACTION

### APPROVAL OF THE COMMUNITY SERVICES BLOCK GRANT (CSBG) REQUEST FOR PROPOSALS FOR THE 2014 PROGRAM YEAR

#### BACKGROUND:

As the designated Community Action Agency for Sacramento County, the Sacramento Employment and Training Agency (SETA) administers CSBG funds to meet locally determined needs. Local needs are determined through a Community Action Plan process designated by the State of California Department of Community Services and Development (CSD) that relies on public testimony about unmet community needs.

On June 20, 2013, the SETA Governing Board approved the 2014/2015 Community Action Plan (CAP). The CSBG Request for Proposals (RFP) solicits proposals from qualified agencies to address the needs and services identified in the CAP.

At this time, the federal government has not approved a budget and the total amount of Community Services Block Grant funding for the 2014 program year is not known. For planning purposes, SETA has included in the RFP an available amount that is based on approximately fifty percent of the 2013 allocation. A total of \$800,000 is projected for release, on a competitive basis, to public and private non-profit entities with the capacity and experience to meet unmet needs identified in the CAP. The estimated available funding for the 2014 CSBG RFP is as follows:

1. Sixty percent (60%), or \$480,000, for Safety-Net Services, one-time or limited services to families who find themselves in a crisis or emergency situation.
2. Forty percent (40%), or \$320,000, for Family Self Sufficiency services, which are comprehensive, case-managed services for families.

SETA will target the most vulnerable populations in Sacramento County. For the 2014 program year, groups that will receive priority for services include low-income families, at-risk youth, homebound seniors, the disabled, and homeless individuals and families, including homeless youth.

The process and criteria for selecting delegate agencies to implement services and activities of SETA's Community Action Plan are outlined in the draft CSBG Request for Proposals (RFP) for the 2014 Fiscal Year that has been sent under separate cover.

The Community Action Board met and approved this document at their August 14 meeting.

#### RECOMMENDATION:

Approve the CSBG Request For Proposals for the 2014 Fiscal Year.

ITEM IV-A - INFORMATION  
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

**MEMORANDUM**

**TO:** Ms. Nilda Valmores **DATE:** August 16, 2013  
**FROM:** Tammi L. Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of My Sister's House

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
ACF	Victims of Human Trafficking	\$ 55,000	7/01/12-6/30/13	7/01/12-6/30/13
CSBG	Safety Net	\$ 34,000	1/01/12-12/31/12	8/01/12-12/31/12

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** July 24 and Aug 14, 2013

CSBG	Safety Net	\$ 34,000	1/01/13-12/31/13	1/01/13-6/30/13
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**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** July 24 and Aug 14, 2013

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

Memorandum

**Program Operator:** My Sister's House

**Findings and General Observations:**

The total costs as reported to SETA for CSBG and VOHT have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Mr. Shawn Ayala **DATE:** August 8, 2013  
**FROM:** Mayxay Xiong, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Sacramento County Probation Department

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Sacramento Safe Community Partnership	Safe Community Partnership	\$145,000	7/1/11-11/30/12	7/1/11-11/30/12

**Monitoring Purpose:** Initial      Follow-up      Special      Final      X  
**Date of review:** 8/6/13

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation's		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		N/A		
10	Adherence to Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records		N/A		

**Program Operator: Sacramento County Probation Department**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from July 1, 2011 to November 30, 2012 have been traced to the delegate agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Verna Catalfano **DATE:** August 15, 2013  
**FROM:** Tammi L. Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of The Salvation Army – SAC Metro

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
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CSBG	Safety Net	\$ 60,000	1/1/12-12/31/12	7/1/12-12/31/12
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Monitoring Purpose: Initial  Follow-Up  Special  Final

CSBG	Safety Net	\$ 60,000	1/1/13-12/31/13	1/1/13-5/30/13
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Monitoring Purpose: Initial  Follow-Up  Special  Final

Date of review: July 10 and follow up Aug. 1, 2013

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

**Program Operator:** The Salvation Army

**Findings and General Observations:**

The total costs as reported to SETA for CSBG – Safety Net have been traced to the subgrantee’s fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board



**MEMORANDUM**

**TO:** Ms. Bridget Alexander **DATE:** August 15, 2013  
**FROM:** Tammi L. Kerch, SETA Fiscal Monitor  
**RE:** Fiscal Monitoring of Waking the Village (Tubman House)

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS	\$ 42,000	1/1/12-12/31/12	8.1.12-12/31/12
Monitoring Purpose: Initial ____ Follow-Up ____ Special ____ Final <u>X</u>				

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

Memorandum  
Fiscal Monitoring Findings  
Page 2

**Program Operator:** Waking the Village (Tubman House)

**Findings and General Observations:**

The total costs as reported to SETA for CSBG have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

cc: Kathy Kossick  
Governing Board

## ITEM IV-B – INFORMATION

### COMMUNITY SERVICES BLOCK GRANT PATHWAYS TO EMPLOYMENT PROGRAM OUTCOMES

#### BACKGROUND:

In June, 2012, SETA received a one-year Community Services Block Grant Discretionary award of \$100,000 to implement Pathways to Employment (PTE), a new On-the-Job Training program for individuals who are homeless or residing in transitional housing or homeless shelter, are long-term unemployed, and have multiple barriers to obtaining employment. This innovative project was the first subsidized employment program to target the unique needs of homeless individuals in Sacramento County.

SETA collaborated with the County Department of Human Assistance, Women's Empowerment, Volunteers of America, the State Department of Rehabilitation, Sacramento Steps Forward, and the Sacramento Housing Alliance to develop the project. Participants were provided pre-employment skills training, up to three months of subsidized employment, support services, financial benchmark incentives, career coaching, mentoring, and case management to overcome conditions of homelessness and succeed in their chosen career.

By the end of the project period, June 30, 2013, outcome goals were met or exceeded. Twenty-four (24) participants were to be enrolled into PTE; actual enrollment was 33.

**Goal 1:** 18 participants (75% of enrollments) will obtain unsubsidized employment by June, 2013.

**Actual Results:** 24 participants have entered unsubsidized employment by June, 2013, surpassing the planned goal by 133%. The average unsubsidized wage for the participants is \$10.05 per hour.

**Goal 2:** 23 participants will have a better understanding of their job interests and skills.

**Actual Results:** 33 participants have a better understanding of their job interests and skills as identified by the results of knowledge and skills assessments, or 143% of the planned goal.

**Goal 3:** 22 participants will gain the employment skills they need to qualify for unsubsidized employment in the career field of their choosing.

**Actual Results:** 24 participants have completed the OJT and gained skills needed to qualify for unsubsidized employment, or 109% of the planned goal.

**Goal 4:** 22 participants will have a greater knowledge of community supports which could help avert future homelessness.

**Actual Results:** 29 participants achieved greater knowledge of community supports, or 132% of planned goal.

Staff will be available to answer questions.

ITEM IV-C - INFORMATION

EMPLOYER SUCCESS STORIES AND 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 Activity Report

July 1 - August 19, 2013

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
ALSCO, INC	7	Maintenance Technician	1
	8	Utility Laundry Worker	10
Atlas Disposal Industries	7	Diesel Mechanic	1
Babe's Famous for Ribs	8	Cashier Host/Hostess	2
California Association for Health Services at Home	1	Registration Assistant	1
California Association of Winegrape Growers	1	Administrative Assistant	1
California Department of Fish & Wildlife	10	Fish and Wildlife Seasonal Aide	1
California Primary Care Association	1	Senior Administrative Assistant	1
Center for Employment Training	1	Business Office Technology Instructor/Advisor	1
	1	Medical Assistant Instructor/Advisor	1
Cenveo	1	Adjuster	2
Certified Employment Group	1	Customer Service Representative (CSR)	30
Crossroads Diversified Services	1	Adult Education Instructor	1
Daniel B. Dunleuy, M.D., Inc.	1	Receptionist	1
Direct Marketing Specialists (DMS)	1	Residential Account Executive	15
Donor Development Strategies	1	Grassroots Canvassing and Field Managers in Training	5
Elk Grove Food Bank Services	1	Administrative Assistant	1
Fairytale Town	1	Education & Program Assistant	1
	1	Part-Time Grounds Keeper	1
General Produce Company	9	Commercial Drivers	4
	9	Delivery Route Truck Driver	3
	9	Order Selector	5
Gold Country Water	1	Customer Service/ Driver and Delivery	1
Golden State Overnight	1	Customer Service Representatives	5
International Homestay America	10	Homestay Host Family	25
Kyle's Rock & Redi-Mix, Inc.	10	Yard Laborer	1
Los Rios Community College District	1	Administrative Assistant I	1
	1	Administrative Assistant II	1
	1	Assistant Financial Aid Officer (Temporary)	
	1	Associate Vice President of Instruction and Student Learning	1
	1	Automotive Collision Technology Adjunct Professor Pool	1
	1	Clerk II	1
	1	Clerk III	1
	1	College Police Sergeant (2 Positions)	1
	1	Custodian	2
	1	Educational Media Design Specialist	1
	1	Facilities Management Operations Supervisor	1
	1	Grant Coordination Clerk	1
1	Groundskeeper (2 Positions)	2	

## Employer Activity Report

July 1 - August 19, 2013

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
<small>Critical Occupational Clusters Key: 1=Administrative &amp; Support Services; 2=Architecture &amp; Engineering; 3=Construction; 4=Healthcare &amp; Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance &amp; Repair; 8=Tourism/Hospitality; 9=Transportation &amp; Production; 10=Non-Critical Occupations</small>			
Los Rios Community College District	1	Instructional Assistant - Math	1
	1	Instructional Assistant - Mechanical/Electrical Technology (Temporary)	1
	1	Instructional Services Assistant I	1
	1	Instructional Services Assistant II	1
	1	Outreach Clerk	1
	1	Payroll Clerk I	1
	10	President, American River College	1
	1	Special Projects - Human Resources Training (Temporary)	1
	1	Student Personnel Assistant - Student Services	1
Matrix Absence Management	1	Clerical Assistant- Temporary Assignment	1
	1	Workers' Compensation Claims Assistant	1
Mid Valley Funding	1	Mortgage Loan Processor	1
Nonprofit Resource Center	1	Administrative Assistant Part Time/Temporary	1
Northern Sheets LLC	1	Customer Service Representative (CSR)	1
Pacific Protection INC	1	Unarmed Security Officer	4
Prime Flight Aviation Services	10	Cabin Service Cleaner	3
Relationship Skills Center	10	REact Coordinator	1
Sacramento Employment and Training Agency	1	Associate Teacher III	1
Sacramento Loaves & Fishes	1	Part-Time Student Resource Specialist	1
Sacramento Regional Transit District	1	Clerk II	1
	1	Customer Service Supervisor	1
	4	Facilities Maintenance Mechanic	1
Society for the Blind	1	Part-Time Administrative Assistant	1
Staffing Network LLC	9	Production Workers	10
Stroppini Enterprises	7	Machinists	3
Support For Home	4	Home Care Aide	1
SVS GROUP, INC.	10	General Laborer	50
The Fresh Market	10	Assistant Deli Manager	1
	10	Assistant Front End Manager	1
	10	Assistant Grocery Specialist	2
	10	Assistant Produce Manager	2
	10	Baker	4
	10	Bulk Specialist	4
	10	Candy/Coffee Specialist	4
	10	Cheese Specialist	4
	10	Gift/Floral Specialist	4
	10	Meat Cutter	4
10	Seafood Specialist	4	

**Employer Activity Report**

July 1 - August 19, 2013

<b>EMPLOYER</b>	<b>CRITICAL CLUSTERS</b>	<b>JOBS</b>	<b>NO OF POSITIONS</b>
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Transglobal Solutions, LLC.	9	Class A Commercial Truck Driver	20
Tony's Fine Foods, Inc.	10	Order Selector - Truckee	1
	10	Order Selector - West Sacramento	4
Visiting Angels Senior Home Care	4	In-Home Personal Attendants	10
WINDWALKER SECURITY PATROL, INC.	1	Security Guard	4
Youth Development Network	5	Youth Development Trainer Specialist	1
<b>TOTAL</b>			<b>302</b>

ITEM IV-D – INFORMATION  
DISLOCATED WORKER UPDATE

BACKGROUND:

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

This report covers the fiscal year beginning July 1, 2013.

STAFF PRESENTER: William Walker



## Dislocated Worker Information PY 2013/2014

The following is an update of information as of August 22, 2013 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	7/1/2013	<b>AT&amp;T</b> 7405 Greenhaven Drive Sacramento, CA 95831	9/1/2013	97	8/26/2013
Official	7/9/2013	<b>Point Walker, Inc. dba Lucky Derby Casino</b> 7433 Greenback Lane Citrus Heights, CA 95610	7/29/2013	113	7/25/2013
Unofficial	8/5/2013	<b>Orchard Supply Hardware</b> 6124 San Juan Ave. Citrus Heights, CA 95610	8/31/2013	48	8/11/2013
Unofficial	8/9/2013	<b>Sears</b> 1200 Blumfeld Dr. Sacramento, CA 95815	8/30/2013	20	8/21/2013
			<b>Total # of Affected Workers</b>	278	

ITEM IV-E – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT  
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month July was 8.9%.

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

**SACRAMENTO-ARDEN-ARCADE-ROSEVILLE METROPOLITAN STATISTICAL AREA (MSA)  
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)**

**Total employment declined over-the-month, but increased over-the-year.**

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 8.9 percent in July 2013, up from a revised 8.4 percent in June 2013, and below the year-ago estimate of 10.9 percent. This compares with an unadjusted unemployment rate of 9.3 percent for California and 7.7 percent for the nation during the same period. The unemployment rate was 8.4 percent in El Dorado County, 7.8 percent in Placer County, 9.2 percent in Sacramento County, and 8.7 percent in Yolo County.

**Between June 2013 and July 2013**, total wage and salary employment located in the counties of El Dorado, Placer, Sacramento, and Yolo decreased by 13,500 to total 837,300 jobs.

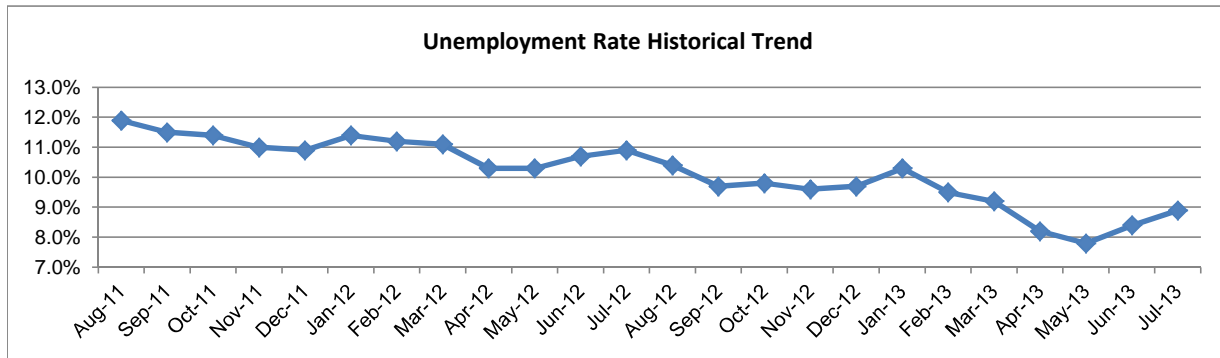
- Government cutback 13,000 jobs, predominately in local government (down 10,900 jobs), a normal seasonal change.
- Educational and health services lost 1,000 jobs over the month. Educational services led the decline (down 700 jobs).
- Construction (down 500 jobs) and other services (down 500 jobs) each contributed to the month-over reduction.
- Manufacturing added 900 jobs. Food manufacturing (up 500 jobs) and computer and electronic product manufacturing (up 400 jobs) lead the expansion.

**Between July 2012 and July 2013**, total jobs in the region increased by 5,000, or 0.6 percent.

- Trade, transportation, and utilities dominated the year-over growth with an increase of 5,100 jobs. Retail trade was the largest contributing factor, with a gain of 3,600 jobs.
- Leisure and hospitality picked up 3,600 jobs. The majority of the gains were in accommodation and food services (up 3,200 jobs).
- Educational and health services added 3,100 jobs over the year. The increase was split between health care and social assistance (up 1,600 jobs) and education services (up 1,500 jobs).
- Construction lost 4,100 jobs. Residual construction (down 2,600 jobs), specialty trade contractors (down 800 jobs), and construction of buildings (down 700 jobs) all contributed to the decline.

**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 8.9 percent in July 2013, up from a revised 8.4 percent in June 2013, and below the year-ago estimate of 10.9 percent. This compares with an unadjusted unemployment rate of 9.3 percent for California and 7.7 percent for the nation during the same period. The unemployment rate was 8.4 percent in El Dorado County, 7.8 percent in Placer County, 9.2 percent in Sacramento County, and 8.7 percent in Yolo County.



Industry	Jun-2013	Jul-2013	Change		Jul-2012	Jul-2013	Change
	Revised	Prelim				Prelim	
Total, All Industries	850,800	837,300	(13,500)		832,300	837,300	5,000
Total Farm	9,600	9,700	100		10,400	9,700	(700)
Total Nonfarm	841,200	827,600	(13,600)		821,900	827,600	5,700
Mining and Logging	400	400	0		400	400	0
Construction	37,000	36,500	(500)		40,600	36,500	(4,100)
Manufacturing	34,600	35,500	900		34,300	35,500	1,200
Trade, Transportation & Utilities	143,100	143,200	100		138,100	143,200	5,100
Information	14,500	14,500	0		15,300	14,500	(800)
Financial Activities	47,300	47,300	0		48,200	47,300	(900)
Professional & Business Services	115,100	115,300	200		114,300	115,300	1,000
Educational & Health Services	107,500	106,500	(1,000)		103,400	106,500	3,100
Leisure & Hospitality	89,700	89,900	200		86,300	89,900	3,600
Other Services	26,700	26,200	(500)		28,600	26,200	(2,400)
Government	225,300	212,300	(13,000)		212,400	212,300	(100)

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](http://www.labormarketinfo.edd.ca.gov)

**REPORT 400 C**  
**Monthly Labor Force Data for Counties**  
**July 2013 - Preliminary**  
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>18,690,400</b>	<b>16,947,000</b>	<b>1,743,500</b>	<b>9.3%</b>
ALAMEDA	12	780,800	720,200	60,600	7.8%
ALPINE	44	410	360	50	12.0%
AMADOR	29	16,570	14,920	1,650	9.9%
BUTTE	34	100,300	89,400	10,900	10.8%
CALAVERAS	31	19,550	17,520	2,030	10.4%
COLUSA	55	12,060	10,320	1,740	14.4%
CONTRA COSTA	11	538,900	497,500	41,400	7.7%
DEL NORTE	45	10,900	9,580	1,320	12.1%
EL DORADO	22	90,000	82,500	7,500	8.4%
FRESNO	47	447,200	391,200	56,000	12.5%
GLENN	52	12,410	10,790	1,620	13.1%
HUMBOLDT	25	58,800	53,500	5,300	9.0%
IMPERIAL	58	75,900	56,100	19,800	26.1%
INYO	16	9,280	8,540	730	7.9%
KERN	42	394,500	348,500	45,900	11.6%
KINGS	49	62,100	54,300	7,900	12.6%
LAKE	47	25,060	21,920	3,140	12.5%
LASSEN	31	12,440	11,140	1,300	10.4%
LOS ANGELES	34	4,991,800	4,451,600	540,200	10.8%
MADERA	40	68,700	60,900	7,800	11.3%
MARIN	1	143,400	135,800	7,600	5.3%
MARIPOSA	10	10,350	9,580	770	7.4%
MENDOCINO	16	42,170	38,830	3,340	7.9%
MERCED	56	108,500	92,700	15,800	14.6%
MODOC	33	3,930	3,520	420	10.6%
MONO	19	8,360	7,680	680	8.1%
MONTEREY	20	237,300	217,800	19,400	8.2%
NAPA	4	81,200	76,300	4,900	6.0%
NEVADA	12	50,040	46,130	3,910	7.8%
ORANGE	5	1,638,400	1,531,900	106,500	6.5%
PLACER	12	178,600	164,700	14,000	7.8%
PLUMAS	30	10,050	9,010	1,040	10.3%
RIVERSIDE	38	933,600	829,600	103,900	11.1%
SACRAMENTO	26	681,600	618,500	63,000	9.2%
SAN BENITO	28	26,300	23,700	2,600	9.8%
SAN BERNARDINO	34	850,100	758,700	91,500	10.8%
SAN DIEGO	12	1,615,900	1,490,100	125,900	7.8%
SAN FRANCISCO	3	486,400	457,600	28,800	5.9%
SAN JOAQUIN	50	298,800	260,700	38,200	12.8%
SAN LUIS OBISPO	7	146,100	136,000	10,100	6.9%
SAN MATEO	2	403,000	380,100	22,900	5.7%
SANTA BARBARA	6	234,100	218,400	15,800	6.7%
SANTA CLARA	8	928,700	862,800	65,900	7.1%
SANTA CRUZ	20	159,500	146,300	13,200	8.2%
SHASTA	37	80,500	71,700	8,800	10.9%
SIERRA	38	1,510	1,340	170	11.1%
SISKIYOU	41	19,140	16,940	2,200	11.5%
SOLANO	23	220,300	201,600	18,700	8.5%
SONOMA	8	258,800	240,500	18,300	7.1%
STANISLAUS	51	238,200	207,300	30,800	12.9%
SUTTER	53	42,200	36,500	5,800	13.6%
TEHAMA	46	24,450	21,460	2,980	12.2%
TRINITY	43	4,950	4,370	580	11.8%
TULARE	54	204,800	176,600	28,200	13.8%
TUOLUMNE	26	25,610	23,250	2,370	9.2%
VENTURA	18	441,000	405,800	35,200	8.0%
YOLO	24	97,000	88,600	8,400	8.7%
YUBA	56	27,900	23,900	4,100	14.6%

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 2012 benchmark and Census 2010 population controls at the state level.

**REPORT 400 M**  
**Monthly Labor Force Data for California**  
**Counties and Metropolitan Statistical Areas**  
**July 2013 - Preliminary**  
 Data Not Seasonally Adjusted

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>18,690,400</b>	<b>16,947,000</b>	<b>1,743,500</b>	<b>9.3%</b>
BAKERSFIELD DELANO MSA (Kern Co.)	47	394,500	348,500	45,900	11.6%
CHICO MSA (Butte Co.)	38	100,300	89,400	10,900	10.8%
EL CENTRO MSA (Imperial Co.)	64	75,900	56,100	19,800	26.1%
FRESNO MSA (Fresno Co.)	52	447,200	391,200	56,000	12.5%
HANFORD CORCORAN MSA (Kings Co.)	54	62,100	54,300	7,900	12.6%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	38	4,991,800	4,451,600	540,200	10.8%
MADERA CHOWCHILLA MSA (Madera Co.)	45	68,700	60,900	7,800	11.3%
MERCED MSA (Merced Co.)	62	108,500	92,700	15,800	14.6%
MODESTO MSA (Stanislaus Co.)	56	238,200	207,300	30,800	12.9%
NAPA MSA (Napa Co.)	5	81,200	76,300	4,900	6.0%
OAKLAND FREMONT HAYWARD MD	13	1,319,700	1,217,700	102,000	7.7%
Alameda Co.	15	780,800	720,200	60,600	7.8%
Contra Costa Co.	13	538,900	497,500	41,400	7.7%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	21	441,000	405,800	35,200	8.0%
REDDING MSA (Shasta Co.)	41	80,500	71,700	8,800	10.9%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	42	1,783,700	1,588,300	195,400	11.0%
Riverside Co.	43	933,600	829,600	103,900	11.1%
San Bernardino Co.	38	850,100	758,700	91,500	10.8%
SACRAMENTO ARDEN ARCADE ROSEVILLE MSA	28	1,047,300	954,300	92,900	8.9%
El Dorado Co.	25	90,000	82,500	7,500	8.4%
Placer Co.	15	178,600	164,700	14,000	7.8%
Sacramento Co.	30	681,600	618,500	63,000	9.2%
Yolo Co.	27	97,000	88,600	8,400	8.7%
SALINAS MSA (Monterey Co.)	23	237,300	217,800	19,400	8.2%
SAN DIEGO CARLSBAD SAN MARCOS MSA (San Diego Co.)	15	1,615,900	1,490,100	125,900	7.8%
SAN FRANCISCO SAN MATEO REDWOOD CITY MD	2	1,032,800	973,600	59,200	5.7%
Marin Co.	1	143,400	135,800	7,600	5.3%
San Francisco Co.	4	486,400	457,600	28,800	5.9%
San Mateo Co.	2	403,000	380,100	22,900	5.7%
SAN JOSE SUNNYVALE SANTA CLARA MSA	11	955,000	886,500	68,500	7.2%
San Benito Co.	32	26,300	23,700	2,600	9.8%
Santa Clara Co.	9	928,700	862,800	65,900	7.1%
SAN LUIS OBISPO PASO ROBLES MSA (San Luis Obispo Co.)	8	146,100	136,000	10,100	6.9%
SANTA ANA ANAHEIM IRVINE MD (Orange Co.)	6	1,638,400	1,531,900	106,500	6.5%
SANTA BARBARA SANTA MARIA GOLETA MSA (Santa Barbara Co.)	7	234,100	218,400	15,800	6.7%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	23	159,500	146,300	13,200	8.2%
SANTA ROSA PETALUMA MSA (Sonoma Co.)	9	258,800	240,500	18,300	7.1%
STOCKTON MSA (San Joaquin Co.)	55	298,800	260,700	38,200	12.8%
VALLEJO FAIRFIELD MSA (Solano Co.)	26	220,300	201,600	18,700	8.5%
VISALIA PORTERVILLE MSA (Tulare Co.)	59	204,800	176,600	28,200	13.8%
YUBA CITY MSA	60	70,200	60,300	9,800	14.0%
Sutter Co.	58	42,200	36,500	5,800	13.6%
Yuba Co.	62	27,900	23,900	4,100	14.6%
Alpine Co.	49	410	360	50	12.0%
Amador Co.	33	16,570	14,920	1,650	9.9%
Calaveras Co.	35	19,550	17,520	2,030	10.4%
Colusa Co.	61	12,060	10,320	1,740	14.4%
Del Norte Co.	50	10,900	9,580	1,320	12.1%
Glenn Co.	57	12,410	10,790	1,620	13.1%
Humboldt Co.	29	58,800	53,500	5,300	9.0%
Inyo Co.	19	9,280	8,540	730	7.9%
Lake Co.	52	25,060	21,920	3,140	12.5%
Lassen Co.	35	12,440	11,140	1,300	10.4%
Mariposa Co.	12	10,350	9,580	770	7.4%
Mendocino Co.	19	42,170	38,830	3,340	7.9%
Modoc Co.	37	3,930	3,520	420	10.6%
Mono Co.	22	8,360	7,680	680	8.1%
Nevada Co.	15	50,040	46,130	3,910	7.8%
Plumas Co.	34	10,050	9,010	1,040	10.3%
Sierra Co.	43	1,510	1,340	170	11.1%
Siskiyou Co.	46	19,140	16,940	2,200	11.5%
Tehama Co.	51	24,450	21,460	2,980	12.2%
Trinity Co.	48	4,950	4,370	580	11.8%
Tuolumne Co.	30	25,610	23,250	2,370	9.2%

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 2012 benchmark and Census 2010 population controls at the state level.

**Sacramento Arden Arcade Roseville MSA**  
**(El Dorado, Placer, Sacramento, and Yolo Counties)**  
Industry Employment & Labor Force  
March 2012 Benchmark

Data Not Seasonally Adjusted

	Jul 12	May 13	Jun 13	Jul 13	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,055,200	1,044,600	1,051,900	1,047,300	-0.4%	-0.7%
Civilian Employment	940,300	962,900	963,200	954,300	-0.9%	1.5%
Civilian Unemployment	114,800	81,800	88,700	92,900	4.7%	-19.1%
Civilian Unemployment Rate	10.9%	7.8%	8.4%	8.9%		
(CA Unemployment Rate)	11.0%	8.1%	8.9%	9.3%		
(U.S. Unemployment Rate)	8.6%	7.3%	7.8%	7.7%		

Total, All Industries (2)	832,300	842,900	850,800	837,300	-1.6%	0.6%
Total Farm	10,400	9,200	9,600	9,700	1.0%	-6.7%
Total Nonfarm	821,900	833,700	841,200	827,600	-1.6%	0.7%
Total Private	609,500	608,600	615,900	615,300	-0.1%	1.0%
Goods Producing	75,300	69,900	72,000	72,400	0.6%	-3.9%
Mining and Logging	400	300	400	400	0.0%	0.0%
Construction	40,600	34,800	37,000	36,500	-1.4%	-10.1%
Construction of Buildings	9,700	8,800	8,900	9,000	1.1%	-7.2%
Specialty Trade Contractors	25,900	23,300	24,900	25,100	0.8%	-3.1%
Building Foundation & Exterior Contractors	6,400	4,900	5,100	5,200	2.0%	-18.8%
Building Equipment Contractors	10,200	10,400	10,900	10,900	0.0%	6.9%
Building Finishing Contractors	5,800	4,700	5,200	5,200	0.0%	-10.3%
Manufacturing	34,300	34,800	34,600	35,500	2.6%	3.5%
Durable Goods	23,300	23,800	23,600	23,900	1.3%	2.6%
Computer & Electronic Product Manufacturing	7,800	8,400	8,300	8,700	4.8%	11.5%
Nondurable Goods	11,000	11,000	11,000	11,600	5.5%	5.5%
Food Manufacturing	4,800	4,500	4,800	5,300	10.4%	10.4%
Service Providing	746,600	763,800	769,200	755,200	-1.8%	1.2%
Private Service Providing	534,200	538,700	543,900	542,900	-0.2%	1.6%
Trade, Transportation & Utilities	138,100	140,600	143,100	143,200	0.1%	3.7%
Wholesale Trade	25,300	26,000	26,100	26,300	0.8%	4.0%
Merchant Wholesalers, Durable Goods	13,800	14,000	14,100	14,200	0.7%	2.9%
Merchant Wholesalers, Nondurable Goods	8,700	8,700	8,700	8,800	1.1%	1.1%
Retail Trade	90,700	92,100	94,300	94,300	0.0%	4.0%
Motor Vehicle & Parts Dealer	12,000	12,500	12,500	12,600	0.8%	5.0%
Building Material & Garden Equipment Stores	7,500	7,600	7,700	7,700	0.0%	2.7%
Grocery Stores	16,900	17,400	17,600	17,600	0.0%	4.1%
Health & Personal Care Stores	5,500	5,400	5,500	5,500	0.0%	0.0%
Clothing & Clothing Accessories Stores	7,400	7,100	7,300	7,400	1.4%	0.0%
Sporting Goods, Hobby, Book & Music Stores	4,000	4,000	4,000	4,000	0.0%	0.0%
General Merchandise Stores	18,700	18,200	18,400	18,600	1.1%	-0.5%
Transportation, Warehousing & Utilities	22,100	22,500	22,700	22,600	-0.4%	2.3%
Information	15,300	14,600	14,500	14,500	0.0%	-5.2%
Publishing Industries (except Internet)	2,800	2,700	2,700	2,700	0.0%	-3.6%
Telecommunications	7,500	7,200	7,200	7,200	0.0%	-4.0%
Financial Activities	48,200	47,300	47,300	47,300	0.0%	-1.9%
Finance & Insurance	35,400	34,700	34,500	34,500	0.0%	-2.5%
Credit Intermediation & Related Activities	12,500	12,700	12,700	12,700	0.0%	1.6%
Depository Credit Intermediation	8,400	8,300	8,200	8,200	0.0%	-2.4%
Nondepository Credit Intermediation	2,200	2,500	2,500	2,500	0.0%	13.6%
Insurance Carriers & Related	18,800	18,600	18,600	18,600	0.0%	-1.1%
Real Estate & Rental & Leasing	12,800	12,600	12,800	12,800	0.0%	0.0%
Real Estate	9,500	9,300	9,400	9,300	-1.1%	-2.1%
Professional & Business Services	114,300	115,100	115,100	115,300	0.2%	0.9%
Professional, Scientific & Technical Services	52,300	54,700	54,400	53,600	-1.5%	2.5%
Architectural, Engineering & Related Services	9,000	9,000	9,100	9,100	0.0%	1.1%
Management of Companies & Enterprises	9,500	9,700	9,800	9,800	0.0%	3.2%
Administrative & Support & Waste Services	52,500	50,700	50,900	51,900	2.0%	-1.1%
Administrative & Support Services	50,200	48,500	48,500	49,100	1.2%	-2.2%
Employment Services	21,000	20,600	20,700	20,600	-0.5%	-1.9%

**Sacramento Arden Arcade Roseville MSA**  
**(El Dorado, Placer, Sacramento, and Yolo Counties)**  
Industry Employment & Labor Force  
March 2012 Benchmark

Data Not Seasonally Adjusted

	Jul 12	May 13	Jun 13	Jul 13	Percent Change	
			Revised	Prelim	Month	Year
Services to Buildings & Dwellings	12,000	12,100	12,200	12,300	0.8%	2.5%
Educational & Health Services	103,400	108,000	107,500	106,500	-0.9%	3.0%
Education Services	12,000	15,100	14,200	13,500	-4.9%	12.5%
Health Care & Social Assistance	91,400	92,900	93,300	93,000	-0.3%	1.8%
Ambulatory Health Care Services	39,800	40,700	40,700	40,700	0.0%	2.3%
Hospitals	23,200	22,900	22,800	22,900	0.4%	-1.3%
Nursing & Residential Care Facilities	14,700	15,000	15,100	15,100	0.0%	2.7%
Leisure & Hospitality	86,300	85,900	89,700	89,900	0.2%	4.2%
Arts, Entertainment & Recreation	15,100	14,400	15,200	15,500	2.0%	2.6%
Accommodation & Food Services	71,200	71,500	74,500	74,400	-0.1%	4.5%
Accommodation	8,400	7,800	8,300	8,500	2.4%	1.2%
Food Services & Drinking Places	62,800	63,700	66,200	65,900	-0.5%	4.9%
Full-Service Restaurants	29,900	29,200	30,200	30,800	2.0%	3.0%
Limited-Service Eating Places	29,900	30,000	31,000	31,200	0.6%	4.3%
Other Services	28,600	27,200	26,700	26,200	-1.9%	-8.4%
Repair & Maintenance	8,100	8,300	8,300	8,300	0.0%	2.5%
Government	212,400	225,100	225,300	212,300	-5.8%	0.0%
Federal Government	13,700	13,700	13,600	13,800	1.5%	0.7%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	198,700	211,400	211,700	198,500	-6.2%	-0.1%
State Government	106,500	110,300	110,600	108,300	-2.1%	1.7%
State Government Education	25,500	28,500	28,500	26,100	-8.4%	2.4%
State Government Excluding Education	81,000	81,800	82,100	82,200	0.1%	1.5%
Local Government	92,200	101,100	101,100	90,200	-10.8%	-2.2%
Local Government Education	48,500	57,900	56,900	46,300	-18.6%	-4.5%
Local Government Excluding Education	43,700	43,200	44,200	43,900	-0.7%	0.5%
County	18,000	18,000	18,000	18,000	0.0%	0.0%
City	10,100	9,700	10,300	10,100	-1.9%	0.0%
Special Districts plus Indian Tribes	15,600	15,500	15,900	15,800	-0.6%	1.3%

**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.

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Diane Patterson 916/865-2453

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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**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
 July 2013 - Preliminary  
 Data Not Seasonally Adjusted**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Census Ratios Unemp</b>
Sacramento County	681,600	618,500	63,000	9.2%	1.000000	1.000000
Arden Arcade CDP	56,700	51,500	5,200	9.2%	0.083249	0.082638
Carmichael CDP	29,400	27,300	2,100	7.1%	0.044196	0.033389
Citrus Heights city	50,800	47,500	3,300	6.5%	0.076838	0.052031
Elk Grove CDP	35,400	32,800	2,600	7.5%	0.052995	0.042014
Fair Oaks CDP	17,400	16,500	900	4.9%	0.026690	0.013634
Florin CDP	12,600	10,800	1,800	14.6%	0.017414	0.029215
Folsom city	27,400	26,300	1,100	4.2%	0.042525	0.018086
Foothill Farms CDP	9,700	8,400	1,200	12.7%	0.013648	0.019477
Galt city	10,800	9,100	1,600	15.1%	0.014787	0.025876
Gold River CDP	4,900	4,800	100	1.8%	0.007807	0.001391
Isleton city	400	400	100	12.4%	0.000606	0.000835
La Riviera CDP	7,000	6,700	400	5.5%	0.010764	0.006121
Laguna CDP	20,700	19,700	1,000	5.0%	0.031834	0.016416
Laguna West Lakeside CDP	5,400	5,000	400	6.6%	0.008082	0.005565
North Highlands CDP	22,400	19,100	3,200	14.5%	0.030952	0.051475
Orangevale CDP	16,000	15,000	1,000	6.2%	0.024229	0.015860
Parkway South Sacramento CD	15,800	13,200	2,600	16.4%	0.021400	0.041180
Rancho Cordova City	30,900	27,600	3,300	10.6%	0.044619	0.052031
Rancho Murieta CDP	2,300	2,200	100	3.0%	0.003619	0.001113
Rio Linda CDP	5,700	4,900	800	14.7%	0.007917	0.013356
Rosemont CDP	14,000	12,900	1,100	7.8%	0.020867	0.017251
Sacramento city	215,600	192,200	23,400	10.9%	0.310678	0.371731
Vineyard CDP	6,000	5,700	300	4.7%	0.009185	0.004452
Walnut Grove CDP	500	400	100	23.0%	0.000569	0.001669
Wilton CDP	2,800	2,600	200	6.3%	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

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios</b>	
					<b>Emp</b>	<b>Unemp</b>

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

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

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

## ITEM IV-F – INFORMATION

### HEAD START REPORTS

#### BACKGROUND:

This agenda item provides an opportunity for the Governing Board to review the following Head Start items:

- Fiscal Report (sent under separate cover)
- Policy Council Minutes
- Program Report
- Quality Assurance Report

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

## **REGULAR MEETING OF THE HEAD START POLICY COUNCIL**

*(Minutes reflect the actual progress of the meeting.)*

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

Tuesday, May 28, 2013  
9:00 a.m.

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

Mr. Nse Akang called the meeting to order at 9:05 a.m. Ms. Sarah Proteau read the Thought of the Day for the Policy Council. Ms. Dominique Rios Farias called the roll; a quorum was established.

#### **Members Present:**

Dominique Rios Farias, Sacramento City Unified School District  
Sarah Proteau, San Juan Unified School District (excused)  
Carolyn Wilson, Twin Rivers Unified School District  
Annette Duran, WCIC/Playmate  
Teresa Jay, SETA-Operated Program  
Mayra Partida, SETA-Operated Program  
LaTasha Windham, SETA-Operated Program  
Toni Espinoza, Home Base Option (arrived at 9:10 a.m.)  
Ana Calderon, Early Head Start (SETA)  
Nse Akang, Foster Parent Representative

#### **Members Absent:**

Marshaun Tate, SETA-Operated Program (excused)  
Jonathan White, Male Involvement Committee (excused)  
Benjamin Bailey, Sacramento City Unified School District (excused)

### **II. Consent Item**

#### **A. Approval of the Minutes of the May 21, 2013 Special Meeting**

The minutes were reviewed; no questions or corrections.

Moved/Wilson, second/Windham, to approve the May 21, 2013 minutes.  
Show of hands vote: Aye: 9, Nay: 0, Abstentions: 1 (Akang)

### **III. Action Items**

#### **A. Approval of the Parent Advisory Committee and Policy Council Joint Parent Activity**

Mr. Akang reviewed the parent activity details. There were no questions or comments on this item.

Moved/Espinoza, second/Proteau, that the Policy Council approve a joint parent activity with the Parent Advisory Committee.

Show of hands vote: Aye: 9, Nay: 0, Abstentions: 1 (Akang)

B. Approval of Policy Council Parliamentarian

Ms. Carolyn Wilson volunteered to serve as Parliamentarian.

Moved/Espinoza, second/Proteau, to elect Ms. Carolyn Wilson as Parliamentarian.

Show of hands vote: Aye: 9, Nay: 0, Abstentions: 1 (Akang)

Ms. Wilson assumed her position as Parliamentarian on the dais.

IV. **Information Items**

C. Presentation on Jobs.Sacramentoworks.org

SETA's Public Information Officer, Ms. Terri Carpenter, provided information on a web-based job search program that promotes all programs under SETA's umbrella. This job search program assists people in finding jobs through a virtual one-stop center. Board members were asked to go to the on-line web site: [www.sacramentoworks.org](http://www.sacramentoworks.org) is the website. There is information for job seekers including education and job resources.

SETA also operates one stop career centers that provide career assessments, training workshops, and interview workshops. The master calendar under "Events" gives an overview of the workshops at any career center in the county. There are different recruitments going on monthly.

Visitors do need to register in the system initially. Sacramento Works.org pulls jobs from EDD a, Career Builder, and Monster.com. Indeed. In addition, there are cover letter templates and information on job search techniques.

The Sacramento News and Review will have an insert in next week's paper. This insert will be covering all of SETA's programs. Board members were asked to spread the word about the programs available to the public.

A. Standing Information Items

- PC/PAC Calendar of Events: Mr. Akang stated that lunch has been added to the Parent Activity on June 7; lunch will be held at LaTerraza. The Male Involvement Committee meeting will be held June 19.
- Parent/Family Support Unit Events and Activities: None.
- Parent/Staff Recognition: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Patterson reported that the SOP expenditures are at 74% of budget, which is right on target; expect the grant to be completely expended by

the end of the fiscal year. The non-federal share is at 25.4% and the administrative expenses are far below the maximum.

- Annual Parent Conference Reports: Ms. Mayra Partida attended the annual parent conference at Charles A. Jones. Ms. Ruthie Bolton was the keynote speaker and spoke of how she persevered through injuries and personal issues. Ms. Partida took a positive discipline workshop and nutrition workshop. Ms. Partida recommends that all parents attend next year and take advantage of this wonderful conference.
  - Annual Parent Leadership Institute Training Reports: Ms. Annette Duran was one of two Policy Council members attending the meeting. The training included how to deal with difficult people and how to listen and communicate with people. It is important to make eye contact with people so they know you are paying attention.
- B. Governing Board Minutes of April 4, 2013: No questions.

## **V. Committee Reports**

- A. Executive Committee: Ms. Dominique Rios Farias read the Executive Committee critique from the last board meeting.
- B. Budget/Planning Committee: No meeting.
- C. Personnel/Bylaws Committee: Ms. Partida reported that attendees at the last meeting went through bylaw modifications for both PC and PAC bylaws. Any board member wishing to have a modification to the bylaws is requested to either attend the meeting or notify a committee member. The next meeting will be June 21.
- D. Social/Hospitality Committee: Ms. Ana Calderon reported that the committee is working on the end-of year event. The colors will be green, pearl, and black, and the event will be held either October 5 or October 12 from 6-9 p.m. The guest minimum age is 18 and the number of guests will be two.

Ms. Espinoza stated that guests have to pay for their meals. If board members want to bring more than two guests, perhaps board members with fewer guests can share their guest slots.

Ms. Calderon reviewed the June 7 Parent Activity which will include a visit to Historic Old Sacramento and the Underground.

Ms. Partida stated that there will be a Daddy and Me fishing trip on Saturday, June 8 at Elk Grove Park, 9 a.m. – 12 p.m. Those interested in attending are asked to call to Bob Silva at 263-3809. A positive discipline series will be held on Wednesday evenings during the month of June.

## **VI. Other Reports**

- A. Executive Director's Report: No report.
- B. Head Start Deputy Director's Report: No report.
- C. Head Start Managers' Reports

- ✓ Brenda Campos: No report.
- ✓ Lisa Carr: No report.
- ✓ Karen Gonzales: No report.
- D. Chair's Report: Mr. Akang announced that Toastmasters public speaking training is available. Last year a board member requested training and it was very successful. Ms. Jackie Bates provided the very popular training. A sign-up sheet was distributed; all that sign up are asked to please show up!
- E. Open Discussion and Comments: Ms. Duran asked that her name be included on her committee choices.
- F. Public Participation: None.

**VII. Adjournment:** The meeting was adjourned at 9:53 a.m.

## **REGULAR MEETING OF THE HEAD START POLICY COUNCIL**

*(Minutes reflect the actual progress of the meeting.)*

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

Tuesday, June 25, 2013  
9:00 a.m.

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

Mr. Nse Akang called the meeting to order at 9:08 a.m. Ms. Mayra Partida read the Thought of the Day for the Policy Council. Ms. Dominique Rios-Farias was asked to serve as Secretary and called the roll; a quorum was established.

#### Members Present:

Dominique Rios Farias, Sacramento City Unified School District  
Sarah Proteau, San Juan Unified School District (arrived at 9:14 a.m.)  
Carolyn Wilson, Twin Rivers Unified School District  
Annette Duran, WCIC/Playmate  
Teresa Jay, SETA-Operated Program  
Mayra Partida, SETA-Operated Program  
LaTasha Windham, SETA-Operated Program  
Marshaun Tate, SETA-Operated Program  
Toni Espinoza, Home Base Option  
Ana Calderon, Early Head Start (SETA)  
Nse Akang, Foster Parent Representative

#### Members Absent:

Jonathan White, Male Involvement Committee (unexcused)  
Benjamin Bailey, Sacramento City Unified School District (excused)

#### **New members seated:**

Steven Wormley, Sacramento City Unified School District  
Alicia Kafka, SETA-Operated Program  
Colleen Fietzek, Home base Option

### **II. Consent Item**

#### **A. Approval of the Minutes of the May 28, 2013 Regular Meeting**

The minutes were reviewed; no questions or corrections.

Moved/Wilson, second/Windham, to approve the May 28, 2013 minutes.  
Show of hands vote: Aye: 12, Nay: 0, Abstentions: 1 (Akang)

Ms. Sarah Proteau arrived at 9:14 a.m.



### **III. Information Items**

- A. Presentation by the Sacramento Municipal Utility District on Upcoming Rate Increases: Mr. Gary King

Mr. Gary King Chief Workforce and Technology Officer, introduced Ms. Amber Gray, Rates team, and Mr. Sam Starks, Community Engagement Team. Mr. King also sits on the Workforce Investment Board.

Mr. King and Ms. Gray spoke of the upcoming rate increases. Ms. Gray stated that SMUD staff worked to design the low income program with an income qualifying basis. There was discussion of designing the discount rate based on the number of people in the household but it is voluntary. It is very difficult to design rates based on the number of people in each household. SMUD wants more of the discount to go to the people that actually need the discount. With that in mind, SMUD staff redesigned and front loaded the discount. From an efficiency standpoint, more of the discount was going to the people that needed to have the discount.

Mr. Sam Starks stated that the new discount gives more discounts for low income users.

### **VI. Action Items**

- A. **CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957**

- Approval of Eligible Lists for: Approval of Eligibility List for Family Services Worker, Range III

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

The board went into closed session at 9:54 a.m. The Policy Council went back into open session at 10:21 a.m. Mr. Akang reported out of closed session that the board approved the eligible lists for approval of eligibility list for Family Services Worker, Range III.

### **III. Information Items (continued)**

- B. Standing Information Items

- PC/PAC Calendar of Events: No questions.
- Parent/Family Support Unit Events and Activities: No questions.
- Parent/Staff Recognition: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Patterson reported that the expenditures are at should be at 83% expended; currently at 84% and staff expects the budget to be fully expended by the end of the fiscal year which is July 31. The non-federal share is 24.9% and it should be 25%; there are more forms to be

processed which should bring the total above the minimum. Ms. Campos was asked about dental bags. Ms. Campos stated that one goal is to have at least one parent educational training on dental hygiene. The dental bags have toothbrushes and information that is given out to parents. There are also some staff that dress up as Disney characters. One staff member dresses as Snow White and goes out to the centers and distributes the bags to the children.

- PC/PAC Joint Parent Activity Oral Reports: Mr. Tate enjoyed the tour of Old Sacramento and how the people lived. He was surprised that many of the buildings were not built on foundations and shocked to hear the city burned down twice and rebuilt. He really enjoyed it.

Ms. Windham stated that it was a very nice tour and she learned a lot about Sacramento and the things it went through over the year. She encouraged more parents to participate in the future. Attendees ate at a very nice restaurant.

Mr. Wormley enjoyed the fact that the Sacramento River repositioned itself several times. The river flooded and washed Sacramento buildings away three different times. It was all farmland at one time.

- C. Governing Board Minutes of April 29, 2013: No questions or corrections.

## V. Committee Reports

- C. Executive Committee: Ms. Rios Farias reviewed the Executive Committee critique.
- D. Budget/Planning Committee: Ms. Windham reported that there were not many people in attendance. Attendees learned about the budget and that the expenditures are a little high but everything is well managed. Ms. Windham encouraged more parents to participate in the budget meetings.
- E. Personnel/Bylaws Committee: Mr. Akang encouraged members to attend committee meetings. Although the end of the year is coming, it should not affect board members' attendance at committee meetings.

Ms. Fietzek reported that it was her first time attending this committee; she was the only one there. She enjoyed learning how the bylaws work. Ms. Desha shared some possible modifications to the bylaws. Ms. Desha encouraged all parents to attend the Personnel/Bylaws Committee; they are your bylaws and rules!

- D. Social/Hospitality Committee: Ms. Calderon reported that the committee met twice this month. Members are still discussing the event location, menu, and there is still the need for a speaker; if a parent has an appropriate speaker, please provide that information to committee members or Ms. Desha. When looking at location, consider the parking. The Committee came up with theme: ***Our Children Today Make A Difference Tomorrow.*** The event will be semi-

formal, colors will be green, pearl, and black, and the date will be either October 5 or October 12, 6:00 – 9:00 p.m.

## **VI. Other Reports**

- A. Executive Director's Report: Ms. Kathy Kossick reported that the Community Action Board just approved the Community Action Plan; this sets the plan for the CSBG fund. A Request for Proposals will be released in September of this year to seek proposals for family self-sufficiency and safety net services. Last week, the Governing Board approved significant changes to the provision of workforce development services in Sacramento County. The Governing Board approved changing from 12 career centers to having eight training centers. The purpose is to provide more training services to individuals to make them more employable. The transition will begin July 1. STA will still operate five career centers in the county located at Hillsdale, Rancho Cordova, Mark Sanders, Galt, and Franklin. All of the information will be posted on the SETA web site so the information will be available to the public.
- B. Head Start Deputy Director's Report: No additional report.
- C. Head Start Managers' Reports
- ✓ Brenda Campos: Grantee Program Support Services: Ms. Campos stated that in July, she and some of the family services workers will be spending 2 ½ days in training to learn about the Affordable Care Act; she expects to provide a brief presentation in August regarding the implementation of this act. Staff is still doing quality assurance monitoring at the centers.
  - ✓ Lisa Carr: Parent/Family Support Unit: Ms. Carr in the Family Engagement Unit will be revamping services to be more in line with the Workforce Investment Act. The board is to align services with the training center goals. This modification in services will be brought before the Child Development Committee and the Budget Committees. For next year, will be looking at doing the Parent Conference differently. Staff is considering offering regional resource fairs instead of the one county-wide conference. There will still be the community people and resources available with mini-half hour workshops. The regional resource fairs will be specific to the regions. The agencies that serve that geographic area will be in attendance.

Mr. Akang reported that he and his daughter attended Fishing in the City at to Elk Grove Park.

- ✓ Karen Gonzales: Child Development & Education Services: Ms. Gonzales invited all parents to the July 11 child development committee meeting. Attendees will be looking at the new development plan for children that will be based on their child's assessment information.

Ms. Partida asked if the CELFEL training was continuing? Ms. Gonzales replied that the training continues and the Office of Head Start (OHS) training and technical assistance specialist is being training on county-wide CEFEL training. Module 2 training for staff begins on June 27.

Mr. Akang asked if SETA assists people interested in opening their own business. Ms. Kossick replied that there are four Business Information Centers (BICs) throughout the county; the information is on the SETA website. The BICs work with the Service Corps of Retired Executives (SCORE) and the Small Business Development Center to assist people in opening their own business.

- D. Chair's Report: No additional report.
- E. Open Discussion and Comments: None.
- F. Public Participation: None.

Mr. Akang directed board members to the board lounge where there is a birthday cake for those having birthdays in April, May and June.

**VII. Adjournment:** The meeting was adjourned at 11:00 a.m.



# Head Start Monthly Report

## Head Start Monthly Report

### August 2013

#### **SETA-Operated Program**

##### **Program Support Services:**

Quality Assurance Unit monitoring for the EHS Home-Based Programs for SJUSD, SCUSD and EHS Partners SCOE and River Oak Center for children was conducted. Reports will be made available in August.

##### **Family Engagement and Program Operations Units**

Staff has been busy with end-of-year celebrations for the children transitioning from Head Start preschool to kindergarten and will be leaving our program.

This is the time of year when the “big push” for recruitment and enrollment takes place. Family Service Workers have been very busy recruiting and enrolling families into the program for the beginning of the new school year beginning August 1.

#### **Elk Grove Unified School District**

School is closed for summer. No report this month.

#### **Sacramento City Unified School District**

##### **Education**

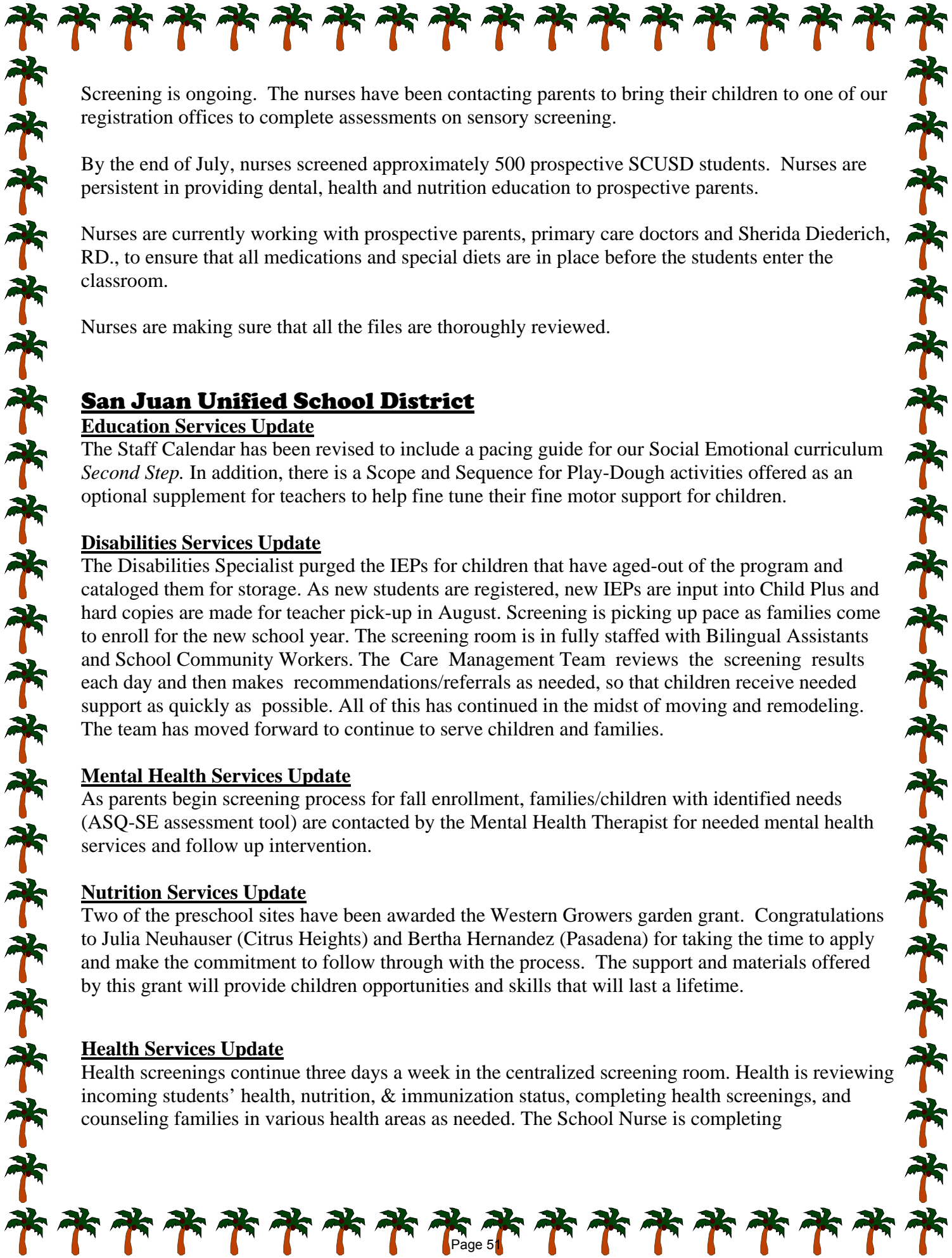
Coordinators and Resource staff are preparing for the next school year by updating classroom forms, ordering consumable materials, replacing curriculum materials and more.

In a continuous effort to align preschool with the District’s K-12 curriculum, Child Development will pilot the Balance Literacy approach in select classrooms this fall. Fifteen teachers, resource teachers, coordinators and the director attended a three-day Balance Literacy Training Institute from July 23 through July 25. The teachers volunteered to be early implementers of the new literacy approach which uses focused, intentional, and integrated instructional strategies to teach reading and writing skills.

##### **Health and Nutrition**

Nurses attended the Northern California Regional Cluster Meeting. Speakers discussed Head Start and licensing guidelines in health, nutrition, environment safety and other areas.

Our health team initiated gardening plans as part of our three-year goal for school year 2013-2014.



Screening is ongoing. The nurses have been contacting parents to bring their children to one of our registration offices to complete assessments on sensory screening.

By the end of July, nurses screened approximately 500 prospective SCUSD students. Nurses are persistent in providing dental, health and nutrition education to prospective parents.

Nurses are currently working with prospective parents, primary care doctors and Sherida Diederich, RD., to ensure that all medications and special diets are in place before the students enter the classroom.

Nurses are making sure that all the files are thoroughly reviewed.

## **San Juan Unified School District**

### **Education Services Update**

The Staff Calendar has been revised to include a pacing guide for our Social Emotional curriculum *Second Step*. In addition, there is a Scope and Sequence for Play-Dough activities offered as an optional supplement for teachers to help fine tune their fine motor support for children.

### **Disabilities Services Update**

The Disabilities Specialist purged the IEPs for children that have aged-out of the program and cataloged them for storage. As new students are registered, new IEPs are input into Child Plus and hard copies are made for teacher pick-up in August. Screening is picking up pace as families come to enroll for the new school year. The screening room is in fully staffed with Bilingual Assistants and School Community Workers. The Care Management Team reviews the screening results each day and then makes recommendations/referrals as needed, so that children receive needed support as quickly as possible. All of this has continued in the midst of moving and remodeling. The team has moved forward to continue to serve children and families.

### **Mental Health Services Update**

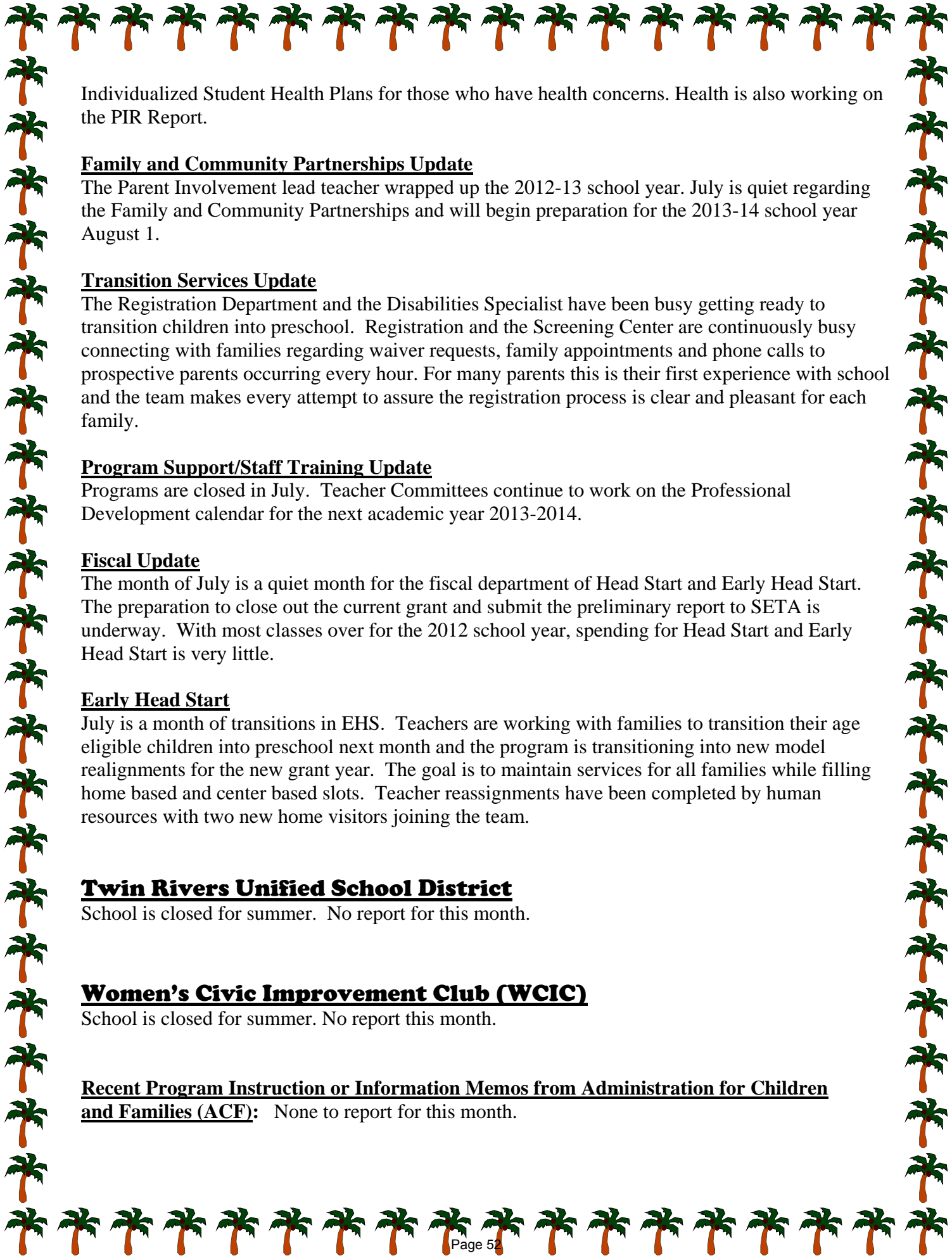
As parents begin screening process for fall enrollment, families/children with identified needs (ASQ-SE assessment tool) are contacted by the Mental Health Therapist for needed mental health services and follow up intervention.

### **Nutrition Services Update**

Two of the preschool sites have been awarded the Western Growers garden grant. Congratulations to Julia Neuhauser (Citrus Heights) and Bertha Hernandez (Pasadena) for taking the time to apply and make the commitment to follow through with the process. The support and materials offered by this grant will provide children opportunities and skills that will last a lifetime.

### **Health Services Update**

Health screenings continue three days a week in the centralized screening room. Health is reviewing incoming students' health, nutrition, & immunization status, completing health screenings, and counseling families in various health areas as needed. The School Nurse is completing



Individualized Student Health Plans for those who have health concerns. Health is also working on the PIR Report.

**Family and Community Partnerships Update**

The Parent Involvement lead teacher wrapped up the 2012-13 school year. July is quiet regarding the Family and Community Partnerships and will begin preparation for the 2013-14 school year August 1.

**Transition Services Update**

The Registration Department and the Disabilities Specialist have been busy getting ready to transition children into preschool. Registration and the Screening Center are continuously busy connecting with families regarding waiver requests, family appointments and phone calls to prospective parents occurring every hour. For many parents this is their first experience with school and the team makes every attempt to assure the registration process is clear and pleasant for each family.

**Program Support/Staff Training Update**

Programs are closed in July. Teacher Committees continue to work on the Professional Development calendar for the next academic year 2013-2014.

**Fiscal Update**

The month of July is a quiet month for the fiscal department of Head Start and Early Head Start. The preparation to close out the current grant and submit the preliminary report to SETA is underway. With most classes over for the 2012 school year, spending for Head Start and Early Head Start is very little.

**Early Head Start**

July is a month of transitions in EHS. Teachers are working with families to transition their age eligible children into preschool next month and the program is transitioning into new model realignments for the new grant year. The goal is to maintain services for all families while filling home based and center based slots. Teacher reassignments have been completed by human resources with two new home visitors joining the team.

**Twin Rivers Unified School District**

School is closed for summer. No report for this month.

**Women's Civic Improvement Club (WCIC)**

School is closed for summer. No report this month.

**Recent Program Instruction or Information Memos from Administration for Children and Families (ACF):** None to report for this month.

# Sacramento County Head Start/Early Head Start Delegate Monthly Enrollment Report

**July, 2013**

## Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded
Elk Grove USD	420 (0)	0	Program closed June, 2013
Sacramento City USD	1,292 (125)	85	68
SETA	1,880 (2,796)	2,790	100
San Juan USD	700 (0)	0	Program closed June, 2013
Twin Rivers USD	211 (0)	0	Program closed May, 2013
WCIC/Playmate Head Start	120 (20)	20	100 (operating 1 class at this time)

Some programs closed or reduced enrollment during the month of June.

## Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded
Sacramento City USD	147	147	100
SETA	345	343	99
San Juan USD	161	161	100

- (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



# SETA Head Start Food Service Operations Monthly Report \* July 2013

July 1st - Parker closed due to air conditioning issues

July 4th - Holiday

July 5th - No Head Start Classes Open - All Kitchens Closed

July 1st & 2nd - Auberry Center, the PM classes attended in the AM due to air conditioning issues

July 18th - North Avenue PM Class closure due to street repairs and the lack of water.

July 22nd - Country Woods cut back to half classes

Kennedy Estates low attendance meals reduced to half for AM class

Bright Beginnings meals and snacks cut in half due to attendance

July 31st - Last Day for Bannon Creek full day class

Last Day for Country Woods Center.

Last Day for WCIC Summer Classes

## Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
38,388	22,520	27,218	1880

Total Amount of Meals and Snacks Prepared 90,006

## Purchases:

Food \$66,815.43

Non - Food \$13,669.63

Building Maintenance and Repair: \$1,437.08

Kitchen Small Wares and Equipment: \$222.64

Vehicle Maintenance and Repair : \$2,096.08

Vehicle Gas / Fuel: \$1,882.67

Normal Delivery Days 21

# SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start  
(As of 07/31/13)

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1305.6 (c) states that at least 10% of the total number of enrollment in each grantee and delegate agency must be made available to children with disabilities.

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP ( % AFE)</u>	
Twin Rivers USD (211)	26	(16%)	N/A	
Elk Grove USD (420)	55	(13%)	N/A	
Sacramento City USD (1292)(147)	175	(14%)	19	(13%)
San Juan USD (700) (161)	101	(14%)	19	(12%)
WCIC (120)	12	(10%)	N/A	
SETA (2796) (345) (1878 Tracks)	206	(12%)	57	(17%)
<b>County (4621)* (653)*</b>	<b>574</b>	<b>(12%)</b>	<b>95</b>	<b>(15%)</b>

\* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

SETA Head Start  
925 Del Paso Boulevard  
Sacramento, CA 95815



916.263.3804  
916.263.3779  
[www.headstart.seta.net](http://www.headstart.seta.net)

## **SETA-OPERATED PROGRAM (SOP)**

### **HOME BASED OPTION: EARLY HEAD START / HEAD START**

*Quality Assurance Monitoring Review*

*July 25, 2013*

# Executive Report

## ***Overview and Methodology***

A comprehensive SETA Quality Assurance (QA) Monitoring Review was completed for the EHS and HS Preschool Home Base Option for SOP (SETA-Operated Program). Representative caseload sample from 10 EHS Home Educators (for EHS) and 5 Head Start Educators (for HS) was included in this review. Monitoring activities included child file review, socialization observation, home visits with family, and interviews with staff and parents. Performance Indicators outlined in the service areas of 1) Health and Nutrition 2) Family, Parent and Community Engagement, 3) Education, Disabilities and Mental Health and 4) ERSEA were monitored. For a complete copy of the tool used, please refer to <http://psscfs.sacramentoheadstart.net/QA/QAtool.html>

Each Performance Indicator was marked either Met or Unmet/Partially Met for each sample caseload per Home Educator. This report is intended to provide a summary of the full review of all caseload samples. Detailed QA reports will be made available to supervisors.

## ***Exemplary Practices (Above Compliance): EHS and HS***

Program has highly dedicated staff that support the mission of the program in a challenging but rewarding work setting.

Socialization events were implemented well; highly organized with good attendance and parent participation. Good information was provided to parents and program provided healthy meals for families.

Strong relationships with families were very evident. In the family's home, there was observable comfort in the interactions and good communication between home visitor and family.

***Positive Observations and Strengths (Areas that exceed 90% Compliance Threshold)*** NOTE: For this program year 2012-3013, we apply a 90% threshold as we gather a profile for our countywide program to determine future thresholds.

***EHS***

Prenatal Services  
New Mother Services

***EHS and HS***

Menu and Meal Service at group socializations  
Parent Meetings and Training  
Parent Volunteer Activities  
Transition  
Parent/Guardian Mental Health  
Referral/Follow-Up (Developmental, Speech, Mental Health)  
Group Socializations  
Eligibility, Recruitment and Selection  
Enrollment  
Attendance

***Overall Compliance Performance***

Overall program compliance score is reported in Percentages (%). It is the average of Compliance Percentages ("Met" Indicators divided by Total Number of Indicators that applied) of all sample caseload monitored.

<b>1</b>	<b>HS - Health Nutrition Safe Environments</b>	<b>69%</b>
<b>1.1 HS</b>	<b>Health</b>	<b>68%</b>
1.1 A	Child's Health Status/Screenings	68%
1.1 B	Health Care Tracking and Follow-Up	70%
1.1 C	Health Procedures	40%
<b>1.2 HS</b>	<b>Nutrition</b>	<b>78%</b>
1.2 A	Nutrition Tracking and Follow-Up	79%
1.2 B	Menus and Meal Services	100%
<b>1</b>	<b>EHS - Health Nutrition Safe Environments</b>	<b>91.0%</b>
<b>1.4 EHS</b>	<b>Health</b>	<b>74%</b>
1.4.A EHS	Child's Health Status/Screenings	74%
1.4.B EHS	Health Care Tracking and Follow-Up	67%
1.4.C EHS	Health Procedures	88%
<b>1.5 EHS</b>	<b>Nutrition</b>	<b>91%</b>
1.5.A EHS	Nutrition Tracking and Follow-Up	87.5%
1.5.B EHS	Menus and Meal Services	100%
<b>1.6 EHS</b>	<b>Health Services for Pregnant Women and New Mothers</b>	<b>100%</b>
1.6 A EHS	Prenatal Services	100%
1.6 B EHS	New Mother Services	100%
<b>2</b>	<b>HS Family, Parent and Community Engagement</b>	<b>83%</b>
<b>2.1 HS</b>	<b>Family Partnerships</b>	<b>65%</b>
2.1 A HS	Family Partnership Building	76%
2.1 B HS	Family Partnership Follow-Up	44%
<b>2.2 HS</b>	<b>Parent Involvement</b>	<b>98%</b>
2.2 A HS	Parent Meetings and Trainings	100%
2.2 B HS	Parent Information Area	67%

2.2 C HS	Parent Volunteer Activities	100%
2.2 D HS	Transition	100%
<b>2.3 HS</b>	<b>Adult Mental Health</b>	<b>100%</b>
2.3 A HS	Parent/Guardian Mental Health	100%
<b>2</b>	<b>EHS Family, Parent and Community Engagement</b>	<b>76%</b>
<b>2.1 EHS</b>	<b>Family Partnerships</b>	<b>56%</b>
2.1.A EHS	Family Partnership Building	58%
2.1.B EHS	Family Partnership Follow-Up	53%
<b>2.2 EHS</b>	<b>Parent Involvement</b>	<b>100%</b>
2.2.A EHS	Parent Meetings and Trainings	100%
2.2.B EHS	Parent Information Area	100%
2.2.C EHS	Parent Volunteer Activities	100%
2.2.D EHS	Transition	100%
<b>2.3 EHS</b>	<b>Adult Mental Health</b>	<b>93%</b>
2.3.A EHS	Parent/Guardian Mental Health	93%
<b>3</b>	<b>HS Education, Disabilities, and Child Mental Health</b>	<b>80%</b>
<b>3.1 HS</b>	<b>Screenings and Follow-Up</b>	<b>90%</b>
3.1 A HS	Screenings (Developmental, Speech, Mental Health)	88%
3.1 B HS	Referral/Follow-Up (Developmental, Speech, Mental Health)	93%
3.1 C HS	Individualized Education Plan (IEP)*	0%
<b>3.2 HS</b>	<b>Written Individualization</b>	<b>74%</b>
3.2 A HS	Assessments	75%
3.2 B HS	Individual Development Plan (IDP), Home Visit/Parent Conference	73%
<b>3.3 HS</b>	<b>HS- Home-Based Option</b>	<b>77%</b>

3.3 A HS	Group Size and Home Visits	73%
3.3 B HS	Group Socializations	89%
<b>3</b>	<b>EHS Education, Disabilities, and Child Mental Health</b>	<b>84%</b>
<b>3.5 EHS</b>	<b>Screenings and Follow-Up</b>	<b>84%</b>
3.5.A EHS	Screenings (Developmental, Speech, Mental Health)	82%
3.5.B EHS	Referral/Follow-Up (Developmental, Speech, Mental Health)	94%
3.5.C EHS	Individualized Family Service Plan (IFSP)	76%
<b>3.6 EHS</b>	<b>Written Individualization</b>	<b>70%</b>
3.6.A EHS	Assessments	69%
3.6.B EHS	Individual Development Plan (IDP), Home Visit/Parent Conference	70%
<b>3.7 EHS</b>	<b>Home Based Option</b>	<b>82%</b>
3.7 A EHS	Group Size and Home Visits	78%
3.7 B EHS	Group Socializations	100%
<b>4</b>	<b>HS ERSEA</b>	<b>90%</b>
<b>4.1</b>	<b>Eligibility, Recruitment, Selection, Enrollment, Attendance</b>	<b>90%</b>
4.1 A HS	Eligibility, Recruitment and Selection	89%
4.1 B HS	Enrollment	90%
4.1 C HS	Attendance	100%
<b>4</b>	<b>EHS ERSEA</b>	<b>91%</b>
<b>4.1 EHS</b>	<b>Eligibility, Recruitment, Selection, Enrollment, Attendance</b>	<b>91%</b>
4.1.A EHS	Eligibility, Recruitment and Selection	92%
4.1.B EHS	Enrollment	90%
4.1.C EHS	Attendance	100%

\*No file with IEP reviewed



## Summary Report

The following is areas of non-compliance that require a Quality Assurance Monitoring Response Plan:

### ***Health, Nutrition, and Safe Environments***

1304.20(e)(3); 1304.23 (a)(1); 1304.20 (e) (1-2); 1304.20 (b) (1); 1304.20 (a)(1)(ii); 1304.22(a)(2); 1304.23 (a)(1); 1304.23 (a)(1)(iii); 1304.20 (d); 1304.52(k)(2); 1304.23(a)(1); 1304.51(g); 1304.20 (c)(1-2)

### ***Child Health Status and Screening***

EHS/HS

(1) No clear evidence to show that parents were provided information or ways to talk to their children about the screenings. (2) Missing documentation in file on subsequent heights/weights/head circumference information; graphs were not completed in a timely manner; no evidence to show that all parents received copies of BMI graphs.

EHS

(1) Incomplete or not updated emergency cards; (2) Subsequent hearing and vision observations not current; (3) Not all parents have current TB clearance on file.

HS

Inadequate documentation (missing or with expired dates) on required physical exams, blood lead levels results

### ***Health care Tracking and Follow-Up***

EHS/HS

(1) Child Plus database is not updated, with inaccuracies (did not reflect file content in many instances); (2) Not all health concerns identified had adequate follow-up.

EHS

Second year physical exam results were not in file, or in some cases did not have the blood lead level, hematocrit and hemoglobin results recorded, and there was lack of documentation of follow-up.

HS

First-year dental exam results were either missing or not completed within 30-day timeline.

### ***Family, Parent, and Community Engagement and Parent Training***

1304.40 (a)(1); 1304.40 (a)(1-2); 1304.40 (a) (2)

#### ***Family Partnership Building and Follow-Up***

Strong relationships between Home Educators and families were very evident. However, it was noted that goals and objectives related to supporting Family Partnership Agreements (FPA) and its documentation could not be clearly established.

EHS/HS

(1) Goals and strategies development was missing or not clearly articulated; (2) Inconsistent/lack of follow-up documentation in the file to support services or goals related to FPAs.

EHS

(1)FPA not completed and without adequate documented explanation;(2 ) FPA document not fully completed, without appropriate signatures, dates or clearly stated strengths or needs identified by the family; (3 ) done but past the time frame.

### ***Education, Disabilities and Child Mental Health***

1304.20 (b) (1); 1304.20 (a)(1)(iii)(c); 1304.21(c)(2); 1308.6(a)(2); 1304.20(f)(1); 1304.21(a)(2)(ii); 1306.33(b); 1304.33(b)(1); 1304.40(e)(2)&(3)

#### ***Screenings***

EHS/HS

Screening results on file not accurately reflected on Child Plus.

EHS

Not all screens were done on a timely manner.

#### ***Assessments***

EHS/HS

Few or no written observations of children; not completed according to assessment schedule

***Written Individualization and Home Visits.***

EHS/HS

(1)IDPs were not complete, did not include all developmental areas or parent input was not clear. (2) Based on review of Home Visit Plans, and Home Visit observations, joint planning with parents to articulate child development goals for their children was not very evident in several of home visits conducted with Home Educators. There were missed opportunities to effectively engage parent in the process.

***ERSEA***

1304.51 (g)

*HS/EHS*

*Record keeping.* (1) Enrollment application information did not match Child Plus records. (2) Many application forms contained illegible writing, crossed out entries with no initials, and inconsistencies found due to amount of paperwork maintained in child's file (information had to be re-written in many forms leading to inaccuracies).

***PDM***

HS/EHS

This section was not formally evaluated during this review. However, the following general comments are provided:

Thorough review of children's files showed redundancy of information on numerous forms used by the program. It seems that there is an attempt to be uniform with the EHS center-based option. There were observed recordkeeping practices that seem unnecessary, that might have become unmanageable for some staff leading to inconsistent practice across the board. During Entrance meeting, staff could not clearly and consistently articulate several program procedures.

***Follow-up and Plan of Action***

*Response due to SETA within 30 days.* A response plan (Quality Assurance Monitoring Response Plan) using the attached form is due within 30 days of receipt of this report.

*School Board or Governing Board Notification within 60 days.* Please indicate on the response plan the scheduled date when your Governing Board will be notified of the monitoring results.

**SETA Head Start**

**Quality Assurance Monitoring Response Plan**

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

Quality Assurance Review Date: \_\_\_\_\_

Areas of Non-Compliance	PLAN OF ACTION AND PERSON(S) RESPONSIBLE	Projected Date of Completion

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

Governing Board Notification Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Due to Brenda Campos and/or Melanie Nicolas within 30 days of receipt of Quality Assurance Summary Report.

## ITEM IV - 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.