



GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

ROBBIE WATERS
Councilmember
City of Sacramento

JIMMIE YEE
Board of Supervisors
County of Sacramento

KATHY KOSSICK
Executive Director

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

Main Office
(916) 263-3800

Head Start
(916) 263-3804

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

**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, April 3, 2008

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.

A G E N D A

I. Call to Order/Roll Call/Pledge of Allegiance

- Recognition of Long-term Employees: **Susan Adams** (Personnel Analyst), **Ronald Dent** (Head Start Social Worker, Tier II), **Melinda Freese-Gearhart** (Head Start Family Services Worker), and **Eleanor Cooley** (Family Services Worker) - 10 years

Nam Wong (Head Start Teacher) - 15 years

II. Consent Items

- A. Minutes of the March 6, 2008 Regular Board Meeting
- B. Approval of Claims and Warrants

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Non-Competitive Procurement and Selection of Audit Firm (Rick Pryor)

2. Approval of Revisions to the Sacramento Employment and Training Agency 2007-2008 Budget (Rick Pryor)

B. WORKFORCE INVESTMENT ACT

1. Approval for Subcontracting Data Collection Activities for the Occupational Outlook and Training Directory (John Harden)
2. Review and Concur with Funding Extension Recommendations for the Workforce Investment Act, Title I, Youth Program, for Program Year 2008 – 2009 (Christine Welsch)
3. Approval of Employer Sponsorships for Youth Employment (Christine Welsch)
4. Approval to Submit a Proposal for Workforce Investment Act Governor's Discretionary 15% Funds for the Construction Talent Transfer Training Initiative (Christine Welsch)

C. HEAD START

1. Approval of Head Start/Early Head Start Written Service Plans (Maureen Dermott)
2. Approval of SETA Head Start/Early Head Start Self-Assessment Results for 2008 (Maureen Dermott)
3. Approval of Grantee Specific Three-Year Goal for 2008-2011 (Maureen Dermott)

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Preview of Sacramento Works Television Ad (Terri Carpenter)
- B. Fiscal Monitoring Report (Rick Pryor)
 - Women's Civic Improvement Club
- C. Monthly Head Start Fiscal Report (Thelma Manzano)
- D. Head Start Policy Council Minutes (Maureen Dermott)
- E. Dislocated Worker Update (William Walker)

V. Reports to the Board

- A. Chair
- B. Executive Director
- C. Child and Family Services Deputy Director
- 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: Ed Takach

Employee Organization: AFSCME Local 146

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, MARCH 27, 2008

ITEM II-A - CONSENT

MINUTES OF THE MARCH 6, 2008 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the March 6, 2008 regular Governing Board meeting for your review.

RECOMMENDATION:

That your Board review, modify if necessary, and approve the attached minutes.

STAFF PRESENTER: Kathy Kossick

**REGULAR MEETING OF THE SACRAMENTO EMPLOYMENT AND TRAINING
AGENCY GOVERNING BOARD**
Minutes/Synopsis

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

Thursday, March 6, 2008
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Ms. Pannell called the meeting to order at 10:04 a.m.

Members Present:

Bonnie Pannell, Chair, SETA Governing Board; Councilmember, City of Sacramento

Jimmie Yee, Vice Chair; Member, Board of Supervisors

Sophia Scherman, Public Representative

Don Nottoli, Member, Board of Supervisors

Robbie Waters, Councilmember, City of Sacramento

II. **Consent Items**

- A. Minutes of the February 7, 2008 Special Board Meeting

- B. Approval of Claims and Warrants

No questions or comments on the consent items.

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

- A. Approve the February 7, 2008 Special Board minutes.

- B. Approve the claims and warrants for the period 1/31/08 through 2/28/08.

Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Approval for out of State Travel to Attend the 9th Annual National Fatherhood and Families Conference

No questions or comments on this item.

Moved/Scherman, second/Yee, to approve out-of-state travel for Robert Silva to attend the 9th Annual National Fatherhood and Families Conference in Phoenix, Arizona from March 4-7 at an approximate cost of \$1,761.

Voice Vote: Unanimous approval.

2. Ratification of the Submission of a Proposal to the County Department of Human Assistance, Program Year 2008-2011

Ms. Robin Purdy reviewed this item. Funds from this proposal will serve 600 welfare recipients in the north City and north County of Sacramento areas. This training would include a two-week job search, job club program.

Moved/Scherman, second/Yee, to ratify the submission of a proposal to the County Department of Human Assistance, and authorize SETA's Executive Director to execute any DHA agreements, adjustments, modifications or other documents required by DHA.

Voice Vote: Unanimous approval.

3. Approval to Accept Funds from the California Employment Training Panel (ETP) for High Tech Training

Mr. William Walker reviewed this item. Staff is seeking approval to accept funds to train 300 incumbent workers in advanced training. Over 820 people have been served this year utilizing ETP funds.

Moved/Yee, second/Scherman, to accept California ETP funds in the amount of \$769,900 to serve an additional 300 incumbent workers in basic and advanced technology, and authorize the SETA Executive Director to execute the subcontract amendment.

Voice Vote: Unanimous approval.

Ms. Gisela Weissman was acknowledged for her work on the contract.

B. WORKFORCE INVESTMENT ACT

1. Appointment of Sacramento Works Workforce Investment Board Private Sector Member

Last month the board approved four Private Business members. The Employment Development Department issued an opinion that Regional Transit is not considered to be an appropriate organization to represent the Private Business sector. Mr. Z Wayne Johnson is willing to work with the WIB in other areas. The Board Development Committee and Executive Committee are recommending the appointment of Chris Ferguson from Granite Construction Company.

Moved/Waters, second/Scherman, to appoint Chris Ferguson to the Private Sector seat on the Sacramento Works Workforce Investment Board.

Voice Vote: Unanimous approval.

2. Approval of Revised Calendar and Cancellation of the Mandatory Offeror's Conference Requirements for the WIA Request for Proposals process

Ms. Robin Purdy reviewed this item. A public notice was published in the Sacramento Bee and e-mail was sent out. However, the hard copy of the public notice was not sent to organizations on the mailing list. In the interest of fairness, staff is asking to extend the deadline for applications; a new public notice will be sent out. In addition, cancel the provision requiring attendance at the mandatory offeror's conference. An offeror's conference will be March 17; proposals are due April 1.

Moved/Nottoli, second/Scherman, to approve the revised RFP Calendar and cancel the provisions of Section I-10 in the RFP that requires respondents to attend the Mandatory Offeror's Conference.

Voice Vote: Unanimous approval.

C. HEAD START

1. Approval of Head Start/Early Head Start 2008-2011 Community Assessment – and
2. Approval of Head Start/Early Head Start County-Wide Three-Year Goals 2008-2011

Ms. Dermott reviewed Items C-1 and C-2 together and discussed the extensive process utilized to get community input. The final application to be brought forward will be more positive and will indicate the successes in our program, while addressing community needs.

This assessment is done every three years, although every year it is reviewed and updated as needed. The community assessment is county-wide and not Head Start specific.

Moved/Scherman, second/Yee, to:

- 1) Approve Head Start/Early Head Start 2008-2011 Community Assessment, and
- 2) Approve Head Start/Early Head Start Three-Year Goals 2008-2011.

Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Fiscal Monitoring Reports: No questions.

- B. Monthly Head Start Fiscal Report: Ms. Dermott stated that the program is at the same spending rate as last year. There are serious challenges coming forward, specifically regarding staffing. The Agency receives the same amount of funding but rent goes up and staffing costs goes up so there will be challenges.
- C. Head Start Policy Council Minutes: No questions.
- D. Dislocated Worker Update: Mr. Walker reviewed the Pennysaver layoffs. Sutter Health Care will be laying off 54 individuals. Staff does not always get prior notification of companies closing, but staff does contact employers to offer assistance.
- E. Sacramento Bee Career Builder Calendar Listings: Ms. Terri Carpenter reviewed this item. Career Builder listings have been in the Sunday paper for a while.
- F. Preview of the Improved Agency Website: Ms. Carpenter stated that the Sacramento Works Employer Outreach Committee approved updating the web site. The web site will be more user friendly for our customers. Each of the buttons will bring you to a broader overview of SETA programs. Staff is hoping to launch the new web site toward the end of the month.
- G. Partners in Education Excellence Award: Ms. Kossick stated that it is very nice to receive this recognition.
- H. Article in the Sacramento Bee Regarding Customer Use at a Career Center: No questions.

V. Reports to the Board

- A. Chair: Ms. Pannell reminded the audience the time is changing this weekend.
- B. Executive Director: Ms. Kossick acknowledged Mr. Rudy Meza from Lemon Hill. Mr. Meza thanked Cindy Sherwood-Green and Ms. Purdy for the partnership between Lemon Hill and SETA. Ms. Kossick announced that an open house will be held April 25 at the Rancho Cordova Career Center. Ms. Kossick stated that she will be going to the Capitol to Capitol trip and distributed a draft of issues that will be reviewed in Washington. President Bush has recommended a decrease in the next year's WIA funding; the House and Congress are recommending increases.
- C. Child and Family Services Deputy Director: Ms. Dermott thanked Mr. Waters and Mr. Yee for participating in the self assessment process. The federal review date has been set for the week of April 13.
- D. Counsel: No comments.
- E. Members of the Board: No comments.
- F. Public: No comments.

VI. Adjournment: Meeting adjourned at 10:52 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 2/29/08 through 3/27/08, and all expenses appear to be appropriate.

STAFF PRESENTER: Rick Pryor

ITEM III - A – 1 - ACTION

APPROVAL OF NON-COMPETITIVE PROCUREMENT AND SELECTION OF AUDIT FIRM

BACKGROUND:

On January 17, 2008, SETA released a Request for Proposals (RFP) for Audit Services. The audit services contract will be granted for one year and may be extended by SETA for two additional one-year terms.

SETA's fiscal staff conducted the following procurement:

- **January 27, 2008** - A Public Notice announcement was printed in the Sacramento Bee on the dates of January 27, 2008 and January 28, 2008. The RFP was also available to download from SETA's website.
- **February 11, 2008** - A proposers' conference was held with one Accounting firm in attendance.
- **February 15, 2008** – The RFP was mailed to all attendees of the January 10, 2005 proposer's conference.
- **March 10, 2008** - One proposal was received from Gilbert Associates, Inc. We received a letter from Macias Gini & O'Connell LLP stating their firm would not have the staff available to complete the required services within the required timelines.

The proposal review team consisted of one individual from the County Department of Finance and two staff from SETA's Fiscal Department. The County of Sacramento also advised SETA of the problems they are having in seeking proposals for audit services. They stated they received three proposals this year but only received one proposal to their prior request.

After careful consideration of the firm's audit experience, size and structure, qualifications of staff, responsiveness and fees, the proposal review team has recommended that the contract be awarded to Gilbert Associates, Inc. Gilbert Associates has an audit team with extensive background in government and non-profit accounting including the implementation of the Governmental Accounting Standards Board issued Statement No. 34, Basic Financial Statements-and Management Discussion and Analysis-For State and Local Governments.

RECOMMENDATION:

That the Governing Board make the following findings regarding non-competitive procurement and approve the selection of Gilbert Associates, Inc for audit services: that, after solicitation of a number of sources, competition has been deemed inadequate and, consistent with SETA's Procurement Policies and Federal Regulations, the Governing Board finds that non-competitive procurement is appropriate. Furthermore, that based upon such findings, the Governing Board approves the selection of Gilbert Associates, Inc. for audit services for SETA for the fiscal year ending June 30, 2008 for the fee not to exceed \$43,000 for one year with optional two additional one-year terms.

STAFF PRESENTER: Rick Pryor

ITEM III-A – 2 - ACTION

APPROVAL OF REVISIONS TO THE SACRAMENTO EMPLOYMENT AND TRAINING
AGENCY 2007-2008 BUDGET

BACKGROUND:

SETA's final approved budget for Fiscal Year 2007-08 totaled \$70,687,374. Circumstances necessitate the revision of that budget to more accurately reflect the anticipated revenues and expenditures of the Agency for 2007-08.

The revised budget of \$77,494,481 includes revenues and anticipated expenses from several funding sources including;

- ✓ Department of Human Assistance/CalWorks - \$2,100,000
- ✓ Employment Training Panel extension - \$513,266
- ✓ Workforce Investment Act - \$88,743
- ✓ Social Security Administration - \$20,000

In addition, SETA has carryovers of revenues from 2006-07 grants including;

- ✓ Targeted Assistance - \$1,082,082
- ✓ Refugee Employment Social Services - \$330,133
- ✓ Los Rios Nursing Program - \$100,000
- ✓ Miscellaneous other sources totaling - \$145,300

During the Fiscal Year 2007-08, SETA has made reimbursable expenditures for the 2006-07 Head Start grants in the amount of \$1,847,460 for payments to delegate agencies and \$840,000 in additional supplies and services and additional payments for supplies and services of \$403,404 from 2006-07 California Department of Education grants.

The revised budget also reflects decreases due to removal of pending grants from the Workforce Investment Act in the amount of \$250,000 and \$237,789 from two Healthy Marriage grants that were not awarded to SETA.

A copy of the proposed budget revision will be sent under separate cover. The budget revision will be submitted to the County and City after SETA Governing Board approval. APPROVAL OF THIS MATTER WILL REQUIRE A FOUR-FIFTHS VOTE OF THE GOVERNING BOARD.

RECOMMENDATION:

Approve modifications to the budget for fiscal year 2007-2008.

STAFF PRESENTER: Rick Pryor

ITEM III-B – 1 – ACTION

APPROVAL FOR SUBCONTRACTING DATA COLLECTION ACTIVITIES FOR THE
OCCUPATIONAL OUTLOOK & TRAINING DIRECTORY

BACKGROUND:

The Occupational Outlook and Training Directory is published by SETA on an annual basis. In order to facilitate the collection of specific occupational data for the occupations selected for study each year SETA hires temporary staff. Considerable time and energy is expended training and supervising new staff each year and developing, designing, modifying, and producing employer survey samples for each of the occupations selected for study. Last year SETA's cost for the LMI project temporary staff exceeded \$36,000.

In an attempt to reduce the cost of the LMI project, staff released a Request for Qualifications for Labor Market Information Sample Design and Data Collection. Four proposals were submitted in response to the RFQ from the following companies:

Company	Cost	Experience in Related Projects
BW Research Partnership	\$18,595	Significant (completed 10-12 related projects)
Meta Research	\$20,590	Moderate (completed 2-3 related projects)
Institute for Social Research – California State University, Sacramento	\$48,997	Significant (completed 15-20 related projects)
JD Franz Research	\$12,700	Limited (completed 1-2 related projects)

Staff is recommending selection of BW Research Partnership. Their cost was reasonable (second lowest of the respondents) and they have a significant amount of related experience working on projects of this nature.

Using BW Research Partnership to provide the sample design and data collection will save SETA just under \$20,000 in temporary staff salary alone on an annual basis and reduce the amount of time it takes to complete the data collection element of the overall project by almost 50%, from 6 months to 3-4 months.

RECOMMENDATION:

Approve an agreement with BW Research Partnership to provide Labor Market Information sample design and data collection services for one year, with the ability to extend the agreement for two additional one year terms. The cost will not exceed \$18,600 annually or \$55,800 for the entire term of the agreement.

STAFF PRESENTER: John Harden

ITEM III- B -2- ACTION

REVIEW AND CONCUR WITH FUNDING EXTENSION RECOMMENDATIONS FOR THE WORKFORCE INVESTMENT ACT, TITLE I, YOUTH PROGRAM, FOR PROGRAM YEAR 2008 - 2009

BACKGROUND

Five years ago, in response to shrinking resources and increased demand for services, the Sacramento Works Youth Council implemented the WIA Youth Collaborative approach to service delivery. This collaborative approach enhances the program funding, resources and services available to the community. The Collaboratives are required to include active membership and participation from:

- Educational Institutions
- Sacramento Works One Stop Career Centers (SWCC),
- Community Based Organizations, and
- Provide access to the **required WIA Program Elements:**
 - **Improving Academic Achievement**
Secondary school completion & drop out prevention strategies (ISY)
Alternative secondary school services (OSY)
 - **Preparing for & Succeeding in Employment**
Occupational skills training
Work Experience / On-the-Job Training directly linked to academic and occupational learning
 - **Supporting Youth Development**
Leadership development opportunities
Supportive services
Adult mentoring
Comprehensive guidance & counseling including alcohol and drug abuse
Follow-up services for one year

The Youth Council, SETA staff and youth providers continue to reach out to the community to increase and enhance this collaboration. The principles that guide the work of the Youth Council and the WIA Youth program include:

- Asset-based - **Youth Development** approach
- Focus on the identified **critical occupational groups** for training and placement;
- Focus on **soft skills** to attain and retain employment and academic achievement
- Promote **academic achievement** and lifelong learning
- **Universal services to all youth through Youth Specialists** co-located at Sacramento Works One Stop Career Centers

- Services to **high-risk populations**, including **probation youth** and **juvenile offenders**, youth at risk of criminal involvement, and current and emancipating **foster youth**;
- Continually reach out to the community, youth and employers to enhance and increase the services to Sacramento youth.

Evaluation Process

SETA staff monitor the Youth program services and performance. Areas that are reviewed and addressed include:

- Attainment of enrollment, training completion and placement goals
- SMARTware documentation of services and progress toward goal attainment
- Understanding and adhering to the Youth Council’s program design and performance requirements
- Ensuring that targeted challenged communities are served
- Commitment to youth development and a collaborative approach to service delivery
- Staffing infrastructure – ensuring that funded agencies have an adequate staff to participant ratio
- Ability to implement all component elements.

Funding Challenges and Available Funding

The current WIA program year ends June 30, 2008. Annual performance reports will be completed and ready for review by August 2008. SETA has not received notification of next year’s WIA Youth Allocation for Sacramento County. We expect to receive this notification from EDD by May 2008. The attached recommendation is based on the estimate of available funds. Additionally, as last year’s allocation for Workforce Skills Preparation services was significantly under-utilized, those funds were moved into the year-round services. The Sacramento Works Youth Council and the Sacramento Works, Inc. have reviewed and approved the following recommendation:

Individualized services	\$1,963,167
Universal Services	\$ 580,000
SWY JOBS Initiative	\$ 35,000
Youth Council Initiatives	<u>\$ 45,000</u>
Total	<u>\$2,623,167</u>

Youth Council Initiatives

Sacramento Works for Youth JOBS Initiative

Staff continue to work with Area Congregations Together and the City of Sacramento Office of Youth Development to expand and enhance services to Sacramento youth. Staff is recommending the continuation of the Sacramento Works for Youth JOBS Initiative to prepare youth for summer and year-round employment. The training will be

held beginning in late April. Youth attend a five-day twenty hour pre-employment and soft skills training with an opportunity to interview employers at the culmination of the training. It is anticipated that seven to eight trainings will be conducted, five in the City of Sacramento limits and three in the County. Staff is recommending augmenting current providers \$5,000 to assist in this effort. The funding will cover space rental, staffing, and youth incentives including food and transportation.

Increase subsidized employment for youth

With the advent of WIA, the summer employment program was eliminated as a stand-alone activity. However, youth unemployment continues to rise and every summer there is widespread community interest in addressing this issue. Staff is recommending augmenting providers that have expressed interest in serving more youth with subsidized employment funds. Youth would receive up-front subsidized summer employment, followed by year-round services to address ongoing employability and academic issues. To provide this service in the summer and facilitate positive performance outcomes, youth would be enrolled into the year-round program beginning in May 2008, moving the program start-date up by two months.

Youth Advocates at the Sacramento Works Career Centers

Universal Youth Specialists provide “core” services to youth accessing the Sacramento Works Career Centers. These services include outreach, recruitment, job search assistance and access to resources. Last year, the Youth Council expanded this concept to recruit former WIA participants and hire them as youth interns at the Career Centers or other designated community locations for one year. Although the concept has been slow to implement, staff would like to continue the concept. To support this activity, staff is recommending \$15,000 in additional funding to those providers that are co-located at the SWCC sites, provide paid work experience activities and have demonstrated the capacity to implement this concept.

Work Scholarship Program

Staff is recommending that \$35,000 be allocated to continue the program that SETA/Sacramento Works currently operates in partnership with Raley’s Grocery Stores. This program, located at Luther Burbank High School, provides after-school work readiness programs, leadership development and academic counseling services. Students who successfully complete the program are offered employment by Raley’s in their junior or senior year.

Outreach to the Community and other Youth Council Initiatives

The Youth Council is reserving \$45,000 for other Youth Council Initiatives including sponsoring job fairs, community outreach, the Youth Service Provider Network, and youth leadership training. Sacramento Works Employer Services is partnering with the

City of Sacramento to host Sacramento Works for Youth Job Fairs in two to three locations in May 2008 to serve an additional 250 youth.

A chart outlining the funding recommendation is attached. Any additional funding stipulations will be provided under separate cover.

The Workforce Investment Board met on March 26, 2008 and approved staff recommended funding.

RECOMMENDATION:

Review and concur with the Workforce Investment Board to approve funding for the WIA, Title I, Youth Program, PY 2008-2009 with the program year beginning May 2008.

Approve with the stipulations noted above and that all funding recommendations are subject to satisfactory year-end program performance reviews. Subgrantees that do not meet performance goals and benchmarks will be evaluated in August, 2008 and may face deobligation of funds. If the WIA Youth allocation is less than the anticipated amount, SETA retains the right to reduce the contracted amounts.

STAFF PRESENTER: Christine Welsch

WIA Youth Funding Stipulations 2008-2009

Universal Services

- Services are for all youth – there is no age category nor eligibility
- Youth Specialists are not case managers nor job developers for Individualized Youth programs
- Funded providers are expected to staff one (1) FTE dedicated to provide SWCC Universal Services
- Youth Advocates will be co-located at the Sacramento Works Career Centers.

Individualized Services

- It is expected that the majority of Out-of-School services are provided at the Sacramento Works Career Centers. Therefore, staff should be co-located at a SWCC site.
- Out-of-school youth that do not have a GED or high school diploma must enroll in services to attain either the GED or high school diploma.

Staffing

- Due to the complexity of the WIA youth program requirements, it is expected that funded staff are dedicated to the WIA Youth Program (not providing adult case management services).
- Providers must submit rosters to SETA of WIA funded staff. Funds for unfilled positions (more than 60 days) are subject to deobligation and/or redirection.

WIA YOUTH FUNDING PY 2008-2009

Provider	2007-8 Allocation	Staff Recommendation for FY 2008-2009					Neighborhood Served
		WIA 10 Elements	# of Youth	+Youth Advocate	+ Wages for summer	Total	
OUT-of-SCHOOL (70% of enrollments to serve out-of-school youth)							
Elk Grove Unified School District	\$ 260,100	\$ 245,100	90	\$ 15,000	\$ 60,000	\$ 320,100	5, 6, 22
Galt Joint Union High School District	\$ 146,261	131,261	40	15,000	24,000	170,261	32
La Familia Counseling Center	\$ 178,899	163,899	50	15,000	50,000	228,899	1,2,5,6,17
Grant Joint Union High School District * and **	\$ 170,888	170,888	42	0	0	170,888	3,4,9,21
Sacramento City Unified School District * and **	\$ 155,925	155,925	33	0	0	155,925	1,2,5,6,12,26
Asian Resources, Inc. *	\$ 303,168	273,168	64	30,000	0	303,168	1,2,5,6,12,19,20,25
IN-SCHOOL (70% of enrollments to serve in-school youth)							
Sacramento Chinese Community Service Center***	\$ 317,753	287,753	78	30,000	76,000	393,753	2,6,14,16,19, 21
City of Sacramento **	\$ 135,173	135,173	62	0	50,000	185,173	1,2,5,6,12,26
Work Scholarship Program	\$ 35,000	35,000	15	0		35,000	2, 6, 14
Total	\$ 1,703,167	\$ 1,598,167	474	\$105,000	\$ 260,000	\$ 1,963,167	

Sacramento Works for Youth JOBS Initiative							
Elk Grove USD, LaFamilia, Sacramento Chinese Commtty Service Ctr (2), City of Sacramento, Crossroads, Urban League		\$5,000 / site	240			35,000	1, 2, 3, 4, 5, 6, 12, 21, 26
Youth Council Initiatives						45,000	
Total	\$ 1,703,167	\$ 1,598,167	714	\$ 105,000	\$ 260,000	\$ 2,043,167	

* Provider declined additional summer wages

** Provider does not meet parameters of paid Youth Advocate concept (either does not provide paid WEX or not co-located at SWCC site)

*** Provider will provide subsidized wages for Sacramento Work Scholarship Program

WIA YOUTH FUNDING PY 2008 - 2009

UNIVERSAL SERVICES				
Provider	Number of Youth	2007-2008 Allocation	2008-2009 Staff Recommendation	SWCC
Asian Resources, Inc.	440	\$ 55,000	\$ 58,000	Broadway
Crossroads	440	\$ 55,000	\$ 58,000	Rancho
Crossroads	440	\$ 55,000	\$ 58,000	Citrus Heights
Elk Grove Unified School District	440	\$ 55,000	\$ 58,000	South County
Greater Sacramento Urban League	440	\$ 55,000	\$ 58,000	GSUL
La Familia Counseling Center	440	\$ 55,000	\$ 58,000	LFCC
Sacramento Chinese Community Service	440	\$ 55,000	\$ 58,000	Franklin
Sacramento City Unified School District	440	\$ 55,000	\$ 58,000	Lemon Hill
SETA	440	\$ 55,000	\$ 58,000	Hillsdale
SETA	440	\$ 55,000	\$ 58,000	Galt
Total	4,400	\$ 550,000	\$ 580,000	

Universal Services	\$ 580,000
Individualized (both In& Out school)	1,963,167
Youth Council Initiatives	45,000
SWY JOBS Initiative	35,000
Total	<u>\$ 2,623,167</u>

ITEM III-B – 3 - ACTION

APPROVAL OF EMPLOYER SPONSORSHIPS FOR YOUTH EMPLOYMENT

BACKGROUND:

The Sacramento Works Youth Council and SETA staff have partnered with the City of Sacramento, Area Congregations Together, and local providers to strategize on options to increase the employment opportunities. To this end, this year we are expanding the Sacramento Works for Youth JOBS Initiative from three training sites to seven sites throughout Sacramento County (Sacramento Works Career Centers at Franklin, Greater Sacramento Urban League, Rancho Cordova, Lemon Hill, Hillsdale, La Familia Counseling Center and South County). Additionally, SETA staff has recommended an increase the number of subsidized employment opportunities offered to youth this summer.

To engage more employers and promote employment, the partnership has developed a variety of strategies to market to new employers. The Youth Council has recommended sponsoring “employer breakfasts” and publicly acknowledging the recent employer participation with an advertisement in the Sacramento Bee or Business Journal.

At a recent Youth Council meeting, Mr. Lyn Corbett from the City Office of Youth Development introduced the concept of **employer sponsorships** for youth employment. The City of Sacramento is interested in testing this concept to engage more employers to hire youth. It is estimated that youth earns approximately \$1,800 for part-time summer employment. The City, in partnership with SETA, will be recruiting Employer Sponsorships from businesses that are willing to provide:

1. A summer job opportunity to a youth or
2. Financial support for wages paid to youth working in another business.

Employers participating in option 2 will make a tax deductible donation to SETA and SETA will augment the contracts with existing youth providers to increase paid subsidized employment opportunities for youth. Employers that donate funds will be recognized for their contribution to the success of the summer employment initiative.

RECOMMENDATION:

Approve the implementation of a Sacramento Works for Youth Employer Sponsorship program. 100% of funds received from businesses will be used for summer employment opportunities for Sacramento youth.

STAFF PRESENTER: Christine Welsch

ITEM III-B – 4 - ACTION

APPROVAL TO SUBMIT A PROPOSAL FOR WORKFORCE INVESTMENT ACT
GOVERNOR'S DISCRETIONARY 15% FUNDS FOR THE CONSTRUCTION TALENT
TRANSFER TRAINING INITIATIVE.

BACKGROUND:

For the past twelve years, SETA has partnered with a variety of training providers to promote and train for the construction industry. SETA has received funding from the Federal Highway Administration via the California Department of Transportation and the Employment Development Department (EDD) for various transportation and construction industry initiatives.

The EDD recently released a Solicitation for Proposals to support part of the Governor's \$10.5 million initiative to help the California economy rebound from the housing slump. The purpose of the Construction Talent Transfer Training Initiative is to help move workers laid off from residential construction into jobs requiring similar skills in public works and commercial construction. A heavy emphasis is placed on expanding worker's skills in public works projects financed by the \$42 billion infrastructure bonds approved by voters in November 2006.

Historically, these occupations include:

- Carpenters
- Cement masons
- Heavy equipment operators
- Highway maintenance workers
- Iron workers
- Laborers
- Operating engineers
- Pile drivers
- Public works and utilities workers

Although the Sacramento region continues to experience a decline in residential construction, there are employment opportunities in commercial construction, primarily in highways and bridges.

Locally, the partners for this initiative include:

- SETA/Sacramento Works Career Centers
- Sacramento Sierra Building and Construction Trades Council
- American River College (ARC) / Los Rios Community College District
- Local employers and apprenticeship coordinators

Although the final proposal and budget have not been determined, it is estimated that SETA's request will be \$500,000 (the maximum allowed) for the eighteen month grant period.

RECOMMENDATION:

- Approve the submission of a proposal to the California Employment Development Department for the Sacramento Construction Talent Transfer Initiative in the amount of up to \$500,000 and,
- Authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the State of California.

STAFF PRESENTER: Christine Welsch

ITEM III-C - 1 – ACTION

APPROVAL OF SETA HEAD START/EARLY HEAD START WRITTEN SERVICE
PLANS

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve SETA Head Start/Early Head Start Written Service Plans (will be sent under separate cover).

The Policy Council reviewed and approved these plans at their February 26, 2008 meeting. Staff will be available to answer questions.

RECOMMENDATION:

Approve the SETA Head Start/Early Head Start Written Service Plans, modified February 2008.

STAFF PRESENTER: Maureen Dermott

ITEM III-C - 2 - ACTION

APPROVAL OF SETA HEAD START/EARLY HEAD START SELF-ASSESSMENT
RESULTS FOR 2008

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the SETA Head Start/Early Head Start Self-Assessment results for 2008 (will be sent separately cover). The Program Design and Management Summary Report is attached.

The Policy Council reviewed and approved these plans at their March 25, 2008 meeting. Staff will be available to answer questions.

RECOMMENDATION:

Approve the Head Start/Early Head Start Self-Assessment results for 2008.

STAFF PRESENTER: Maureen Dermott



SETA Head Start Self Assessment 2008

Program Design and Management - Summary Report

Team Members:	Name of Centers Visited:	# of Files Reviewed:
<p><u>Communication/Planning/Record-Keeping:</u> Maureen Dermott, Deputy Director * Denise Lee, Manager, Program Operations Brenda Campos-Peck, Manager Support Services Lisa Carr, Manager, Parent/Family Services</p> <p><u>Safe Environments:</u> Rod Nishi, Chief, Administration Jose Diaz, Program Coordinator, Facilities *</p> <p><u>Human Resources:</u> Rod Nishi, Chief, Administration * Andrew Pineda, Manager, Human Resources Jim O’bra, Sr. Personnel Analyst</p> <p><u>On-Going Monitoring/Self Assessment:</u> Andrea Harvey, Program Officer * Denise Gale, SS/PI Specialist (monitoring)</p> <p><u>Fiscal:</u> Rick Pryor, Chief, Fiscal * Thelma Manzano, Manager, Fiscal Frank Lorah, Consultant Martee Adkins, Typist Clerk III</p> <p><u>Governance:</u> Marie Desha, SS/PI Coordinator (Governance) * Kathy Ruiz, PC/PAC Chair Ronald Montez, PC Vice Chairperson Josie Cleaver, Parent Carol Adonis, Parent Erin Kimbro, Parent Salina Davey, Parent Margie Mitchell, Parent Danyelle Nelson, Parent</p> <p>* denotes Team Leader</p>	<p>Center reviews and observations are referenced through sub-groups and individual reports except governance.</p> <p>Governance reviews: Center Of Praise Freedom Park Grace Lutheran Grizzly Hollow Nedra Court Vineland</p>	<p>Children’s file reviews are referenced through sub-groups</p>

Types/Titles of Staff Interviewed:	Tools/Documents Reviewed/Referenced:
<ul style="list-style-type: none"> • Program Officers • Content Area Coordinators • Managers • SS/PI Specialist • Site Supervisors • Teachers • Associate Teachers • Parents • Home Visitors • Family Service Worker • Policy Council (PC) • SETA Governing Board Members • Parents and Past Parents 	<ul style="list-style-type: none"> • Booklets # 1-7 and #17 • Personnel Files • Children’s Files • Program Area Plans • Basic Budget/T/TA Budget • Community Assessment • Policies and Procedures Binder • Staff Training Documentation • Fiscal documents (as per fiscal checklist) • Self Assessment 2006-2007 • Program Information Report 2006-2007 • Outcomes and Monitoring Reports • PC/PAC and Governing Board Minutes and Agendas • Center Parent meeting agendas • Joint Powers of Agreement • PC/PAC (Grantee and Delegate) Bylaws • Grantee and Delegate Agency Budgets • Delegate Agency Policy Committee meeting agenda, minutes, parent sign-in and reimbursement sheet • PC/PAC and Center Parent Resource Manuals • Center Parent Bulletin Boards • Governing Board/PC Shared Governance Training Material • PC/PAC Orientation I and II Training Material • Parent Leadership Institute Training Material • PC/PAC and Delegate Agency Officer Training Material • PC/PAC (grantee and delegate) Membership and Committee Rosters • PC/PAC Reimbursement Binder • Program Area Parent Committee Binder • PC/PAC Staff Memo Information Binder • Del Paso ECDC and WCIC Head Start Officer Training • Organizational/Functional Assessment Chart • Community Complaint Procedures • Shared Governance Organizational Chart • Internal Resolution and Impasse Procedure • SETA Operated and Delegate Agency Budgets • Program Information Report • SETA Head Start Procedure for Program Planning • Program Options and Tracks • Self Assessment- Program Governance Training Material

Background:

The Program Design and Management Team consisted of the Deputy Directors, Managers, Chiefs, staff and parents. The self assessment took place from February 19th through March 4th. Team leaders utilized the self assessment binder/booklets to guide their interviews, observations, file reviews and document reviews. Self Assessment booklets included #1 through #7 and #17. In addition to direct review methods, feedback for systems to services was also gathered through sub-groups and discussed during Program Improvement Planning meetings. Other methods of data and information collection included: focus group interviews for staff; agency document reviews, children's files review, parent interviews at the centers and staff interviews.

Overall Agency Strengths:

- A variety of program options are offered to meet the families needs (i.e. part day, extended day, full day, year-round, therapeutic preschool, infants/toddlers and preschool)
- Staff reflects the diverse population in culture, language and ethnic backgrounds
- Strong Policy groups with additional parent advisory committee
- Staff retention and longevity
- Strong community partnerships which enrich services to children, families and staff (i.e. CSUS, River Oak, Los Rios Community College, CHDP, State Department of Education, etc.)
- Independent on-going monitoring unit consisting of 5 content area specialists
- Expansive child outcomes tracking system
- Excellent delegate agency partnerships
- Launched an improved and more user-friendly version of the SETA Head Start website
- Full participation in OHS's strong recommendation to establish E-rate status, resulting in reduced expenses for technology and advancement

Communication and Planning:

SETA Head Start has a clear and concise communication system which leads to on-going and routine communication amongst staff, parents, board and committee members and the community.

Several methods of formal and informal communication are used to enhance two-way communication at all levels.

- PC, PAC and Governing Board agendas include Standing Information and Action items. Deputy Director, Managers, Coordinators provide monthly Program/Operations updates.
- The SETA Governing Board in the past, has been provided Quarterly Program and Fiscal Reports. Such reporting has recently moved to Monthly reporting to fulfill the reauthorization requirements.
- Throughout the year, the following meetings are scheduled weekly or by-weekly:

Leadership Meetings: includes Managers, all Program Officers, Fiscal Manager, other Direct Reports, including

ERSEA, Governance and Admin. Other departments attend on as needed basis. Sub-committees are established at Leadership, on an as needed basis.

Managers Meetings: includes Parent and Family Support Manager; Program Support Manager and Education/Operations Manager.

Direct Report Meetings: Instituted in January to ensure communication between governance, administrative and operations.

Delegate Directors Meetings: Conducted monthly with mandated attendance by delegate agency representatives.

SETA Management Meeting: A monthly, agency wide meeting for all management, under the direction of Executive Director, Kathy Kossick. Chiefs' Meeting are also conducted monthly, which represents department heads, agency-wide.

Managers' Meetings: Each manager conducts weekly meetings with direct report staff (program officers).

Program Officers' Meetings: Program Officers in turn conduct cluster meetings with their direct reports. And, *multi-disciplinary team meetings* occur monthly.

Budget Committee Meeting: Historically incorporates strong parent engagement, and occurs weekly throughout January-March, each calendar year.

Parent Meetings: Scheduled every month at sites.

In addition, an agency-wide Supervisory Retreat, *Building Bridges*, provided an opportunity for team building and to enhance communication skills throughout the agency and provided welcomed recognition for 100+ staff members.

Other written forms of communication include: on-going content reports, i.e. Disabilities, ADA, Enrollment, Attendance, and fiscal; bi-weekly courier service ensures written communication to field sites; email communication is strong; quarterly agency newsletters for staff; center newsletters and calendars; (see communication system chart for more details).

Areas needing improvement for communication include:

- Directly aligning Leadership meetings to desired outcomes, i.e. self-assessment findings/PIP efforts; goals and PIR identified needs.
- Avoid rescheduling of meetings due to other operational priorities;
- Establish specific tracking reports which provide information on progress/deficiencies.
- Tighten up turn around time regarding Monitoring Reports to ensure prompt response to deficiencies.
- Increased operational knowledge of all governing board members

Planning is also a strong system for SETA staff. Staff and Committee meetings (previously defined) allow leadership staff and decision makers to plan for routine services as well as implement short and long range goals and outcomes.

The team uses results from PIR, a thorough annual, self assessment, and resulting PIP, budget planning, Community Assessment results and resulting goals/objectives as well as DRDP-R results, and other reports, to bring together large work groups to plan and improve agency services and overall quality for parent, children and staff.

Area needing improvement in Planning:

- Development of a Master Project Management system, including an annual Work Flow Calendar which will reflect all required reports, events and federal requirements which will allow us to more evenly distribute workloads throughout the course of the year.
- SETA's community assessment goal setting process included the establishment of a goal to specifically address our need to realign service locations avoid over-serving within delegate agency territories and expand to meet under-served areas with the same dollars.
- Although the current monitoring tool (MT2K) is in the process of being updated and aligned with the new 2008 protocols, this projects still remains is a work in progress.
- Continued efforts are necessary to ensure full parent participation in vacant Parent Council (PC) and Parent Advisory Committee (PAC) membership.

Record-Keeping and Reporting:

Although there has been definite progress this year's findings are consistent with last year's from the perspective that this year's review of files reflects the continued need for close monitoring to meet full compliance. Some areas needing improvement include:

- Children's files were not always consistent, orderly and or complete
- Some files have little to no family contacts documented
- Some forms are not filled out correctly and/or completely
- Re-screens not always administered within appropriate timeframes
- Limited documentation on FPA follow-up
- Not all files contained accurate eligibility information

Safe Environments:

With ACF, Governing Board and PC approvals, many centers were enhanced in the summer of 2007. Many centers received much needed improvements in the area of carpets, VCT, shade structures, fibar, yard repair including fences and grass, updated playground equipment and storage areas. Priority was given to centers whose recent ECERS, ITERS and/or safe environment monitoring checklist outcomes resulted in areas needing improvement. All program improvements helped lead to a deficiency-free review for safe environments this year.

Additionally, to address the operational challenge of janitorial and contractual obligations not being met by vendors, the agency released an RFP and selected new vendors in the hopes of improved services.

Classrooms are well stocked with age appropriate equipment, supplies and materials which meet safety standards.

No identified areas of improvement.

Human Resources:

The Human Resources Department has worked diligently and very successfully this year with the Children and Family Services Department to improve coordination between operations staff and human resources to prioritize needs regarding recruitment, hiring, training, disciplinary actions and terminations.

SETA is excited about a contracted partnership with Los Rios Community College to provide advanced supervisory training modules to support all supervisory personnel. Additionally, a dedicated Staff Development Coordinator was also established to further meet the staff development needs of all staff.

This year's self assessment reflected improvement in many areas previously defined as needing improvement from 2007. Areas of noted improvement included:

- Staff vacancies are filled in a more timely manner
- A Teachers Orientation was established this year
- Management implemented a monthly cluster training/meeting to address the knowledge and abilities for the Family Services staff and early results reflect modest improvement.
- Through union negotiations a specific time table was established to address the out-dated job specifications
- Donald Schmidt, ITAI, developed a proprietary data base to track staff demographics, qualifications, background and medical clearances.

Areas needing improvement include:

- Develop and maintain a system to ensure an adequate year round substitute pool is available
- Accomplish staff evaluations in a more timely manner
- Act upon the union negotiated requirement to update job specifications
- Re-institute the Supervisor's Forum
- In alignment with re-authorization guidelines, incorporate individualized staff development plans include educational goals

On-Going Monitoring/Self Assessment:

The team reviewed all monitoring reports, responses, and follow-up for the 2006, 2007, 2008 years. The team focused on each Delegate agency and SETA separately, mapping out the process, reviews, and follow-up that occurred for each agency.

The team also reviewed the progress on the revision of the MT2K. The revision of the tool began in July of 2007. Progress has been made in each of the service areas as well as on the addition of a PDM tool to add to the MT2K. Final formatting has begun and the tool will soon be presented to the content coordinators for review.

Program strengths include: independent on-going monitoring unit consisting of 5 content area specialists; monitoring reports include strengths, weaknesses and evolving themes.

Areas of improvement include:

- Frequency of monitoring visits
- Follow-up reviews must be done in a more timely manor
- Identification of corrections upon follow reviews
- Report writing is slow, and in many cases it is several weeks before the agency receives findings report.

- Unit has undergone many personnel changes in the last year, not all staff vacancies have been hired in a timely manner.

The sub-group met and made a few recommendations for improvement which will be included in the Program Improvement Plan. Recommendations include:

- Create a monitoring schedule on an annual basis that will ensure that each agency receives a minimum of two monitoring visits annually.
- Ensure that findings receive follow-up and correction status is documented with-in 120 days of each review.
- Create an electronic report system, to ensure reports are more timely.
- For follow-up reviews, include on report the finding from the initial review and indicate progress of correction.

Fiscal:

Frank Lorah, a consultant, was hired to provide an outside perspective on and assist with the review of our policies and procedures and financial support documents. This external assistance with the review resulted in recommendations for identified weaknesses within our systems and recommendations to strengthen existing procedures. Our annual Independent Auditor's Report and Financial Statements by Gilbert Associates, Inc. was also referenced for overall agency conformity to generally accepted accounting principles and compliance with government regulations.

Fours areas of improvement were identified. Area needing improvement include:

1. We recommend that management prepare and reconcile the SEFA, at a minimum quarterly, to timely identify errors in reporting or classifications that may result in adjustments to SETA's financial records.
2. We recommend that the management of SETA review the existing closing and reconciliation process for accounts payable to determine its effectiveness and add procedures as deemed appropriate to help ensure that these types of adjustments are captured in the year-end close.
3. We recommend that the operating lease schedule be reviewed by management for accuracy.
4. We recommend the following information be added to the financial reports: (1) projection of actual total costs needed to the end of the year versus available funds to the end of the year, (2) administrative versus program costs, and (3) Non-Federal Share.

The fiscal self assessment sub-group team met and discussed possible solutions to the above mentioned areas of improvement. Solutions include:

1. The SETA closing and reconciliation process includes reconciliation of the SEFA to the general ledger. SETA is reviewing the process of SEFA preparation and reconciliation to determine the necessary procedures for proper and accurate presentation. This reconciliation between the SEFA and the general ledger will be completed in an accurate and timely manner prior to audit review.
2. The SETA closing and reconciliation process includes reconciliation of accruals to actual claims. The effectiveness of these procedures is being reviewed and appropriate year-end procedures and controls will be implemented to prevent future year-end adjustments.
3. The operating lease schedule will be reviewed by management at least annually in preparation for budgeting and financial statement preparation.
4. Additional information will be included in the financial reports to the governing bodies. The financial reports have been revised to include projection of actual total costs needed to the end of

the year versus available funds to the end of the year, administrative versus program costs, and Non-Federal Share.

Governance:

The Program Governance team consisted of (1) key staff, six (6) PC/PAC Representatives, one (1) PC Representative, and one (1) Past Parent (former PC/PAC Chair, termed out). Data gathering was conducted February 21, 27 and 29, during the weeks of February 19-March 7, 2008, and consisted of feedback from staff interviewed at centers and agency administrative office. Methods of data and information collected included focus group interviews of SETA Governing Board members and Policy Council (PC) members. A Governing Board and Policy Council (PC) meeting was observed. Governing Board, Policy Council (PC), Parent Advisory Committee (PAC) meeting agendas, minutes, parent meeting attendance sheets, grantee and delegate agency bylaws, membership rosters, committee rosters, Policy Committee meeting documentation, SOP center parent meeting documentation, Center Parent Resource Manual, PC/PAC parent meeting reimbursements and PC/PAC welcome letters and attendance warning letters were reviewed. The SETA Operated parent meeting bulletin boards and parent area/parent rooms were observed.

Several areas of strength were identified in program governance. Strengths include: center parent bulletin boards very organized and resourceful; center parent rooms were inviting; PC/PAC Orientation; PC/PAC Orientation II; PC/PAC and Delegate Agency Officer Training; Parent Leadership Institute; PC/PAC Ethics Training AB1234; excellent participation by PC/PAC Representation in the program decision making process, and well informed on program; parents are encouraged by staff and their peers to participate on PC/PAC and at the center; parent participation at the center level and PC/PAC; excellent documentation on PC/PAC welcome, attendance and warning letters; Policy Council Health and Dental Advisory Committee Representatives; shared governance training for the Policy Council and the governing board by Jerry Gomez; positive partnership relationship between Executive Director and Governing Board members; Governing Board members recognizes the need for more funding for children who qualify for head Start/Early Head Start services; Governing Board members feel secure in that they receive Head Start information; PC/PAC involvement in the agency's hiring and termination process; PC/PAC reimbursement to parents for attending program area committee meetings;

Areas needing improvement include:

- PC/PAC parent participation in program area committees
- Efficient recruitment and installation of PC/PAC membership
- Center site supervisors and staff educated on PC/PAC Community Representative term limit
- PAC agendas organized by month (at the centers)
- PAC agendas and PC minutes not available, some were missing (misplaced by staff)
- Increased operational knowledge of all governing board members

ITEM III-C - 3 – ACTION

APPROVAL OF GRANTEE SPECIFIC THREE-YEAR GOAL FOR 2008-2011

BACKGROUND:

The Policy Council approved the Head Start/Early Head Start County-wide Three-Year Goals for 2008-2011 on February 26, 2008. In addition, one (1) grantee-specific goal was established:

Using the 2008 Community Assessment Results, research, develop, and implement a master plan to assess current and future slot distribution based on countywide needs.

The Policy Council reviewed and approved this goal at their March 25, 2008 meeting. Staff will be available to answer questions.

RECOMMENDATION:

Approve the grantee-specific goal for 2008-2011.

STAFF PRESENTER: Maureen Dermott

ITEM IV-A - INFORMATION

PREVIEW OF SACRAMENTO WORKS TELEVISION AD

BACKGROUND:

In keeping with its mission to brand and market Sacramento Works to the employer community, the Employer Outreach Committee approved the development of a television ad focusing on employers and job seekers who have benefited from Sacramento Works.

The television ad will run on Comcast Cable for one year, beginning in April 2008. The stations include: Fox News Channel, CNBC, CNN and Bravo. The time slot placements ties in with news and business related programs such as Anderson Cooper 360 to target the employer community viewership.

The thirty second television advertisement will be played for the Governing Board.

STAFF PRESENTER: Terri Carpenter

ITEM IV-B - INFORMATION
FISCAL MONITORING REPORT

BACKGROUND:

Attached for your information is a copy of the latest fiscal monitoring report.

Staff will be available to answer questions.

STAFF PRESENTER: Rick Pryor

MEMORANDUM

TO: Ms. Edenausegboye Davis DATE: March 10, 2008

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of WCIC

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA,	\$ 647,227	8/01/07-7/31/08	8/01/07-12/31/07
Head Start	T & TA	7,500	8/01/07-7/31/08	8/01/07-12/31/07

Monitoring Purpose: Initial Follow-Up Special Final
 Date of review: February 7, 2008

COMMENTS/

SATISFACTORY

RECOMMENDATIONS

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

Program Operator: WCIC

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2007 to December 31, 2007 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) The in-kind expenses as of 12/31/07 were only 15% of the total federal expenses. The Head Start Act requires that the non-federal in-kind contribution shall be equal to 20% of total program costs or 25% of total federal expenses.

Recommendations for Corrective Action:

- 1) Please submit a plan of action indicating how the WCIC will meet the non-federal in-kind contribution requirement by year-end.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM IV-C – INFORMATION

MONTHLY HEAD START FISCAL REPORT

BACKGROUND:

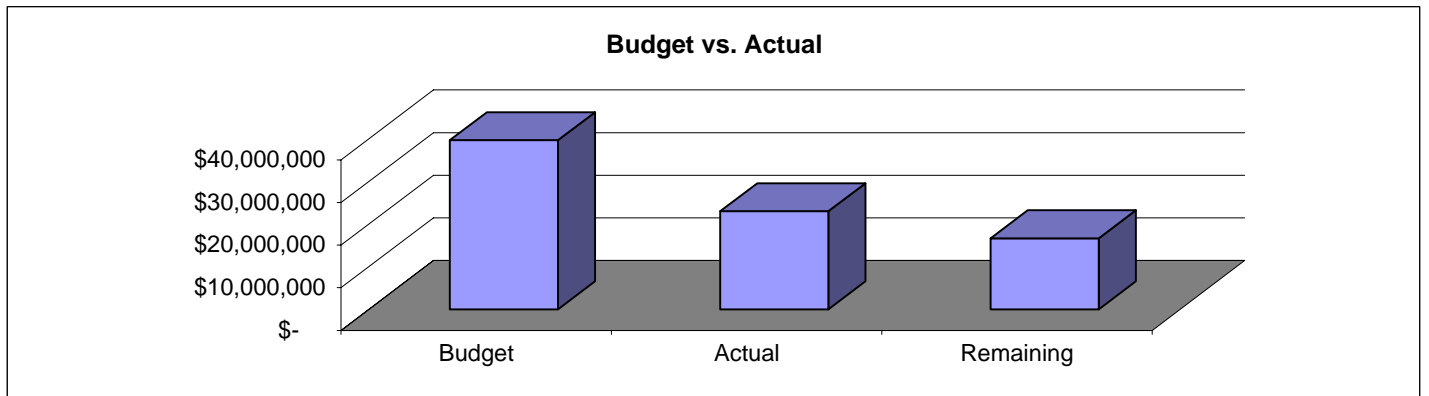
This agenda item provides an opportunity for the Governing Board to review the fiscal reports for the month ending 2/29/08.

Staff will be available to answer questions.

STAFF PRESENTER: Thelma Manzano

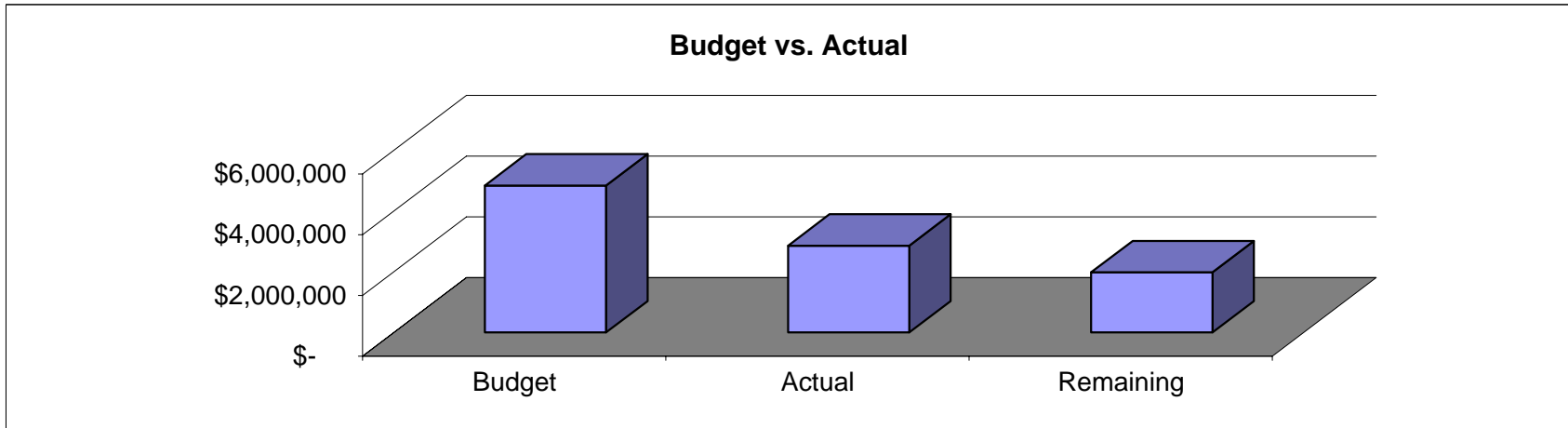
**SACRAMENTO COUNTY HEAD START
EXPENDITURE & BUDGET ANALYSIS
Fiscal Year 2007/2008
Year To Date Ended February 29,2008**

	Last Report	BUDGET	Admin Cost	Program Cost	Total Expenditures	%	Projected Expenses	REMAINING
Basic - PA 22								
<i>Del Paso S.D.</i>	Feb-08	\$1,091,126	\$100,578	\$458,585	\$559,163	51%	\$399,402	\$531,963
<i>Elk Grove</i>	Feb-08	2,306,473	71,630	\$1,263,028	\$1,334,658	58%	\$953,327	971,815
<i>Sac City U.S.D.</i>	Feb-08	7,803,950	369,849	\$3,866,276	\$4,236,125	54%	\$3,025,804	3,567,825
<i>San Juan U.S.D.</i>	Feb-08	4,145,417	177,208	\$2,177,723	\$2,354,931	57%	\$1,682,094	1,790,486
<i>W.C.I.C</i>	Feb-08	647,227	32,698	\$298,986	\$331,684	51%	\$236,917	315,543
<i>SETA</i>	Feb-08	23,389,023	1,661,140	\$12,364,853	\$14,025,993	60%	\$10,018,566	9,363,030
		\$39,383,216	\$2,413,103	\$20,429,451	\$22,842,554	58%	\$16,316,110	\$16,540,662
TITA - PA 20								
<i>Del Paso S.D.</i>	Feb-08	\$7,500		\$0	\$0	0%	\$7,500	\$7,500
<i>Elk Grove</i>	Feb-08	9,000		1,050	\$1,050	12%	\$7,950	7,950
<i>Sac City U.S.D.</i>	Feb-08	20,000		13,711	\$13,711	69%	\$6,289	6,289
<i>San Juan U.S.D.</i>	Feb-08	15,000		12,712	\$12,712	85%	\$2,288	2,288
<i>W.C.I.C</i>	Feb-08	7,500		1,557	\$1,557	21%	\$5,943	5,943
<i>SETA</i>	Feb-08	302,068		176,084	\$176,084	58%	\$125,984	125,984
		\$361,068	\$0	\$205,114	\$205,114	57%	\$155,954	\$155,954
Program Improvement								
								\$0
								0
								0
								0
								0
								0
		\$0	\$0	\$0	\$0			\$0
								-
GRAND TOTAL		\$39,744,284	\$2,413,103	\$20,634,565	\$23,047,668	58%	\$16,472,064	\$16,696,616
Non-Federal Share	25%	\$9,936,071			\$3,004,557		\$2,146,112	\$6,931,514



**SACRAMENTO COUNTY EARLY HEAD START
EXPENDITURE & BUDGET ANALYSIS
Fiscal Year 2007/2008
Year To Date Ended February 29,2008**

	<i>Last Report</i>	<i>BUDGET</i>	<i>Admin Cost</i>	<i>Program Cost</i>	<i>Total Expenditures</i>	<i>%</i>	<i>Projected Expenses</i>	<i>REMAINING</i>
Basic - PA 25								
<i>Sac City U.S.D.</i>	Feb-08	\$1,080,905	\$25,317	\$582,112	\$607,429	56%	\$433,878	\$473,476
<i>San Juan U.S.D.</i>	Feb-08	1,186,930	60,911	664,866	\$725,777	61%	\$518,412	461,153
<i>SETA</i>	Feb-08	2,458,225	121,136	1,365,570	\$1,486,706	60%	\$1,061,933	971,519
		\$4,726,060	\$207,364	\$2,612,548	\$2,819,912	60%	\$2,014,223	\$1,906,148
T & TA - PA 26								
<i>Sac City U.S.D.</i>	Feb-08	\$18,249		\$9,325	\$9,325	51%	\$8,924	\$8,924
<i>San Juan U.S.D.</i>	Feb-08	20,112		16,420	\$16,420	82%	\$3,692	3,692
<i>SCOE</i>	NA	15,000			\$0	0%	\$15,000	15,000
<i>SETA</i>	Feb-08	64,220		15,574	\$15,574	24%	\$48,646	48,646
		\$117,581	\$0	\$41,319	\$41,319	35%	\$76,262	\$76,262
Program Improvement								
		\$0	\$0	\$0	\$0		\$0	\$0
Grand Total		\$4,843,641	\$207,364	\$2,653,867	\$2,861,231	59%	\$2,090,485	\$1,982,410
<i>Non-Federal Share</i>	25%	\$1,210,910			\$802,746		\$573,390	\$408,164



ITEM IV-D - INFORMATION

HEAD START POLICY COUNCIL MINUTES

BACKGROUND:

Attached are the minutes from the January 22, 2008 Policy Council meeting.

Staff will be available to answer questions.

STAFF PRESENTER: Maureen Dermott

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Tuesday, February 26, 2008
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Kathy Ruiz called the meeting to order at 9:07 a.m. Ms. Sarah Corderio read the thought of the day. Ms. Josie Cleaver called the roll. Mr. John Brown was seated.

Members Present:

Josie Cleaver, Sacramento City Unified School District
Josie Lamar, Sacramento City Unified School District
Irlanda Meza, Sacramento City Unified School District
John Brown, San Juan Unified School District
Shasta King, San Juan Unified School District
Danyelle Nelson, San Juan Unified School District
Erin Kimbro, SETA-Operated Program
Salina Davey, SETA-Operated Program
Carol Aronis, SETA-Operated Program
Monica Montes, SETA-Operated Program
Angela Porter, SETA-Operated Program
Sarah Cordeiro, Home Base Program
Josephine Luna, WCIC/Playmate
Victoria Camargo, Past Parent Representative
Kathy Ruiz, Past Parent Representative
Evelyn Marquez, alternate, Child Health and Disability Prevention Program
Monica Treadway, WCIC/Playmate
Venelsia Fentress, Grandparent Representative
Ronald Montez, Outgoing Chair
Victor Stark, CAMP Representative
Natasha Toolate, Early Head Start (arrived at 9:15 a.m.)

Members Absent:

Lidia Vincente, Early Head Start (unexcused)
Michelle Cañas, Elk Grove Unified School District (unexcused)
Talina Hutton, Del Paso School District (excused)
Jenna Maggard, SETA-Operated Program (unexcused)

- V. **Ethics Training:** Mr. Victor Bonanno reported that effective January 2006 local officials that receive compensation, salary, stipends or expense reimbursements must receive training in ethics. This is required to board, commissions and other local bodies. "If there is doubt, back out."

Ms. Danyelle Nelson was thanked for her representation of San Juan; since Mr. Brown was seated, Ms. Nelson stepped down.

The Board took a break until 10:12 a.m.

II. Consent Item

A. Approval of the Minutes of January 22, 2008 Regular Meeting

Minutes were reviewed. No questions or comments.

Moved/Davey, second/Montez, to approve the January 22, 2008 minutes.
Show of hands vote: Aye: 18, Nay: 0, Abstentions: 2 (Ruiz and Marquez)

III. Action Item

A. Selection of Representative and Alternate to Attend the National Head Start Association Training Conference, in Nashville, TN, April 20-24, 2008

Ms. Ruiz reviewed the conference information. Ms. Desha clarified the items for which the Agency is responsible; the balance of the funds will come from Parent Miscellaneous travel budget line item (\$801). Ms. Ruiz will be attending along with a representative. Two PAC representatives will be going. Mr. Brown asked why representatives would not be going early; Ms. Desha stated that the earlier workshops are considered 'special tracks' and are very expensive. The Agency does not pay for the special tracks.

Those that have already attended a Head Start Conference: Venelsia Fentress, Salina Davey, Victoria Camargo, Natasha Toolate, Josie Cleaver, and Ronald Montez.

Moved/Kimbrow, second/Cleaver, that the Policy Council select one representative and one alternate to attend the National Head Start Association Training conference.

Show of hands vote: Aye: 19, Nay: 0, Abstention: 1 (Ruiz)

Those interested in attending: John Brown, Ronald Montez, Josie Cleaver, Natasha Toolate, and Salina Davey.

Board members spoke of their interest in attending the conference.

Votes: John: 12, Ronald: 4, Josie: 1, Natasha: 1, Salina: 1.

Representative will be the Mr. John Brown. Mr. Montez will be the alternate.

B. Approval of Head Start/Early Head Start 2008 Community Assessment

Ms. Maureen Dermott distributed a copy of the full resources utilized during the community assessment. Staff will be compiling a finished product and board members will be provided a copy.

Ms. Corderio asked if the DRDP was changed? Ms. Denise Lee replied that the state has shrunk down the measures that are being followed. Some of the items under the main categories have been changed a bit; the main purpose, to measure a child's growth, has remained the same.

Ms. Campos answered questions about Goal II and how exercise will be incorporated with the lesson plans. In the SOP program, there will also be a parent component for cooking/budgeting and exercise. The Delegate Agencies will have a similar component. Mr. Montez reported that he has lost 50 pounds over the past six months by cutting out white foods.

Ms. Evelyn Marquez stated that the most serious food relating to obesity is sodas which have a very high sugar content. Also, foods that have been 'denatured'. Call 927-4196 for more information.

Moved/Davey, second/Cordeiro, that the Policy Council approve Head Start/Early 2008 Community Assessment.

Show of hands vote: Aye: 19, Nay: 0, Abstention: 1 (Ruiz)

C. Approval of Head Start/Early Head Start County-Wide Three-Year Goals 2008-2011

Ms. Maureen Dermott reviewed this item. The three county-wide goals are overarching goals for the grantee. The fourth goal is grantee specific. Ms. Dermott will be bringing the official verbiage for the Grantee goal before the Policy Council in March. SETA is not requiring each delegate agency to have exact goals but their goals have to be within the realm of obesity, oral language, etc.

Moved/Camargo, second/Cleaver, that the Policy Council approve Head Start/Early Head Start Three-Year Goals 2008-2011, plus the one grantee specific goal.

Show of hands vote: Aye: 19, Nay: 0, Abstention: 1 (Ruiz)

D. Approval of Head Start/Early Head Start Written Service Plans

Ms. Denise Lee reported that the Federal government requires a road map of how SETA/Head Start provides services. There are very specific things that are required. SETA designs a document as to how we provide the services to the children and families. Managers meet with staff to determine the procedures needed to provide the services. This ensures the services are seamless from administration to the classrooms. These written service plans are done each year. This is a new look at the standards and how they services are provided.

Moved/Montez, second/Aronis, that the Policy Council approve the SETA Head Start/Early Head Start Written Service Plans, modified February 2008
Show of hands vote: Aye: 18, Nay: 0, Abstentions: 2 (Ruiz and Kimbro)

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

**CLOSED SESSION: PERSONNEL
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
PURSUANT TO GOVERNMENT CODE SECTION 54957**

The board went into closed session at 11:14 a.m.

The board went back into open session at 11:47 a.m.

Ms. Ruiz reported out of closed session that the Board took the following action in closed session: Associate Teacher, Tier III and Early Head Start Educator

IV. **Information Items**

- A. Fiscal Monitoring Report: No questions.
- B. Monthly Fiscal Reports: Ms. Dermott reviewed the monthly fiscal reports. The good news is that the Agency is at 47% actual against projected dollars spent.
- C. California Head Start Association Parent Conference Reports: No questions.
- D. Special Education Report: Ms. Beverly Sanford reviewed the report. At least 10% of enrollment opportunities in grantee and delegates must be available to children with disabilities. The Head Start program is at 8.7% and Early Head Start is at 18%.
- E. SETA Head Start/Early Head Start End-of-Month Enrollment Report: Ms. Elsie Bowers reviewed the report and stated that the Agency has achieved full enrollment. With the Head Start reauthorization, staff is required to report enrollment information on a monthly basis. All programs throughout the country are being monitored to ensure full enrollment.

Ms. Ruiz distributed a list for people to indicate if they are interested in participating in the personnel screening/interviewing process.

VI. **Committee Reports**

- A. Executive Committee: Ms. Erin Kimbro read the Executive Committee critique.

VII. Other Reports

- A. Open Discussion and Comments: Mr. Ronald Montez invited board members to the CAMP meetings. Attendees receive a \$30 stipend for participation if a PC/PAC Male Involvement Committee member. All delegates are welcomed.

Ms. Kimbro spoke of a group that goes to classes and teaches children how to cook. For further information, see the web site: www.chefbambino.com

- B. Public Participation: None.

VIII. Adjournment: Meeting adjourned at 11:59 a.m.

ITEM IV-E – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2007/2008

The following is an update of information as June 1, 2007 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

WARN STATUS	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Official	5/16/2007	Sutter Medical Center, Sacramento 2800 L Street Sacramento, CA 95816-5600	7/13/2007	36	Declined Services
Unofficial	6/12/2007	Bank of America 11080 White Rock Road, Suite 500 Rancho Cordova, CA 95670	7/31/2007	20	6/22/2007
Official	8/10/2007	Sutter Medical Center, Sacramento 2800 L Street Sacramento, CA 95816-5600	8/25/2007	15	Declined Services
Official	9/7/2007	Gala Construction, Inc. & SPM 2215 Plaza Dr. Rocklin, CA 95765	11/9/2007	44	New owners re-hired employees
Official	10/12/2007	Crystal Cream and Butter Company 8340 Belvedere Avenue Sacramento, CA 95826	10/16/2007	240	12/10/2007
Official	10/12/2007	Sun Sacramento Site 8880 Cal Center Sacramento, CA 95826	11/26/2007	4	No Response
Official	10/24/2007	Intel Corporation 1900 Prairie City Road Folsom, CA 95630	1/1/2008	112	Declined Services
Official	11/1/2007	Bank of America 11080 White Rock Road, Suite 500 Rancho Cordova, CA 95670	12/31/2007	68	12/6/2007
Official	11/13/2007	Levitz Furniture 4741 Watt Ave North Highlands, CA 95669	2/1/2008	53	2/8/2008
Official	11/28/2007	Marvell Semiconductor, Inc 890 Glenn Drive Folsom, CA 95630	1/27/2008	4	No Response
Official	12/10/2007	Intel Corporation 1900 Praire City Road Folsom, CA 95630	2/1/2008	79	Declined Services
Official	12/10/2007	Floor Serve 309 North Hamilton St Dalton, GA 30720	12/7/2007	130	Mailed packets to local employees
Official	12/6/2007	Ideal Merchandising Division of DDP Holdings, Inc. 440 Apollo Beach Blvd. Apollo Beach, FL 33572	1/30/2008	1	No Response
Official	1/15/2008	Pacific Sunwear of California, Inc. 1689 Arden Way Space #2170 Sacramento, CA 95815	3/31/2008	Number not disclosed	Declined Services
Official	2/25/2008	PennySaver 2830 Orbiter Street Brea, CA 92821	4/15/2008	19	Employees Already Laid Off
Official	3/4/2008	Sutter Medical Center, Sacramento 2800 L Street Sacramento, CA 95816-5600	1/31/2008	25	Dropped off packets
Official	3/6/2008	Sears Holding, Inc. 1200 Blumenfeld Dr. Ste.A Sacramento, CA 95815	5/2/2008	82	3/25/2008
Official	3/10/2008	CSAA Elk Grove, CA	3/28/2008	17*	RR Scheduled 3/27/08 Services Ongoing
Official	3/10/2008	IKON 2890 Gateway Oaks Dr., Ste. Sacramento, CA 95833	3/28/2008	5	Dropped off packets
Official	3/12/2008	Senator Ford 3801 Florin Rd Sacramento, CA 95823	5/15/2008	156	Pending
Official	3/20/2008	Michaels Furniture 5849 88th St. Sacramento, CA 95828	5/20/2008	107	Pending
			Total # of Affected Workers	1200	

*SETA has received notice from CSAA regarding a phase lay-off of 400-500 employees until 2010

ITEM V - REPORTS TO THE BOARD

- A. CHAIR'S REPORT: The Chair of the SETA Governing Board, on a regular basis, receives numerous items of information concerning employment and training legislation, current programs, agency activities, and miscellaneous articles about human service programs throughout the nation, and attends meetings pertinent to SETA business.

The important information from the material received and meetings attended will be shared with the entire Board and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Board to provide input on items that may require future action.

- B. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal SETA Governing Board Packet. The Executive Director's Report also allows the opportunity for the SETA Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.

- C. CHILD AND FAMILY SERVICES DEPUTY DIRECTOR: This item is set aside to allow the Child and Family Services Deputy Director to report to the Board any items relative to the Head Start/Early Head Start program.

- 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.