



Sacramento
Employment and
Training
Agency

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

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(916) 263-3804

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

REGULAR MEETING OF THE SETA GOVERNING BOARD

DATE: Thursday, December 4, 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 Employee: Celia Lopez, Head Start Facilities Specialist (Supervisor) (20 years)

II. Consent Items

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

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Procurement of Worker's Compensation Insurance (Rick Pryor)

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

2. Approval of Out-of-State Travel for Staff to Attend the 2009 Community Action Partnership and Leadership Training Conference in New Orleans, Louisiana (Cindy Sherwood-Green)
3. Approval to Submit a Proposal to the Office of Refugee Resettlement Under the Rescue and Restore Victims of Human Trafficking Program (Roy Kim)

B. WORKFORCE INVESTMENT ACT

1. Appointment of Education Sector Member to the Sacramento Works, Inc. Board of Directors (Robin Purdy)

C. HEAD START: No items.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval Community Services Block Grant Contract Extensions for Fiscal Year 2009 (Cindy Sherwood-Green)

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Review of Annual Financial Statements (Rick Pryor)
- B. Head Start Policy Council Minutes (Maureen Dermott)
- C. Head Start Fiscal Report (Roger Bartlett)
- D. Dislocated Worker Update (William Walker)

V. Reports to the Board

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

VI. Adjournment

DISTRIBUTION DATE: MONDAY, NOVEMBER 24, 2008

ITEM II-A - CONSENT

MINUTES OF THE NOVEMBER 6, 2008 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the November 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, November 6, 2008
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Pannell called the meeting to order at 10:07 a.m.

Members Present:

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

Jimmie Yee, Vice Chair; Member, Board of Supervisors

Don Nottoli, Member, Board of Supervisors

Robbie Waters, Councilmember, City of Sacramento

Sophia Scherman, Public Representative

- Recognition of Long-term Employees: **Erika Davis**, Head Start Family Services Worker (10 years); **Ed DeHerrera**, Employment Services Supervisor, **Dennis Kennedy**, Workforce Development Professional, Range 2, and **Robin Pepper**, Workforce Development Professional, Range 3 (20 years) were all recognized for their years of service to SETA. Employees took pictures with Board members.

II. Consent Items

The consent calendar was reviewed; no questions or comments:

- A. Minutes of the October 2, 2008 Regular Board Meeting
- B. Approval of Claims and Warrants

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

- A. Approve the October 2, 2008 minutes.
 - B. Approve claims and warrants for the period 9/25/08 through 10/30/08.
- Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

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

Mr. Thatch stated that this reappointment must go before the Board of Supervisors and City Council. Ms. Scherman has agreed to serve another two year term.

Moved/Waters, second/Yee, to approve the reappointment of Ms. Sophia Scherman as a public representative to the SETA Governing Board for the current term ending in November, 2010 and forward this nomination for approval to the City Council and Board of Supervisors.

Voice Vote: Unanimous approval.

2. Election of Officers of the Sacramento Employment and Training Agency Governing Board

Ms. Kossick stated that the officers rotate among board members. Mr. Yee will be the new Chair, and Mr. Waters will be the Vice Chair.

Moved/Scherman, second/Pannell, to elect Jimmie Yee as Chair, and Robbie Waters as Vice Chair for a one-year term to begin November 7, 2008.

Voice Vote: Unanimous approval.

Ms. Pannell was given a number of Sacramento Works gifts in appreciation of her tenure as chair. Ms. Pannell stated that SETA is her favorite board and is proud of the programs serving youth and assisting to employ residents.

3. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident

Mr. Rick Pryor introduced Carolyn Reynolds, Account Executive with Arthur J. Gallagher. Ms. Reynolds reviewed the insurance quotes. She stated Gallagher went to the market place to obtain quotes for insurance. Philadelphia Insurance is in competition with Traveler's Insurance. Ms. Reynolds reviewed the different coverage being offered by the two insurance companies.

Ms. Reynolds stated that flooding remapping is being done but will not be published until 12/5; there may be new areas included in the 100 year flood zone. Mr. Nottoli inquired about the flood plain at the Mather Head Start and Career Center; why do we purchase flood insurance? Ms. Reynolds stated that according to the map from National Flood Association, the Mather area is in a flood zone; this may be changing 12/5. Ms. Kossick stated that staff will check this once the new mapping is available. Ms. Pannell stated that one would think we would need some flood insurance considering the proximity to the Sacramento and American Rivers.

Ms. Reynolds recommends moving to Philadelphia for the insurance carrier this year. The ratings are the same. Gallagher has done a lot of business with Philadelphia; they are excellent at handling claims and the premiums are lower.

The umbrella insurance does not extend to Directors and Officers' liability and employment practice liability. Mr. Thatch thinks it is appropriate to consider higher quotes for Directors and Officers' insurance. We may have to go to another company. This insurance would cover all of the SETA boards and employment practices; Mr. Thatch stated that this insurance is important since most of the board members are volunteers.

Ms. Reynolds requested approval of the package before the board. She will bring back additional quotes for Directors and Officers' coverage, which could mean an increase of \$5,000-\$10,000. She will be back in December to present quotes for Workers' Compensation insurance.

Ms. Kossick stated that there is a potential of next year's rates increasing significantly; Ms. Reynolds will try to 'lock' in a two- or three-year rate. Ms. Reynolds will go to Philadelphia to ask for a three year contract.

Mr. Yee inquired whether the Agency would technically be out of line approving one year and then changing it for two or three years? Mr. Thatch stated that this would not be the case since we have a broker that 'shops' the market. There is a constitutional prohibition against government entities entering into contracts for more than one year. The competition we have is for our broker of record; we issue an RFP for the broker which ensures the procurement of insurance is legal.

Moved/Nottoli, second/Scherman, to approve purchasing insurance with Philadelphia Insurance, report back on additional premiums for Directors and Officers' liability coverage and a possible three year policy term and workers' compensation premiums. Delegate authority to the Executive Director to determine excess Directors and Officers' coverage with a cap not to exceed \$20,000.

Mr. Nottoli is comfortable with the purchase of the excess insurance.

Mr. Pryor referred Board members to pages 73-81 in the binder which lists some of the services provided by the broker and/or can make available to us.

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

Mr. Thatch stated that a matter was brought to staff's attention after the November 6 agenda was published. In order for the board to consider the item, it would take a 4/5 vote to approve to hear the off-agenda item.

Moved/Scherman, second/Pannell, to hear the off-agenda item.
Voice Vote: Unanimous approval.

4. Approval of Out-of-State Travel to Participate in the Construction Sector Community of Practice in Washington, D.C.

Ms. Robin Purdy reported that SETA is part of a collaboration with Golden Sierra Job Training Agency and the North State Building Industry Association. This collaboration it will mean jobs for the region. We have been invited to participate in upcoming national meetings.

Moved/Nottoli, second/Pannell, to approve out-of-state travel for one staff to attend the Construction Sector Community of Practice in Washington, D.C. December 2 through December 5, 2008.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Approval of Augmentation of Asian Resources, Inc. Workforce Investment Act, Title 1 Subgrant Agreement

Mr. William Walker reviewed this item. The correct amount of the total allocation is \$343,228.

Moved/Yee, second/Waters, to approve an augmentation of the sub-grant agreement for Asian Resource Inc. of \$20,706 in Workforce Investment Act funds.

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

2. Approval to submit a proposal to the California Employment Development Department for the Governor's Gang Reduction Intervention and Prevention Initiative (CalGRIP) 2008/2009

Ms. Purdy stated that SETA will be working with Soil Born Farms, one of the partners in this proposal. Mr. Nottoli suggested approaching the City of Rancho Cordova regarding this proposal; the City of Rancho Cordova also works with gang prevention. This proposal will be targeting communities in the City of Sacramento and the City of Rancho Cordova. Soil Born Farms is being specifically utilized for this proposal. The grant is due later in November; staff will provide an update at the December meeting. Ms. Purdy stated that staff will provide the number of youth served, and services available at the December 4 meeting. Mr. Nottoli urged everyone to visit Soil Born Farms.

Moved/Nottoli, second/Pannell, to approve the submission of a proposal to the California Employment Development Department for the Governor's Gang Reduction Intervention and Prevention Initiative (CalGRIP) 2008/2009 in the amount of \$500,000, and, authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

Voice Vote: Unanimous approval.

C. HEAD START

1. Approval of Modifications to the Bylaws of the SETA Operated Head Start/Early Head Start Policy Council

Ms. Dermott stated that this is an annual review of the bylaws done by the Policy Council and the Parent Advisory Committee. Ms. Kathy Ruiz was recognized for spearheading the review process. Ms. Dermott reviewed the changes to the bylaws. Ms. Ruiz was thanked for her hard work; she is termed out.

Moved/Nottoli, second/Yee, to approve the modifications to the Policy Council bylaws as attached.

Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT

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

Ms. Cindy Sherwood-Green reported that in July, the Board approved a proposal for a financial literacy project. SETA's proposal will teach financial literacy through a series of workshops. SETA will match the savings of the participants up to \$500 each.

Moved/Scherman, second/Waters, to approve the resolution accepting Community Services Block Grant Discretionary funds and authorize the SETA Executive Director to sign all grant documents.

Voice Vote: Unanimous approval.

- E. REFUGEE PROGRAMS:** No items.

IV. Information Items

- A. One Stop Career Center News Coverage

Ms. Carpenter reported that Channel 3's *Common Ground* did a special report on jobs and the economy; the Hillsdale Career Center was featured. Ms. Carpenter played a small snippet of the feature.

- B. Fiscal Monitoring Reports: No comments.
- C. Head Start Policy Council Minutes: No comments.
- D. Monthly Head Start Fiscal Report

Ms. Dermott reviewed the report and stated that we are right on track at 15.23% of expenditures to date. There is now a monthly budget committee which includes union representation and staff members. Mr. Roger Barlett was introduced; he will be working with the Head Start fiscal reports. Mr. Bartlett is a retired professor from CSUS. Mr. Nottoli inquired about the increasing food costs and fuel costs. Ms. Dermott stated that this high cost is of concern to staff. Ms. Dermott stated that every lease coming up for review is requesting an increase in the rents. Staff is allowed to move funds around in the budget to cover expenses; it is rarely done but it is done to ensure increased costs are covered. No facilities improvements are being done unless it is related to health and safety.

E. Agency Quarterly Financial Report

Mr. Rick Pryor stated that this report this will be done quarterly. The report includes the expenditures and revenues. A copy of the audited financial statements will be provided in December.

F. Dislocated Worker Update

Mr. William Walker provided a pie chart of the positions being dislocated in Sacramento County. The CSAA call center will be fully closed in 2010. He received notice for the Rancho Cordova Target store which will be closing for reconstruction; the store will be reopening in October of 2009.

V. Reports to the Board

A. Chair: Ms. Pannell stated that this is a historical day with a new president and mayor. The key is that young people wanted change.

B. Executive Director: Ms. Kossick thanked board members for participating in SETA's 30th anniversary celebration; all enjoyed themselves. Staff have been working with the city, county, and SHRA on a Enterprise Zone vouchering system. There will be a board item regarding this in January. The Economic Development Department at the City and SHRA have asked us to participate.

C. Deputy Directors: The Office of Head Start sent a directive regarding reauthorization on 100% enrollment; this has been very difficult to do with young children/families. It is a nation-wide issue and no one was hitting 100% enrollment. The Feds are taking a very close look at this and may retract this directive. However, we want to keep enrollment as close to 100% as possible.

Bilingual pay was implemented November 12. Forty-four employees passed testing and will now receive bilingual pay. A staff meeting was held on October 13 to review the Head Start reauthorization with emphasis on health and safety.

A delegate kick off was held on October 7. Ms. Dermott thanked Ms. Pannell for her attendance at the PAC/PC appreciation luncheon.

- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman was congratulated on her re-election to the Elk Grove City Council.
- F. Public: Mr. Ronald Montez, Executive Director of California Gang Violence Prevention Services spoke of his program. He thanked Ms. Scherman and the City of Elk Grove for the support for his program.

The board adjourned at 11:17 a.m. to go into the annual meeting of Helping Others.

The SETA Governing Board meeting was called back to order at 11:19 a.m. Mr. Thatch stated that the Board will go into closed session; there will be no report out.

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: Meeting adjourned at 11:25 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 10/30/08 through 11/21/08, and all expenses appear to be appropriate.

STAFF PRESENTER: Rick Pryor

ITEM III-A- 1- ACTION

APPROVAL OF PROCUREMENT OF WORKER'S COMPENSATION INSURANCE

BACKGROUND:

The Agency's insurance policy for Worker's Compensation expires December 31, 2008. SETA's broker, Arthur J. Gallagher & Company, is in the process of obtaining quotations for coverage. An oral report will be provided at the meeting.

RECOMMENDATION:

Hear the oral report and recommendations and authorize the Executive Director to procure Worker's Compensation coverage for the calendar year 2009.

STAFF PRESENTER: Rick Pryor

ITEM III-A – 2 – ACTION

APPROVAL OF OUT-OF-STATE TRAVEL FOR STAFF TO ATTEND THE 2009
COMMUNITY ACTION PARTNERSHIP MANAGEMENT AND LEADERSHIP
TRAINING CONFERENCE IN NEW ORLEANS, LA

BACKGROUND:

The Community Action Partnership's annual Management Training and Leadership Conference will take place January 7 – 9, 2009 in New Orleans, LA. The conference will showcase important and innovative strategies to help CSBG/Community Action Agencies respond more effectively to the current economic hardships experienced in local communities.

Highlights of the training include better ways to respond to natural disasters; CAA accountability; successful Community Action Board governance; overcoming healthcare disparity; ideas for Community Action to promote sustainable energy; and a Community Action legislative outlook. Also included is a Katrina bus tour that will give attendees a better understanding of events before and after the Katrina disaster and the rebuilding efforts.

Approval is requested for two staff to attend the conference at a total cost of \$3,000. Funding for this conference is budgeted in the 2008-09 CSBG contract.

RECOMMENDATION:

Approve out-of-state travel for two staff persons to attend the 2009 Community Action partnership Management and Leadership Training Conference, January 7-9, 2009, in New Orleans, LA, at an approximate cost of \$3,000.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM III-A – 3 – ACTION

APPROVAL TO SUBMIT A PROPOSAL TO THE OFFICE OF REFUGEE
RESETTLEMENT UNDER THE RESCUE & RESTORE VICTIMS OF HUMAN
TRAFFICKING PROGRAM

BACKGROUND:

The U.S. Department of Health and Human Services, Administration for Children and Families, Office of Refugee Resettlement (ORR) is seeking to expand its efforts through regional grantees that will serve as focal points for an intensification of local outreach to and identification of victims of severe forms of trafficking in persons. Under the solicitation, awardees must be the planner, fiscal agent, monitor and technical assistance provider, and will be required to sub-award at least 60% of grant funds to local organizations that identify and work with victims of human trafficking. Awarded grants will have a term of 24 months, and the maximum amount requested must not exceed \$250,000 per budget period.

Since 2001, SETA has been serving victims of human trafficking in its programs, and is a leader and convener of Sacramento's Rescue & Restore Coalition which was launched in June 2007. Under the proposal, SETA will be the lead agency and sub-award at least 60% of the funds to local organizations. Staff is working with Coalition partners to develop a collaborative proposal that emphasizes the following major areas:

- Increasing awareness of human trafficking and identification and outreach to victims.
- Developing and coordinating a system of emergency response services for victims.
- Strengthening and developing Sacramento's Rescue & Restore Coalition.

RECOMMENDATION:

Approve the submission of a proposal to ORR requesting up to \$250,000 per budget period, and authorize SETA's Executive Director to execute the agreement and other documents required by the funding source.

STAFF PRESENTER: Roy Kim

ITEM III-B - 1 – ACTION

APPOINTMENT OF EDUCATION SECTOR MEMBER TO THE SACRAMENTO
WORKS, INC. BOARD OF DIRECTORS

BACKGROUND:

Staff recently received the resignation of Joan Polster from the Sacramento Works Workforce Investment Board. There are three “Education Sector” seats on the 41 member board.

Staff has received two applications for the Education Sector seat. A copy of the applications are being sent under separate cover and have been reviewed by Legal Counsel.

On Monday, November 17, the Sacramento Works Executive Committee met and reviewed the applications. The recommendation of the Executive Committee is to appoint Patrick Godwin, Superintendent, Folsom Cordova Unified School District to the vacant seat.

Staff will be available to answer questions.

RECOMMENDATION:

Review the staff report, review the application, and appoint Patrick Godwin to the Education Sector vacancy on the Workforce Investment Board operating as Sacramento Works, Inc.

STAFF PRESENTER: Kathy Kossick

ITEM III-D - 1- ACTION

APPROVAL OF COMMUNITY SERVICES BLOCK GRANT
CONTRACT EXTENSIONS FOR FISCAL YEAR 2009

BACKGROUND:

SETA's delegate agreement with Community Services Block Grant (CSBG) funded program operators permits SETA to extend the term of each agreement for an additional year. The term of the existing delegate agreement ends on December 31, 2008.

SETA's Planning, Monitoring, and Fiscal staff have conducted a thorough evaluation of CSBG program operator performance through September 30, 2008. Staff have determined that CSBG program operators have been performing satisfactorily and many have exceeded outcome goals and/or service levels as prescribed in their subcontracts. Conditions causing some program operators to perform below planned service and expenditure levels have been evaluated and corrective actions have been taken where appropriate.

Staff recommends extending all CSBG delegate agreements for an additional year under the same terms, conditions, and funding amounts as indicated on the attached charts. Staff also recommends maintaining the consultant services of Daren Maeda, Director of Linkage to Education, for the same funding level allocated in Fiscal Year 2008, \$30,000.

The Community Action Board reviewed and approved these extensions at their November 12, 2008 meeting.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the following staff recommendations:

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

STAFF PRESENTER: Cindy Sherwood-Green

2008 CSBG Family Self-Sufficiency Plan vs. Actual

Program Operator	Planned Services	Planned Enrollment through 9/30/08	Actual Enrolled as of 9/30/08	% of Planned Enrolled as of 9/30/08	2008 CSBG Budget	% Expended as of 9/30/08	2009 Funding Recommendations
County of Sacramento DHA	Senior companion services for frail and elderly seniors	23	30	130%	\$26,000	70.4% (August)	Approve contract extension for PY 2009
County of Sacramento DHHS	After school services for at-risk youth	45	30	66%	\$19,134	39.4% (March)	Approve contract extension for PY 2009
Elk Grove JUHSD Foster Youth	Academic enrichment services to former and current foster youth	13	18	138%	\$14,250	70.7%	Approve contract extension for PY 2009
La Familia Counseling Center	Alternative services for at-risk youth	30	42	140%	\$61,444	65.3%	Approve contract extension for PY 2009
Legal Services of Northern California	Legal aid to seniors, non-English speakers and grandparent caregivers	30	76	253%	\$20,000	79.8%	Approve contract extension for PY 2009
Paratransit	Transportation access training for the elderly and disabled	66	138	209%	\$34,000	99.1%	Approve contract extension for PY 2009
My Sister's House	Shelter and guidance for victims of Domestic violence	40	70	175%	\$32,750	65.5%	Approve contract extension for PY 2009
Sacramento Area Emergency Housing Center, Inc.	Emergency shelter and housing assistance	322	293	91%	\$59,650	79.5%	Approve contract extension for PY 2009
Visions Unlimited (Seniors)	Independent living assistance for seniors	80	87	108%	\$55,000	52.6%	Approve contract extension for PY 2009
Waking the Village	Transitional housing and guidance for homeless pregnant and parenting teens	11	11	100%	\$36,400	100%	Approve contract extension for PY 2009
WIND Youth Services	Temporary shelter, guidance and re-unification of homeless youth	112	103	92%	\$38,722	75%	Approve contract extension for PY 2009

2008 CSBG Safety-Net Plan vs. Actual

Program Operator	Planned Services	Planned Services through 9/30/08	Actual Services 9/30/08	% of Planned Services 9/30/08	2008 CSBG Budget	% of Budget Expended 9/30/08	2009 Funding Recommendations
Folsom/Cordova Community Partnership	Food, utilities, and transportation assistance	915	404	44%	\$21,500	70.1% (August)	Approve contract extension for PY 2009
Francis House of Sacramento	Motel vouchers, food and transportation assistance	588	602	102%	\$65,000	75%	Approve contract extension for PY 2009
Greater Sacramento Urban League Corporation, Inc.	Utilities, eviction avoidance and transportation assistance	133	153	115%	\$20,000	79% (June)	Approve contract extension for PY 2009
Housing Now	Utilities, motel vouchers, and eviction avoidance	34	36	105%	\$20,000	70.2%	Approve contract extension for PY 2009
Legal Services of Northern CA (Senior Legal Hotline)	Legal aid to seniors, non-English speakers and grandparent caregivers	540	2783	515%	\$20,000	79.3	Approve contract extension for PY 2009
Sacramento Area Emergency Housing Center, Inc.	Rental housing and utility assistance	19	15	79%	\$12,550	44.2%	Approve contract extension for PY 2009
South County Services, Inc.	Utilities, motel vouchers, eviction avoidance and transportation assistance	186	222	119%	\$60,000	68.9%	Approve contract extension for PY 2009
The Salvation Army	Food, utilities, motel vouchers, evection avoidance, and transportation assistance	279	474	170%	\$67,000	93.4%	Approve contract extension for PY 2009
Travelers Aid Society	Motel vouchers, food, utility assistance and eviction avoidance	224	186	83%	\$69,000	53.5%	Approve contract extension for PY 2009
Voluntary Legal Services Program of Northern California	Criminal record expungement workshops and legal assistance	333	600	180%	\$25,000	73.4%	Approve contract extension for PY 2009
WIND Youth Services	Prepared meals for homeless youth	9000	13,090	145%	\$22,600	75%	Approve contract extension for PY 2009

ITEM IV-A – INFORMATION

REVIEW OF ANNUAL AUDITED FINANCIAL STATEMENTS

BACKGROUND:

Gilbert and Associates recently completed the June 30, 2008 annual audit of the Sacramento Employment and Training Agency. This report is provided under separate cover. Mr. Rick Pryor will be available to answer questions regarding the audit.

STAFF PRESENTER: Rick Pryor

ITEM IV-B- INFORMATION

HEAD START POLICY COUNCIL MINUTES

BACKGROUND:

Attached are the minutes from the September 18, 2008 Policy Council meeting.

Staff will be available to answer questions.

STAFF PRESENTER: Maureen Dermott

SPECIAL MEETING OF THE HEAD START
POLICY COUNCIL
Minutes/Synopsis

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

Thursday, September 18, 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. Mr. Ronald Montez read the thought of the day.

Members Present:

Brandy Arismende, Elk Grove Unified School District
Josie Cleaver, Sacramento City Unified School District (arrived at 9:15 a.m.)
Lorrayne Garner, Alt., Sacramento City Unified School District (arrived at 9:30 a.m.)
Irlanda Meza, Sacramento City Unified School District
Natasha Toolate, San Juan Unified School District (EHS)
Carol Aronis, SETA-Operated Program
Salina Davey, SETA-Operated Program
Erin Kimbro, SETA-Operated Program (arrived at 9:12 a.m.)
Itzel Oregon, SETA-Operated Program (arrived at 9:29 a.m.)
Jeanine Vandermolen, SETA-Operated Program
Sarah Cordeiro, Home Base Program
Victoria Camargo, Past Parent Representative
Kathy Ruiz, Past Parent Representative
Barbara Ramey-Clark, Foster Parent Representative
Venelsia Fentress, Grandparent Representative
Elenita Salazar, alternate, Child Health and Disability Prevention Program
Ronald Montez, Outgoing Chair
Victor Stark, CAMP Representative

Members Seated:

Shasta King, San Juan Unified School District

Member Absent:

John Brown, San Juan Unified School District

Ms. Shasta King, San Juan Unified School District, was welcomed and seated on the Policy Council.

II. **Consent Item**

- A. Approval of the Minutes of August 26, 2008 Special Meeting: No action.

III. Action Items

- A. **TIMED ITEM: 9:00 A.M. AND PUBLIC HEARING:** First Reading of the Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council

Ms. Ruiz reviewed the modifications to the bylaws.

Moved/Davey, second/Aronis, to open a public hearing and continue this item to the October Policy Council meeting for final approval.

Show of hands vote: Aye: 14, Nay: 0, Abstentions: 2 (Ruiz and Toolate)

IV. Information Items

- A. Standing Information Items

- Parent/Family Support Unit Events and Activities: Ms. Ruiz reviewed the Calendar of Events.
- Calendar of Events and Activities: Ms. Ruiz reported that PC recruitment Community Representative application is due to Ms. Marie Desha on Friday, September 28, 2008 and the election will be held Tuesday, October 28, 9:00 a.m. Board members going to the End-of-Year Parent Appreciation Event are asked to RSVP by calling Lori Black: 263-4068.

Ms. Cleaver stated that there was a mistake regarding the count on III-A.

Another count was taken. The correct vote on Item III-A:

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 2 (Ruiz and Toolate)

- Fiscal Reports: Ms. Thelma Manzano reviewed the modified reports. Estimates were included in the board agenda, the closeout reports were distributed this morning. Ms. Manzano stated that the Agency has spent 100% of the budget for 2007/2008. In addition, the non-federal share was exceeded by 5% for a total of 30%.

Ms. Itzel Oregon arrived at 9:29 a.m.

- Community Resources-PC Representative/Staff: Ms. Jeanine Vandermolen reported that she is volunteering at the California Museum. She announced a free event to be held October 4. The first 500 families get a prize for attending. She distributed information on free museum admission date.

Ms. Lorryne Garner arrived at 9:30 a.m.

Ms. Toolate spoke of the 12th Annual Sunday Funday to be held September 28 at Rusch Park in Citrus Heights.

- Parent/Staff Recognition – Mr. Victor Bonanno have engaged in a program to get disaster preparedness information out to as many families as possible. There has been some volunteerism by Mr. Victor Stark. Mr. Stark worked on helping to stuff hundreds of packets of information. He was presented with a certificate of appreciation for his support of the disaster preparedness team.

Ms. Maureen Dermott introduced Ms. Roneca Provost, one of the Head Start staff coming up the career ladder. Ms. Roneca Provost spoke of her accomplishments in life as a result of the Head Start program.

Board members wished Ms. Dermott a Happy Birthday. There will be a chocolate birthday cake in the Redwood Room.

- Grandparent/Foster Parent Report: Ms. Fentress reported that the parent meetings will change from Tuesday to Thursday; more information to follow.

- B. Program Information Report: Ms. Lisa Carr referred to the Program Information Report (PIR) and explained why the numbers are low regarding information given to parents. Next year, staff will be taking credit for all information handed to parents. Ms. Denise Lee reviewed the SOP report. Nine percent of Head Start families have received referrals and mental health follow-up. Education screenings means that the child has received every education screening required, i.e., vision, speech, developmental, health screening.

Ms. Lorryne Garner inquired about what mental health services are available to parents. Ms. Lee stated that the Agency has professional staff in place on staff to assist with parents. Services are available for both children and parents.

Ms. Dermott stated that this is a very good report to discuss with parents and staff. Ms. Dermott acknowledged Women's Civic Improvement Club (WCIC)/ Playmate and their outstanding numbers.

- C. Disciplinary Process Procedure Update: Ms. Dermott stated that personnel disciplinary actions have recently been brought before the board. Most of the actions are under investigation and under appeal. Under the Head Start Act, the Board meets in closed session to discuss the actions. Staff will keep the board apprised on things that come up regarding this procedure. Ms. Garner asked if the board will eventually be informed about the final decision. Ms. Dermott stated that staff is working with legal counsel about this. If employees come back to employment, there are very specific conditions regarding their return.
- D. SETA Governing Board Minutes for August 7, 2008: No comments.

V. **Committee Reports**

- A. Executive Committee: Ms. Erin Kimbro read the Executive Committee critique.
- B. Personnel/Bylaws: Ms. Fentress stated that their last meeting concluded the final modifications to the bylaws.
- C. Social/Hospitality: Ms. Davey reported that the committee worked on the invitation, guest list and the program for the parent appreciation event.
- D. Program Area Committees
 - Early Childhood Development & Health Services Committee: Ms. Camargo stated that the next meeting will be 9/19, 9:00 a.m.
 - Parent/Family Support: No additional report.
- E. Community Advocating Male Participation: Mr. Bob Silva stated that meetings will be changing to the third Wednesday of each month, 2:00 p.m. in order to accommodate participants. Staff is planning the Fatherhood Health and Wellness Fair scheduled for Saturday, October 11 at Hiram Johnson, 10:00 a.m. to 2:00 p.m. A light breakfast and lunch will be served and short workshops will be available. This is open to everyone. Mr. Silva reviewed the activities that will be offered. A flyer will be distributed.

VI. Other Reports

- A. Head Start Deputy Director's Report: Ms. Maureen Dermott distributed the Rand Report referenced by Ed Condon when he provided a Head Start Update and Program Policies to the Policy Council on Tuesday, July 22, 2008. The study found: 1) use of center based programs, preschools, is the norm for California families for 3-4 year olds; 2) Latinos and socioeconomically disadvantaged children participate in lower rates; 3) center based programs fall short on key quality benchmarks; 4) all groups of children in center based experience quality shortfalls; and 5) kids in challenged neighborhoods are least likely to go to preschool. The report is a representative sample of children 1-2 years away from kindergarten.

On August 22, an ice cream social was held recognizing staff and parents participating in the federal review. Ms. Dermott expressed thanks to all participating in the review.

- B. Chair's Report: Ms. Ruiz reported that she and some PAC board members went to the Sacramento Parent Voices Equal Voice for America's Families Convention in Los Angeles held by Equal Voices, September 6, 2008. The goal was to have 10,000 people on the steps at the same time between three different places: Birmingham, Chicago and Los Angeles. Ultimately, there were 15,000 at the same time. Further information on upcoming events, go to their www.equalvoice2008.org
- C. Head Start Managers' Reports: No report from Ms. Brenda Campos or Ms. Denise Lee. Ms. Lisa Carr distributed the Men's Wellness Health Fair flyer as well as information on classes for business information and on budgeting.

Business cards for Ms. Sandra Williams from the Business Information Center (BIC) were available. On October 2, 9:00 a.m. – 12:00 noon, there is a class on budgeting; a pre-business orientation class will be held on October 6, 9:00 a.m. – 12:00 noon. Contact Sandra Brown at 263-4652. Mr. Montez stated that the information he received through the BIC was very valuable all of it was free. He went to the Stockton Blvd. Resource Center. Ms. Carr stated that one of the goals of her unit is to provide parents with business information and how to better themselves financially. It is so important to go back and empower parents to move from where they are to where they want to be. The tentative date for the legal clinic is Wednesday, October 29 at Luau Gardens. Attendees must sign up and attend the workshop before they can eat. This workshop affords free access to lawyers. Parents are encouraged to write out questions prior to the event. Flyers will be distributed. Ms. Toolate stated that this workshop gives parents/grandparents an opportunity to ask attorneys questions about childcare, housing, whatever.

D. Community Agency Reports

- Sacramento Sheriff's Department – Vacant
- Child Health and Disability Prevention Program: No report.
- Perinatal & Infant Health Advisory Committee: No report.
- Community Action Board: Ms. Ruiz stated that there are no meetings scheduled and there probably won't be a meeting till next year.

E. Health and Dental Reports

- Sacramento County Dental Health Advisory Committee: Next meeting will be October 20, 4:00 p.m. 909 – 12th Street

F. Open Discussion and Comments: Mr. Montez reported that his agency was 'blessed' with free office space, telephones, and other office supplies. His program will be providing services to Elk Grove. His office is located at 8517 Bond Road, Sacramento.

III. **Action Items** (continued)

B. **CLOSED SESSION: PERSONNEL** - Pursuant to Government Code Section 54957

The board went into closed session at 10:46 a.m. The board went back into open session at 10:48 a.m. Ms. Ruiz reported out of closed session that the Board took the following action in closed session: Associate Teacher, Tier III.

VI. Other Reports (continued)

- F. Ms. Ramey-Clark has flyers to distribute for the “Stand Up for Children”, Sacramento County children’s report card. The report card will be given to the County Board of Supervisors to let them know how children’s centers are doing.

Members were reminded to sign up if they are planning to attend the End-of-Year Parent Appreciation Event. Those planning to submit an application for Community Representatives need to see Ms. Desha for an application.

- G. Public Participation: No comments.

- VI. Adjournment:** The meeting was adjourned at 10:51 a.m.

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. These reports will be sent under separate cover.

Staff will be available to answer questions.

STAFF PRESENTER: Roger Bartlett

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.

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2008/2009

The following is an update of information as November 21, 2008 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	3/10/2008	CSAA Elk Grove, CA	3/28/2008	26	RR Scheduled Services Ongoing
Official	5/23/2008	Site 8880 Cal Center Sacramento, CA 95826	8/8/2008	1	Mailed packet
Official	7/1/2008	Intuit, Inc. 1860 Howe Ave., Ste. 260 Sacramento, CA 95825	8/25/2008	6	8/25/2008
Unofficial	7/2/2008	Room Source 849 North 10th Street Sacramento, CA 95814	7/18/2008	25	7/18/2006
Official	7/7/2008	Windsor Capital Group, Inc. Residence Inn Sacramento 2410 El Camino Ave. Sacramento, CA 95833	8/29/2008	87	Declined Services
Official	7/11/2008	American Airlines 6900 Airport Blvd Terminal B Sacramento, CA 95837	9/5/2008	8	8/7/2008
Official	7/23/2008	Indymac Bank 10860 Gold Center Drive Rancho Cordova, CA 95670	8/29/2008	109	Declined Services
Official	7/23/2008	GenCorp-Aerojet Highway 50 & Aerojet Rd Rancho Cordova, CA 95670	9/23/2008	99	9/24/2008
Official	7/24/2008	Paramount Pictures 5555 Melrose Ave Hollywood, CA 90038	9/22/2008	1	Declined Services
Official	8/5/2008	AT&T Advanced Solutions Inc., Broadband & Narrowband Operations 3675 T. Street Sacramento, California	9/6/2008	188	9/10-11/08 RR scheduled 9/17/08
Unofficial	8/7/2008	Western Wood Manufacturing 3700 Riego Rd Elverta, CA 95626	9/25/2008	35	9/4/2008
Unofficial	8/14/2008	Winter Volvo 3805 Florin Rd Sacramento, CA	8/26/2008	45	8/20/2008
Unofficial	9/9/2008	Muzio Baking Co. 1708 34th Street Sacramento, 95816-7004	9/9/2008	15	Delivered Packets

Dislocated Worker Information PY 2008/2009

The following is an update of information as November 21, 2008 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
Unofficial	9/15/2008	Ikon 1225 8th Street, Sacramento, CA 95814	9/15/2008	10	9/15/2008
Unofficial	10/3/2008	Bank of America 11080 White Rock Road Ste. #500 Rancho Cordova	10/10/2008	15	10/9/2008
Official	10/10/2008	Wachovia 1510 Arden Way Sacramento, CA 95825	7/5/08 - 12/31/08	56	Pending
Official	10/1/2008	Johnson Controls 1900 Prairie City Rd Folsom, CA 95630	12/7/2008	36	Pending
Official	10/28/2008	Mervyns Sacramento, CA	12/31/2008	512	Services Ongoing
Official	10/29/2008	CSAA Elk Grove, CA	12/31/2009	346	RR Scheduled 11/24/08 Services Ongoing
Official	11/13/2008	Michael's Furniture 5849 88th St. Sacramento, CA	12/31/2008	120	Pending
			Total # of Affected Workers	1740	

ITEM V - REPORTS TO THE BOARD

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

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

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

- C. DEPUTY DIRECTORS: This item is set aside to allow the Deputy Directors to report to the Board any items relative to the program operations.

- D. COUNSEL REPORT: The SETA Legal Counsel is the firm of Gregory D. Thatch, Attorney at Law. This item provides the opportunity for Agency Counsel to provide the SETA Governing Board with an oral or written report on legal activities

- E. MEMBERS OF THE BOARD: This item provides the opportunity for SETA Governing Board members to raise any items for consideration not covered under the formal agenda. It also provides the opportunity for Board members to request or to ask that certain items be placed on the next Governing Board agenda.

- F. PUBLIC PARTICIPATION: Participation of the general public at SETA Governing Board meetings is encouraged. The SETA Governing Board has decided to incorporate participants of the audience as part of its agenda for all meetings. Members of the audience are asked to address their requests to the Chairperson, if they wish to speak.