



Sacramento  
Employment and  
Training  
Agency

**GOVERNING BOARD**

**KEVIN MCCARTY**  
Councilmember  
City of Sacramento

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

**BONNIE PANNELL**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

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

**KATHY KOSSICK**  
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**SPECIAL MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, April 30, 2009

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

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

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

**- REVISED -  
AGENDA**

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

**II. Consent Items**

- A. Minutes of the April 2, 2009 Regular Board Meeting
- B. Approval of Claims and Warrants

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

- 1. Approval of Staff Recommendations for Adult Vendor Services (VS) List (Espie Lindsey)

**B. WORKFORCE INVESTMENT ACT**

- 1. Concurrence on Funding Recommendations for the American Recovery and Reinvestment Act of 2009 (Recovery Act)/Workforce Investment Act (WIA) Youth Employment Services for Program Year 2009-2010 (Christine Welsch)

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

2. Concurrence on Funding Recommendations for the American Recovery and Reinvestment Act of 2009 (Recovery Act)/Workforce Investment Act (WIA) 2009-2010 – Youth Council initiatives (Christine Welsch)
3. Approval to Modify and Extend Workforce Investment Act, Title I, Adult On-the-Job Training Subgrant Agreements (Robin Purdy)
4. Approval to Modify and Extend Workforce Investment Act, Title I, Adult One Stop Services for Program Year 2009-2010 (Robin Purdy)
5. Approval to Release a Request for Proposals (RFP) for Summer Youth Payroll Services (Robin Purdy)
6. ***Approval of One-Stop Share of Cost Agreement with the County Department of Human Assistance and Authorize the Executive Director to Sign the Agreement (Roy Kim)***

**C. HEAD START**

1. Approval of Fiscal Year 2009-2010 Head Start/Early Head Start Budget (Maureen Dermott)
2. Approval of Fiscal Year 2009-2010 Head Start/Early Head Start Grant Application (Maureen Dermott)
3. Approval of Fiscal Year 2009-2010 Head Start/Early Head Start Training/Technical Assistance Grant Application to be in Alignment with Established Three-Year Goals (Maureen Dermott)
4. Approval of County-wide Head Start/Early Head Start Center Locations (Maureen Dermott)
5. Approval of Fiscal Year 2009-2010 SETA-Operated Program Tracks (Maureen Dermott)
6. Approval of Fiscal Year 2009-2010 SETA-Operated Program Options (Maureen Dermott)

**D. COMMUNITY SERVICES BLOCK GRANT:** No items.

**E. REFUGEE PROGRAMS:** No items.

**IV. Information Items**

- A. Fiscal Monitoring Reports (Rick Pryor)
  - Hmong Women's Heritage Association

- Opening Doors, Inc.
- Twin Rivers School District

- B. Head Start Policy Council Minutes (Maureen Dermott)
- C. Application for Shade Structure (Brenda Campos)
- D. Dislocated Worker Update (William Walker)
- E. Unemployment Rates for Sacramento County (Robin Purdy)
- F. American Recovery and Reinvestment Act/Workforce Investment Act RFP  
Community Outreach (Terri Carpenter)

**V. Reports to the Board**

- A. Chair
- B. Executive Director
- C. Deputy Directors
  - ➔ Monthly Head Start Report
- D. Counsel
- E. Members of the Board
- F. Public

**VI. Adjournment**

**DISTRIBUTION DATE: TUESDAY, APRIL 21, 2009**

**REVISED AGENDA DISTRIBUTION DATE: FRIDAY: APRIL 24, 2009**

ITEM II-A - CONSENT

MINUTES OF THE APRIL 2, 2009 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the April 2, 2009 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, April 2, 2009  
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Jimmie Yee called the meeting to order at 10:09 a.m.

**Members Present:**

Jimmie Yee, Chair, SETA Governing Board; Member, Board of Supervisors  
Don Nottoli, Member, Board of Supervisors  
Kevin McCarty, Councilmember, City of Sacramento  
Bonnie Pannell, Councilmember, City of Sacramento

**Member Absent:**

Sophia Scherman, Public Representative

- Recognition of Long-Term Employee: Ms. Barbara Meyer, Workforce Development Professional, Range 3 was acknowledged and thanked for her 25 years of service to SETA.

II. **Consent Items**

The consent calendar was reviewed; no questions or comments:

- A. Minutes of the March 5, 2009 Regular Board Meeting
- B. Approval of Claims and Warrants

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

- A. Approve the March 5, 2009 minutes.
- B. Approve the claims for the period 2/27/09 to 3/26/09.

Voice Vote: Unanimous approval.

III. **Action Items**

- A. **GENERAL ADMINISTRATION/SETA:** No items.

B. **WORKFORCE INVESTMENT ACT**

- 1. Approval of Request for Proposals for 2009-2010 American Recovery and Reinvestment Act (Recovery Act) and Workforce Investment Act (WIA) Title 1

Ms. Robin Purdy stated that staff developed the RFP to meet the goals of Sacramento Works, Inc. which provides policy guidance for the agency. Ms.

Purdy reviewed the goals for Sacramento Works. This RFP is soliciting proposals that provide skills development targeting adults and dislocated workers hit hardest in the recession. SETA is soliciting proposals in the following areas: 1) Occupational skills training in critical occupational clusters, 2) Workplace training or job creation, and 3) Business development innovations with the creation of jobs.

The Planning/Oversight Committee will be part of the funding process but this board will actually make the funding decisions. For the adult and dislocated workers, the Agency anticipates \$7.6 million for an 18-month period. There will be two dates for proposals to be submitted. One proposal deadline will be May 21. The second deadline for proposals will be July 23. The Agency is hoping to get a number of providers up and running in August and then others up and running in October.

Ms. Kossick spoke of the need of a quorum on July 2 to approve funding recommendations. Mr. Thatch stated that this board has no legal requirement to meet every month. However, a meeting will be needed for these funding recommendations. The Clerk will check with board member staffers regarding a possible meeting date.

Ms. Pannell inquired about the offerors' conference; Ms. Purdy stated that it will not be a mandatory offerors' conference. Ms. Pannell inquired whether there will be an opportunity for people not previously funded who have done good work in the community, to be funded. Ms. Purdy stated that the Agency is currently seeking occupational skills training providers. Staff is looking for new and creative ideas to assist small business to create jobs which is the purpose of the stimulus funding.

Mr. Thatch stated that any potential new program must pre-qualify in order to be considered for funding. He strongly encouraged programs that have not yet pre-qualified to do so immediately. He explained the history behind offerors' conferences and how crucial they are to the correct preparation of a proposal. Ms. Kossick reminded the audience that after the offerors' conference, staff cannot answer questions regarding the preparation of the proposals. Mr. Thatch stated that the Federal government still requires us to go through proper procurement for the programs.

Mr. McCarty inquired whether there are other CBOs that do not know about this RFP. How are groups finding out about this? Is there a media campaign letting people know? How will the public know about opportunities available? Ms. Purdy stated that a notice will be published in the Sacramento Business Journal and the Sacramento Bee. In addition, all of the chambers of commerce and some organizations will send out notification to their membership.

Ms. Terri Carpenter stated that the one stop career centers will notify people of the RFP. In addition, there is a media plan tied around notification of the providers to be funded. There will be public service shows on TV and the radio. Also, there will be a 'recovery' section added to SETA's web page.

Speakers before the board:

1. **Betty Williams, President, Sacramento Branch NAACP:** Ms. Williams stated that the NAACP has been given the task of making sure the stimulus funding information gets out to the underserved. She expressed concern that information would not get out to the communities that are underserved and that SETA was not using the CBOs appropriately to get the information out. She inquired whether we are reaching out to black and Hispanic newspapers. Ms. Purdy stated that the mailing list includes all of the funded CBOs and partners in the career centers. Once the services to be provided is known, it will be easier to reach out to underserved communities. Ms. Terri Carpenter stated that a public notice will be put in the Sacramento Observer, El Hispano, Sacramento Bee, and the Sacramento Business Journal. Ms. Pannell suggested putting the notification in the News and Review. Ms. Pannell stated that staff should find out every free community newspapers (East Sacramento, Pocket News, Rancho Cordova) and put the public notice in those papers. Also, high school students need to know that jobs will be available. Mr. Nottoli suggested the faith-based community be informed of the availability of funding/programs. Mr. McCarty asked Ms. Purdy to come back with information on new and innovative ideas of getting the ideas out to the community.
2. **Tonya Mack, Executive Board Member, Tree of Hope Funding:** She likes the idea of inclusion and being part of the process to create change. She wants to make sure that they are able to come to the table and be part of the process. Her program is ready to go and wants to know how will they be included in the decision making.

Mr. Nottoli suggested having geographic offerors' conferences. That may help early on in the process to make it easier for everyone in the process.

3. **James Shelby, President & CEO, Sacramento Urban League:** Mr. Shelby stated that since 2000, there has not been any new money to serve and create opportunities for those that have been locked out and underserved. He suggests bringing the various chambers to the table and help them to put a proposal together to serve the underserved. This board needs to understand what opportunities are available today that were not available nine years ago. These funds can provide an opportunity to provide training/GED/jobs for people that have not been served. Mr. Shelby suggests doing things differently from what was done in the past.

Ms. Purdy stated that staff reached out to the various ethnic chambers to inform them of this funding. Staff needs to be careful not to give more or less

information to people; she must give the same information to everyone. Ms. Pannell instructed Ms. Purdy to meet with the various chambers so they can help SETA to get the word out. Ms. Pannell offered to set the meeting up.

Ms. Purdy stated that California is a right to work state and in order to become employed in California have to have right to work documents. One service available that the career centers is assisting customers to acquire the right to work documents. It is true that customers cannot be enrolled in WIA programs without the right to work documents but other referral services are provided to people who are not legal residents.

4. **Derrell Roberts, Executive Director & CEO, Roberts Family Development Center:** His program has not yet received funding from SETA. He asked the Governing Board to look at other ways to do business; look beyond the traditionally funded agencies. They are trying to reach the hardest to employ and some have a difficulty going to the one stops. Look beyond the one stops to reach people that have not been served. Some customers have a difficult time going to one stop centers with security guards.

Ms. Purdy stated that over the past eight years there has been an environment of diminished funds for the one stops and program operators. This stimulus funding is a whole new environment. Our world in terms of workforce and education has changed. Staff is trying to broaden our scope to serve the people that have not been funded. Staff is planning in the dark even though we are receiving guidance letters once a week. Staff feels it is necessary to get something done now because there are a lot of people in distress. Also, there are no armed guards at the SETA-hosted career centers. The one stops are still very customer friendly places to go. The situation with customers trying to get unemployment insurance funds has increased the frustration level at some career centers.

5. **Tyrone Netters, Vice President, NAACP:** Mr. Netters thinks the timeframe is nearly impossible to meet and asked that the dates be changed. He asked for an additional week. Ms. Purdy stated that the Agency is trying to meet the goals of the Congress which is to get this money out as fast as we can and serve as many people as we can. Staff came up with is two different sets of deadlines but the deadlines can definitely be modified to accommodate potential proposers. Mr. Thatch stated that this legislation there is a requirement to spend this money very quickly, it to have a major impact with measurable outcomes that will go on a federal web site that will let the public know how many jobs will be created. It is important to get this money out quickly.

Ms. Purdy stated that there will be two proposed deadlines:

**Phase 1** deadline: May 21 and **Phase 2** deadline: July 23

Ms. Pannell feels that the people in the audience can get the word out regarding the offerors' conference and pre-qualifications information. She suggested to



audience members to get on the phone and get people to this first meeting. It is important to get everyone here. Mr. McCarty reminded the audience that there are two bites of the apple and that it's important to get these funds out sooner rather than later.

Mr. Netters feels it would not be an issue to move it back a week. Ms. Kossick stated that staff has agreed to do more than one offerors' conference.

6. **Carlos Lopez, Director, Center for Employment Training:** This is the best opportunity the community has had in a number of years. He stated that needs-based payments is a big part of training and keeping people in training by providing money for transportation, child care, etc. Secondly, he suggested utilizing MOUs as a pilot approach to get qualified training vendors into the system quicker. The tradition is an RFP process. CET is willing to invest funds into getting green technology jobs. It is a high risk unless they were assured students for their program; they are willing to take the risk.

Staff will redo the calendar with another date for the Governing Board meeting. In addition, staff will make appointments with local chambers of commerce and do whatever possible to ensure the process is known to the public.

Moved/McCarty, second/Pannell, to approve the release of the Request for Proposals for 2009-2010 for the American Recovery and Reinvestment Act and Workforce Investment Act targeting services for adults and dislocated workers. Voice Vote: Unanimous approval.

**C. HEAD START:** No items.

**D. COMMUNITY SERVICES BLOCK GRANT**

1. Approval of Use of Community Services Block Grant Stimulus Funding

Ms. Cindy Sherwood-Green stated that the exact allocation is not yet known but it should be about \$3.2 million. SETA has been told by the state that once the information is known, the Agency will have one week to submit the plan for the stimulus money. The listing of services to be provided was reviewed.

Moved/McCarty, second/Pannell, to approve the planned concept for the use of CSBG economic stimulus funding as outlined in the board packet. Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

**E. REFUGEE PROGRAMS:** No items.

**IV. Information Items**

- A. Fiscal Monitoring Reports: Ms. Kossick reminded board members that the Agency has no funds at risk with Sacramento Lao Family.
- B. Head Start Policy Council Minutes: No questions or comments.
- C. Head Start Fiscal Report: Ms. Maureen Dermott reviewed the updated budget roll up of all three programs. Ms. Dermott stated that there are challenges as to how to balance the expenses of the CDE contracts. The next budget looks like there will be a projected shortfall for 2009-2010. Management has met with the union regarding both fiscal budgets. There will be a plan that will be submitted for the next year dealing with the shortfalls. The Governing Board will be presented with an updated budget for approval on April 30. Two other stimulus opportunities are coming our way and staff will be applying for all funding available.
- D. Dislocated Worker Update: Ms. Pannell inquired about Gottschalk's. Mr. Walker stated that they started liquidation today. There are three in the area and staff will be working with all three stores.
- E. Enterprise Zone Program Update: No questions.
- F. Sacramento Region Clean Energy Roundtables: Ms. Purdy stated that Valley Vision has been invited to come to the next meeting to submit the results of conversations with 35 clean energy companies in the region.

**V. Reports to the Board**

- A. Chair: No comments.
- B. Executive Director: Ms Kossick reminded board members of the Intel Summer Intern program which closes on Friday, April 18. The Hillsdale Career Center had the pleasure of hosting the Secretary of Labor Hilda Solis on March 16.
- C. Deputy Directors: No additional report.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: Ms. Nancy Matulich, representing AFSCME, asked to meet with board members to talk about the Head Start budget issues. She stated that AFSCME members feel management did not plan appropriately in order to prevent these potential 14 layoffs. Ms. Kossick stated that she has met with Ms. Matulich.

**VI. Adjournment: Meeting adjourned at 11:40 a.m.**

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 3/27/09 through 4/21/09, and all expenses appear to be appropriate.

STAFF PRESENTER: Kathy Kossick

ITEM III-A – 1 - ACTION

APPROVAL OF STAFF RECOMMENDATION FOR ADULT VENDOR  
SERVICES (VS) LIST

BACKGROUND:

In September, 2007 the SETA Governing Board approved release of the *Revised* Vendor Services (VS) Request for Qualifications (RFQ). Vendor services are off-the-shelf, vendorized activities that provide additional options for adults and youth who face a myriad of challenges to academic success and/or gainful employment.

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

Staff is seeking approval of the attached recommendation.

RECOMMENDATION:

Approve the attached recommendation for the Adult Vendor Services List.

STAFF PRESENTER: Espie Lindsey

## **Adult Vendor Services (VS) List Staff Recommendation**

**APPLICANT: Anderson Resources Management Services (ARMS)**

**Location: 2716 13<sup>th</sup> Street, Sacramento, CA 95818**

**Applicant's Background:**

ARMS, founded in 2007, assists low-income workers, the unemployed and fathers returning from incarceration to deal with stress and anger issues, maintain and keep healthy relationships and offers them financial and child support education. In addition, ARMS provides employment services.

The CEO/Executive Director of ARMS is a former Administrator of the Wisconsin Department of Health and Social Services, and past Director of the California Department of Social Services. The ARMS's staff have extensive experience in budgeting and credit repair education, addressing various child support issues faced by non-custodial parents, and facilitating domestic violence and anger management trainings.

<b>Activity</b>	<b>Individual Rate</b>	<b>Group/Workshop Rate</b>
<b>Financial Literacy/Planning</b>	\$13.34 per hour (3 hour max or \$40.02)	\$200 per group/workshop (5 clients to maximum of 20)
<b>Informational Workshop – “Child Support Awareness”</b>	\$13.34 per hour (3 hour max or \$40.02)	\$200 per group/workshop (5 clients to maximum of 20)
<b>Counseling – “Stress Management”</b>	\$11.11 per hour (3 hour max or \$33.33)	\$200 per group/workshop (6 clients to maximum of 20)
<b>Counseling – “Anger Management”</b>	\$11.11 per hour (3 hour max or \$33.33)	\$200 per group/workshop (6 clients to maximum of 20)
<b>Counseling – “Healthy Relationships”</b>	\$8.34 per hour (3 hour max or \$25.02)	\$200 per group/workshop (8 clients to maximum of 20)

**Note: All workshops are 3 hours in duration.**

## ITEM III-B – 1 - ACTION

### CONCURRENCE OF FUNDING RECOMMENDATIONS FOR THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (RECOVERY ACT) / WORKFORCE INVESTMENT ACT (WIA) YOUTH EMPLOYMENT SERVICES FOR PROGRAM YEAR 2009-2010

#### BACKGROUND:

The American Recovery and Reinvestment Act of 2009 (Recovery Act) was signed by President Obama on February 17, 2009. The Recovery Act includes an allocation to provide youth employment services via the Workforce Investment Act. Allowable activities include work readiness, summer employment and year-round youth development services. The Recovery Act allocation stipulates that youth services include work readiness and summer employment activities. For many years SETA coordinated the Summer Youth Employment Training Program under previous employment and training programs (CETA & JTPA). The summer youth program was eliminated as a stand-alone program under the Workforce Investment Act.

On February 9, 2009 SETA released a Request for Proposals (RFP) seeking providers to help implement the 2009 Recovery Act/ WIA Summer Youth Employment Services. The RFP Public Notice was posted in the Sacramento Bee and other written publications and was emailed and/or mailed to over 400 community organizations throughout Sacramento County. A Mandatory Bidders Conference was held on February 17<sup>th</sup> attended by over 60 organizations. In response to the RFP, SETA received twenty-three applications which were evaluated based on:

- Capacity to provide work readiness and summer employment services;
- Understanding and adhering to the Sacramento Works 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
- Current program performance review or performance of similar program services.

Performance outcomes for the 2009 Recovery Act/WIA summer activities include work readiness and summer employment:

- Work readiness - Youth will be engaged in a one to two week-long work readiness activity prior to employment.
- Paid employment with a local employer and/or community service projects such as:
  - Leadership development activities
  - Neighborhood or community beautification projects

ITEM III-B – 1 – ACTION (continued)

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- Advocacy projects
- Art and murals in public places
- Artistic production activities

Youth employment will begin in June 2009 and the length of activity ranged from twenty to forty hours per week for six to eight weeks at a wage of \$8.00 per hour.

Staff is recommending allocating \$2,937,236 in Recovery Act/WIA Youth funds for services for the period May 1, 2009 to September 30, 2009. This recommendation is for the Summer 2009 period only. Based on successful outcomes, staff will bring the remaining recommendations back this board in September 2009 for year-round services. A chart outlining the summer youth employment services funding recommendation is attached.

The Sacramento Works Workforce Investment Board reviewed and approved these recommendations at their April 15, 2009 meeting.

RECOMMENDATION:

Concur with the Sacramento Works Workforce Investment Board for approval of the recommended funding for the Recovery Act / WIA, Summer Youth Services 2009 in the amount of \$2,937,236.

STAFF PRESENTER: Christine Welsch

## WIA YOUTH FUNDING PY 2009-2010

Rank	Provider	Requested		Funding Recommendations					WEX or Commy Service Project	Neighborhood or SWCC
		Funds	#youth	Youth Wages	Program Mgmt Costs +Support Services	Total	Cost per participant	# of Youth		
1	Sacramento Chinese Community Service Center	\$ 161,997	60	\$ 103,344	\$ 58,653	\$ 161,997	\$2,700	60	WEX	Franklin/ Hillsdale
1*	Folsom Cordova Community Partnership	\$ 294,447	60	207,360	87,087	294,447	\$3,681	80	WEX/CS	Rancho/Folsom Cordova USD
1	San Juan Unified School District	\$ 219,353	60	152,928	66,425	219,353	\$3,656	60	WEX/CS	Citrus Heights & Arden Arcade
1	Elk Grove Unified School District	\$ 123,901	50	82,674	41,226	123,900	\$2,478	50	CS	Elk Grove USD
1	SCUSD - Career Tech Prep	\$ 223,060	100	206,688	16,372	223,060	\$2,231	100	WEX	Sac City USD
2*	CA Human Development Corporation	\$ 193,863	25	102,400	91,463	193,863	\$4,847	40	WEX/CS	County, Galt & Delta
2	LaFamilia Counseling Center	\$ 246,750	60	155,046	91,704	246,750	\$4,113	60	WEX	LaFamilia
2*	Lao Family Community Development	\$ 216,150	100	68,896	39,204	108,100	\$2,162	50	WEX/CS	South Sac/North Sac
2*	Greater Sacramento Urban League	\$ 326,432	150	103,344	59,872	163,216	\$2,176	75	WEX	Del Paso Hgts & Natomas
2*	Soil Born Farms	\$ 51,500	15	24,469	27,031	51,500	\$3,433	15	CS	Rancho & County
2*	Crossroads Diversified	\$ 101,842	56	78,628	23,214	101,842	\$1,819	56	WEX	Rancho & Citrus Heights
3	Sacramento County Office of Education	\$ 77,172	30	31,003	46,169	77,172	\$2,572	30	CS	Arden Arcade & County
3	City of Sacramento	\$ 182,727	65	134,347	34,324	168,671	\$2,811	60	WEX/CS	City
3	Galt JUHSD	\$ 119,462	35	72,341	30,049	102,390	\$3,413	30	WEX/CS	Galt & Delta
3*	CA Indian Manpower	\$ 411,031	100	62,006	61,324	123,330	\$4,111	30	WEX	County
3	Twin Rivers USD	\$ 517,336	150	99,838	72,612	172,450	\$3,449	50	WEX	Twin Rivers USD
3*	Mutual Assistance Network	\$ 189,367	50	42,716	33,024	75,740	\$3,787	20	WEX/CS	Del Paso Hgts
4*	North State BIA	\$ 119,640	30	27,558	52,202	79,760	\$3,988	20	WEX	North Sac
4*	Roberts Family Development	\$ 127,341	30	20,669	43,006	63,675	\$4,245	15	WEX/CS	North, Central & South Sac
	Sacramento Works for Youth - Wages		145	186,020		186,020		145	WEX/CS	County
	<b>Total</b>	\$ 3,903,371		\$ 1,962,275	\$ 974,961	\$ 2,937,236	\$ 2,808	1,046		



## WIA YOUTH FUNDING PY 2009-2010

Rank	Provider	Requested Funds	# of youth						WEX or Commtly Service Project	Neighborhood or SWCC
				Youth Wages	Program Mgmt Costs +Support Services	Total	Cost per participant	# of Youth		
	<b>Not Recommended</b>									
5*	<b>Hmong Women's Center</b>	\$ 258,703	55	0	0	0	\$4,704	0	CS	South Sac/North Sac
5*	<b>Construction Industry Education Foundation</b>	\$ 358,800	80-100	0	0	0	\$4,485	0	CS	North & South Sacramento
5*	<b>Gateway/SAVA</b>	\$ 698,207	210	0	0	0	\$3,324	0	WEX/CS	County
5*	<b>Pinnacle Real Estate Services</b>	\$ 229,875	50	0	0	0	\$4,463	0	WEX	Rancho

**Total Requested**                      \$ 5,448,956

\* = New provider to SETA or summer youth services

**TOTAL RECOMMENDATION:**                      \$ 1,962,275    \$ 974,961    **\$ 2,937,236**

## ITEM III-B – 2 - ACTION

### CONCURRENCE OF FUNDING RECOMMENDATIONS FOR THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (RECOVERY ACT) / WORKFORCE INVESTMENT ACT (WIA) 2009-2010 – YOUTH COUNCIL INITIATIVES

#### BACKGROUND:

In addition to providing the traditional summer youth employment opportunities, the Sacramento Works Youth Council has identified the following strategies to improve and enhance youth service delivery which include:

- Engage employers to increase youth development, cultural & diversity competencies
- Attract and prepare youth for jobs in critical occupations and career pathways.
- Transparency and accountability – Under the Recovery Act local areas must track and document the implementation and success of the stimulus funds.

To that end, the Youth Council is recommending the following Youth Council initiatives in addition to the traditional summer youth employment opportunities:

**Youth Development Employer Guidebook and Training:** Develop and implement employer guidebook on youth development, develop and implement a “train-the trainer” model for employers on appropriate internships and youth development protocols, printing and dissemination. Staff is recommending a sole source contract with Youth Development Network. As the “youth development intermediary” for the Sacramento region, YDN is uniquely qualified to develop, implement and deliver the youth development technical assistance and training to the employer community on this topic.

**Recommended Provider: Youth Development Network - \$15,000.**

**Youth Empowerment Studio (YES) Enterprise** (also known as Sacramento Works Youth programs – Telling Our Story): The Center for Multicultural Cooperation (CMC) has a created the Youth Empowerment Studio (YES) Enterprises program to train young people from economically disadvantaged communities to become Youth Media Consultants. YES Enterprises consultants are trained to produce videos, provide technology trainings, and create social media that assist public sector organizations in becoming more efficient and effective at accomplishing their missions and communicating their message. SETA will identify six to ten youth to participate in this activity. CMC is also negotiating with the California Workforce Association to produce a statewide video with participation from the Sacramento youth. CMC provided a quote of \$25,000 which included video documentation of Sacramento summer youth activities, post production, duplication, public outreach, youth training and supervision. Participant wages and case management will be provided to six to ten eligible youth (included in the Sacramento Works for Youth wages). (Staff received three quotes for these

STAFF PRESENTER: Christine Welsch

Services and determined that this organization's quote best fit the needs of the Sacramento Works, Inc. strategies and was the most cost efficient.)

**Recommended provider: Center for Multicultural Cooperation (CMC) - \$25,000**

### **Career Pathways**

**Human Services and Teaching Career Pathways Pilot Program:** This pilot program will enroll high school seniors (and possibly juniors) in a six week summer community college "camp" human services/teaching careers pathways program. The intent is to prepare youth for part-time employment in the local after-school programs while attending college pursuing human services and/or teaching degrees. The proposed partnership is between Los Rios Community College District, Sacramento City Unified School District Career and Technical programs (Burbank and Hiram Johnson High Schools), SETA and community partners.

Estimated cost: \$50,000 for program and curriculum development, classroom instruction and program supervision. Recovery Act/WIA funds would provide case management, support services and student stipends for the summer employment.

**Staff is recommending a \$50,000 sole source contract with Los Rios Community College District.** As the recognized community college district in this region, with an established education and human services degree programs, Los Rios is uniquely qualified to develop, implement and deliver the classroom instruction.

**Criminal Justice Career Pathways Pilot Program:** The Sacramento Police Department approached SETA staff to partner on a law enforcement or criminal justice career pathways pilot program. The Sacramento Police Department is interested in targeting the WIA youth population for employment as a method to increase the Sacramento Police Department's diversity and provide a positive alternative to Sacramento youth.

Youth enrolled in the 2009 Summer Youth Employment program will be invited to attend an orientation highlighting careers with the Sacramento Police Department. The Police Department will interview youth and select approximately twenty youth to participate in a year-long internship with the Sacramento Police Department. Staff is recommending that we pilot this concept with Recovery Act and WIA funds. Costs to be determined.

**ACE Mentor program** is a partnership of industry professionals with a mission to increase the awareness of high school students to career opportunities in architecture, construction and engineering. The partnership seeks industry volunteers to mentor

**STAFF PRESENTER:** Christine Welsch

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

youth as an introduction to the industry. Teams of students are guided through a year-long mock design project with industry mentors. Working towards a final project, youth are introduced to the careers, industry vocabulary, and various roles companies play in the construction industry. The Sacramento Builders Exchange manages the Sacramento ACE program. Recovery Act/WIA funds would provide support services and student stipends for the summer employment.

The Sacramento Works Workforce Investment Board reviewed and approved these recommendations at their April 15, 2009 meeting.

RECOMMENDATION:

Concur with the Sacramento Works Workforce Investment Board to approve the recommended funding for the above-noted 2009 Youth Council Initiatives for Summer 2009 in the amount of \$90,000.

STAFF PRESENTER: Christine Welsch

## ITEM III-B – 3 - ACTION

### APPROVAL TO MODIFY AND EXTEND WORKFORCE INVESTMENT ACT, TITLE I, ADULT ON-THE JOB TRAINING SUBGRANT AGREEMENTS

#### BACKGROUND:

SETA currently uses a combination of funds from the Workforce Investment Act and the Sacramento County Department of Human Assistance (DHA) CalWORKS program to fund On-the-job Training (OJT) programs with five community based organizations, including:

- ✓ Asian Resources, Inc.
- ✓ Bach Viet Association
- ✓ La Familia Counseling Center
- ✓ Sacramento Chinese Community Service Center
- ✓ Sacramento Lao Family Community

OJT is an activity designed to place customers into full-time jobs on a “hire-first” basis where supervision and training are provided by the employer. Because the OJT program wages are funded with CalWORKS funds, the activity is restricted to jobs seekers receiving public assistance. Over the past year, Sacramento County DHA has reduced the funding to the OJT program and reduced the number of public assistance recipients referred to the OJT program. Because all OJT participants must be receiving public assistance, four of the five OJT programs are not meeting their enrollment goals.

Staff is recommending replacing 50% of the CalWORKS wages with WIA wages for OJT providers who are under-enrolled. This will allow OJT providers to enroll low-income adults in their programs and will increase the number of career center customers that will enter OJT positions and transition to full time employment. The WIA wages will be allocated from \$231,000 in WIA funds which were set-aside at the beginning of the year for future allocation.

Staff is also recommending a one year extension for four of the OJT providers. SETA has recently received an allocation under the American Recovery and Reinvestment Act which can be used to create jobs and serve low-income adults that have been hardest hit by the recession. Every subgrant contains a provision permitting SETA the sole option to extend or renew the subgrant for additional periods of time, up to a total of four additional years. Sacramento Lao Family Community is not being recommended for an extension due to ongoing fiscal corrective action which has not yet been resolved.

#### Extension Stipulation:

Each extension will contain a stipulation that the subgrantee must meet their contracted enrollments by June 30, 2009, or their contract for PY09-10 will be reduced up to the number actually enrolled through June 30, 2009.

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

RECOMMENDATION:

Approve modifications to OJT subgrant agreements for FY 2008-2009 to reduce the CalWORKS wages and add WIA wages, as shown on the attached chart.

Approve the extension of OJT subgrant agreements through PY 2009-2010 with WIA Title 1 and CalWORKS funding as shown on the attached chart.

STAFF PRESENTER: Robin Purdy

**Sacramento Employment and Training Agency**  
**Workforce Investment Act (WIA), Title I, Adult/Dislocated Worker**  
**ON-THE-JOB TRAINING**  
**Staff Funding Recommendations**  
**FY2009-2010**

		Staff Funding Recommendations, FY2009-2010										
Service Provider		WIA Subgrant Modification FY2008-2009					WIA Subgrant Extension FY2009-2010					
		WIA Program	WIA Wages	CalWORKS Wages	Total to be served	Total FY2008-2009	WIA Program	WIA Wages	CalWORKS Wages	Total FY2009-2010	Cost per Customer	Number to Serve
1	Asian Resources, Inc.	\$163,700	\$50,000	\$50,000	\$50	\$263,700	\$163,700	\$49,997	\$49,997	\$263,694	\$5,274	50
2	Bach Viet Association	80,000	0	33,300	20	113,300	120,000	33,300	33,300	186,600	5,665	40
3	La Familia Counseling Center	245,338	63,000	63,000	70	371,338	220,000	54,000	54,000	328,000	5,305	60
4	Sacramento Chinese Community Service Center	122,520	37,040	37,040	40	196,600	122,520	37,038	37,038	196,596	4,915	40
5	Sacramento Lao Family Community	100,800	50,400	50,400	40	201,600	0	0	0	0	0	0
		\$712,358	\$200,440	\$233,740	220	\$1,146,538	\$626,220	\$174,335	\$174,335	\$974,890	\$5,290	190

## ITEM III-B – 4 - ACTION

### APPROVAL TO MODIFY AND EXTEND WORKFORCE INVESTMENT ACT, TITLE I, ADULT ONE STOP SERVICES FOR PROGRAM YEAR 2009-2010

#### BACKGROUND:

Beginning July, 2008, SETA launched the Sacramento Works One Stop Career Center Learning Lab, based on the California Integrated Service Delivery model. This new service delivery system has enhanced the ability of the Sacramento Works Career Center System to focus on talent development and the creation of a pool of job candidates with the skills that are needed by regional employers. Career Center staff has concentrated on increasing the numbers of customers receiving skills development/enhancement services and creating linkages between qualified job candidates to employment opportunities that match the customer's skills. Career Centers have implemented a system that meets the following goals established through the Integrated Learning Lab planning process:

- Implementation of a common customer pool and customer flow for all customers
- Delivery of prompt, uniform, high-quality services to all customers
- Insurance that all job seekers and employers have access to comprehensive services which are integrated, demand-driven and skill-based
- Insurance that services are driven by the local economy and employer needs and draw on quality workforce intelligence, local labor market information and local employer validation of data
- An increase in the numbers of customers receiving staff assisted services, training and skills enhancement and skill-based attachment to the labor market
- Integration of staffing through the use of cross-functional service delivery teams.

For Program Year 2008-09, staff developed funding recommendations based on the 2008-2009 Resource Allocation Plan that was approved by both the Sacramento Works, Inc. board and SETA's Governing Board. The Plan outlines the percentage of funds to be allocated to each of the activities/functions provided through the one-stop system.

#### **Staff Recommendation:**

#### **Modification of Talent Development Scholarships**

For the remainder of the current Program Year (2008-2009), staff is recommending a modification of existing One Stop Services contracts. Staff has identified Talent Development Scholarship funds that have been unspent. Staff is recommending that a portion of those unspent funds be reallocated to career centers that have been able to

**STAFF PRESENTER:** Robin Purdy or Melissa Noteboom



spend their initial allocation and can use additional Talent Development Scholarship funds to further serve their job seeking customers. Specific modifications are as follows:

**SWCC Reallocation**

South County	\$50,000
Rancho Cordova	\$50,000
Lemon Hill	\$30,000

**Extension of Existing One Stop Services**

Additionally, staff recommends the extension of all Sacramento Works One Stop Career Center contracts for Program Year 2009-2010 at current funding levels. Every SETA sub-grant contains a provision permitting SETA the sole option to extend or renew the sub-grant for additional periods of time up to a total of four additional years. This extension will provide funding to support One Stop Services and activities that include:

- **Talent Engagement:** Staffing, infrastructure and equipment associated with welcoming customers, providing orientation, registration, skill review, initial assessments, career coaching, counseling, referral to social services, talent development or talent marketing;
- **Talent Development:** Staffing, infrastructure and equipment associated with vocational skills assessment, career planning, coaching, workshops, on-site skills development classes, scholarships and occupations skills training provided by training providers and educational institutions, employed worker training, English-language training and support services;
- **Talent Marketing:** Staffing, infrastructure and equipment associated with employer outreach, job development, resume and interview assistance, pre-screening and referral, On-the-job Training, job advancement and job retention.

Performance will be reviewed upon completion of the program year and augmentation, modification, and/or deobligation for One Stop Services and Scholarship funding will be submitted to the Board for approval by September, 2009, after a review of program performance for the year is completed.

**RECOMMENDATION:**

Approve modifications of One Stop Services contracts for Program Year 2008-09 as indicated on the attached funding chart. Approve extension of One Stop Services contracts for Program Year 2009-10 as indicated on the attached funding chart.

**Sacramento Employment and Training Agency**  
**Workforce Investment Act (WIA) Title I, Adult/Dislocated Worker**  
**ONE-STOP SERVICES**  
**Staff Funding Recommendation**  
**FY 2009 - 2010**

Sacramento Works One Stop Career Center	WIA Subgrant Modifications FY2008-2009					WIA Subgrant Extensions FY2009-2010				
	One-Stop Services	Talent Development Scholarships	Total Funding	Cost per Customer	Number to be Served	One-Stop Services	Talent Development Scholarships	Total Funding	Cost per Customer	Number to be Served
<b>Subcontracted Sacramento Works One Stop Career Centers</b>										
Broadway - Asian Resources, Inc.	\$374,040	\$180,000	\$554,040	\$112	4,937	\$374,040	\$180,000	\$554,040	\$112	4,937
Citrus Heights - Crossroads	302,954	170,000	472,954	102	4,648	302,954	170,000	472,954	102	4,648
La Familia Counseling Center	258,000	70,000	328,000	101	3,233	258,000	70,000	328,000	101	3,233
Lemon Hill - Sacramento City USD	470,812	110,000	580,812	140	4,142	470,812	110,000	580,812	140	4,142
Sacramento County - Mather	258,000	0	258,000	112	2,303	258,000	0	258,000	112	2,303
Sacramento Urban League	258,000	80,000	338,000	129	2,624	258,000	80,000	338,000	129	2,624
South County - Elk Grove USD	330,812	210,000	540,812	138	3,925	330,812	210,000	540,812	138	3,925
<b>Total Subcontracted</b>	<b>\$2,252,618</b>	<b>\$820,000</b>	<b>\$3,072,618</b>	<b>\$119</b>	<b>25,813</b>	<b>\$2,252,618</b>	<b>\$820,000</b>	<b>\$3,072,618</b>	<b>\$119</b>	<b>25,813</b>
<b>Funding Year 2008-2009</b>										
<b>Funding Year 2009-2010</b>										
<b>SETA hosted Sacramento Works One Stop Career Centers</b>										
Sacramento Works CC - Franklin	\$435,812	\$145,000	\$580,812	\$108	4,320	\$435,812	\$145,000	\$580,812	\$108	4,320
Sacramento Works CC - Galt	168,000	75,000	243,000	108	1,723	168,000	75,000	243,000	108	1,723
Sacramento Works CC- Hillsdale	300,812	190,000	490,812	108	3,070	300,812	190,000	490,812	108	3,070
Sacramento Works CC - Mark Sanders	498,812	170,000	668,812	108	4,904	498,812	170,000	668,812	108	4,904
Sacramento Works CC - Rancho Cordova	248,000	220,000	468,000	108	2,463	248,000	220,000	468,000	108	2,463
<b>Total SETA hosted</b>	<b>\$1,651,436</b>	<b>\$800,000</b>	<b>\$2,451,436</b>	<b>\$108</b>	<b>16,480</b>	<b>\$1,651,436</b>	<b>\$800,000</b>	<b>\$2,451,436</b>	<b>\$108</b>	<b>16,480</b>
<b>Total Funding</b>	<b>\$3,904,054</b>	<b>\$1,620,000</b>	<b>\$5,524,054</b>	<b>\$114</b>	<b>42,293</b>	<b>\$3,904,054</b>	<b>\$1,620,000</b>	<b>\$5,524,054</b>	<b>\$114</b>	<b>42,293</b>

ITEM III B – 5 - ACTION:

APPROVAL TO RELEASE A REQUEST FOR PROPOSALS (RFP) FOR SUMMER  
YOUTH PAYROLL SERVICES

BACKGROUND:

The original design of the summer youth program included SETA's payroll system providing payroll services for all of the funded providers under their individual employer identification numbers. It has been determined that Ingentra, SETA's payroll vendor, cannot accommodate this requirement. Staff believes it is critical that SETA maintain proper quality control over the payroll system to be implemented. Staff does not want SETA to become the employer of record due to the worker's compensation issues that may arise, which could have long-lasting negative impacts on SETA's workers compensation insurance ratings. To address both of these concerns, staff has developed a Request for Proposals to seek a payroll services provider for the summer youth program. Due to the significant time restraints in gearing up for these services, staff developed and released a Request for Proposals to provide necessary summer youth payroll services for all youth that are processed through the program. Legal counsel has reviewed this RFP. Because staff was concerned that this solicitation needed to be circulated as soon as possible, staff released this RFP on April 21, 2009, with a clear indication in the document that the solicitation is null and void unless it is approved by the SETA Governing Board. If the release of the RFP is approved, staff will continue the process by accepting and reviewing responses and will return to the Board with a recommendation for selection of a payroll services provider as detailed in the RFP.

Staff is requesting retroactive approval to release this Request for Proposals (RFP) under the Workforce Investment Act Title I, Youth and American Recovery and Reinvestment Act in order to solicit, from qualified applicant agencies, proposals to act as the employer of record and coordinate the payroll system for the summer youth employment program, with the goal of selecting a provider before commencement of the summer youth program.

As employer of record, the selected agency will provide complete payroll services for up to 1,100 youth enrolled in the summer youth employment program for a period to begin June 1, 2009 and end August 31, 2009, and provide appropriate worker's compensation coverage.

STAFF PRESENTER: Christine Welsch

ITEM III-B – 5 – ACTION (continued)  
Page 2

The RFP will be sent to the Board under separate cover. Staff will provide an oral report, further explaining the procurement process that will be conducted provided that retroactive release of the RFP is approved, as recommended.

RECOMMENDATION:

Approve the retroactive release of a Request for Proposals for WIA Title I Youth and American Recovery and Reinvestment Act funds for summer payroll services.

STAFF PRESENTER: Christine Welsch

ITEM III-B – 6 - ACTION

APPROVAL OF ONE-STOP SHARE OF COST AGREEMENT WITH  
COUNTY DEPARTMENT OF HUMAN ASSISTANCE AND AUTHORIZE THE  
EXECUTIVE DIRECTOR TO SIGN THE AGREEMENT

BACKGROUND:

The Workforce Investment Act requires that One-Stop partners contribute a share of the costs of the One-Stop System proportionate to the use of the system by individuals attributable to the partner program. Since 2003, SETA has entered into an agreement with the County of Sacramento, Department of Human Assistance (DHA) to provide One-Stop Services to CalWORKs customers.

On June 3, 2008, the Sacramento County Board of Supervisors approved a request by DHA to execute an agreement with SETA that would continue DHA's share of cost of the One-Stop System in the amount \$2,600,000 per year, for up to three years, and continue services to CalWORKs recipients through PY2010-2011.

Under the agreement, SETA will provide over 32,000 self-sufficiency services to over 6,500 CalWORKs/TANF customers per year. In addition, SETA will continue to provide job training and employment services to residents of Mather Community Campus, and reimburse DHA \$426,800 for the costs of providing services through the Sacramento Works Career Center – Mather for PY2009-2010.

RECOMMENDATION:

Approve the agreement for \$2,600,000 with the County Department of Human Assistance to continue One-Stop Services to CalWORKs customers and authorize the Executive Director to sign the agreement and any required amendments or other documents pertaining to the agreement.

STAFF PRESENTER: Roy Kim

ITEM III-C - 1 – ACTION

APPROVAL OF FISCAL YEAR 2009-2010  
HEAD START/EARLY HEAD START BUDGET

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Head Start/Early Head Start Budget for Fiscal Year 2009-2010 in the amount of \$39,383,216 for Head Start and \$4,726,059 for Early Head Start.

The Budget/Planning Committee and the Budget Preparation Workgroup Committee met several times with Ms. Maureen Dermott, Deputy Director, Head Start Children and Family Services; Mr. Rick Pryor, Fiscal Chief; Mr. Roger Bartlett, Fiscal Manager; Head Start Managers, Ms. Denise Lee, Ms. Brenda Campos, Ms. Lisa Carr; Program Officers (three); Governance/Social Services/Parent Involvement (SS/PI Coordinator); Information Technician Analyst; and PC/PAC Chairs, to provide input on the budget.

The Head Start Policy Council will review and take action on this item at their special meeting on Friday, April 24.

Ms. Maureen Dermott, Deputy Director, will be available to answer questions.

RECOMMENDATION:

Approve the Fiscal Year 2009-2010 Head Start/Early Head Start Budget.

STAFF PRESENTER: Maureen Dermott

ITEM III-C - 2 – ACTION

APPROVAL OF FISCAL YEAR 2009-2010  
HEAD START/EARLY HEAD START GRANT APPLICATION

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve Fiscal Year 2009-2010 Grant Application.

The Head Start Policy Council will review and take action on this item at their special meeting on Friday, April 24.

Ms. Maureen Dermott, Deputy Director, will be available to answer questions.

RECOMMENDATION:

Approve Fiscal Year 2009-2010 Head Start/Early Head Start Grant Application.

STAFF PRESENTER: Maureen Dermott

ITEM III-C- 3 – ACTION

APPROVAL OF FISCAL YEAR 2009-2010 HEAD START/EARLY HEAD START TRAINING/TECHNICAL ASSISTANCE GRANT APPLICATION TO BE IN ALIGNMENT WITH ESTABLISHED THREE-YEAR GOALS

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Fiscal Year 2009-2010 Head Start/Early Head Start Training/Technical Assistance Grant Application in the amount of \$364,288 for Head Start, and \$118,152 for Early Head Start. The Budget/Planning Committee, and the Budget Preparation Workgroup Committee met several times with Ms. Maureen Dermott, Deputy Director, Head Start Children and Family Services; Mr. Rick Pryor, Fiscal Chief; Mr. Roger Bartlett, Fiscal Manager; Head Start Managers, Ms. Denise Lee, Ms. Brenda Campos, Ms. Lisa Carr; Program Officers (three); Governance/Social Services/Parent Involvement (SS/PI Coordinator); Information Technician Analyst; and PC/PAC Chairs, to provide input on the budget.

The Head Start Policy Council will review and take action on this item at their special meeting on Friday, April 24.

Ms. Maureen Dermott, Deputy Director, will be available to answer questions.

RECOMMENDATION:

Approve the Fiscal Year 2009-2010 Head Start/Early Head Start Training/Technical Grant Application to be in alignment with established three-year goals.

STAFF PRESENTER: Maureen Dermott



ITEM III-C - 4 – ACTION

APPROVAL OF COUNTY-WIDE HEAD START AND  
EARLY HEAD START CENTER LOCATIONS

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve Head Start and Early Head Start center locations for Fiscal Year 2009-2010.

This listing of SETA-Operated Program center locations is attached for your review.

The Head Start Policy Council will review and take action on this item at their special meeting on Friday, April 24.

Ms. Maureen Dermott, Deputy Director, will be available to answer questions.

RECOMMENDATION:

Approve the Head Start and Early Head Start center locations for Fiscal Year 2009-2010.

STAFF PRESENTER: Maureen Dermott

ITEM III-C - 5- ACTION

APPROVAL OF FISCAL YEAR 2009-2010 SETA OPERATED PROGRAM TRACKS

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve Fiscal Year 2009-2010 SETA Operated program tracks.

The Head Start Policy Council will review and take action on this item at their special meeting on Friday, April 24.

Ms. Maureen Dermott, Deputy Director, will be available to answer questions.

RECOMMENDATION:

Approve Fiscal Year 2009-2010 SETA Operated Program Tracks.

STAFF PRESENTER: Maureen Dermott

ITEM III-C - 6- ACTION

APPROVAL OF FISCAL 2009-2010 SETA OPERATED PROGRAM OPTIONS

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve Fiscal Year 2009-2010 SETA Operation Program Options.

The Head Start Policy Council will review and take action on this item at their special meeting on Friday, April 24.

Ms. Maureen Dermott, Deputy Director, will be available to answer questions.

RECOMMENDATION:

Approve the Fiscal Year 2009-2010 SETA Operated Program Options.

STAFF PRESENTER: Maureen Dermott

**SACRAMENTO COUNTY PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES  
FY 2009-2010**

	<b>Program Options:</b>	<b>OPTION 1 (CB)</b> 5 days/ week 10-11 hrs/day 32-50 weeks	<b>OPTION 2 (CB)</b> 5 days/week 6.5-9hrs/day 32-38 weeks	<b>OPTION 3 (CB)</b> 5 days/week 6-8 hrs/day 46-47 weeks	<b>OPTION 4 (CB)</b> 5 days/week 3.5-5.5 hrs/day 32-38 weeks	<b>OPTION 5 (CB)</b> 4 days/week 3.5-4 hrs/day 34-44 weeks	<b>OPTION 6 (CB)</b> 4 days/week 6 hrs/day 33 weeks	<b>OPTION 7 (HB)</b> Home Base 32-38 weeks
<b>AGENCY</b>	Total Funded Enrollments							
SETA	2,778	480	240	12	1944 (1950)			102
Twin Rivers	179		48		131			
Elk Grove	380					380		
Sacramento City	1,254	310		60		720	80	84
San Juan	680	192			420	20		48
WCIC (Playmate)	100			20	80			
<b>TOTALS</b>	<b>5,371</b>	<b>982</b>	<b>288</b>	<b>92</b>	<b>2575</b>	<b>1120</b>	<b>80</b>	<b>234</b>
Comments								

\* SETA intends to serve more children than we are funded to serve to insure full enrollment and obtain our MRA from the State Department of Education.

**Please refer to individual Program Approach forms for specific detail of the above options.**

TABLE A

ITEM IV-A - INFORMATION  
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Rick Pryor

**MEMORANDUM**

**TO:** Ms. Koua Franz **DATE:** April 3, 2009  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Hmong Women's Heritage Association

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	SA & CO	\$ 66,778	10/1/07-9/30/08	10/1/07-9/30/08
RESS-(Set-aside)	SA & CO	7,293	10/1/07-9/30/08	10/1/07-9/30/08
RESS	SA & CO	91,508	10/1/08-9/30/09	10/1/08-1/31/09
RESS-(Seta-aside)	SA & CO	7,258	10/1/08-9/30/09	10/1/08-1/31/09

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** 3/5-6/09

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

**Program Operator:** Hmong Women's Heritage Association

**Findings and General Observations:**

- 1) The total costs as reported to SETA from October 1, 2007 to September 30, 2008 and from October 1, 2008 to January 31, 2009 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action :**

- 1) None.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Maurine Huang **DATE:** April 10, 2009

**FROM:** Greg P. Tayros, SETA Fiscal Monitor

**RE:** On-Site Fiscal Monitoring of Opening Doors, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	SA/CO	\$ 16,742	10/1/08-9/30/09	10/1/08-1/31/09
RESS-Set Aside	SA/CO	7,258	10/1/08-9/30/09	10/1/08-1/31/09

**Monitoring Purpose:** Initial  Follow-Up  Special  Final

**Date of review:** 3/18-19/09

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



**Program Operator:** Opening Doors, Inc.

**Findings and General Observations:**

- 1) The total costs as reported to SETA from October 1, 2008 to January 31, 2009 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) None

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Dr. Sara Haycox **DATE:** March 16, 2009  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Twin Rivers School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA, Quality	\$ 1,091,126	8/1/07-07/31/08	8/1/07-7/31/08
Head Start	T & TA	7,500	8/1/07-07/31/08	8/1/07-7/31/08

**Monitoring Purpose:** Initial \_\_\_\_ Follow-Up \_\_\_\_ Special \_\_\_\_ Final X  
**Dates of review:** 2/25-26/08

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

**Findings and General Observations:**

- 1) The total costs as reported to SETA from August 1, 2007 to July 31, 2008 have been traced to the delegate's records. The records were verified and appeared to be in order.
- 2) There were two minor findings identified in our monitoring report dated April 8, 2008 that were not corrected in the final close-out report. We have noted, however, that these were corrected in the 2009 fiscal reports.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board  
Policy Council

ITEM IV-B- INFORMATION

HEAD START POLICY COUNCIL MINUTES

BACKGROUND:

Attached are the minutes from the February 24, 2009 Policy Council meeting.

Staff will be available to answer questions.

STAFF PRESENTER: Maureen Dermott

**REGULAR MEEING OF THE HEAD START POLICY COUNCIL**  
**Minutes/Synopsis**

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

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

Tuesday, February 24, 2009  
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Carol Aronis called the meeting to order at 9:11 a.m. Ms. Alicia Iniguez is serving as translator. Ms. Barbara Ramey-Clark read the thought of the day. Ms. Mary Brown will serve as the acting Secretary.

**Members Present:**

Mary Pope, Elk Grove Unified School District  
Jennifer Ryon, Elk Grove Unified School District  
Shernita Crosby, Playmate/WCIC (arrived at 9:16 a.m.)  
Beartice Mehn-Member, Playmate/WCIC  
Darlene Low, San Juan Unified School District  
Josie Cleaver, Sacramento City Unified School District  
Lorrayne Garner, Sacramento City Unified School District (present at 10:17 a.m.)  
Irlanda Meza, Sacramento City Unified School District  
David Quintero, SETA-Operated Program  
Salina Davey, SETA-Operated Program  
Mary Brown, SETA-Operated Program  
Greg Oviedo, SETA-Operated Program  
LaDoris McDavid, SETA-Operated Program  
Kiesha Spriggs, SETA-Operated Program  
Erin Kimbro, Home Base Program  
Sarah Corderio, Alternate for Jeanine Vandermolen, Past Parent Rep.  
Brenda Vincent, Past Parent Representative  
Barbara Ramey-Clark, Foster Parent Representative  
Carol Aronis, Grandparent Representative  
Van Huynh, Child Health and Disability Prevention Program  
Eric Gordon, Twin Rivers School District

**Members Absent:**

Donna Easter, San Juan Unified School District (unexcused)  
Inez Whitlow, Chicks in Crisis (resigned 2/23/09)  
Kayla Granderson, Early Head Start (unexcused)  
Jeanine Vandermolen, Past Parent Representative (excused)

**New Member Absent:**

Vinesh Sami, Twin Rivers School District (unexcused)

Mr. Eric Gordon was seated and welcomed to the board.

## **II. Consent Item**

### **A. Approval of the Minutes from the February 3, 2009 Special Meeting**

Minutes were reviewed; Ms. Ramey Clark asked that the minutes corrected to clarify that the computer lab is available Tuesday and Wednesday from 9:00 a.m. until 4:30 p.m. In addition, when Ms. Cleaver gave report on grandparent meeting she mentioned a law Fostering Connections to Success and Increased Adoption Act of 2008 people's law 35151. She asked this to be included in the minutes.

Moved/Davey, second/Meza, to approve the minutes of the February 3, 2009 meeting as corrected.

Show of hands vote: Aye: 19, Nay: 0, Abstentions: 1 (Aronis)

## **III. Information Items**

### **A. Standing Information**

- Introduction of Newly Seated Members: Ms. Aronis welcomed Mr. Eric Gordon to the board. Mr. Gordon is a representative from Morey Avenue.
- Ground Rules for Conducting a Meeting: Ms. Aronis reviewed the PC/PAC Ground Rules for Conducting a Meeting.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett reviewed the fiscal report. So far, the Agency has spent around 49% of the current budget which is right on track. Mr. Bartlett reviewed the statement of account for the credit card and the list of items purchased for Head Start. Items that are 'administration' are allocated to Head Start on a formula basis. The defibrillator is actually not a Head Start expense; this will be corrected. The grant is operating within the boundaries that we would expect. There are some challenges within the California Department of Education (CDE) expenditures which are running much higher than we would expect. Head Start will be responsible for the over expenditure of the CDE program. Staff will be coming to the Board next month on the status of the CDE program.
- Special Education Report/Program Content Area Disabilities Report: Ms. Beverly Sanford reviewed the report. At least 10% of the total enrollment of the grantee must be available to children with disabilities. A monthly report will be presented at each meeting. A lot of the children that receive special education services are still being evaluated by the school district so the 10% will be achieved next month.

### **B. AB 1234 Ethics Training – Mr. Victor Bonanno provided ethics training required for all boards receiving stipends and/or federal funds.**

#### **IV. Action Items**

##### **A. Approval of Modifications to the Head Start Personnel Policies Including Zero Tolerance Policy**

Mr. Rod Nishi reviewed this board item. The Department of Social Services (DSS) is the state arm that enforces the health and safety of children and adults. As a result of a meeting in October, Ms. Dermott and staff did an introspective look at practices on the health and safety of children in our care. The result of the introspective look created a number of procedures to be put in place. There are monthly meetings of the child safety committee, which includes staff, parents and the union, looking at all areas of safety for children. All of the child care facilities have been inspected; the Fire Marshall and community care licensing of the state were invited to tour the centers. That laid a great foundation for this committee's responsibility which looked at standards of conduct for the Agency.

This is a modification of the personnel policies and procedures that provides a system of personnel administration. This modification will enhance the area called 'disciplinary action'.

Ms. Ramey-Clark questioned the sentences that states, "up to and including termination" and "will result in termination". Mr. Nishi stated that this policy does not negate responsibilities on the part of the Agency to do a thorough review. SETA wants all employees as well as regulatory bodies to understand that this Agency is taking this issue very seriously. When an employee is charged with workplace violations, they have rights and the union ensures their rights are upheld. It comes down to wordsmithing. The Agency has zero tolerance for these actions if they are proven to be true. If the allegations are not completely true, discipline will still occur. It MAY include termination but it could be suspension.

Ms. Shernita Crosby asked what is done when there is an out-of-control child in the classroom. Mr. Nishi stated that Ms. Dermott and staff have procedures in place to deal with children like that. There is an extensive training program. While it is very difficult to deal with a child that is acting out, Head Start staff are trained to respond appropriately to these children.

Ms. Dermott explained that there are procedures to work with an out-of-control child. There would be conferences with the parents and ultimately it could go to disenrollment of the child. Head Start is here to support families in difficult situation. There are already children in very challenging environments. We are here to assist children to make the social adjustments. There is a balance between training and the responsibility of the parents. Ms. Carr stated that there is also a request for internal follow-up services to include a social worker. If it really is a chronic problem, there are two therapeutic preschools where the child

can go so the child can continue to receive Head Start services. Staff are given the resources they need to take care of out-of-control children.

Ms. Garner stated that there are very specific incidences where the staff may be terminated. Yelling at a child would not result in a termination but having a kid disappear would; is that a correct distinction? Mr. Nishi stated that this is true. There is documentation on all issues to ensure the employees and union are covered.

Moved/Davey, second/Corderio, approve the modification to the Agency's Personnel Policies and Procedures.

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

Any change to the SETA personnel policies includes both the Policy Council and the SETA Governing Board. This will go before the SETA Governing Board on March 5.

C. Selection of Community Partnerships Advisory Committee Representative and Alternate

Ms. Terri Carpenter reviewed this item. The role of this committee is to provide resources and information to the Head Start centers so all information from community partners regarding services can be disseminated at the center level. The committee constitutes many delegate agencies and program operators. There will be a meeting of this committee in April and again in the Fall.

Those interested in serving on this committee: Barbara Ramey-Clark, Brenda Vincent, Mary Pope, Kiesha Spriggs, David Quintero. Ms. Ramey-Clark withdrew her name.

Moved/Cleaver, second/Brown, to elect one (1) Community Partnership Advisory Committee Representative and one (1) Alternate to serve on the committee  
Show of Hands Vote: Aye: 20, Nay: 0, Abstentions: 1 (Aronis)

Votes: Brenda: 3, Mary: 2, Kiesha: 10, David: 6

Revote was taken since there were too many votes: Brenda: 3, Mary: 2, Keisha: 10, David: 5

Representative will be Kiesha Sprigs; David Quintero will be the alternate.

B. Selection of Representatives and Alternate to Attend the National Head Start Association Annual Training Conference

Ms. Aronis reviewed the board item.



Moved/Garner, Spriggs, that the Policy Council select one Representative and one Alternate to attend the Conference.

Show of hands vote: Aye: 20, Nay: 0, 1 (Aronis)

Ms. Aronis and Ms. Davey are automatically attending since they are board Chairs. Ms. Desha shared conference information. A total of \$8,231 has been budgeted for this conference (initial conference budget: Head Start T/TA, \$7,000 and Early Head Start T/TA, \$2,000); this was reduced by \$769 since a PAC Representative from 2007-2008 Program Year did not turn in their travel claim on time (claim submitted 10/28/08). Due to budget issues, there will not be a staff member attending to accompany parents. Ms. Dermott and Ms. Desha will be providing personal phone numbers to ensure parents can contact them if needed. A travel meeting is scheduled April 24, 2009, 1:30 p.m.

A question was asked about what would happen if the representative or alternate would not be able to attend; how would that be dealt with? Ms. Desha stated that just one person would go since the tickets cannot be transferred. Ms. Desha reminded board members that they have to make sure child care is available prior to going to the conference.

Those interested in attending: Darlene Low, Mary Pope, Jennifer Ryon, Shernita Crosby, Barbara Ramey-Clark.

Votes: Darlene: 3, Shernita: 5, Mary: 1, Jennifer: 6, Barbara: 5

A vote for Alternate: Shernita: 9, Barbara: 10

Another vote: Shernita: 11, Barbara: 9

Ms. Jennifer Ryon will be the representative; Ms. Shernita Crosby will be the alternate.

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

#### **A. Standing Information**

- PC/PAC Calendar of Events: Ms. Aronis reviewed the calendar.
- Parent/Family Support Unit Events and Activities: Ms. Darlene Low inquired when the Early Childhood & Health Services Committee would meet; Ms. Desha stated that a meeting agenda will be sent out soon. Ms. Aronis read a memo to board members regarding CPR and First Aid training which is open to all board members. Those interested, call Lori Black 263-4068 to reserve a space in one of the classes.
- Parent/Staff Recognitions: No comments.
- Head Start/Early Head Start End-of-Month Enrollment Report: Attached.
- SETA Head Start Food Service Operations Monthly Report: No questions.
- Community Resources – PC Representatives – Ms. Carol Aronis

- National Head Start Association Parent Training Conference Report: Ms. Lorraine Garner's report was enclosed in the board packet; the report was very interesting.
- California Head Start Association Parent Conference Report: No questions.
- Letter from Maureen Dermott Regarding Lunches/Meals at Meetings: This letter was sent out earlier in the month; it is also included in the board packet.

- B. Governing Board Minutes for the January 15, 2009 Meeting: Ms. Ramey-Clark asked if the Vendor Services list could be sent to board members and Ms. Dermott stated that this list will be sent out to board members. Ms. Ramey-Clark inquired about Sandra Gonzales. Ms. Carr stated that a temporary position was offered to Ms. Gonzalez, she elected not to take the position, instead of going to a list, the Agency is using Judy Weber doing temporary duties in Andrea Harvey's position. The Agency is using our own internal staff to do the job. Ms. Ramey-Clark spoke of the shortfall in Head Start and inquired whether any of the money coming into workforce can be utilized by Head Start to fill in the budget shortfall. Ms. Dermott stated that this will be included in her report.
- C. Fiscal Monitoring Report: No questions.

**V. Committee Report**

- A. Executive Committee: Ms. Cleaver reviewed the Executive Committee critique.

**IV. Action Items (Continued)**

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

The board went into closed session at 11:24 a.m. The board went back into open session at 11:30 a.m. Ms. Aronis reported out of closed session that the Board took the following action in closed session: Approval of Eligibility Lists for the Associate Teacher, Tier III position.

**VI. Other Reports**

- A. Chair's Report: No report.
- B. Head Start Deputy Director's Monthly Report: Ms. Maureen Dermott spoke of the economic stimulus package. There is not much information yet other than there is an expected \$1.1 billion for Early Head Start and \$1 billion for Head Start. There is one piece in the proposed plan that will be providing a COLA of 4.9% to existing staff. There are exciting ideas for expansion, especially in the Early Head Start program. SETA is facing a shortfall in funding for this current year. It is hoped that some of the funding coming in so drastic cuts do not have to

be made. One major issue is with the California Department of Education contract which is very labor intensive. Eighty percent of the Head Start budget is staffing and we only get paid a specific rate from the Department of Education. Janitorial services are much higher, leases are higher, as well as a lot of other expenses. The budget will be balanced just fine this year but next year will be a challenge. We are trying to cut all of our operating expenses so there are no staff layoffs. Workforce's budget and their stimulus package is separate from the Head Start stimulus package. The Workforce stimulus package will need more space so the allocation on the building costs will be modified. The various charges for the various funding sources are allocated according to the various funding resources. The good news is there will be \$230,000 charged to Workforce that would have been charged to Head Start. Ms. Garner was complimented on an outstanding report on the National Head Start Association Parent Training Conference. The icebreaker was a great idea that can be brought to the various centers. Out of state travel has been cut for all staff, there will be no lunches, and no staff workshops during the lunch hour. Costs are being cut everywhere. Ms. Dermott thanked board members for their support of the zero tolerance policy.

In referencing the Governing Board minutes, Ms. Ramey-Clark inquired what the Capitol-to-Capitol trip in April was about. Ms. Nancy Hogan stated that the Capitol-to-Capitol trip is sponsored yearly by the Sacramento Metropolitan Chamber of Commerce. This provides regional businesses, labor and government leaders to meet with federal legislators to build consensus for important regional priorities and programs.

- C. Head Start Managers' Monthly Report: Ms. Brenda Campos shared a concern in an area of health and nutrition. In reviewing some of the requirements for children to have physical and dental exams and parents volunteering to get a TB screen, it has come to her attention that there are families that are needing those screenings and they need to be done. It is imperative to comply with all of the rules and ensure the children have all of their exams and/or immunizations. There are staff at the various centers that can assist board members to acquire these services for the children. The parents must have a current TB screen. If it is not done, the child will be dropped from the program. Ms. Campos asks that the parents go to the staff for help. Ms. Ryon asked if staff can make sure the files are up to date. Ms. Campos stated that yes, and it is a parent's right to see their child's file. Ms. Crosby: it's important to make sure the TB screening is done. Ms. Ramey-Clark stated that it would be helpful to remind parents at parent conferences, etc, that these exams must be done and having a 'heads up' in the child's folder would be helpful.

Ms. Lisa Carr reported that the Health and Safety Committee has been working diligently. Cluster training for teaching staff on safety issues will be implemented in the classroom. The committee developed curriculum ideas and activity sheets which will be sent home to SOP classes but not delegate parents. Staff will be

doing safety issues training in March and activities will be sent home in April. A Legal Clinic is coming up in March; the date will be announced. CPR training is this Friday. Parents have been asking for CPR training for the past several years. All parents are urged to attend the CPR training; it is imperative to stay through all the training in order to earn the CPR certificate. Ms. Teresita Saechao will be doing the training as well as Kory Annonio.

D. Public Participation: No comments.

**VII. Adjournment:** Meeting adjourned at 11:55 a.m.

ITEM IV-C - INFORMATION

APPLICATION FOR SHADE STRUCTURE

BACKGROUND:

SETA Head Start submitted an application for the American Academy of Dermatology (AAD) 2009 AAD Shade Structure Program due April 10, 2009. The program awards (up to \$8,000) for the purchase of permanent shade structures that meet the AAD's requirements and that are designed to provide shade and ultraviolet (UV) ray protection for outdoor areas.

The shade structure is proposed to be installed at the playground of Freedom Park Head Start located at 6015 Watt Ave. #5, North Highlands, CA 95660. Award notifications will be sent in June 2009. If SETA is awarded, an item will be placed on the Governing Board agenda to accept the funds.

Staff will be available to answer questions.

STAFF PRESENTER: Brenda Campos

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 April 16, 2009 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	<b>CSAA</b> Elk Grove, CA	3/28/2008	26	RR Scheduled Services Ongoing
Official	5/23/2008	<b>Sun MicroSystem-Sacramento Site</b> 8880 Cal Center Sacramento, CA 95826	8/8/2008	1	Mailed packet
Official	7/1/2008	<b>Intuit, Inc.</b> 1860 Howe Ave., Ste. 260 Sacramento, CA 95825	8/25/2008	6	8/25/2008
Unofficial	7/2/2008	<b>Room Source</b> 849 North 10th Street Sacramento, CA 95814	7/18/2008	25	7/18/2006
Official	7/7/2008	<b>Windsor Capital Group, Inc.</b> <b>Residence Inn Sacramento</b> 2410 El Camino Ave. Sacramento, CA 95833	8/29/2008	87	Declined Services
Official	7/11/2008	<b>American Airlines</b> 6900 Airport Blvd Terminal B Sacramento, CA 95837	9/5/2008	8	8/7/2008
Official	7/23/2008	<b>Indymac Bank</b> 10860 Gold Center Drive Rancho Cordova, CA 95670	8/29/2008	109	Declined Services
Official	7/23/2008	<b>GenCorp-Aerojet</b> Highway 50 & Aerojet Rd Rancho Cordova, CA 95670	9/23/2008	99	9/24/2008
Official	7/24/2008	<b>Paramount Pictures</b> 5555 Melrose Ave Hollywood, CA 90038	9/22/2008	1	Declined Services
Official	8/5/2008	<b>AT&amp;T Advanced Solutions Inc.,</b> <b>Broadband &amp; Narrowband Operations</b> 3675 T. Street Sacramento, California	9/6/2008	188	9/10-11/08 RR scheduled 9/17/08
Unofficial	8/7/2008	<b>Western Wood Manufacturing</b> 3700 Riego Rd Elverta, CA 95626	9/25/2008	35	9/4/2008
Unofficial	8/14/2008	<b>Winter Volvo</b> 3805 Florin Rd Sacramento, CA	8/26/2008	45	8/20/2008
Unofficial	9/9/2008	<b>Muzio Baking Co.</b> 1708 34th Street Sacramento, 95816-7004	9/9/2008	15	Delivered Packets
Unofficial	9/15/2008	<b>Ikon</b> 1225 8th Street, Sacramento, CA 95814	9/15/2008	10	9/15/2008

## Dislocated Worker Information PY 2008/2009

The following is an update of information as April 16, 2009 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	10/3/2008	<b>Bank of America</b> 11080 White Rock Road Ste. #500 Rancho Cordova	10/10/2008	15	10/9/2008
Official	10/10/2008	<b>Wachovia</b> 1510 Arden Way Sacramento, CA 95825	7/5/08 - 12/31/08	56	Pending
Official	10/1/2008	<b>Johnson Controls</b> 1900 Prairie City Rd Folsom, CA 95630	12/7/2008	36	Pending
Official	10/28/2008	<b>Mervyns</b> Sacramento, CA	12/31/2008	512	11/14/2008
Official	10/29/2008	<b>CSAA</b> Elk Grove, CA	12/31/2009	346	RR Scheduled 11/24/08 Services Ongoing
Official	11/13/2008	<b>Michael's Furniture</b> 5849 88th St. Sacramento, CA	12/31/2008	123	12/19/2008
Official	12/4/2008	<b>Panattoni</b> 8775 Folsom Blvd, Suite 200 Sacramento, CA 95826	2/5/2009	91	Declined Services
Official	12/12/2008	<b>Marvell Semiconductor, Inc.</b> 890 Glenn Drive Folsom, CA 95630	2/13/2009	3	Pending
Unofficial	12/19/2008	<b>Borders</b> 4750 Natomas Blvd. Sacramento, CA 95835	1/3/2009	30	12/23/08 Delivered Packets
Official	1/9/2009	<b>Health Net, Inc.</b> 12033 Foundation Place Rancho Cordova, CA 95670	3/12/2009	80	2/18-19/09 RR Scheduled 4/21/09
Official	1/12/2009	<b>JC Penney</b> 5949 Fair Oaks Blvd. Carmichael, CA 95608	3/30/2009	244	1/12-15/09
Unofficial	1/20/2009	<b>COUNTY OF SACRAMENTO-DHS</b> SACRAMENTO, CA		20	2/17/2009
Official	1/21/2009	<b>Optisolar</b> McClellan, CA 95652	3/21/2009	105	Declined Services
	1/21/2009	<b>Circuit City</b> 2121 Arden Way Sacramento, CA 95815	3/21/2009	57	2/10/2009
Official	1/21/2009	<b>Circuit City</b> 8211 Laguna Blvd. Elk Grove, CA 95758	3/21/2009	57	RR Scheduled 3/12/09
Official	1/21/2009	<b>Circuit City</b> 7980 Arcadia Citrus Heights, CA 95610	3/21/2009	45	RR Scheduled 3/4/09
Unofficial	1/23/2008	<b>Bank of America</b> 11080 White Rock Road Ste. #500 Rancho Cordova	2/16/2009	25	RR Scheduled 2/11/09 Services Ongoing



## Dislocated Worker Information PY 2008/2009

The following is an update of information as April 16, 2009 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	1/28/2009	<b>Delta Dental</b> 11155 International Drive Rancho Cordova, CA 95670	3/31/2009	68	Declined Services
Official	2/4/2009	<b>LifeMasters</b> 10989 Trade Center Dr. #200 Rancho Cordova, CA 95670	3/30/2009	110	2/23/2009
Official	3/5/2009	<b>Marvell Semiconducto, Inc.</b> 1890 Glenn Drive Folsom, 95630	5/4/2009	2	Declined Services
Official	3/10/2009	<b>Sacramento Bee</b> <b>2100 Q Street</b> Sacramento, 95852	5/9/2009	128	Pending
Official	3/23/2009	<b>Indymac Bank</b> 10860 Gold Center Drive Rancho Cordova, CA 95670	5/19/2009	74	RR scheduled 4-22-09
Official	3/30/2009	<b>Sun MicroSystem-Sacramento Site</b> 8880 Cal Center Sacramento, CA 95826	5/30/2009	11	Declined Services
Official	4/2/2009	<b>Numonyx</b> 1900 Prairie City Rd, FM3-N Folsom, CA 95630	6/8/2009	46	Delivered Packets
Official	4/3/2009	<b>Franklin Templeton Investments</b> One Franklin Parkway San Mateo, CA 94403-1906	4/7/2009	65	Pending
Official	4/9/2009	<b>InformedRx</b> 2441 Warrenville Rd, Ste. 610 Sacramento, CA 95826	6/30/2009	36	Pending
Official	4/9/2009	<b>Gottschalks</b> <b>8455 Elk Grove</b> Elk Grove CA 95758	6/1/2009	101	Pending
Official	4/9/2009	<b>Gottschalks</b> 2300 Watt Ave Sacramento CA 95825	6/1/2009	130	Pending
Official	4/13/2009	<b>Sacramento Logistics</b> 8301 Fruitridge Rd. Sacramento, CA 95826	6/8/2009	72	Pending
Official	4/13/2009	<b>USAA</b>	9/1/2009	2	Pending
			<b>Total # of Affected Workers</b>	<b>3345</b>	

ITEM IV- E – INFORMATION

UNEMPLOYMENT RATES FOR SACRAMENTO COUNTY

BACKGROUND:

In February, 2009, the unemployment rate for Sacramento County was 10.7%. Attached is a listing of the unemployment rates by City and Census Designated Places provided to SETA by the California Employment Development Department.

STAFF PRESENTER: Robin Purdy

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
 February 2009 - Preliminary  
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment		Census Ratios	
			Number	Rate	Emp	Unemp
Sacramento County	693,300	619,200	74,100	10.7%	1.000000	1.000000
Arden Arcade CDP	57,400	51,500	6,000	10.4%	0.083158	0.080285
Carmichael CDP	29,700	27,400	2,300	7.9%	0.044186	0.031493
Citrus Heights city	51,400	47,600	3,900	7.5%	0.076838	0.052031
Elk Grove CDP	35,900	32,800	3,100	8.7%	0.052995	0.042014
Fair Oaks CDP	17,500	16,500	1,000	5.9%	0.026612	0.013988
Florin CDP	12,900	10,800	2,100	16.0%	0.017437	0.027771
Folsom city	27,700	26,300	1,300	4.8%	0.042525	0.018086
Foothill Farms CDP	9,800	8,400	1,300	13.7%	0.013603	0.017967
Galt city	10,900	9,100	1,800	16.2%	0.014758	0.023844
Gold River CDP	4,900	4,800	100	1.8%	0.007790	0.001181
Isleton city	400	400	0	11.5%	0.000597	0.000642
La Riviera CDP	7,100	6,600	400	5.8%	0.010732	0.005544
Laguna CDP	20,800	19,700	1,100	5.5%	0.031743	0.015451
Laguna West Lakeside CDP	5,400	5,000	400	7.2%	0.008067	0.005210
North Highlands CDP	22,700	19,100	3,600	15.8%	0.030900	0.048382
Orangevale CDP	16,200	15,000	1,200	7.6%	0.024187	0.016709
Parkway South Sacramento CDP	16,200	13,300	2,900	18.0%	0.021411	0.039219
Rancho Cordova City	31,500	27,600	3,900	12.3%	0.044619	0.052031
Rancho Murieta CDP	2,300	2,200	100	3.3%	0.003612	0.001027
Rio Linda CDP	5,800	4,900	900	15.7%	0.007917	0.012294
Rosemont CDP	14,100	12,900	1,200	8.4%	0.020836	0.016042
Sacramento city	219,900	192,400	27,600	12.5%	0.310678	0.371731
Vineyard CDP	6,000	5,700	300	4.9%	0.009153	0.003978
Walnut Grove CDP	500	400	100	23.6%	0.000566	0.001463
Wilton CDP	2,800	2,600	200	6.5%	0.004226	0.002464

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2000 Census. of the 2000 Census.

**Notes:**

- 1) Data may not add due to rounding. All unemployment rates shown are calculated on unrounded data.
- 2) These data are not seasonally adjusted.

**Methodology:**

Monthly city and CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the employment and unemployment shares (ratios) of each city and CDP at the time of the 2000 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

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

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

## ITEM IV-F – INFORMATION

### AMERICAN RECOVERY AND REINVESTMENT ACT/WORKFORCE INVESTMENT ACT RFP COMMUNITY OUTREACH

#### BACKGROUND:

The SETA Governing Board requested that SETA increase the outreach to the community beyond the normal distribution channels that the agency uses to inform the public regarding RFP release and funding opportunities.

The following is an overview of the community outreach conducted to maximize exposure as well as communicate to the community at large about the funding opportunities available through the American Recovery and Reinvestment Act-WIA Adult RFP.

#### **Publication of Public Notice:**

- The Sacramento Observer
- El Hispano
- The Sacramento Bee
- The Sacramento Business Journal

(Note: The Sacramento News & Review does not run public notice advertisements nor would they allow us to run a display ad of the information.)

#### **Public Notice Mailing:**

The RFP public notice was mailed to 401 entities which included:

- Community Based Organizations
- Non-Profit Organizations
- School Districts
- Training Vendors
- Business Associations

#### **Public Notice Email Distribution:**

The public notice and RFP was emailed directly to:

- The Sacramento City Council Members
- The Sacramento County Board of Supervisors
- All area chamber leadership requesting that they post information on chamber website (Asian Pacific; Hispanic; Black; Sacramento Metro; North Sacramento; Rancho Cordova; Folsom; Carmichael; Elk Grove)
- Outreach Meeting scheduled with Ethnic Chamber leadership May 5<sup>th</sup>

STAFF PRESENTER: Terri Carpenter

### **Faith Based Organization Outreach:**

Forty five faith based organization contacts received an email with a copy of the public notice and RFP along with the request to forward to their membership. Some of those organizations include:

- AMEN
- Interfaith Service Bureau
- ACT
- Slavic International Pastors Association
- Agape Christian Fellowship
- Christian Partnerships Inc.

### **Personal Meetings/Direct Contact:**

Robin Purdy has personally talked to or met with representatives from the following organizations:

Black Advocates in State Services/NAACP  
In the Beginning  
Beutler Corporation  
Twin Rivers Unified School District  
Casey Family Programs  
Profiles Unlimited Education Foundation  
California State University, Sacramento  
SMUD  
Los Rios Community College District  
Los Rios Community College District  
American River College  
Community Resource Project  
CPS, Human Resource Services  
Elk Grove Economic Development Corporation  
Tree of Hope Funding  
SARTA  
LEED Sacramento  
Green Capital Alliance  
PowerSurge Event  
Northern California Apprenticeship Coordinators  
Central Labor Council  
California Labor Federation

### **Business Information Center (BIC) Workshops:**

Tree of Hope Funding in partnership with the Sacramento Branch of the NAACP will be conducting a series of proposal writing workshops targeting stimulus funding

opportunities. The “Get Ready To Be Ready” workshops will be held during April and May at the various Sacramento Works BICs. Upcoming workshops scheduled include:

- April 18, Hillsdale BIC
- April 21 and April 23, Del Paso BIC
- April 27, Mather BIC
- Stockton Blvd. BIC to be determined

**Media Outreach:**

Public service announcements were sent to local media including, radio, print and television. The PSA provided information about offeror’s conferences, deadline dates, website link to RFP on the SETA website and a general overview of the purpose of the solicitation and a general description of services requested.

The media outreach email distribution included local community newspapers, and all radio and television stations in the greater Sacramento area.

## ITEM V - REPORTS TO THE BOARD

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

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

- B. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal SETA Governing Board Packet.

The Executive Director's Report also allows the opportunity for the SETA Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.

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

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

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

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

# *Monthly Head Start Report*

## *March 2009*

### **SETA Operations Report**

#### ***Professional Development***

Much of the month was spent working on the grant which is due May 1, 2009 along with program and organizational changes. These changes will be described in more detail on next month's report.

#### **Paws for Safety**

##### **Child and Staff Safety Curriculum**

The Child and Staff Safety Committee developed a standardized, monthly classroom curriculum that is designed to enhance the overall safety of the children in our care. Each month, teachers receive activities that focus on specific safety themes that directly correlate to the updated Policies and Procedures regarding supervision. Each classroom is supplied with the materials needed to implement each weekly activity and each activity card has ideas for project expansion, as well as adjustments that can be made for the EHS classrooms. "Paws" the Safety Raccoon was created specifically for this safety curriculum and is being used to create familiarity and continuity for safety throughout our program.

Mandatory teacher training took place on March 5 and 26 to ensure all teaching staff had the opportunity to become familiar with the new curriculum, could practice using the activities and had the chance to ask questions.

The curriculum was rolled out to the sites to begin implementation on April 6, 2009.





## **Family and Community Partnerships**

03/10/2009 – Education and Literacy, Hillsdale – Alma Hawkins  
03/12/2009 – Parent Meeting, Job Corps – Belinda Malone  
03/17/2009 – Parent Meeting, Illa Collin – Bob Silva  
03/18/2009 – Parent Meeting, Broadway – Alma Hawkins  
03/18/2009 – Parent Training, Sharon Neese – Jody Marquez  
03/18/2009 – Parent Meeting, Grant Skills – Bob Silva  
03/19/2009 – Budgeting, Sharon Neese – Alma Hawkins  
03/20/2009 – Parent Meeting, CSUS – Bob Silva  
03/20/2009 – Pedestrian Safety, Florin Meadows – Belinda Malone  
03/20/2009 – Parent Meeting, Strizek – Bob Silva  
03/21/2009 – Dreams to Reality, Solid Foundation – Alma Hawkins  
03/24/2009 – Budgeting, San Juan – Alma Hawkins  
03/25/2009 – Making Bath Salts, Northview – Judy Weber  
03/31/2009 – Parent Meeting, Crossroads – Alma Hawkins  
Parent Training – SOP 11, Countywide 9  
Staff Training – SOP 7, Countywide 1  
Sites Monitored – SOP 16, Countywide 10  
PRA/PA Trainings – SOP 4, Countywide none  
Committee Meetings – SOP 7, Countywide 5  
Job Club (Dreams to Reality) – Alma Hawkins  
FLIP – Information cards sent out to HS/EHS centers – Alma Hawkins  
1 Delegate site (Dr. Seuss Day) – Alma Hawkins  
Job Club Workshop – Belinda Malone  
Parent Meetings (4) – Belinda Malone  
Tai Chi-Stress Reduction – Kory Annonio  
General Health/Nutrition (3) – Kory Annonio  
IMIL – Kory Annonio  
Sacramento Works Job Club – Kory Annonio  
Hunger Coalition – Kory Annonio  
County Obesity Coalition - Kory Annonio  
CPR First Aide – Kory Annonio

## **Program Support Services**

- Melanie Nicolas, Program Officer, represented SETA Head Start in the First 5 Sacramento Effective Parenting Media Campaign Advisory Group meetings. Community agency staff provided input on how to reach out to families with children 0-5 years old. The goal of the media campaign is to increase utilization of community services that strengthen families and prevent child abuse and neglect.
- The Program Support Services Unit is submitting an application to the American Academy of Dermatology. The Sun Shade Grant Program will pay up to \$8,000

for the installation of a sun shade structure at the Freedom Park Head Start playground located in the North Highlands community.

### ***Education Services Update***

- The Education Content meeting was held on March 10, 2009, all delegate agencies were represented except Elk Grove. Education Coordinator, Kim Lister, shared how proposed budget cuts may impact program operations. The three-day CLASS assessment training presented by the Office of Head Start in February 2009 was discussed. The general consensus about the training is that it will be a great tool; however, since each agency was limited to sending one to two staff members, they are concerned that they will not have enough CLASS trained staff to cover all the classrooms in their individual agency. The idea of having a trainer from the University of Virginia come to Sacramento and conduct one large group training with the cost being divided among all participating agencies was discussed.
- The Countywide Early Head Start and Head Start Home Base meeting was held on March 13, 2009 with approximately 30 Home Visitors in attendance. Joyce Bilyue from the Child Abuse Prevention Council presented the Mandated Reporting of Child Abuse and Neglect Training. She emphasized hygiene in the home, when/what to report as neglect and shaken baby syndrome. Beverly Sanford, Special Education Coordinator, shared information about how children with disabilities in early childhood, transition from Part C to Part B with a Local Education Agencies (LEA).
- During the month of March, the Education staff provided on-site, mentor support to teaching staff at five SETA Operated Program (SOP) centers. Examples of support requested are help with completing paperwork, enhancing staff communication/team building, implementing classroom management strategies and promoting positive teacher/child interactions. Goals were developed with the teaching staff and the Education staff will visit the sites to observe the classrooms and make recommendations for improving teaching methods, strategies and compilation of goals.
- Education staff continues to provide IMIL support to SOP sites through resources, materials and coaching support. Site visits were made to distribute new materials during the month of March.

### ***Disabilities Services Update***

- The Disabilities Content Countywide meeting was held on Thursday, March 19, 2009. The main topics of discussion were the Program Instructions issued from the Office of Head Start regarding enrollment of children with disabilities, individualization for children with IEPs (how programs show documentation),

and recruitment of special needs children. The next meeting is scheduled for May 21, 2009.

- During the month of March Beverly Sanford, Special Education Coordinator, visited two Sacramento City Head Start centers, Edward Kemble Elementary and Hiram Johnson Center.
- Beverly Sanford, Special Education Coordinator, presented at the Countywide Home Base meeting on March 13, 2009. Ms. Sanford focused on Early Childhood Transition from Part C Early Intervention to Part B Special Education Services.

### ***Mental Health Services Update***

- Follow up with Sacramento City USD Head Start was made regarding the procedures on the use of the TABS Screening Tool.
- Next Countywide Mental Health Content Meeting is scheduled for Thursday, April 23, 2009.

### ***Health Services Update (medical, dental nutrition, pedestrian safety)***

- In the Grow Farm Stands, (funded by First 5 Sacramento) will re-open April at seven Head Start locations:
  - Center of Praise Head Start
  - Mather Head Start
  - Grant Skills Center Head Start
  - Freedom Park Head Start
  - Kennedy Estates Head Start
  - Phoenix Park Head Start
  - Hopkins Park Head Start.
- Health Coordinator, Garnet Volkens and Health/Nutrition Specialist, Sean Billingsley conducted a site visit at the Fruitridge Head Start center on March 26, 2009. Center staff were very receptive to support and suggestions given.
- Health Coordinator, Garnet Volkens, went to the Women's Civic Improvement Club (WCIC) on March 10, 2009 to give clarification on "Anemia Referral" for children with low hemoglobin.
- Health Coordinator, Garnett Volkens received a Certificate of Appreciation from the National Education Association (NEA) for participating in the "Read Across America" campaign by reading to students at Morey Avenue Head Start during the March 2, 2009 birthday celebration for Dr. Seuss's "Cat in the Hat".

- On March 17, 2009 Health Coordinator Garnett Volkens attended the Greater Sacramento Breastfeeding Coalition meeting at Kaiser South. Agenda items included: results of Kaiser South’s recent “Baby Friendly” Audit, review of the book “How Breastfeeding Protects Babies” (copies given to those in attendance) and Women, Infants and Children (WIC) promotion of breastfeeding which was then followed by a tour of Kaiser’s ‘Breastfeeding Support Center’.
- To satisfy the requirement for “Sun Safety Education” on the Shade Structure Grant application, materials were obtained from the UCSF Childcare Health Program and the “SunSafe Project” at Dartmouth Medical School and given to Freedom Park Head Start by Health Coordinator on March 13, 2009.
- Nutrition Coordinator, Sandy Martinez visited Sacramento City Unified School Districts Head Start centers with the SETA Monitoring team. No findings were noted in nutrition services.
- Year 2 planning of “I am Moving, I am Learning” (IMIL) curriculum at SOP continues. New participants are from the following Centers:
  - Job Corps
  - Broadway
  - La Riviera
  - Fruitridge
  - Strizek Park
  - Grizzly Hollow
  - Hopkins Park
  - HS Home Base
  - Countrywood
  - EHS Home Base
- The first two Preschool Gardening Program training workshops sponsored by First 5 Sacramento were held for Head Start interested teachers in March. Training was provided by Master Gardener, Bill Maynard from the City of Sacramento.
- On March 17, 2009 Nutrition Coordinator, Sandy Martinez attended the Greater Sacramento Area Breastfeeding Coalition Meeting. The meeting included: audit process for a “Baby Friendly facility”, tour of the South Sacramento Kaiser’s Breastfeeding Support Center, monthly updates including a new Statewide Perinatal Quality Improvement Project that will make recommendations for increasing use of nursing and the use of human milk in the NICU.

- WIC staff has agreed to come out, at the beginning of next school year, to speak to Early Head Start staff on how to improve support of breastfeeding to teen moms and young families.

***Nutrition Services***

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

**March 2009 Report**

<b>Total Number of Meals and Snacks Prepared for All Kitchens</b>			
<b>Lunch</b>	<b>PM Snack</b>	<b>Breakfast</b>	<b>Field Trips</b>
<b>40,842</b>	<b>24,730</b>	<b>29,246</b>	<b>360</b>

***Family and Community Partnerships***

No Report at this time, the next meeting Scheduled will be held at the end of April 2009

## Program Enrollment Report (County Wide)

March 2009

### Head Start

SETA	Funded Enrollment	Last Day of Month Enrollment	Percentiles
Track 1	915	926	101
Track 3	915	937	102
Track 4	33	31	94
SETA subtotal	1,863	1,894	102
Track 2 (off track)	915	915	
<b>SETA Total</b>	<b>2,778</b>	<b>2,809</b>	<b>101</b>

Delegate Agencies	Funded Enrollment	Last Day of Month Enrollment	Percentiles
Elk Grove	380	380	100
Sacramento City	1,272	1,294	102
San Juan	680	680	100
Twin Rivers	179	179	100
WCIC/Playmate	100	100	100
Delegate Totals	2,611	2,633	101
SETA/Del Subtotals	4,474	4,527	101
<b>County Totals</b>	<b>5,389</b>	<b>5,442</b>	<b>101</b>

### EARLY HEAD START

Agency	Funded Enrollment	Last Day of Month Enrollment	Percentiles
SETA	213	215	101
Sacramento City	115	115	100
San Juan	129	129	100
EHS County Totals	457	459	100

# **Delegate Agency Reports**

## **Elk Grove USD**

**Education Services Update**

**Disabilities Services Update**

**Mental Health Services Update**

**Health Services Update**

**Family and Community Partnerships Update**

**Fiscal Update**

**Recruitment**

## **Sacramento City USD**

**Program Operations Report**  
**Education and Child Development**

**Disabilities Services Update**

**Mental Health Services Update**

**Health Services Update**

**Family and Community Partnerships Update**

## **San Juan USD**

**Education Services Update**

**Disabilities Services Update**

**Mental Health Services Update**

**Health Services Update**

**Nutrition Services Update**

**Family and Community Partnerships Update**

**Transition Services Update**

**Program Support/Staff Training Update**

**Fiscal Update**

**Early Head Start**

## **WCIC/Playmate**

**Education Services Update**



***Disabilities Services Update***

***Mental Health Services Update***

***Health Update***

***Family and Community Partnerships Update***

***Program Support/Staff Training Update***

***Fiscal Update***

***Program Management Update***