



**GOVERNING BOARD**

**LARRY CARR**  
Councilmember  
City of Sacramento

**PATRICK KENNEDY**  
Board of Supervisors  
County of Sacramento

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

**JAY SCHENIRER**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

**KATHY KOSSICK**  
Executive Director

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**SPECIAL MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, April 26, 2018

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

**LOCATION:** SETA Board Room  
925 Del Paso Blvd., Suite 100  
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).

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**II. Consent Items**

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- B. Approval of Claims and Warrants 7
- C. Approval of Selection Criteria for Enrollment in Head Start or Early Head Start Programs (Denise Lee) 8-14

**III. Action Items**

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

**B. WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services: No items.

One Stop Services: No items.

Community Services Block Grant

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| 1. | Approval of Recommendations to Reallocate Funds for Program Year 2018 Community Services Block Grant (CSBG) (Julie Davis-Jaffe) | 15-17 |
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**C. CHILDREN AND FAMILY SERVICES** (all Denise Lee)

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| 2. | Approval of Program Year 2018-2019 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Refunding Applications  | 32-33 |
| 3. | Approval of the SETA Head Start, Early Head Start, and Early Head Start Child Care Partnership Budgets for Program Year 2018-2019  | 34-35 |
| 4. | Approval of the 2018-2019 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Program Options and Center Locations for Sacramento County                                     | 36-43 |
| 5. | Approval of 2018-2019 Training/Technical Assistance Plan for the SETA Head Start, Early Head Start, and Child Care Partnership/Expansion Program, as Aligned with Established Five-Year Goals and Objectives | 44-55 |

**IV. Information Items**

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B.	Employer Success Stories and Activity Report (William Walker)	79-89
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A.	Chair	
B.	Executive Director	
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D.	Counsel	
E.	Members of the Board	
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VI.	<b><u>CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR</u></b> Pursuant to Government Code Section 54957.6 <u>Agency Negotiator</u> : Dee Contreras <u>Employee Organization</u> : AFSCME Local 146	
VII.	<b><u>Adjournment</u></b>	

**DISTRIBUTION DATE: WEDNESDAY, APRIL 18, 2018**

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE APRIL 5, 2018 REGULAR  
BOARD MEETING

BACKGROUND:

Attached are the minutes of the April 5, 2018 meeting for your review.

RECOMMENDATION:

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

PRESENTER: Kathy Kossick



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

Minutes/Synopsis

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

Thursday, April 5, 2018  
11:00 a.m.

**I. Call to Order/Roll Call**

Mr. Kennedy called the meeting to order at 10:00 a.m. The Pledge of Allegiance was recited. The roll was called and a quorum established.

Members Present:

Patrick Kennedy, Chair; Member, Board of Supervisors  
Larry Carr, Vice Chair; Councilmember, City of Sacramento  
Don Nottoli, Member, Board of Supervisors  
Jay Schenirer, Councilmember, City of Sacramento

Member Absent:

Sophia Scherman, Public Representative

**A. GENERAL ADMINISTRATION/SETA**

1. Approval of Revisions to the Sacramento Employment and Training Agency 2017-2018 Budget

Ms. Loretta Su explained that this is related to Items III-C-1 and 2. Ms. Su explained the budget revision.

Moved/Carr, second/Schenirer, to approve the revised Agency Budget for Fiscal Year 2017-2018.

Roll Call Vote:

Aye: 4 (Carr, Kennedy, Nottoli, Schenirer)

Nay: 0

Abstentions: 0

Absent: 1 (Scherman)

Mr. Schenirer left at 10:04 a.m.

► Recognition of Long-term employees (all 20 years):

- **Patricia Marshall**, Education Program Officer: Ms. Karen Griffith acknowledged Ms. Marshall's 20-year anniversary with SETA.

- **Melinda Bevans**, Family Services Worker: Ms. Lisa Carr congratulated Ms. Bevans for her 20 years at SETA/Head Start.
- **Eleanor Cooley**, Family Services Worker: Ms. Lisa Carr thanked Ms. Cooley for her 20 years of dedicated work at SETA/Head Start.

## II. Consent Items

- Minutes of the March 1, 2018 Regular Board Meeting and March 27, 2018 Special Board Meeting
- Approval of Claims and Warrants
- Ratification of the Submission of the Summer Training and Employment Program for Students (STEPS) Application to the California Department of Rehabilitation/ Employment Training Panel and Authorize the Executive Director to Execute the Agreement and any Other Documents Required by the Funding Source
- Approval to Add People Working Together (PWT) United, Inc. to SETA's Vendor Services (VS) List

The consent items were reviewed; no questions or corrections.

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

- Approve the minutes of the March 1 and March 27 meetings.
- Approve the claims and warrants for the period 2/22/18 through 3/29/18.
- Ratify the submission of the SETA STEPS application to the California Department of Rehabilitation/Employment Training Panel requesting \$250,000 and authorize the Executive Director to execute the agreement and any other documents required by the funding source.
- Approve the recommendation to add PWT United, Inc. to SETA's VS List.

Roll Call Vote:

Aye: 3 (Carr, Kennedy, Nottoli)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer, Scherman)

## III. Action Items

### A. **GENERAL ADMINISTRATION/SETA (continued)**

- Approval to Upgrade SETA's Information Technology Infrastructure Hardware to the SimpliVity Platform

Mr. Edward Proctor offered to answer questions. This is a cash transaction.

Moved/Nottoli, second/Carr, that the Governing Board:

- 1: make the following findings regarding non-competitive procurement- that, after solicitation of a number of sources, competition has been deemed inadequate

and, consistent with SETA's Procurement Policies and Federal Regulations, the Governing Board finds that non-competitive procurement is appropriate; and

2: authorize the staff to negotiate and execute a purchase of the SimpliVity platform, software, three-year support and professional services for an amount not to exceed \$169,797.11.

Roll Call Vote:

Aye: 3 (Carr, Kennedy, Nottoli)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer, Scherman)

Ms. Kossick requested the board consider an off-agenda item that came up after the required 72 hours needed to comply with the Brown Act. The Board must agree to hear the off-agenda item and that the need for action came to the attention of staff subsequent to the agenda posted as specified in Government Code 54954.2(b). There must be a unanimous vote to hear the off-agenda item.

Moved/Nottoli, second/Carr, to agree to hear the off-agenda item III-A-3 as presented.

Roll Call Vote:

Aye: 3 (Carr, Kennedy, Nottoli)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer, Scherman)

3. Approval of Delegation of Authority to the Executive Director to Issue a Procurement for Services for a General Contractor for the Hopkins Park Modular through a Competitive Process

Ms. Kossick offered to answer questions.

Moved/Nottoli, second/Carr, to delegate to the Executive Director the authority to determine the appropriate procurement method and to issue that procurement for competition.

Roll Call Vote:

Aye: 3 (Carr, Kennedy, Nottoli)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer, Scherman)

**B. WORKFORCE DEVELOPMENT DEPARTMENT: No items.**

Refugee Services

Community Services Block Grant

One Stop Services

## **C. CHILDREN AND FAMILY SERVICES**

1. Approval of Budget Modification for Head Start and Early Head Start Program Year 2017-2018

Ms. Denise Lee offered to answer questions. Mr. Nottoli inquired whether there was a longer list of items that need to be done; is there a priority list? Ms. Lee replied that all of the items on the list will be completed. Things come up over the year and are dealt with accordingly.

Moved/Nottoli, second/Carr, to approve a budget modification in the amount of \$1,084,000 from Head Start Personnel and Fringe Benefits and \$105,000 from Early Head Start Other/Occupancy to Equipment, Supplies, Construction, and Other for the SETA Operated Program for the 2017-2018 program year.

Roll Call Vote:

Aye: 3 (Carr, Kennedy, Nottoli)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer, Scherman)

2. Approval of Budget Modification for Early Head Start-Child Care Partnership Program Year 2017-2018

There were no questions on this item.

Moved/Carr, second/Nottoli, to approve an Early Head Start-Child Care Partnership budget modification in an amount not to exceed \$240,000 for Personnel and Fringe Benefits to Equipment and Supplies for the 2017-2018 Program Year.

Roll Call Vote:

Aye: 3 (Carr, Kennedy, Nottoli)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer, Scherman)

## **IV. Information Items**

- A. Creation of Sacramento Valley Manufacturing Initiative

Mr. Roy Kim reviewed this item and stated additional information will be provided as it is received.

- B. Fiscal Monitoring Reports: No questions.
- C. Employer Success Stories and Activity Report: No questions.
- D. Dislocated Worker Update

Mr. Nottoli inquired whether Toys R Us was taking advantage of our services? Mr. Walker stated that they are but an official WARN notice has not yet been issued.

- E. Unemployment Update/Press Release from the Employment Development Department: No questions.
- F. Head Start Reports: No questions.
- G. **Presentation:** Job Center System Activities

Mr. Roy Kim and Workforce Development Department Managers, Julie Davis-Jaffe, William Walker, Michelle O'Camb, Terri Carpenter, and Ralph Giddings provided an overview of the various programs and services offered at SETA through the career center system.

Mr. Kennedy thanked staff for the presentation; it was very informative.

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reminded board members that the next meeting will be held April 26 since the Head Start grant applications must be submitted by May 1.
- C. Deputy Directors: Mr. Roy Kim stated that the board ratified the application for ETP/Rehabilitation funds earlier in the meeting. Staff was notified that the full amount requested was approved. This program was spearheaded by Terri Carpenter.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No comments.

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

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 3/30/18 through 4/19/18, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 3/30/18 through 4/19/18.

PRESENTER: Kathy Kossick

ITEM II-C – CONSENT

APPROVAL OF SELECTION CRITERIA FOR ENROLLMENT IN  
HEAD START OR EARLY HEAD START PROGRAMS

BACKGROUND:

On an annual basis the Governing Board is required to review and approve the Countywide Enrollment Selection Criteria for the Head Start and Early Head Start programs. In March 2018, a team of countywide Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) stakeholders and parents met to review and update the Head Start (preschool) Selection Criteria and the Early Head Start (infants/toddlers/pregnant women) Selection Criteria. As a result, the following changes are recommended:

For the Head Start Selection Criteria, “*Transitioning Early Head Start child who meets the federal income guidelines*” was moved from priority ranking #4 to priority ranking #2. This resulted in re-numbering the remainder of priority categories.

For the Early Head Start Selection Criteria, “*Transfer homeless child or child in foster care from outside of Sacramento County (now living in Sacramento County)*” was added as priority ranking #2. This resulted in re-numbering of priority categories.

A redline and clean copy of each Selection Criteria are attached for review.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the Head Start Enrollment Selection Criteria and the Early Head Start Enrollment Selection Criteria for Sacramento County as attached.

PRESENTER: Denise Lee



## HEAD START SELECTION CRITERIA SACRAMENTO COUNTY

**Instructions:** Place an "X" by the category that is applicable to applicant. Selection is based on the "X" that is the highest on the scale.

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- Within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, the oldest child will be selected.
- Each delegate/grantee agency has the option to determine transfer criteria within its own program.
- All efforts will be made to enroll children with certified Special Education needs to meet the mandated minimum service level of 10% per program.
- For State Collaborative, families must meet Head Start income and age requirements (unless waived) and State admissions priorities.

1. 2<sup>nd</sup> year enrollment within Sacramento County. \_\_\_\_\_
2. Transition from Early Head Start whose family meets Federal Income Guidelines ~~Transfer Head Start child to the same or another Sacramento Head Start agency.~~ \_\_\_\_\_
- ~~3. Transfer Head Start child to the same or another Sacramento Head Start agency. ~~Transfer Homeless child or child in foster care from outside of Sacramento County.\*~~~~ \_\_\_\_\_  
3. \_\_\_\_\_ \* (Now living in Sacramento County)
- ~~4. Transfer Homeless child or child in foster care from outside of Sacramento County.\*~~ \_\_\_\_\_  
4. \_\_\_\_\_ \* (Now living in Sacramento County) ~~Transition from Early Head Start whose family meets Federal Income Guidelines.~~
5. Documented High Risk Families (with child 4-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency: \_\_\_\_\_
  - abuse (physical, substance, sexual & emotional abuse)
  - homeless
  - foster child (age 5 or under)
  - death of a parent/guardian, sibling
  - other special circumstances (which shall include a child with diagnosed disability (s)).
  - Foster youth with a child (AB 12)
6. A previously enrolled child (who dropped on good standing) who requests to return within 60 days whose family meets Federal Income Guidelines. \_\_\_\_\_
7. 4-year-old child whose family meets Federal Income Guidelines. \_\_\_\_\_
8. Documented High Risk families (with child 3-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency: \_\_\_\_\_
  - abuse (physical, substance, sexual & emotional abuse)
  - homeless
  - foster child (age 5 or under)
  - death of a parent/guardian, sibling
  - other special circumstances (which shall include a child with diagnosed disability (s)).
  - Foster youth with a child (AB 12)
9. 3-year-old child whose family meets Federal Income Guidelines. \_\_\_\_\_
10. 4-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary). \_\_\_\_\_
11. 3-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary). \_\_\_\_\_

Child's Name: \_\_\_\_\_



12. 4-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary).

\_\_\_\_\_

13. 3-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary).

\_\_\_\_\_

Child's Name: \_\_\_\_\_

## HEAD START SELECTION CRITERIA SACRAMENTO COUNTY

**Instructions:** Place an “X” by the category that is applicable to applicant. Selection is based on the “X” that is the highest on the scale.

**The following criteria is to be used when prioritizing Waiting Lists for enrollment:**

- Within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, the oldest child will be selected.
- Each delegate/grantee agency has the option to determine transfer criteria within its own program.
- All efforts will be made to enroll children with certified Special Education needs to meet the mandated minimum service level of 10% per program.
- For State Collaborative, families must meet Head Start income and age requirements (unless waived) and State admissions priorities.

1. 2<sup>nd</sup> year enrollment within Sacramento County. \_\_\_\_\_
2. Transition from Early Head Start whose family meets Federal Income Guidelines \_\_\_\_\_
3. Transfer Head Start child to the same or another Sacramento Head Start agency. \_\_\_\_\_
4. Transfer Homeless child or child in foster care from outside of Sacramento County.\* \_\_\_\_\_  
\* (Now living in Sacramento County).
5. Documented High Risk Families (with child 4-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency: \_\_\_\_\_
  - abuse (physical, substance, sexual & emotional abuse)
  - homeless
  - foster child (age 5 or under)
  - death of a parent/guardian, sibling
  - other special circumstances (which shall include a child with diagnosed disability (s)).
  - Foster youth with a child (AB 12)
6. A previously enrolled child (who dropped on good standing) who requests to return within 60 days whose family meets Federal Income Guidelines. \_\_\_\_\_
7. 4-year-old child whose family meets Federal Income Guidelines. \_\_\_\_\_
8. Documented High Risk families (with child 3-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency: \_\_\_\_\_
  - abuse (physical, substance, sexual & emotional abuse)
  - homeless
  - foster child (age 5 or under)
  - death of a parent/guardian, sibling
  - other special circumstances (which shall include a child with diagnosed disability (s)).
  - Foster youth with a child (AB 12)
9. 3-year-old child whose family meets Federal Income Guidelines. \_\_\_\_\_
10. 4-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary). \_\_\_\_\_
11. 3-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary). \_\_\_\_\_
12. 4-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary). \_\_\_\_\_
13. 3-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary). \_\_\_\_\_

Child's Name: \_\_\_\_\_



**EARLY HEAD START SELECTION CRITERIA:  
SACRAMENTO COUNTY**

**Unless otherwise indicated, all applicants must meet Head Start Family Income Guidelines**

**INSTRUCTIONS: Place an "X" by the highest applicable category on the scale (#1 being the highest).**

**The following criteria is to be used when prioritizing Waiting Lists for enrollment:**

- For #1-7, within the same priority ranking, selection is based on age, with the youngest child receiving priority.
- For #8-11, within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, selection for enrollment will be based on individual family needs.
- Center based availability to be determined by individual child's age and family need.
- For State Collaboratives, families must meet Early Head Start income and age requirements (unless waived) and State admissions priorities.

The Early Head Start program can consider individual child and family needs

1. Transfer Early Head Start child within Sacramento County with documentation.  
(copy of Application and Eligibility Verification Form must be attached to wait list)

2. Transfer homeless child or child in foster care from outside of Sacramento County\*  
\*(Now living in Sacramento County)

2-3. Family with a child birth to 36 months of age with a current IFSP.  
(up to 10% may exceed Federal Income Guidelines) (waiver necessary)

3-4. A previously enrolled child (who dropped on good standing)  
who requests to return to original agency within 60 days.

4-5. Pregnant woman/parent/guardian with a child birth to 12 months of age having  
one or more documented family situations within the past year such as:

- Abuse (physical, substance, sexual & emotional)
- High Risk Pregnancy (includes moms >35 or <18)
- Death of a parent/guardian, sibling
- Parent with developmental delay or other disabling condition
- Teen Parent
- Homelessness
- Foster care
- CPS

5-6. Pregnant woman/parent/guardian with a child 13 to 36 months of age having  
one or more documented family situations within the past year such as:

- Abuse (physical, substance, sexual & emotional)
- High Risk Pregnancy (includes moms >35 or <18)
- Death of a parent/guardian, sibling
- Parent with developmental delay or other disabling condition
- Teen Parent
- Homelessness
- Foster care
- CPS

6-7. Pregnant woman/parent/guardian with a child birth to 12 months of age.

7-8. Pregnant woman/parent/guardian with a child 13 to 36 months of age.

8-9. Pregnant woman/parent/guardian with a child birth to 12 months of age  
who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).

9-10. Pregnant woman/parent/guardian with a child birth to 12 months of age  
who exceeds Federal Income Guidelines with no cap (waiver necessary).



~~10.11.~~ Pregnant woman/parent/guardian with a child 13 to 36 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary). \_\_\_\_\_

~~11.12.~~ Pregnant woman/parent/guardian with a child 13 to 36 months of age who \_\_\_\_\_ exceeds Federal Income Guidelines with no cap (waiver necessary).  
\_\_\_\_\_



**EARLY HEAD START SELECTION CRITERIA:  
SACRAMENTO COUNTY**

**Unless otherwise indicated, all applicants must meet Head Start Family Income Guidelines**

**INSTRUCTIONS: Place an "X" by the highest applicable category on the scale (#1 being the highest).**

**The following criteria is to be used when prioritizing Waiting Lists for enrollment:**

- For #1-7, within the same priority ranking, selection is based on age, with the youngest child receiving priority.
- For #8-11, within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, selection for enrollment will be based on individual family needs.
- Center based availability to be determined by individual child's age and family need.
- For State Collaboratives, families must meet Early Head Start income and age requirements (unless waived) and State admissions priorities.

The Early Head Start program can consider individual child and family needs

1. Transfer Early Head Start child within Sacramento County with documentation.  
(copy of Application and Eligibility Verification Form must be attached to wait list) \_\_\_\_\_
2. Transfer homeless child or child in foster care from outside of Sacramento County\*  
\*(Now living in Sacramento County) \_\_\_\_\_
3. Family with a child birth to 36 months of age with a current IFSP.  
(up to 10% may exceed Federal Income Guidelines) (waiver necessary) \_\_\_\_\_
4. A previously enrolled child (who dropped on good standing)  
who requests to return to original agency within 60 days. \_\_\_\_\_
5. Pregnant woman/parent/guardian with a child birth to 12 months of age having  
one or more documented family situations within the past year such as:  
  - Abuse (physical, substance, sexual & emotional)      •Teen Parent
  - High Risk Pregnancy (includes moms >35 or <18)      •Homelessness
  - Death of a parent/guardian, sibling      •Foster care
  - Parent with developmental delay or other disabling condition      •CPS
6. Pregnant woman/parent/guardian with a child 13 to 36 months of age having  
one or more documented family situations within the past year such as:  
  - Abuse (physical, substance, sexual & emotional)      •Teen Parent
  - High Risk Pregnancy (includes moms >35 or <18)      •Homelessness
  - Death of a parent/guardian, sibling      •Foster care
  - Parent with developmental delay or other disabling condition      •CPS
7. Pregnant woman/parent/guardian with a child birth to 12 months of age. \_\_\_\_\_
8. Pregnant woman/parent/guardian with a child 13 to 36 months of age. \_\_\_\_\_
9. Pregnant woman/parent/guardian with a child birth to 12 months of age  
who exceeds Federal Income Guidelines 101 to 130% (waiver necessary). \_\_\_\_\_
10. Pregnant woman/parent/guardian with a child birth to 12 months of age  
who exceeds Federal Income Guidelines with no cap (waiver necessary). \_\_\_\_\_
11. Pregnant woman/parent/guardian with a child 13 to 36 months of age who  
exceeds Federal Income Guidelines 101 to 130% (waiver necessary). \_\_\_\_\_
12. Pregnant woman/parent/guardian with a child 13 to 36 months of age who  
exceeds Federal Income Guidelines with no cap (waiver necessary). \_\_\_\_\_

ITEM III-B - 1– ACTION

APPROVAL OF RECOMMENDATIONS TO REALLOCATE FUNDS FOR PROGRAM  
YEAR 2018 COMMUNITY SERVICES BLOCK GRANT (CSBG)

BACKGROUND:

On December 7, 2017, the SETA Governing Board approved the CSBG funding recommendations for program year 2018. Legal Services of Northern California was approved for \$20,000 and Voluntary Legal Services of Northern California was approved for \$34,000 to provide Safety-Net services in Sacramento County. In early March, SETA received a copy of letters sent to the SETA Governing Board with notification that both agencies were not able to accept the funding due to changes in insurance requirements by SETA. The total amount being declined is \$54,000. Attached is the 2018 Safety-Net funding approved by the SETA Governing Board. The initial funding recommendations were intended to spread services as widely as possible, while limiting year-to-year volatility in funding levels.

On April 11, 2018, staff provided the CAB with the following options to reallocate the \$54,000 to other Safety-Net programs serving Sacramento County.

**Option A**

Agency/Rank	Target Group	Target Area	Funding Request	Cost per/#served	2018 Funding	Staff Recomm.	Total 2018 Funding
Next Move <b>Rank 2</b>	Homeless Households	Sacramento County	\$89,605	\$358/250	\$14,632	\$54,000	\$68,632

**Option B**

Agency/Rank	Target Group	Target Area	Funding Request	Cost per/#served	2018 Funding	Staff Recomm.	Total 2018 Funding
Next Move <b>Rank 2</b>	Homeless Households	Sacramento County	\$89,605	\$358/250	\$14,632	\$34,000	\$48,632
Wind Youth <b>Rank3</b>	Imminently Homeless/ Homeless Youth 12-24	Sacramento County	\$20,000	\$100/200	\$0.00	\$20,000	\$20,000

PRESENTER: Julie Davis-Jaffe

**Option C**

Agency/Rank	Target Group	Target Area	Funding Request	Cost per/#served	2018 Funding	Staff Recomm.	Total 2018 Funding
Lao Family Community Development <b>Rank 1</b>	Homeless and Low-Income Households	Sacramento County	\$70,000	\$318/220	\$25,000	\$30,000	\$55,000
Folsom Cordova Community Partnership <b>Rank 1</b>	Low-Income Households	Rancho Cordova and Parts of Folsom	\$56,419	\$56.59/997	\$25,000	\$24,000	\$49,000

The Community Action Board reviewed and approved Option B at the April 11, 2018 meeting.

**RECOMMENDATION:**

Approve the CAB funding recommendations to reallocate funds for the Program Year 2018 Community Services Block Grant.

**PRESENTER:** Julie Davis-Jaffe



**2018 COMMUNITY SERVICES BLOCK GRANT  
STAFF FUNDING RECOMMENDATIONS**

**Safety-Net Services**

Prop #	Rank	Score	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm.	Page #
23	1	93.6	River City Food Bank	Low-Income Households	Sacramento County	\$20,000	\$40,000	\$1.25/ 32,000	\$37,000	14
19	1	93.1	Voluntary Legal Services of Northern CA	Persons w/ Criminal Convictions or Suspended Driver's Licenses	Sacramento County	\$28,000	\$34,000	\$88.54/ 384	\$34,000	12
32	1	93.0	My Sister's House	Domestic Violence Survivors	Central and South Sacramento, Elk Grove	\$34,100	\$34,100	\$568/ 60	\$34,100	17
10	1	92.3	Lao Family Community Development	Homeless and Low-Income Households	N. Sacramento, Florin, North Highlands, Arden Arcade, Lemon Hill, Parkway	\$20,000	\$70,000	\$318/ 220	\$25,000	9
5	1	91.4	Legal Services of Northern CA	Seniors	Sacramento County	\$20,000	\$20,000	\$33.33/ 600	\$20,000	7
12	1	91.1	Folsom Cordova Community Partnership	Low-Income Households	Rancho Cordova and Parts of Folsom	\$24,000	\$56,419	\$56.59/ 997	\$25,000	10
4	1	90.9	The Salvation Army	Low-Income Households	Sacramento County	\$60,500	\$75,000	\$203/ 369	\$60,500	6
6	1	90.7	Volunteers of America	Homeless and Low-Income Veterans	Sacramento County	\$7,600	\$26,850	\$107/ 252	\$22,000	7
31	2	84.9	Elk Grove Food Bank Services	Low-Income Households	Elk Grove and Zip Codes 95624, 95757, 95758, 95828, 95829, 95288, 95823, 95759, 95683, 95693	\$20,000	\$40,000	\$57.14/ 700	\$20,000	16
15	2	82.4	Next Move	Homeless Households	Sacramento County	\$85,600	\$89,605	\$358/ 250	\$14,632	11
17	3	78.9	WIND Youth Services	Imminently Homeless or Homeless Youth 12-24	Sacramento County	\$20,381	\$20,000	\$100/ 200	\$0	11
29	4	68.4	Travelers Aid Emergency Assistance Agency	Low-Income Households	Sacramento County	\$0	\$70,000	\$175/ 400	\$0	16
3	4	68.3	South County Services	Low-Income Households	South Sacramento County and River Delta Areas	\$27,700	\$49,055	\$98.11/ 500	\$27,768	6
<b>TOTAL SAFETY-NET RECOMMENDED:</b>									<b>\$320,000</b>	



ITEM III-C - 1 - ACTION

APPROVAL OF ANNUAL SELF-ASSESSMENTS FOR 2017-2018  
AND RESULTING PROGRAM IMPROVEMENT PLANS FOR THE  
SETA OPERATED PROGRAM

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to review and approve the results of the Head Start, Early Head Start and Early Head Start Child Care Partnership/Expansion Annual Self-Assessments and Program Improvement Plans (PIP).

In January/February 2018, a team of staff and parents were assembled for the 2017-2018 Head Start/Early Head Start self-assessment process. Teams reviewed and analyzed service areas including Program Governance, Education/Child Outcomes, Disabilities, Mental Health, Health, Nutrition, Safe Environments, Family and Community Engagement, Eligibility/ Recruitment/Selection/ Enrollment/Attendance, Human Resources and Fiscal. A summary report of program strengths, areas of improvement and a resulting program improvement plan are attached.

Additionally, a self-assessment was conducted for the Early Head Start-Child Care Partnership/Expansion (EHS-CCP) program. A summary report of program strengths, areas of improvement and resulting program improvement plan are attached.

The Head Start Policy Council will review and take action on this item at their April 24, 2018 board meeting. Staff will be available to answer questions.

RECOMMENDATION:

Approve Program Year 2017-2018 Self-Assessments and resulting Program Improvement Plans for the Head Start/Early Head Start program and the EHS-Child Care Partnership/Expansion program.

PRESENTER: Denise Lee



## Self Assessment Summary of Results 2017-2018

### **Project Background:**

During fall of 2017, SETA Head Start/Early Head Start developed a self-assessment plan that included parents, administrative and field staff, as well as management. Two outside consultants were also used for the review of health and safe environments. The self-assessment process resulted in a review of the quality and compliance of the SETA Head Start/Early Head Start program.

To conduct the self-assessment, the teams utilized the *OHS Monitoring Protocols*, *OHS Health and Safety Screener*, the *Head Start Self-Assessment: Your Foundation for Building Program Excellence* tool, the *SETA Head Start/Early Head Start Monitoring for Compliance and Quality Improvement Tool*, *SETA's standard file checklist tool*, the *Uniform Guidance 45 CFR Part 75*, the *Creative Curriculum Fidelity Tool*, and the new *Head Start Program Performance Standards*. Each team developed a review plan and the team leaders trained staff and parents to ensure they were clear on the protocols. The teams conducted site visits in the winter. Many of the Early Learning Centers were visited and all were observed using the *CLASS* and *CLASS Toddler* observation tools. Team reviews included, but were not limited to the following: children's files, on-going monitoring (Quality Assurance) reports, Unannounced visit reports, program information reports, policies and procedures manuals, personnel and licensing files, human resource documents, monthly reports, *ChildPlus* reports, average daily attendance reports, self-assessment results, goals and objectives, *ECERS*, *ITERS*, and *CLASS* results, *DRDP* data, health and safe environments checklist, medication releases and care plans, home visit and classroom observations, etc. Results from the self-assessment were analyzed and resulted in a detailed Self-Assessment Program Improvement Plan (PIP).

### **Team Composition:**

A total of seven teams were assembled for the Self-Assessment. Each team had an appointed team leader to facilitate the process and was composed of staff as well as parents in some cases. Some parents and staff may have served on more than one team. The teams were as follows:

Program Governance  
ERSEA  
Human Resources  
Fiscal

Parent and Family Engagement  
Disabilities, Education and Mental Health  
Health, Nutrition and Safe Environments

**Summary of Program Strengths:** The SETA Head Start/Early Head Start program has many notable strengths, including some of the following:

***Education, Disabilities and Mental Health:***

- Portfolios completed on Learning Genie contain higher quality observation data.
- The vast majority of children's files are neat, organized, current and complete.
- Classrooms are organized to support learning and are healthy, safe and clean.
- CLASS scores in Instructional Support have increased to 3.21, which is above the national average.
- Parents and teachers working together to complete the ASQs has resulted in less speech and language referrals.
- Follow-up based on the ASQ results is evident in children's files.
- Intervention Specialists and teachers are working collaboratively to develop behavioral support plans that best fit the individual needs of children.
- Teachers are implementing Teaching Pyramid strategies to promote social emotional development in preschool classrooms.
- Teachers have a variety of resources (curriculum, materials, support staff) to use to support appropriate classroom behavior and to develop strategies for addressing challenging behaviors.

***Parent and Family Engagement:***

- Approximately 89% of the files sampled had a Family Partnership started with immediate needs and strengths identified.
- The majority (84%) of sites had evidence of monthly parent meetings.

***Health, Nutrition and Safe Environments:***

- Disaster preparedness guides are useful and are easily accessible to site staff.
- Teachers were observed to have positive teacher-child interactions and were well positioned for appropriate supervision.
- The special diet process was clearly labeled in each classroom and students with special diets are clearly identified with appropriate documentation.
- Height/weight and hearing screens are at 85% completion, while vision screenings are at 90% completion.
- Nearly all (94%) of children have completed physical exams.

***Program Design and Management (including Governance, ERSEA, Fiscal and Human Resources):***

- All ERSEA procedures align with the current HS Performance Standards.
- Well documented internal fiscal controls, policies and procedures.
- Accurate fiscal record-keeping.
- The Wellness Program was reinstated with representation from all departments.
- Continued collaboration between the Head Start and Workforce Development programs.
- Successful parent internship program.
- There has been a 27% reduction in worker's compensation claims in 2017.
- New worker's compensation follow-up accident reporting.
- Seasoned PC/PAC representatives mentor new parent representatives.

- Toastmasters training for PC/PAC members prepares parents for public speaking.
- Timely and useful monthly reports that contribute and support PC's decision-making.

**Summary of Program Growth Opportunities:** During the Self-Assessment process, teams identified areas for improvement and opportunities for growth. Areas of improvement do not necessarily indicate systemic issues and/or areas of non-compliance. Below is a summary of some of the highlighted areas. A complete Program Improvement Plan (PIP) with action steps, timelines, and staff responsible is attached.

***Education, Disabilities & Mental Health:***

- ASQ rescreening is not being consistently completed.
- Art, dramatic play and outdoor materials need to be strengthened.
- Interactions to effectively guide language, literacy and mathematical concepts need increased fidelity.
- Intervention Specialists expressed challenges with the mental health and disabilities referral process and identified that parents need additional support with the process.
- Many teachers are not fully utilizing the TIPS tool to document individualization.
- Some teachers are unaware of student's IEP goals.

***Parent and Family Engagement:***

- Not all sites had evidence that the aligned parent engagement activities were being implemented at the parent meetings.
- Many of the files reviewed did not have page 2 of the Family Partnership Agreement completed.

***Health, Nutrition and Safe Environments:***

- The process for cleaning, sanitation and disinfection is not visible and only one product is being used for cleaning.
- Diapering procedures are not clearly labeled and did not include the use of Pull-Ups.
- In some classrooms, fire extinguishers are not reinforced as securely as they could be.
- Some indoor equipment is also available for outdoor play, often is disrepair and/or worn due to inclement weather.
- Fibar/woodchips is low in many of the centers visited.
- The medication administration process has some shortcomings: medication inventory is only done quarterly; labeling of medical equipment is not consistent; bags used for medication are too big for the medication boxes.
- The 3030 *ChildPlus Participant Summary Report* for health events/screenings is low (81%), indicating that either items are not being collected or the summary report is not consistently being given to parents.

***Program Design and Management (including Governance, ERSEA, Fiscal and Human Resources):***

- Some children have extensive periods of absence.
- There are some inconsistencies in staff following SETA's policy of filling vacancies within 14 days.
- Volunteer in-kind manual recording is time consuming and increases the risk of errors.

- There have been some challenges in implementation of Laserfiche in terms of technology glitches and system design.
- Continued difficulty in recruiting enough qualified Teachers, Associate Teachers, Associate Teacher/Infant Toddler, Site Supervisors, Program Specialists and Courier/Maintenance.
- Employees do not always understand the Tuition Reimbursement process.
- Low parent attendance at board meetings, trainings and committee meetings.
- Some long-time Board members are hesitant to transition out and use their skills in PTA/PTO settings.

Individual self-assessment team summary reports are on file.

**Sacramento Employment and Training Agency  
Heads Start/Early Head Start  
Self-Assessment Program Improvement Plan (PIP)  
2017-2018**

<i>Action Steps:</i>	<i>Responsible Person(s)/Unit</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<b><i>EDUCATION, DISABILITIES AND MENTAL HEALTH - SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i></b>				
The Creative Curriculum Fidelity Tool for Administrators will be used in all classrooms to determine support level for individual classrooms. Specific attention will be given to the areas of language, literacy and math.	Karen Griffith, Manager Program Officers (Ed) Education Coordinators	May 2018	Creative Curriculum Fidelity Training for Administrators to be held May 31, 2018	
All teachers will receive the Pre-Opening and Ongoing environmental checklists to guide and monitor art, dramatic play and outdoor materials.	Karen Griffith, Manager Program Officers (Ed) Education Coordinators	June 2018		
Schedule a TIPS refresher training that addresses effective use of the resource as well as guidance provided for screening and implementation of IEP goals into individualization.	Karen Griffith, Manager Program Officers (Ed) Education Coordinators Intervention Specialists	August 2018		
Intervention Specialists will work collaboratively with LEA's to develop a resource for parents to help them navigate the referral process including support for when timelines and services may be a challenge.	Karen Griffith, Manager Program Officers (Ed) Education Coordinators Intervention Specialists	April 2018		
<b><i>PARENT AND FAMILY ENGAGEMENT – SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i></b>				
Schedule a refresher training on completing the FPA, with an emphasis on completing the second page of the FPA, including follow up strategies.	Lisa Carr, Manager Program Officers (FEU) Education Coordinator	October 2018		
Ensure that all Head Start and Early Head Start classrooms are implementing the Aligned Parent Curriculum Activity at parent meetings. Provide strategies for those sites which have full-day programs and difficulty implementing the project.	Lisa Carr, Manager Program Officers (FEU) Education Coordinator	November 2018		
Program Officers will work collaboratively with FSWs to monitor follow up on the FPA to ensure it is in compliance with the Policies and Procedures.	Lisa Carr, Manager Program Officers (FEU)	June 2018		

**Sacramento Employment and Training Agency  
Heads Start/Early Head Start  
Self-Assessment Program Improvement Plan (PIP)  
2017-2018**

<b>HEALTH, NUTRITION AND SAFE ENVIRONMENTS – SYSTEMS, SERVICES AND STAFF DEVELOPMENT</b>				
Update Policy and Procedure for Medication Administration. Staff to be trained and materials to be purchased, including smaller medication bags and medication storage boxes, as necessary.	Martha Cisneros, Manager Health/Nutrition Specialists	January 2018	This has been completed with updated Incidental Medical Services posted on website.	January 2018
Remove all medicated products from all disaster backpacks and create a consistent checklist and monitoring system for items within the back packs.	Martha Cisneros, Manager Health/Nutrition Specialists	January 2018	This was completed in January of 2018. All sites have replaced disaster back packs.	January 2018
Add pull ups to the diapering procedures and ensure that diapering procedures are posted.	Karen Griffith, Manager Education Coordinator	April 2018		
Remove all Care Plan clipboards located in the classroom and replace with tabbed Care Plan binders. Tabs to include care plan, training dates for staff, and medication logs.	Martha Cisneros, Manager Health/Nutrition Specialists	February 2018	This was completed for each child with a care plan,	February 2018
Provide a training for Family Services Workers on how to increase the dissemination of information to parents regarding health screenings, and ensuring that information is being explained to parents and all information is being collected.	Lisa Carr, Manager Health Coordinator Program Officers, (FEU) Health/Nutrition Specialists	December 2018		
Determine ways to increase dental exams program wide Work with partners such as The Center on Oral Health, to increase utilization of Denti-Cal managed care providers and provide information and resources for parents and staff. Develop new MOU with the Center for Oral Health/Early Smiles.	Lisa Carr, Manager Health Coordinator Health/Nutrition Specialists	June 2018	MOU in draft format. Being reviewed by Deputy Director and SETA legal counsel.	
A written Preventive Maintenance Work Schedule will be developed and implemented to ensure routine monitoring and care is provided on schedule without being requested by staff. The schedule will be managed and maintained by the Facilities Coordinator.	Martha Cisneros, Manager Jose Diaz, Facilities Coordinator	February 2018	Preventive Maintenance Work Schedule was developed and implemented.	February 2018

**Sacramento Employment and Training Agency  
Heads Start/Early Head Start  
Self-Assessment Program Improvement Plan (PIP)  
2017-2018**

<b><i>PROGRAM DESIGN AND MANAGEMENT</i></b>				
Establish a work group comprised of parents, staff and leadership to develop a campaign to educate parents and staff on the importance of daily attendance and develop tools to assist in the efforts. As a result, average daily attendance will increase above 85% consistently.	Denise Lee, Deputy Director Lisa Carr, Manager Task Force Committee members (staff and parents)	February-July 2018	Task Force has been developed. Meetings occur bi-monthly. Ideas developed. Pilot project will launch in May 2018. Implementation is scheduled for July 2018.	
Expand EZ-Suites to include an in-kind tracking component of in-classroom volunteerism. The system will be based on time-stamped, sign-in/out procedures for each adult volunteer.	D'et Saurbourne, Manager Walter Lott, IT Developer	January 2018	Module has been developed. 3 identified centers will pilot module in April 2018. Full implementation is scheduled for July 2018	
Assess and analyze retention data to better understand the reasons for employees obtaining employment outside of SETA. Develop strategies to attract new talent in a highly competitive market.	Allison Noren, HR Chief CFS Managers HR Staff	March 2018		
Survey site staff and parents to better understand how to attract more interest in center representation. Assess technology as possible medium for participation. Review regulations related to remote participation.	Marie Desha, Coordinator SS/PI Specialists Parent Ambassadors	April 2018		





## **Early Head Start-Child Care Partnership Self-Assessment Summary 2017-2018**

### **Approach & Justification:**

In fall of 2017, SETA and KinderWorld (KW) developed a self-assessment plan that included staff and management from both agencies. The self-assessment process resulted in a review of the quality and compliance of the Early Head Start-Child Care Partnership (EHS-CCP) program at KinderWorld. The majority of the self-assessment took place in January 2018; however, an extensive health and safety review by an outside consultant was completed in the fall.

The self-assessment review included the following content areas: education, ERSEA, human resources, family engagement, health, nutrition and safe environments. To conduct the review, the team utilized the FY 2017 Office of Head Start Monitoring Protocol, school readiness guide, and SETA's monitoring and quality assurance self-assessment checklist. The review included, but not limited to, the following: children's files, policies and procedures manuals, parent handbook, personnel files, enrollment applications, attendance reports, human resource and fiscal documents, *Child Plus* reports, case conferencing notes, lesson plans, ITERS and DRDP results, health and safety checklists, home visit and classroom observations. All of the children's files were reviewed.

### **Program Strengths:**

- Staff members are sensitive and nurturing caregivers. They provide assistance to children to self-regulate and feel secure, especially during drop-off. Children and parents show a strong bond with teachers.
- Teachers are very engaged with parents during drop off/pick up and share information about the child.
- Toddlers transitioning to preschool visit their new classroom and are given the opportunity to get to know the teachers and other children prior to the first day of attendance.
- Teachers have been trained on, and now incorporate, family style meals at all meal services.
- Classrooms are clean, well-stocked and inviting. Children are given a variety of rich experiences.
- All EHS staff are familiar with the children which facilitates easy transitions to a substitute caregiver when a child's primary caregiver is absent.
- Staff all attend and are excited about opportunities for professional growth as well as routine trainings.
- SETA has provided a Professional Growth Advisor to consult with EHS teaching staff on their individual education roadmaps and professional growth.

- EHS staff are able to access the grantee's Career Incentive Program, which provides tuition/book reimbursement as well as educational incentive funds for staff in school to obtain a permit, AA or BA degree relevant to their work.
- Great security system on campus with codes assigned to designated adults
- All fire extinguishers were safely mounted to the walls and all electrical outlets were covered.

### **Program Challenges:**

During the self-assessment process teams identified areas of improvement and opportunities for growth. Areas of improvement do not necessarily indicate systemic issues and/or areas of non-compliance. Below is a summary of some of the highlighted areas.

#### *Education*

- File sign-out logs were missing in some files.
- Toddler transitions plans into preschool need to be developed six months prior to the date of transition.
- Not all classrooms have posted lesson plans
- Staff need additional training on how to handle children that are non-napping and develop a formalized written plan.

#### *ERSEA*

- Applications were not entered into the *ChildPlus* database by the 5<sup>th</sup> of the month.
- Some files had incomplete enrollment documentation.
- Children's files and the documentation in *ChildPlus* did not always match.
- The program did not make full enrollment in January.

#### *Parent and Family Engagement*

- There is a lack of relationships with community-based organizations that could be useful resources for parents.
- There is a limited amount of resources for parents in the parent area.
- Parent meetings are not being offered.
- Not all Family Partnership Agreements are complete with specified goals.

#### *Human Resources*

- There is no evidence of staff transcripts or permits in all staff files.
- Not all files had evidence of fingerprint clearances.
- Many of the EHS teaching staff are not fully qualified per Head Start Performance Standards.

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

- Family contact notes do not contain documentation regarding receipt of well-baby checks.
- There is a lack of documentation of follow-up for required physical exams that were missing.
- Not all staff is aware of meal accommodations or substitutions for children with special diets.
- Formalized sanitizing and disinfecting procedures are not in place.

- Room 0 has some peeling paint and exposed studs.
- Medication procedures need some revision as it relates to documentation of possible side effects of medication and tracking of when medications are about to expire.
- Children are using improper handwashing technique (no scrubbing with soap prior to rinsing hands).
- Various classroom items are in need of repair, such as: cover over light in Room OA is missing; there is no exit sign on the Room 1B door to the play yard; gate to Room 1B is missing with entry temporarily blocked by furniture; and, missing trash can lid in Room 1B.

Even though KinderWorld is leaving the project at the end of this program year (July 31, 2018), this self-assessment has resulted in a program improvement plan. Grantee staff will continue to work close with KinderWorld to provide assistance on the items contained in the program improvement plan to ensure that children and families receive quality services for the duration of the program year.

#### Close-Out of 2016-2017 PIP:

As a result of the 2016-2017 self-assessment, many improvements are in process or have already been completed. A rotation schedule for toys and classroom materials has been developed and is being implemented. Additionally, EHS staff at KW have received professional development on a variety of topics, including Creative Curriculum, lesson planning, family-style meal service, health procedures, etc. Tooth brushing times are now clearly noted on the daily schedule. The EHS Coordinator has received extensive training and coaching from the grantee on many topics, including: ERSEA, FPAs, home visiting, Creative Curriculum, *ChildPlus*. Grantee staff have been providing weekly coaching and technical assistance to the EHS Coordinator. Some items in the program improvement plan are currently still in process as the program year is only partially over. Further, some items in the plan have required more time and effort, partially due to the high staff turnover at KinderWorld.

**Early Head Start-Child Care Partnership  
Self-Assessment Program Improvement Plan (PIP)  
2017-2018**

<i>Action Steps:</i>	<i>Responsible Person/Department</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<b><i>EDUCATION, DISABILITIES AND MENTAL HEALTH – SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i></b>				
Review all children’s files to ensure there is a sign-out log; include log in any files that are missing it.	KW	May 2018		
Teachers will receive additional training and support on how to handle non-napping children. A formalized written plan will be developed.	KW and SETA	Spring 2018		
Lesson plans will be posted in all classrooms; EHS Coordinator will remind staff of this at staff meeting and will check for it during regular class walk-throughs.	KW	April 2018		
Develop tickler system to ensure transition planning for toddlers going into preschool begins six months prior to the date of transition.	KW and SETA	Spring 2018		
<b><i>FAMILY AND COMMUNITY ENGAGEMENT – SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i></b>				
Provide families with more community opportunities tied to Family Partnership Agreement (FPA) goals. Add more resources to parent area.	KW	Spring 2018		
Hold monthly parent meetings. Develop plan to promote parent meeting attendance.	KW	May 2018		
Continue to provide coaching to KW staff on FPA goal setting and community resources available to support family goals	SETA	Spring 2018		

**Early Head Start-Child Care Partnership  
Self-Assessment Program Improvement Plan (PIP)  
2017-2018**

<b><i>HEALTH, NUTRITION AND SAFE ENVIRONMENTS – SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i></b>				
Various classroom repairs are needed (i.e. peeling paint, exposed studs, missing gate, missing trash can lid, missing exit sign, and missing cover light)	KW	Fall 2017	All repairs completed and missing items replaced.	Fall 2017
Medication procedures will be revised to include documentation of possible medication side effects. A system to track when medications are about to expire will be developed; all staff will be trained.	KW and SETA	Spring 2018		
Staff will be re-trained on meal accommodations for children with special diets.	KW	May 2018		
Sanitizing and disinfecting procedures will be formalized; all staff will be trained.	KW and SETA	Spring 2018		
<b><i>ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT AND ATTENDANCE (ERSEA) – SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i></b>				
Staff will enhance recruitment plan to ensure active waiting lists are available and vacancies are filled within 30 days. Staff will keep a Recruitment Log as evidence of recruitment activities.	KW	Spring 2018		
Enrollment staff will receive refresher training on ERSEA, specifically as it relates to required file documentation and the importance of consistency between children’s files and <i>ChildPlus</i> .	SETA	May 2018		

**Early Head Start-Child Care Partnership  
Self-Assessment Program Improvement Plan (PIP)  
2017-2018**

<b><i>PROGRAM DESIGN AND MANAGEMENT SYSTEMS</i></b>				
All EHS teachers who do not currently meet EHS educational requirements will remain enrolled in school and will pass all classes to be fully qualified. Any EHS staff vacancies will be filled with fully EHS qualified staff.	KW	Ongoing		
All EHS staff will participate in an Individualized Staff Development Plan (ISDP). Ongoing monitoring of EHS teachers' educational plans to ensure teaching staff are working towards becoming fully qualified.	KW	Ongoing		
Professional Growth Advisor will continue to monitor EHS staff progress on educational goals.	SETA	Ongoing		
Staff will continue to generate monthly <i>ChildPlus</i> reports and monitor data to ensure services, screenings and data are up to date.	KW	Monthly and on-going until July 31, 2018		

## ITEM III- C – 2 – ACTION

### APPROVAL OF PROGRAM YEAR 2018-2019 HEAD START, EARLY HEAD START AND EARLY HEAD START CHILD CARE PARTNERSHIP/EXPANSION REFUNDING APPLICATIONS

#### BACKGROUND:

This agenda item provides an opportunity for the SETA Governing Board to approve the Program Year 2018-2019 Head Start/Early Head Start Refunding Application. This application is for the fourth year of a five-year refunding cycle.

A copy of the Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Program Narratives are sent under separate cover. Some proposed changes include:

- SETA will be relocating 36 EHS-CCP enrollment slots to the grantee operated program starting on August 1, 2018 as SETA's partner child care center, KinderWorld Inc., will be taking on new enterprises. As a result, infant/toddler services will be added to:
  - *Hopkins Park* (8)
  - *Job Corps* (4)
  - *New Center on MLK Blvd.* (16)
  - *Sharon Neese* (8)
- SETA, WCIC, Twin Rivers USD and Elk Grove USD will be opening new centers in 2018-2019, including:
  - *New Center on Martin Luther King Jr Blvd* (SOP) –will serve 16 infants/toddlers (EHS-CCP) and 40 preschoolers in full-day, full-year options targeted for families working and/or going to school. This center will also serve as a socialization center for home base children/families.
  - *Playmate #2* (WCIC) – will serve 20 full-day preschoolers as part of the Duration funding. This center was under construction during the 2017-2018 program year. The enrollment slots were served in part-day services at Playmate #1 during construction.
  - *Village Elementary* (TRUSD) – will serve 40 full-day preschoolers as part of the Duration funding. This center was under construction during the 2017-2018 program year. Sixteen of the 40 enrollment slots were served in Wrap-around services during construction.
  - *Irene B. West* (EGUSD) – will serve 40 part-day preschoolers. This center was under construction during the 2017-2018 program year. Children were served at Prairie Elementary during construction.
- A Head Start to Early Head Start enrollment slot conversion. SETA will convert 32 preschool enrollment slots to 8 infant/toddler enrollment slots. The new infant/toddler enrollment slots will be served at SETA's *Hillsdale* location where preschool services are currently offered. Services will be full-day, full-year. No

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Page 2

children/families will be displaced as a result of this change. Enrollment reduction will happen through natural attrition as children transition to Kindergarten.

- Other changes for 2018-2019:
  - *Hopkins Park* will offer full-day preschool services for 40 children/families. This will change the service options at Hopkins Park from 80 part-day enrollment slots to 40 full-day enrollment slots.
  - Enrollment slots will be relocated from the Mather ELC to *Crossroads*. This will expand Crossroads infant/toddler services by eight.
  - Sac City USD will move 8 EHS enrollment slots from Center-based to Home-based

Services for the 2018-2019 program year will commence on August 1, 2018 through July 31, 2019.

The Program Narratives will be sent under separate cover.

The Head Start Policy Council will review and take action on this item at their April 24, 2018 board meeting. Staff will be available to answer questions.

RECOMMENDATION:

Approve the Program Year 2018-2019 Head Start, Early Head Start, and Early Head Start Child Care /Partnership/Expansion Refunding Applications.

PRESENTER: Denise Lee



ITEM III-C - 3 – ACTION

APPROVAL OF THE SETA HEAD START, EARLY HEAD START  
AND EARLY HEAD START CHILD CARE PARTNERSHIP BUDGETS  
FOR PROGRAM YEAR 2018-2019

BACKGROUND:

This agenda item provides an opportunity for the SETA Governing Board to approve the 2018-2019 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion budgets. The budgets include Basic and Training and Technical Assistance funds for the SETA Operated Program, its five delegate agencies, and two partners. Budget details are as follows:

Head Start Basic (4,363 children/families)	\$44,216,784
Head Start Training and Technical Assistance	<u>\$ 343,307</u>
Sub-Total	\$44,560,091
Early Head Start Basic (767 children/families)	\$ 9,336,130
Early Head Start Training and Technical Assistance	<u>\$ 231,148</u>
Sub-Total	<u>\$ 9,567,278</u>
EHS-CCP Basic (80 children/families)	\$ 1,511,400
EHS-CCP Training and Technical Assistance	<u>\$ 36,749</u>
Sub-Total	\$ 1,548,149
TOTAL	<u>\$55,675,518</u>

The Head Start/Early Head Start budgets reflect a transfer of \$225,000 Head Start Basic funds and \$5,625 Training and Technical Assistance funds to Early Head Start Basic and TTA budgets respectively. The transfer of the funds will support the conversion of 32 Head Start enrollment slots to 8 Early Head Start enrollment slots. Funds will be used for personnel, fringe benefits and other operating costs.

The Budget/Planning Committee met weekly in March, including Head Start parents, the Deputy Director/Children and Family Services, Head Start Managers, and the Social Services/Parent Involvement Coordinator to provide input on the budgets and program design.

A copy of the 2018-2019 Head Start, Early Head Start and Early Head Start Child Care Partnership/Expansion Budgets will be sent under separate cover.

The Head Start Policy Council will review and take action on this item at their April 24, 2018 board meeting. Staff will be available to answer questions.

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

RECOMMENDATION:

Approve the Program Year 2018-2019 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Budgets for Basic and Training/Technical Assistance funds.

PRESENTER: Denise Lee

ITEM III-C - 4 - ACTION

APPROVAL OF THE 2018-2019 HEAD START, EARLY HEAD START, AND  
EARLY HEAD START CHILD CARE PARTNERSHIP/EXPANSION  
PROGRAM OPTIONS AND CENTER LOCATIONS FOR  
SACRAMENTO COUNTY

BACKGROUND:

This agenda item provides an opportunity for the SETA Governing Board to approve the program options and center locations for the SETA Operated Program and its delegate agencies for the 2018-2019 Program Year.

A detailed list of the program options and center locations are attached.

The Head Start Policy Council will review and take action on this item at their April 24, 2018 board meeting. Staff will be available to answer questions.

RECOMMENDATION:

Approve the Head Start, Early Head Start and Early Head Start Child Care Partnership/Expansion countywide program options and center locations for the 2018-2019 program year.

PRESENTER: Denise Lee

## HEAD START

### 2018-2019 SACRAMENTO COUNTY PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES

AGENCY	Funded Enrollment	Center Based • Year-Round • 5 Days/Week					Center Based • Traditional School Year • 5 Days/Week		
		4 hrs/day	6.5 hrs/day	8 hrs/day	9 hrs/day	10 hrs/day	6 hrs/day	6.5 hrs/day	8 hrs/day
SETA	1,836	960	60	200	140	40		40	
Elk Grove	440						60		
Sac. City	1,139			72		68		583	72
San Juan	668						68	276	
Twin Rivers	180								
WCIC	100								
<b>TOTAL</b>	<b>4,363</b>	<b>960</b>	<b>60</b>	<b>272</b>	<b>140</b>	<b>108</b>	<b>128</b>	<b>899</b>	<b>72</b>

AGENCY	Funded Enrollment	Center Based • Traditional School Year • 4 Days/Week					Home-Based
		3.5 hrs/day	4 hrs/day	5 hrs/day	6.5 hrs/day	7.5 hrs/day	
SETA	1,836	120			153		123
Elk Grove	440	380					
Sac. City	1,139	300					44
San Juan	668	324					
Twin Rivers	180			180			
WCIC	100		60			40	
<b>TOTALS</b>	<b>4,363</b>	<b>1,124</b>	<b>60</b>	<b>180</b>	<b>153</b>	<b>40</b>	<b>167</b>

**Comments** - Head Start funded enrollment reflects a proposed HS-EHS conversion of 32 HS enrollment slots

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

**EARLY HEAD START  
2018-2019 SACRAMENTO COUNTY PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES**

PROGRAM OPTIONS							
		Center Based • 5 days/week				Locally Designed Option * (LDO)	Home-Based
		Year Round		Traditional School year			
AGENCY	Total Funded Enrollment *	8 hrs/day	9 hrs/day	6.5 hrs/day	8 hrs/day		
SETA	439	80	56		8		295
Sacramento City	152	8				16 <sup>1</sup>	128
San Juan	160	48			32		80
Twin Rivers	16			16			
<b>TOTALS</b>	<b>767</b>	<b>136</b>	<b>56</b>	<b>16</b>	<b>40</b>	<b>16</b>	<b>503</b>
<b>Comments</b>		<sup>1</sup> This option serves high school teen mothers and families with children with disabilities. Class operates one day per week during the school year along with bi-weekly home visits. During the summer the program converts to weekly home visits when high school and special education is out of session. * Funded enrollment includes a proposed HS-EHS conversion, adding 8 more EHS enrollment slots					

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

**EARLY HEAD START – CHILD CARE PARTNERSHIP AND EXPANSION  
2018-2019 SACRAMENTO COUNTY PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCY**

<b>Center Based • 5 days/week • Year Round</b>			
<b>AGENCY</b>	<b>Total Funded Enrollment</b>	<b>8 hrs/day</b>	<b>9 hrs/day</b>
<b>SETA</b>	<b>40</b>	<b>32</b>	<b>8</b>
<b>Sacramento City</b>	<b>40</b>	<b>16</b>	<b>24</b>
<b>TOTALS</b>	<b>80</b>	<b>48</b>	<b>32</b>
<b>Comments:</b>			

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

**SACRAMENTO COUNTY HEAD START AND EARLY HEAD START SITE LOCATIONS 2018-2019**

**SETA OPERATED HEAD START PROGRAM**  
**Funded Enrollment:**  
**1,836**

**Administrative Office:**  
 925 Del Paso Blvd.,  
 Suite 100  
 Sacramento, CA 95815  
 (916) 263-3804

**Alder Grove ELC**  
 816 Revere Street  
 Sacramento, CA 95818

**Auberry Park**  
 8120 Power Inn  
 Sacramento, CA 95828

**Bannon Creek**  
 2775 Millcreek Drive  
 Sacramento, CA 95833

**Bright Beginnings**  
 10487 White Rock Road, P52  
 Rancho Cordova, CA 95670

**Crossroad Gardens**  
 7322 Florinwood Dr.  
 Sacramento, CA 95823

**Elkhorn**  
 5249 Elkhorn Blvd.  
 Sacramento, CA 95660

**Freedom Park**  
 6015 Watt Ave., S #5  
 North Highlands, CA 95660

**Fruitridge**  
 5746 40th Street  
 Sacramento, CA 95824

**Galt**  
 615 2<sup>nd</sup> Street  
 Galt, CA 95632

**Grizzly Hollow**  
 805 Elk Hills Drive  
 Galt, CA 95632

**Hillsdale**  
 5665 Hillsdale Ave., Bldg. 4  
 Sacramento, CA 95842

**Hopkins Park**  
 2317 Matson Drive  
 Sacramento, CA 95822

**Illa Collin Center**  
 3530 41<sup>st</sup> Avenue  
 Sacramento, CA 95824

**Job Corps**  
 3100 Meadowview  
 Sacramento, CA 95832

**Kennedy Estates**  
 6501 Elder Creek  
 Sacramento, CA 95824

**LaVerne Stewart**  
 5545 Sky Parkway  
 Sacramento, CA 95823

**Marina Vista ELC**  
 263 Seavey Circle  
 Sacramento, CA 95818

**Mather**  
 10546 Peter A. McCuen Rd.  
 Mather, CA 95655

**Nedra Court**  
 #60 Nedra Court  
 Sacramento, CA 95822

**New Center on MLK**  
 4104 Martin Luther King Jr  
 Blvd.  
 Sacramento, CA 95814

**Norma Johnson  
 Early Learning Center**  
 3265 Norwood Avenue  
 Sacramento, CA 95838

**North Avenue Elem. School**  
 1281 North Avenue  
 Sacramento, CA 95838

**Northview**  
 2401 Northview  
 Sacramento, CA 95833

**Parker Avenue**  
 4516 Parker Avenue  
 Sacramento, CA 95820

**Phoenix Park**  
 4400 Shining Star Dr.  
 Sacramento, CA 95823

**Sharon Neese ELC**  
 925 Del Paso Blvd., Suite 300  
 Sacramento, CA 95815

**Solid Foundation**  
 7505 Franklin Blvd.  
 Sacramento, CA 95823

**Strizek Park**  
 3829 Stephen Drive  
 North Highlands, CA 95660

**Walnut Grove**  
 14181 Grove Street  
 Walnut Grove, CA 95690

**SETA Home Base Program**

**ELK GROVE USD  
 HEAD START  
 Funded Enrollment:**  
**440**

**Administrative Office:**  
 9510 Elk Grove-Florin Rd.,  
 Room 214  
 Elk Grove, CA 95624  
 (916) 686-7595

**Charles E. Mack Elementary**  
 4701 Brookfield Drive  
 Sacramento, CA 95823

**David Reese Elementary**  
 7600 Lindale Drive  
 Sacramento, CA 95828

**Florence Markofer  
 Elementary**  
 9759 Tralee Way  
 Elk Grove, CA 95624

**Franklin Elementary**  
 4011 Hood Franklin Road  
 Elk Grove, CA 95757

**Florin Elementary**  
 7300 Kara Drive  
 Sacramento, CA 95828

**Herman Leimbach  
 Elementary**  
 8010 Grandstaff Drive  
 Room B2  
 Sacramento, CA 95823

**Irene B. West Elementary**  
 8625 Serio Way  
 Elk Grove, CA 95758

**Isabelle Jackson  
 Elementary**  
 8351 Cutler Way  
 Sacramento, CA 95828

**James McKee Elementary**  
 8701 Halverson Drive  
 Elk Grove, CA 95624

**John Reith**  
 8401 Valley Lark Drive  
 Sacramento CA 95823

**Maeola Beitzel Elementary**  
 8140 Caymus Drive  
 Sacramento CA 95829

**Prairie Elementary**  
 5251 Valley Hi Drive  
 Sacramento, CA 95823

**Samuel Kennedy  
 Elementary**  
 7037 Briggs Drive  
 Sacramento, CA 95828

**Sierra Enterprise  
 Elementary**  
 9115 Fruitridge Road  
 Sacramento, CA 95826

**Union House Elementary**  
 7850 Deer Creek Dr.  
 Sacramento, CA 95823

**William Daylor Continuation  
 High School**  
 6131 Orange Ave.  
 Sacramento, CA 95823

**SACRAMENTO CITY USD  
 HEAD START  
 Funded Enrollment:**  
**1,139**

**Administrative Office:**  
 Serna Center  
 5735 47<sup>th</sup> Ave.  
 Sacramento, CA 95824  
 (916) 643-7800

**Abraham Lincoln  
 Children's Center**  
 3324 Glenmoor Drive  
 Sacramento, CA 95827

**Bear Flag  
 Children's Center**  
 6620 Gloria Drive  
 Sacramento, CA 95831

**Bowling Green Elementary-  
 Chacon**  
 6807 Franklin Blvd.  
 Sacramento, CA 95823

**Bowling Green Elementary-  
 McCoy**  
 4211 Turnbridge Drive  
 Sacramento, CA 95823

**Bret Harte  
 Children's Center**  
 2761 9th Avenue  
 Sacramento, CA 95818

**Capital City**  
 7220 24<sup>th</sup> Street  
 Sacramento, CA 95822

**Charles A. Jones Skills  
 Children's Center**  
 5451 Lemon Hill Ave.  
 Sacramento, CA 95824

**Collis P. Huntington  
 Elementary**  
 5917 26th Street  
 Sacramento, CA 95822

**Earl Warren Elementary**  
 5420 Lowell Street  
 Sacramento, CA 95820

**Edward Kemble Elementary**  
 7495 29th Street  
 Sacramento, CA 95822

**Elder Creek Elementary**  
 7800 Lemon Hill Avenue  
 Sacramento, CA 95824

**Ethel I. Baker Elementary**  
 5717 Laurine Way  
 Sacramento, CA 95824

**Ethel Phillips Elementary**  
 2930 21st Avenue  
 Sacramento, CA 95820

**Fr. Keith B. Kenny**  
 3525 MLK Jr. Blvd.  
 Sacramento, CA 95817

**Freeport**  
 2118 Meadowview Drive  
 Sacramento, CA 95832

**Fruit Ridge Elementary**  
 4625 44<sup>th</sup> Street  
 Sacramento, CA 95820

**Golden Empire Elementary**  
 9045 Canberra Drive  
 Sacramento, CA 95826

**SACRAMENTO COUNTY HEAD START AND EARLY HEAD START SITE LOCATIONS 2018-2019**

**H. W. Harkness Elementary**  
2147 54th Avenue  
Sacramento, CA 95822

**Hiram Johnson**  
3535 65th Street  
Sacramento, CA 95820

**Isador Cohen Elementary**  
9025 Salmon Falls Drive  
Sacramento, CA 95826

**James Marshall Elem.**  
9525 Goethe Road  
Sacramento, CA 95827

**John Bidwell Elementary**  
1730 65th Avenue  
Sacramento, CA 95822

**John Cabrillo Elementary**  
1141 Seamas Avenue  
Sacramento, CA 95822

**John Sloat**  
7525 Candlewood Way  
Sacramento, CA 95822

**Leataata Floyd**  
401 McClatchy Way  
Sacramento, CA 95818

**Lisbon**  
7555 S. Land Park Dr.  
Sacramento, CA 95831

**Marian Anderson**  
2850 49th Street  
Sacramento, CA 95817

**Mark Twain Elementary**  
4914 58th Street  
Sacramento, CA 95820

**Martin Luther King Jr.**  
480 Little River Way  
Sacramento, CA 95831

**Nicholas Elementary**  
6601 Steiner Drive  
Sacramento, CA 95823

**Oak Ridge Elementary**  
4501 Martin L. King Jr. Blvd.  
Sacramento, CA 95820

**Pacific Elementary**  
6201 41st Street  
Sacramento, CA 95824

**Parkway Elementary**  
4720 Forest Parkway  
Sacramento, CA 95823

**Peter Burnett Elementary**  
6032 36th Avenue  
Sacramento, CA 95824

**Rosa Parks Elementary**  
2250 68th Avenue  
Sacramento, CA 95822

**Susan B. Anthony Elementary**  
7864 Detroit Blvd.  
Sacramento, CA 95832

**Washington Elementary**  
520 18th Street  
Sacramento, CA 95814

**Woodbine**  
2500 52nd Ave.  
Sacramento, CA 95822

**SCUSD Home Base**

**SAN JUAN USD  
HEAD START  
Funded Enrollment:  
668**

**Administrative Office:**  
5309 Kenneth Avenue  
Carmichael, CA 95608  
(916) 971-7375

**Choices Charter**  
4425 Laurelwood Way  
Sacramento, CA 95864

**Coleman Elementary**  
6545 Beech Avenue  
Orangevale, CA 95662

**Cottage Elementary**  
2221 Morse Avenue  
Sacramento, CA 95825

**Dyer Kelly**  
2236 Edison Avenue  
Sacramento, CA 95821

**Encina**  
1400 Bell Street  
Sacramento, CA 95825

**Garfield**  
3700 Garfield Avenue  
Carmichael, CA 95608

**General Davie Jr. Primary Center**  
1500 Dom Way  
Sacramento, CA 95864

**Grand Oaks**  
7901 Rosswood Dr.  
Citrus Heights, CA 95621

**Howe Elementary**  
2404 Howe Avenue  
Sacramento, CA 95825

**Kingswood Elementary**  
5700 Primrose Drive  
Fair Oaks, CA 95610

**Lichen Elementary**  
8319 Lichen Drive  
Citrus Heights, CA 95621

**Marvin Marshall**  
5309 Kenneth Avenue  
Carmichael, CA 95608

**Pasadena Elementary**  
4330 Pasadena Avenue  
Sacramento, CA 95821

**Ralph Richardson Elementary**  
4848 Cottage Way  
Carmichael CA 95608

**Skycrest Elementary**  
5641 Mariposa Ave.  
Citrus Heights, CA 95610

**Sunrise Elementary**  
7322 Sunrise Blvd.  
Citrus Heights, CA 95610

**TWIN RIVERS USD  
HEAD START  
Funded Enrollment:  
180**

**Administrative Office:**  
155 Morey Avenue  
Sacramento, CA 95838  
(916) 643-8680

**Morey Avenue**  
155 Morey Avenue  
Sacramento, CA 95838  
(916) 643-8680

**Oakdale Preschool Center**  
3708 Myrtle Avenue  
North Highlands, CA 95660

**Rio Linda Preschool Center**  
631 L Street  
Rio Linda, CA 95673

**Village Preschool Center**  
6845 Larchmont Drive  
North Highlands, CA 95660

**WOMEN'S CIVIC  
IMPROVEMENT CLUB/  
PLAYMATE HEAD START  
Funded Enrollment:  
100**

**Administrative Office:**  
W.C.I.C./  
3555 3rd Avenue  
Sacramento, CA 95817  
(916) 457-8661

**Playmate #1**  
3930 8th Avenue  
Sacramento, CA 95817

**Playmate #2**  
3555 3rd Avenue  
Sacramento, CA 95817



**SACRAMENTO COUNTY HEAD START AND EARLY HEAD START SITE LOCATIONS 2018-2019**

**SETA OPERATED EARLY  
HEAD START  
Funded enrollment:  
439**

**SETA Early Head Start  
Administrative Office:**  
925 Del Paso Blvd.,  
Suite 100  
Sacramento, CA 95815  
(916) 263-3804

**Alder Grove Infant/Toddler  
Center**  
2640 A/B Muir Way  
Sacramento, CA 95818

**Crossroad Gardens**  
7322 Florinwood Dr.  
Sacramento, CA 95823

**Elkhorn**  
5249 Elkhorn Blvd.  
Sacramento, CA 95660

**Grizzly Hollow**  
805 Elk Hills Dr.  
Galt, CA 95632

**Hillsdale**  
5665 Hillsdale Ave., Bldg. 4  
Sacramento, CA 95842

**Job Corps**  
3100 Meadowview  
Sacramento, CA 95832

**Marina Vista ELC**  
263 Seavey Circle  
Sacramento, CA 95818

**Mather**  
10546 Peter A. McCuen Rd.  
Mather, CA 95655

**New Center on MLK**  
4104 Martin Luther King Jr  
Blvd.  
Sacramento, CA 95814

**North Avenue Elem. School**  
1281 North Avenue  
Sacramento, CA 95838

**Norma Johnson ELC**  
3265 Norwood Avenue  
Sacramento, CA 95838

**Northview**  
2401 Northview  
Sacramento, CA 95833

**Phoenix Park**  
4400 Shining Star Dr.  
Sacramento, CA 95823

**Sharon Neese  
Early Learning Center**  
925 Del Paso Blvd., Ste. 300  
Sacramento, CA 95815

**SETA/SCOE/ROCC EHS  
Home Base**

**SACRAMENTO CITY USD  
EARLY HEAD START  
Funded Enrollment:  
152**

**Sacramento City USD  
Administrative Office:**  
3535 65<sup>th</sup> Street  
Sacramento, CA 95820  
(916) 277-6767

**American Legion**  
3801 Broadway  
Sacramento, CA 95817

**Capital City**  
7220 24<sup>th</sup> Street  
Sacramento, CA 95822

**SCUSD EHS Home Base**

**SAN JUAN USD  
EARLY HEAD START  
Funded Enrollment:  
160**

**San Juan USD  
Administrative Office:**  
5309 Kenneth Avenue  
Carmichael, CA 95608  
(916) 971-7375

**Encina Infant/Toddler  
Center**  
1400 Bell Street  
Sacramento, CA 95825

**Fair Oaks Infant/Toddler  
Center**  
10700 Fair Oaks Blvd.  
Fair Oaks, CA 95628

**General Davie Jr.**  
1500 Dom Way  
Sacramento, CA 95864

**Marvin Marshall Toddler  
Center**  
5309 Kenneth Avenue  
Carmichael, CA 95608

**San Juan Infant/Toddler  
Center**  
7551 Greenback Lane  
Citrus Heights, CA 95610

**SJUSD EHS Home Base**

**TWIN RIVERS USD  
EARLY HEAD START  
Funded Enrollment:  
16**

**Administrative Office:**  
155 Morey Avenue  
Sacramento, CA 95838  
(916) 643-8680

**Morey Avenue School**  
155 Morey Avenue  
Sacramento, CA 95838

**SETA OPERATED EARLY  
HEAD START- CHILD CARE  
PARTNERSHIP AND  
EXPANSION**  
**Funded enrollment:**  
**40**

**SACRAMENTO CITY USD  
EARLY HEAD START- CHILD  
CARE PARTNERSHIP AND  
EXPANSION**  
**Funded Enrollment:**  
**40**

**Hopkins Park**  
2317 Matson Drive  
Sacramento, CA 95822

**Job Corps**  
3100 Meadowview  
Sacramento, CA 95832

**New Center on MLK**  
4104 Martin Luther King Jr  
Blvd.  
Sacramento, CA 95814

**Sharon Neese  
Early Learning Center**  
925 Del Paso Blvd., Ste. 300  
Sacramento, CA 95815

**American Legion**  
3801 Broadway  
Sacramento, CA 95817

**Elder Creek**  
7934 Lemon Hill Avenue  
Sacramento, CA 95824

**Hiram Johnson**  
3535 65<sup>th</sup> Street  
Sacramento, CA 95820

ITEM III-C - 5 – ACTION

APPROVAL OF 2018-2019 TRAINING/TECHNICAL ASSISTANCE PLAN FOR  
THE SETA HEAD START, EARLY HEAD START, AND CHILD CARE  
PARTNERSHIP/EXPANSION PROGRAM, AS ALIGNED  
WITH ESTABLISHED FIVE-YEAR GOALS AND OBJECTIVES

**BACKGROUND:**

This agenda item provides an opportunity for the SETA Governing Board to approve the Program Year 2018-2019 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Training/Technical Assistance Plans (TTA). The funds reflect a transfer of \$5,625 from the Head Start TTA budget to the Early Head Start TTA budget as result of the Head Start-Early Head Start conversion. The following chart outlines the TTA budgets and changes:

	2017-2018	2018-2019	Difference
Head Start	\$348,932	\$343,307	(\$5,625)
Early Head Start	\$225,523	\$231,148	\$5,625
Early Head Start-CCP	\$36,749	\$36,749	0
TOTAL	\$611,204	\$611,204	--

The TTA Plans were developed to ensure continued quality and improvement and to support training activities for staff and parent development. The Budget/Planning Committee met weekly in March, including Head Start parents, Deputy Director/Children and Family Services, Head Start Managers, and the Social Services/Parent Involvement Coordinator to provide input on the plan and correlating budget.

The Training and Technical Assistance Plan and a summary of five-year goals and objectives is attached.

The Head Start Policy Council will review and take action on this item at their April 24, 2018 board meeting. Staff will be available to answer questions.

**RECOMMENDATION:**

Approve the Program Year 2018-2019 SETA Head Start, Early Head Start and Early Head Start Child Care Partnership/Expansion Training/Technical Plans as aligned with established five-year goals and objectives.

**PRESENTER:** Denise Lee

Sacramento Employment and Training Agency (SETA)  
TRAINING AND TECHNICAL ASSISTANCE PLAN  
2018-2019

PHILOSOPHY

SETA Head Start's program philosophy is based on the premise that all families share certain basic needs and that the Head Start population, in particular, can reap even greater benefits from a comprehensive service delivery system that ensures their needs are met. SETA's program mission is to improve the lives of low-income children by providing comprehensive child development services that are family focused, including education, health, nutrition, mental health and social services. SETA Head Start's goals are accomplished by involving parents in the complete operation and administration of the program and by supporting the growth of families and staff through the development of advocacy skills, enhanced self-esteem and empowerment. The overall goal is to develop a greater degree of independence among families and the decisions which impact their lives. Finally, SETA Head Start has established as its vision, "Touching Families, Making a Difference."

SETA continually strives to recruit, train and retain the highest quality staff. Ongoing training and technical assistance ensures that all staff are knowledgeable about the Head Start philosophy, goals and objectives, mission, values and Performance Standards of the Head Start and Early Head Start programs.

PLANNING PROCESS

SETA employs an exacting strategic planning process to identify and accomplish the training, professional development and coaching needs of Head Start staff, parents, delegate agencies and partners. This process results in a T/TA Plan which carefully incorporates needs identified through PIR, OHS Monitoring Protocols, Self-Assessment, Community Assessment, on-going Quality Assurance results, Desired Results and child outcomes, as well as analysis of embedded program and operational reporting systems such as enrollment and attendance reports, disabilities reports, food services reports, and established countywide goals. Ultimately, under the direction of SETA's strong parent boards (PC/PAC), specific dollars are allocated to these prioritized needs to ensure staff, parents, delegate agencies and partners receive the necessary training and professional development to move SETA's organization forward.

Participants in the T/TA planning process include the SETA Leadership team, Policy Council and Parent Advisory Committee members and delegate agency directors. Participants share information about their community assessment results, Program Self-Assessment, most recent ERSEA, health, and child outcomes reports, i.e., DRDP. Participants identify program strengths and service gaps. A number of areas are identified through these meetings as priorities for T/TA and countywide goal statements are formulated.

The Training and Technical Assistance Plan was the direct result of an exhaustive and highly collaborative partnership between Head Start grantee staff, parents, delegate agencies and partners. The plan was adjusted to align with The Five Year Goals and Objectives, and the Self-Assessment Program Improvement Plan (PIP). Items which were modified on the current T/TA Plan to support specific PIP goals are denoted with an asterisk \*.

Outcomes and timetable attainment of the Program Improvement Plan will be tracked and measured on a monthly basis. Leadership Team and Management meetings are conducted weekly with specific agenda content.

Sacramento Employment and Training Agency (SETA)  
**TRAINING AND TECHNICAL ASSISTANCE PLAN**  
 2018-2019

[NOTES LEGEND: M=Mandated; GO= Goals and Objectives; PIP= Program Improvement Plan; BP=Best Practice

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					T/TA Budget Source	HS EHS	
<b>Parent Services</b>							
<b>A. Parent Intern Training</b>							
Parents will be recruited to train for a variety of apprentice type jobs, including working as a health aide, office support and data entry.	HS/EHS parents	Head Start staff SETA Workforce Job Coaches	HS/EHS parents will be offered the opportunity to learn skills, including soft skills that potentially may lead to permanent employment opportunities in the community.	August 2018-July 2019	\$40,000		BP
<b>B. Family Literacy Involvement Project</b>							
Parents will be provided books and other school readiness activities to do at home with their child(ren) monthly	HS/EHS parents	SS/PI Specialist	Parents will be given a book bi-monthly along with activity sheets to do with their child. Activity sheets will focus on literacy and math skills that parents can easily do at home with their child. The expected outcome will be increased literacy scores in children's assessment data, and increased knowledge about the importance of parent participation in school readiness activities. Measurable in-home teaching time is also used as in-kind (NFS).	August 2018-July 2019	\$30,000	\$6,000	PIP

Sacramento Employment and Training Agency (SETA)  
**TRAINING AND TECHNICAL ASSISTANCE PLAN**  
 2018-2019

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					T/TA Budget Source	HS EHS	
<b>Training or Staff Development</b>							
<b>Teaching Pyramid Center-based training</b>	Grantee and Delegate Staff	Certified Teaching Pyramid Trainers	Consultants will be used to provide 4-full-day training of all modules of the Teaching Pyramid.	Oct 2017- July 2018		\$10,000	GO
<b>Curriculum Training</b>	Grantee and Delegate Staff	Teaching Solutions	Teaching Strategies will be contracted to provide in-service workshops for staff in the area of Creative Curriculum for Preschool and EHS. The expected outcome is for staff to have increased confidence in their ability to implement this curriculum to fidelity in their classroom.	To be determined		\$10,000	BP
<b>Remote Coaching</b>	Grantee and Delegate Staff	My TeachStone®	Staff will have access to an online subscription service to enhance their skills in implementing and understanding CLASS principles and techniques.	August 2018- July 2019	\$4,000		BP GO
<b>Career Incentive Plan Funds</b>	HS/EHS Staff	Community College and Universities and Teacher Credentialing	Staff will have the opportunity to be reimbursed a set amount of money annually to continue their education and to keep up required teaching credentials.	August 2018- July 2019	\$30,670	\$2,000	BP
<b>Workforce/Head Start Parent Tuition Reimbursement</b>	HS/EHS Parents	Community College and Universities and Accredited Training	Parents who have a child enrolled in the SETA Operated Program may qualify for tuition reimbursement if the parents	August 2018- July 2019	\$6,000	\$2,500	BP

Sacramento Employment and Training Agency (SETA)  
**TRAINING AND TECHNICAL ASSISTANCE PLAN**  
 2018-2019

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					T/TA Budget Source HS	EHS	
		Institutes	are enrolled in an approved job training program through SETA's Workforce Development Department.				
<b>CLASS Reliability Observer Training</b>	Grantee and Delegate Staff	Education Coordinators	Three CLASS Reliability Observer Training sessions for program staff will be offered. Costs include TeachStone® registration, materials, and CLASS Trainer Fees.	TBA	\$5,000		GO
<b>ECERS/ITERS Train the Trainer</b>	Delegate Staff	Consultants	A consultant trainer will be hired to provide a Train-the-Trainer module on the ECERS/ITERS.	Through out Program year	\$10,000	\$3,000	BP
<b>Learning Genie Training</b>	HS/EHS Staff	Learning Genie	Teaching staff will be trained to use the Learning Genie on-line tool for assessments and observations.	August 2018	\$6,000		PIP
<b>Other Conference, Training, Resources</b>	Grantee Staff	To Be Determined	Staff and supervisors will have the opportunity to access training and resource funds throughout the program year in order to enhance and support services to children.	TBA	\$35,348	\$3,960	
<b>Partners for a Healthy Baby</b>	Grantee and Delegate Home Visitors	Partners for a Healthy baby	EHS Home based staff will be given a refresher course in the parenting curriculum-Partners for a Healthy Baby.	Nov 2018-May 2018		\$17,000	GO
<b>PITC Training</b>	EHS Home Based Staff	West ED	EHS home visitors will be given the opportunity to attend a week long workshop on best practices in home visiting based on the PITC			\$20,400	

Sacramento Employment and Training Agency (SETA)  
**TRAINING AND TECHNICAL ASSISTANCE PLAN**  
 2018-2019

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					T/TA Budget Source HS	EHS	
			model. Expected outcomes will support increased knowledge and excellence in home visiting.				
<b>Family Development Credential (FDC)</b>	Grantee and Delegate Staff	SETA Trainers	Family Service Workers will be given the opportunity to earn their Family Development Credential (FDC). This will increase quality services to parents enrolled on the program. SETA will host two cohorts for the program year.	October 201-August 2018	\$11,000	\$2,000	BP
<b>CLASS Assessment Training</b>	Assistance to train countywide CLASS Assessment	Consultants	Depending on the consultants used, the outcomes to be expected include: increase in CLASS scores, curriculum fidelity, and a deeper understanding of curriculum methods.	TBA	\$8,000		BP
<b>ECE College Class</b>	Grantee and Delegate Staff	American River College	Staff will be offered an opportunity to enroll in an infant/toddler ECE class and earn college units. The expected outcome includes the ability for staff to earn units toward their permit or degree and ensure quality educated staff in Head Start and Early Head Start classrooms.	June 2019		\$10,000	BP



Sacramento Employment and Training Agency (SETA)  
 TRAINING AND TECHNICAL ASSISTANCE PLAN  
 2018-2019

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					T/TA Budget Source	HS EHS	
<b>Delegate/Partner Support Services</b>							
Delegate Kick-off and on-site training	Delegate Staff	Delegate Support Staff	This is annual countywide meeting for directors and content leaders to assemble and kick-off the program year. The expected outcomes include continued support on polices and procedures and monitoring processes between the Grantee and delegate and partner agencies.	November 2017	\$5,000		BP

SETA Head Start  
 Early Head Start – Child Care Partnership (EHS-CCP)  
**TRAINING AND TECHNICAL ASSISTANCE PLAN**  
 2018-2019

Ongoing training and technical assistance ensures that all Partner staff are knowledgeable about the Early Head Start philosophy, infant/toddler development, goals and objectives, mission, values and Performance Standards of the Head Start and Early Head Start programs.

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/T & TA Budget Source EHS
<b>Training &amp; Staff Development</b>					
Practice-Based Coaching	EHS Staff	Teacher on Special Assignment (TOSA)	EHS-CCP staff will receive individualized coaching to improve teaching practices and child outcomes. Coaching will also be provided to newly hired staff to ensure high quality infant/toddler care-giving.	On-going Aug 2018- July 2019	\$7,329
ECE College Class	Grantee and Delegate Staff	American River College	Staff will be offered an opportunity to enroll in an on-site infant/toddler ECE class and earn college units. The expected outcome includes the ability for staff to conveniently earn units toward their permit or degree and ensure quality educated staff in the EHS-CCP classrooms.	Summer, Fall 2018 (TBD)	\$10,000
California Head Start Association (CHSA) Conference	EHS staff	CHSA	Staff will have an opportunity to attend the EHS conference strand at the annual CHSA Education and Parent Conference which will result in knowledge gained and a better understanding of best practices in EHS and networking with other grantees across the state.	Jan/Feb 2019	\$1,920



## Summary of 5-Year Goals and Objectives

**Goal 1 – School Readiness:** Increase school readiness outcomes by engaging families and staff in implementing effective, research-based strategies that support the Five Essential Domains of the Early Learning Framework to ensure a high quality learning experience.

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### Objectives:

- 1) Implement a math curriculum that will increase children’s level of skill and knowledge as well as provide parents with information on supporting math in the home.

#### *Objective Activities:*

- Provide resources/ training on math curriculum (Math Works) linked to math indicators on DRDP;
- Schedule Make and Take sessions to produce the materials needed to carry out math activities;
- Increase the number of planned math activities that children participate in to 3 per week;
- Increase math materials in classrooms;
- Provide coaching on effective teaching practices with both individualized coaching and TLC (Teachers Learning and Collaborating) Group;
- Train School Readiness Aides (parents) on the how they will be able to support math activities during their volunteer hours;
- Provide home connection activities in the area of math. Time spent on home activities will be tracked.

#### *Objective Expected Outcomes:*

- Increase in numbers of classrooms that include math activities in daily lesson plans
- 5% improvement in child assessment data, particularly in the measures that assess Math knowledge and skills;
- Improvement in CLASS scores, particularly in Instructional Support;
- Increase in ECER scores, specifically in Math Activities;
- Parents will report increased awareness on supporting Math activities in the home.

- 2) Implement an effective approach to promote positive, significant and sustained outcomes for children by improving the quality of Instructional Support.

*Objective Activities:*

- Provide resources/training on problem solving, prediction/experimentation, classification/comparison as well as increasing how/why questions;
- Provide individualized mentor/coaching to teachers through the use of internal coaching as well as collaboration with Race to the Top;
- Facilitate two groups using the TLC (Teachers Learning and Collaborating) coaching model;
- Increase the use of video-recording in the classroom to improve teacher feedback;
- Provide resources/ training on utilizing small groups to introduce higher level concepts and activities.

*Objective Expected Outcomes:*

- Improvement in child assessment data, particularly in the measures that assess Approaches to Learning, Science and Math skills;
- Improvement in CLASS scores, particularly in Concept Development;
- Increase in ECER scores specifically in Language- Reasoning and Activities-Math, Science;
- 16 Teachers (each year) will complete the TLC sessions.

**Goal 2 – Mental Health/Social Services:** Assist families, children and staff with accessing mental health and social services through communication, advocacy, and education.

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**Objectives:**

- 1) Increase formal collaborations with community agencies and professionals to improve access to culturally-responsive mental health and social services.

*Objective Activities:*

- Seek and formalize relationships with current and potential SETA Workforce and community partners with Memorandum of Understanding (MOU);
- Maintain, cultivate and evaluate active SETA Head Start membership and participation in various boards and collaborative groups;
- Engage HS/EHS parents as program ambassadors by sharing personal successes;
- Disseminate information to SOP leadership and staff (FSWs, Home Base Educators) to utilize services with partners.

*Objective Expected Outcomes:*

- SETA will have stronger collaborations which will lead to routine referrals and recommendations for enrollment in Head Start;
- Parents will share testimonial stories to encourage other parents to enroll in the program;

- Community collaborations will be strengthened to support families during their time in Head Start and thereafter.
- 2) Deepen and support the use of Reflective Practice strategies for effective communication and collaboration between staff members, families and community agencies.

*Objective Activities:*

- Coordinate at least 4 delegate consultation meetings between grantee consultant and delegates on the use of Reflective Practice within their programs;
- Grantee to host 2 countywide combined content meetings per year with the objectives of fostering collaboration and networking; promoting inclusion and deepening awareness of diversity;
- Assess delegate strengths and improvement areas in Parent Family and Community Engagement (PFCE) utilizing OHS materials.

*Objective Expected Outcomes:*

- Small group opportunities will be created to engage in critical reflection for personal and professional development;
- PFCE Outcomes reviewed and discussed at all content area meetings

- 3) Develop a program plan to evaluate and improve current Parent Family and Community Engagement (PFCE) program strategies using guidelines and resources provided by Office of Head Start.

*Objective Activities:*

- Content Coordinators will include the review and discussion of PFCE framework and training materials related to building Relationship-based Competencies for support staff (health, mental health, family service workers, etc.)
- Grantee will host 2 countywide combined content meetings annually (February and May) with the objectives of fostering collaboration and networking; promoting inclusion and deepening awareness of diversity.

*Objective Expected Outcomes:*

- Countywide training plan will be developed on how PFCE Outcomes are used to inform and guide practice in health, mental health, family engagement, disabilities, etc.
- Summary of recommendations for agency strategic planning process

**Goal 3 – Enrollment/Recruitment:** Create innovative marketing/recruitment strategies to ensure full enrollment by increasing the community’s awareness of the value of earl education programs and Head Start comprehensive services.

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**Objective:**

- 1) SETA Head Start/Early Head Start will have greater name recognition in the community and increase enrollment and referral opportunities for families being served by other community agencies.

*Objective Activities:*

- Identify community agencies in high need areas in which Family Services Workers IIIs can collaborate by 1) being on a community board, 2) by presenting information at a monthly meeting, or 3) being included in enrollment packets for the identified agencies;
- Through outreach opportunities, recruitment staff will identify and commit to participate in more community sponsored events;
- Work with the Parent Ambassador group to provide representation at community events;
- Head Start Managers will reach out and present information to content specific professional groups and organizations;
- Work with marketing agency to develop marketing materials that target high needs clients as identified in the program's community assessment and enhance the website to ensure ease of use for clients;
- Increase SETA Head Start and Early Head Start's participation in community events.

*Objective Expected Outcomes:*

- Each year, 25% of Family Services Workers will have made contact with at least one of the identified community agencies;
- Each year, the program will increase by 10% the number of community events that staff participate in;
- 10% of all community events will include at least one parent ambassador annually;
- Within each area of responsibility, each Head Start Manager will develop two content specific relationships each year in order to increase awareness of the Head Start and Early Head Start Program in their professional circles;
- 35% of the professional relationships developed with FSWIIIs and Managers will result in a formal MOU with community agencies annually.

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.

PRESENTER: Loretta Su

**MEMORANDUM**

**TO:** Ms. Stephanie Nguyen **DATE:** April 4, 2018  
**FROM:** Mayxay Xiong, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Asian Resources, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>MONITORED PERIOD</u>
WIOA	OSY	\$283,746	7/1/16-6/30/17	4/1/17-6/30/17
WIOA	AD	\$232,000	7/1/16-6/30/17	4/1/17-6/30/17
WIOA	DW	\$48,000	7/1/16-6/30/17	4/1/17-6/30/17
WIOA	AD OJT SA	\$83,000	7/1/16-6/30/17	4/1/17-6/30/17
RESS	VESL/ES	\$247,641	10/1/16-9/30/17	4/1/17-9/30/17
TA	ES	\$110,550	10/1/16-9/30/17	4/1/17-9/30/17
WIOA	SWCS AD	\$208,500	7/1/17-6/30/18	7/1/17-11/30/17
WIOA	SWCS DW	\$245,728	7/1/17-6/30/18	7/1/17-11/30/17
WIOA	OSY	\$271,293	7/1/17-6/30/18	7/1/17-11/30/17
RESS	VESL/ES	\$247,641	7/1/17-6/30/18	7/1/17-11/30/17
TA	ES	\$69,828	7/1/17-6/30/18	7/1/17-11/30/17

**Monitoring Purpose:** Initial  Follow-up Special Final   
**Date of review:** 1/24-1/26/18

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



**Program Operator: Asian Resources, Inc.**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from April 1, 2017 to November 30, 2017 for the WIOA, RESS, and TA programs have been traced to the delegate agency records. The records were verified and appear to be in order.
- 2) Through a program monitoring review, staff discovered that Asian Resources (“ARI”) generated program income from enrollment of Refugee program participants into a charter school’s ESL classes. As of November 30, 2017, Asian Resources earned \$31,486 in program income for the Refugee program. In accordance to Uniform Guidance §200.80 - Program Income, proper documentation must be maintained to account for program income including the source of the program income, the allocation methodology, and the use of the program income. However, ARI has not properly documented and accounted for such program income.
- 3) Asian Resources lacks the proper internal controls over cost allocation. During the current fiscal monitoring review, it was noted that ARI reported and billed SETA for the various programs based on the budgeted amount, not actual cost incurred, due to lack of a cost allocation plan. Asian Resources has multiple locations with multiple funding sources so the current cost allocation methodology is not acceptable and sufficient to support the allocation of costs. After multiple inquiries, ARI was able to provide documentation to support the amount billed to SETA and no disallowed costs were noted.

**Recommendations for Corrective Action:**

- 1) Submit a corrective action plan detailing how the agency will implement fiscal policies and procedures to ensure proper documentation of program income. The corrective action plan should also include how the agency will use the program income to support the Refugee program.
- 2) Submit a corrective action plan detailing how the agency will implement fiscal policies and procedures to ensure costs are being allocated by an approved cost allocation method.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Mr. Melvin Demoff                      **DATE:** March 27, 2018  
**FROM:** Mayxay Xiong, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Bach Viet Association, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RSS	VESL/ES	\$307,741	10/1/16-9/30/17	4/1/17-9/30/17
TA	ES	\$118,229	10/1/16-9/30/17	4/1/17-9/30/17
RSS	VESL/ES	\$217,500	10/1/17-9/30/18	10/1/17-12/31/17
TA	ES	\$50,460	10/1/17-9/30/18	10/1/17-12/31/17

**Monitoring**                      **Initial**    **X**    **Follow-up**                      **Special**                      **Final**                      **X**  
**Purpose:**  
**Date of review:** 1/29-1/30/18

	<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	X	
2	Internal Control		X	X	
3	Bank Reconciliation's	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	N/A			
8	OJT Contracts/Files/Payment	N/A			
9	Indirect Cost Allocation	N/A			
10	Adherence to Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

**Program Operator: Bach Viet Association, Inc.**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from April 1, 2017 to December 31, 2017 for the Refugee programs have been traced to the delegate agency records. The records were verified and appear to be in order.
- 2) Bach Viet has not properly documented and accounted for program income in accordance to Uniform Guidance §200.80 - Program Income. Through a program monitoring review, staff discovered that Bach Viet generated program income from enrollment of Refugee program participants into a charter school's ESL classes. As of December 31, 2017, Bach Viet earned \$94,590 in program income for the Refugee program. Program income must be used for the purposes of the grant in which activities are funded. However, Bach Viet did not deduct program income from total allowable costs to determine the net allowable costs.
- 3) During the current fiscal monitoring review, it was noted that Bach Viet secured additional grant funding from other sources. In previous years, Bach Viet received 100 percent of funding from SETA. Bach Viet currently uses excel spreadsheets for all financial accountability and reporting. With the added grant funding and the generation of program income, Bach Viet's current financial management system and staff knowledge is not adequate in handling the complexities of multiple funding sources from multiple agencies.
- 4) Bach Viet lacks proper internal controls over the safeguarding of bus passes. The passes are kept in an unsecured area and accessible by multiple staff. During this review, no disallowed costs related to bus passes were noted.

**Recommendations for Corrective Action:**

- 1) Submit a corrective action plan detailing how the agency will use the program income to support the Refugee program.
- 2) Submit a corrective action plan detailing how the agency will implement fiscal policies and procedures to ensure proper fiscal management and reporting of multiple funding sources from multiple funding agencies.
- 3) Submit a corrective action plan detailing how the agency will implement internal controls to ensure proper safeguarding of bus passes.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Kathy Rothberg **DATE:** April 10, 2018  
**FROM:** Mayxay Xiong, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Lao Family Community Development

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	VESL/ES	\$220,982	10/1/16-9/30/17	7/1/17-9/30/17
TA	VESL/ES	\$62,452	10/1/16-9/30/17	7/1/17-9/30/17
RESS	VESL/ES	\$297,515	7/1/16-6/30/17	10/1/17-12/31/17
TA	VESL/ES	\$60,900	7/1/16-6/30/17	10/1/17-12/31/17
CSBG	SN	\$20,000	1/1/17-12/31/17	7/1/17-12/31/17

**Monitoring Purpose:** Initial  Follow-up  Special  Final   
**Date of review:** 2/8-2/9/18

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

**Program Operator: Lao Family Community Development**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from July 1, 2017 to December 31, 2017 for the RESS, TA, and CSBG programs have been traced to the delegate agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

- 1) None

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Nilda Valmores   **DATE:** April 5, 2018  
**FROM:** Mayxay Xiong, SETA Fiscal Monitor  
**RE:** Desk review of My Sister’s House

<b><u>PROGRAM</u></b>	<b><u>ACTIVITY</u></b>	<b><u>FUNDING</u></b>	<b><u>CONTRACT PERIOD</u></b>	<b><u>PERIOD COVERED</u></b>
CSBG	Safety Net	\$34,100	1/1/17-12/31/17	7/1/17-12/31/17

<b>Monitoring Purpose:</b>	<b>Initial</b>	<b>Follow-up</b>	<b>Special</b>	<b>Final</b>	<b><u>X</u></b>
<b>Date of review:</b>	4/4/18				

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation’s	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: My Sister's House**

**Findings and General Observations:**

- 1) We have reviewed the CSBG program from July 1, 2017 to December 31, 2017. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

- 1) None

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Cindy Newton **DATE:** April 5, 2018  
**FROM:** Tammi Kerch, SETA Fiscal Monitor  
**RE:** Desk Audit Fiscal Monitoring of North Central Counties Consortium

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Slingshot	Maker Space	\$100,000	3.31.17-2.28.18	3.31.17-1.31.18

**Monitoring Purpose:** Initial  Follow-up Special Final  
**Date of review:** Feb. 6 and follow up Mar 3, 19, 22, 2018

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation's	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:** North Central Counties Consortium

**Findings and General Observations:**

The total costs as reported to SETA for the Slingshot Grant from March 31, 2017 to January 31, 2018 have been traced to the subgrantee's fiscal records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

None.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Mr. Henry Kloczkowski **DATE:** April 12, 2018  
**FROM:** Tammi L. Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Sacramento Chinese Community Service Center, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OY-US	\$ 181,983	7/1/17-6/30/18	7/1/17-12/31/17
WIOA	OY-IS	\$ 213,203	7/1/17-6/30/18	7/1/17-12/31/17

**Monitoring Purpose:** Initial  X  Follow-Up      Special      Final       
**Date of review:** Feb. 8-9, 2018; Follow-up Mar 14 & Apr 6, 2018

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

**Program Operator:** Sacramento Chinese Community Service Center, Inc.

**Findings and General Observations:**

The total costs as reported to SETA for WIOA have been traced to the delegate agency records. The records were verified and appear to be in order, and there are no adjustments required.

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Mr. Henry Kloczkowski **DATE:** April 12, 2018  
**FROM:** Tammi L. Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Sacramento Chinese Community Service Center, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OY-US	\$ 191,651	7/1/16-6/30/17	1/1/17-6/30/17
WIOA	OY-IS	\$ 224,424	7/1/16-6/30/17	1/1/17-6/30/17

**Monitoring Purpose:** Initial \_\_\_ Follow-Up \_\_\_ Special \_\_\_ Final \_\_X\_\_  
**Date of review:** Feb. 8-9, 2018; Follow-up Mar 14 & Apr 6, 2018

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

**Program Operator:** Sacramento Chinese Community Service Center, Inc.

**Findings and General Observations:**

The total costs as reported to SETA for WIOA have been traced to the delegate agency records. The records were verified and appear to be in order, and there are no adjustments required.

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board



**Program Operator:** Sacramento City Unified School District

**Findings and General Observations:**

The total costs as reported to SETA from August 1, 2017 to January 31, 2018 have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings.

**Recommendations for Corrective Action:**

There are no corrective actions required.

cc: Kathy Kossick  
Governing Board  
Policy Council

**MEMORANDUM**

**TO: Ms. Jacquie Bonini** **DATE: April 2, 2018**  
**FROM: Tammi L. Kerch, SETA Fiscal Monitor**

**RE: On-Site Fiscal Monitoring of Sacramento City Unified School District**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 8,656,626	8/1/17-7/31/18	8/1/17-1/31/18
Head Start	T & TA	\$ 20,000	8/1/17-7/31/18	8/1/17-1/31/18
Early HS	Basic	\$ 1,782,356	8/1/17-7/31/18	8/1/17-1/31/18
Early HS	T & TA	\$ 27,564	8/1/17-7/31/18	8/1/17-1/31/18

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

**Date of review: Feb. 13-15, 2018**

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



**Program Operator:** Sacramento City Unified School District

**Findings and General Observations:**

The total costs as reported to SETA from August 1, 2017 to January 31, 2018 have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings.

**Recommendations for Corrective Action:**

There are no corrective actions required.

cc: Kathy Kossick  
Governing Board  
Policy Council

**MEMORANDUM**

**TO:** Jackie White **DATE:** April 12, 2018  
**FROM:** Tammi L. Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RSS	VESL/ES	\$ 269,999	10/1/17-9/30/18	10/1/17-1/31/18
TA	ES	\$ 82,113	10/1/17-9/30/18	10/1/17-1/31/18

**Monitoring Purpose:** Initial  Interim  Special  Final   
**Date of review:** March 1, 2018

	<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 Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

**Program Operator:** Twin Rivers Unified School District

**Findings and General Observations:**

The total costs as reported to SETA for RSS and TA have been traced to the subgrantee's fiscal records.

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Roleda Bates **DATE:** April 12, 2018  
**FROM:** Mayxay Xiong, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Visions Unlimited, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Youth and Senior Services	\$35,000	1/1/17-12/31/17	1/1/17-12/31/17
<b>Monitoring Purpose:</b>	<b>Initial</b>	<b>Follow-up</b>	<b>Special</b>	<b>Final</b> <u><b>X</b></u>
<b>Date of review: 2/27/18</b>				

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

**Program Operator: Visions Unlimited, Inc.**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from January 1, 2017 to December 31, 2017 for the CSBG program has been traced to the delegate agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board

ITEM IV-B – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

PRESENTER: William Walker

**SETA- Employer Activity Report  
July 1- April 11, 2018**

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Critical Occupational Clusters Key: 1=Administrative &amp; Support Services; 2=Architecture &amp; Engineering;3=Construction; 4=Healthcare &amp; Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance &amp; Repair; 8=Tourism/Hospitality; 9=Transportation &amp; Production; 10=Non-Critical Occupations</b>			
Aacres, CA LLC.	4	Direct Support Professional	1
Accountemps/Robert Half International	1	Tax Preparer	2
Bank of the West	1	Senior Service Banker Teller	1
BC Cab Inc.	9	Driver	10
	9	Transportation Driver	10
Advance Education	1	Behavior Technician/Registered Behavior Technician	25
AlSCO, Inc.	1	Feeder/Folder	1
	1	Soil Counter Sorter	1
	1	Washroom-Tumbler Operator	1
Brookcrest Water	9	Bottled Water Delivery Driver	1
California Community Action Partnership Association	1	Executive Director	1
California Council of the Blind	1	Americorps VISTA Community Collaborations	1
	1	Americorps VISTA Job Development Coordinator	1
California Staffing Service	1	Substitute Preschool Teacher/Teacher Aide	25
CALPIA	1	Custodian	1
	1	Custodian Supervisor II	1
	1	Lead Custodian	1
Capitol Architectural Production	3	Shop Trainee	1
Carmichael Elks Lodge	1	Bookkeeper	1
Carmichael Recreation & Park District	1	Recreation Coordinator: Facilities	1
	1	Secretary/Receptionist	1
Child Action Inc.	1	Assessment Unit Clerk	1
	1	Supervisor - Referral	1
Children's Law Center of California	1	Secretary	1
City of Elk Grove	1	Administrative Analyst/Housing and Grants Specialist	1
	1	Animal Services Manager	1
	1	Assessment Unit Clerk	1
	1	Budget Manager	1
	1	Community Event Center Manager	1
	1	Dispatcher	1
	1	Economic Development Specialist	1
	6	Information Technology Analyst/ Sr. Information	1
	7	Junior Plant Operator	1
	1	Multimedia Specialist	1
	7	Plant Operator	2
	1	Police Equipment and Supply Technician	1
	5	Police Officer	1
	1	Police Recruit	1
	6	Senior Applications Developer	1
	1	Senior Planner	1
	City of Sacramento	2	Traffic Engineer
1		Transit System Manager	1
1		Senior Planner D60	1
1		311 Manager	1
1		Accounting Auditor	1
	1	Accounting Technician	1
	1	Administrative Analyst	3
	1	Administrative Officer	1
	1	Animal Control Officer II	1
	1	Animal Services Adoption Coordinator	1

**SETA- Employer Activity Report  
July 1- April 11, 2018**

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<p align="center"><b>Critical Occupational Clusters Key: 1=Administrative &amp; Support Services; 2=Architecture &amp; Engineering;3=Construction; 4=Healthcare &amp; Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance &amp; Repair; 8=Tourism/Hospitality; 9=Transportation &amp; Production; 10=Non-Critical Occupations</b></p>			
City of Sacramento	6	Applications Developer	1
	1	Arborist/Urban Forester	1
	1	Archivist	1
	8	Art in Public Places Specialist	1
	1	Arts Administrator	1
	1	Arts Program Coordinator	1
	1	Assistant City Manager	1
	2	Assistant Civil Engineer	1
	1	Assistant Code Enforcement Officer	2
	1	Assistant Cook	1
	1	Assistant Pool Manager	1
	2	Associate Architect	1
	2	Associate Civil Engineer	1
	1	Associate Planner	1
	1	Budget Analyst	1
	1	Building Inspector	1
	1	Business Services Manager	1
	10	Camp Aid	1
	10	Camp Recreation Leader	1
	7	Caretaker	1
	1	Claims Collector	1
	1	Code Enforcement Officer	1
	1	Customer Service Specialist	2
	1	Deputy City Attorney I - Cannabis/Code	1
	1	Deputy City Attorney II	1
	1	Deputy City Clerk	1
	1	Development Services Technician I	1
	1	Development Services Technician III	1
	1	Director of Emergency Management	1
	1	Director of Governmental Affairs	1
	1	Dispatcher II	1
	1	Dispatcher Recruit	1
	1	Diversity and Equity Manager	1
	3	Electrician	1
	2	Engineer Technician I	1
	7	Equipment Service Worker	1
	1	Facilities and Real Property Superintendent	1
	1	Facilities Manager	1
	1	Financial Operations Manager	1
	1	Financial Services Manager (Accounting)	1
	1	Fingerprint Clerk	1
	1	Fire Chief	1
	1	Fire Prevention Officer I	1
	1	First Cook	1
9	Fleet Service Coordinator	1	
7	Generator Technician	1	
1	Geographic Information Systems Specialist III	1	
8	Host	1	
1	Human Resources Manager	1	
1	Integrated Waste General Supervisor	1	



**SETA- Employer Activity Report  
July 1- April 11, 2018**

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<p align="center"><b>Critical Occupational Clusters Key: 1=Administrative &amp; Support Services; 2=Architecture &amp; Engineering;3=Construction; 4=Healthcare &amp; Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance &amp; Repair; 8=Tourism/Hospitality; 9=Transportation &amp; Production; 10=Non-Critical Occupations</b></p>			
City of Sacramento	1	Integrated Wastes General Manager	1
	1	Junior Development Project Manager	1
	7	Junior Plant Operator	1
	10	Lifeguard	1
	7	Locksmith	1
	1	Loss Prevention Manager	1
	7	Maintenance Worker	1
	1	Operations and Maintenance Wastewater and	1
	1	Operations and Maintenance Water Division Manager	1
	3	Painter	1
	1	Paralegal	1
	7	Park Maintenance Worker III	1
	5	Park Safety Ranger	1
	5	Park Safety Ranger Assistant	1
	1	Parking Enforcement Officer (PEO)	1
	1	Parking Lot Attendant	1
	1	Parking Meter Repair Worker	1
	1	Parks Supervisor	1
	1	Payroll Technician	1
	1	Personnel Analyst	1
	1	Personnel Technician	1
	1	Personnel Transactions Coordinator	1
	1	Planning Director	1
	7	Plant Operator	1
	1	Police Clerk II	1
	1	Police Officer	3
	1	Police Records Specialist I	1
	1	Police Recruit	2
	1	Pool Manager	1
	1	Principal Accountant	1
	6	Principal Applications Developer	1
	3	Principal Building Inspector	1
	1	Principal Planner	1
	6	Process Control Systems Specialist	1
	1	Program Analyst	4
	1	Program Director	1
	1	Program Leader	1
	1	Program Specialist	2
	5	Public Service Aide	1
	1	Recreation General Supervisor	1
1	Recreation Manager	1	
1	Recreation Superintendent	1	
1	Security Officer	1	
1	Senior Accountant Auditor	1	
1	Senior Accounting Technician	1	
1	Senior Animal Control Officer	1	
6	Senior Applications Developer	2	
6	Senior Applications Developer Web Administrator	1	
1	Senior Budget Analyst	1	
10	Senior Camp Aquatics Leader	1	

**SETA- Employer Activity Report  
July 1- April 11, 2018**

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<p align="center"><b>Critical Occupational Clusters Key: 1=Administrative &amp; Support Services; 2=Architecture &amp; Engineering;3=Construction; 4=Healthcare &amp; Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance &amp; Repair; 8=Tourism/Hospitality; 9=Transportation &amp; Production; 10=Non-Critical Occupations</b></p>			
City of Sacramento	6	Senior Department Systems Specialist	1
	10	Senior Deputy City Attorney	1
	1	Senior Development Project Manager	1
	2	Senior Engineer	1
	6	Senior Information Technology Support Specialist	1
	7	Senior Integrated Waste Equipment Operator	1
	1	Senior Lifeguard	1
	7	Senior Maintenance Worker	1
	1	Senior Personnel Analyst	2
	1	Senior Personnel Transactions Coordinator	1
	1	Senior Planner	1
	1	Senior Police Records Supervisor	1
	10	Senior Recreation Aide	2
	1	Senior Staff Assistant	1
	1	Special Projects Manager: Youth Development Policy	1
	3	Street Construction Laborer	1
	10	Student Trainee Aquatics	1
	2	Supervising Engineer	1
	1	Supervising Financial Analyst	1
	1	Supervising Fire Service Worker	1
	1	Supervising Forensic Investigator	1
	1	Supervising Water Quality Chemist	1
	1	Support Services Manager	1
	7	Survey Party Chief	1
	6	Systems Engineer	1
	1	Traffic Worker I	1
	7	Tree Maintenance Worker	1
	1	Tree Pruner	1
	1	Typist Clerk II	1
	1	Typist Clerk III	1
	1	Utilities Operations and Maintenance Superintendent -	1
	7	Utilities Operations and Maintenance Superintendent -	1
	1	Utilities Operations and Maintenance Supervisor	1
7	Utilities Operations and Maintenance Supervisor -	1	
3	Utility Construction Coordinator	1	
10	Zoning Investigator	1	
Conyers Auto Transport	10	Junk Removal Crew Member	4
CornerStone Staffing Solutions, Inc.	1	Customer Service Representative (CSR)	1
Easter Seals Superior CA	1	Core Instructor	6
	1	Child Development Specialist	1
	1	Driver - Class B	3
	1	Landscaping Training and Ops Coordinator	1
	9	Production Assistant	1
	1	Rehabilitation Assistant	1
Folsom Premium Outlets	1	Vocational Skills Trainer/Crew Lead	1
	1	Guest Services Representative	1
Fortune Energy	1	Account Manager	5
Freshpoint Central California	1	Sales Rep - Foodservice Produce Specialist	1
General Produce Co.	1	Order Selector	1

**SETA- Employer Activity Report  
July 1- April 11, 2018**

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
<b>Critical Occupational Clusters Key: 1=Administrative &amp; Support Services; 2=Architecture &amp; Engineering;3=Construction; 4=Healthcare &amp; Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance &amp; Repair; 8=Tourism/Hospitality; 9=Transportation &amp; Production; 10=Non-Critical Occupations</b>			
Glory Children's Learning Center, Inc.	1	Childcare Center Teacher and Aide	2
	1	Preschool/Infant Teacher and Teacher's Aide	2
G W Demolition Inc.	3	Demolition Laborer	2
Hoppy Brewing Company	8	Line Cook	1
	8	Server/Bartender Shift Lead	1
Illum Solar	1	HR Admin/Accounting	1
	1	Warehouse Coordinator	1
Imko Workforce Solutions	3	General Labor	1
	9	Material Handler	1
	9	Mechanical Assembler, Mechanics and Welders	1
	3	Mig Welders and Mechanics	1
Indecare Corporation	4	Certified Nurse Aide	25
InSync Consulting Services LLC	1	Customer Service Specialist	250
Island Angels	1	Receptionist	1
Kelly Services	9	Warehouse Worker	2
KHRG Sacramento	8	Room Attendant	3
Los Rios Community College District	1	Account Clerk II	1
	1	Account Clerk III	1
	1	Accountant	1
	1	Accounting Assistant Professor	1
	1	Accounting Assistant Professor	1
	1	Accounting Specialist	1
	1	Administrative Assistant I	3
	1	Administrative Assistant II	1
	1	Administrative Services Analyst	1
	1	Administrative Services Analyst	1
	1	Admissions Records Evaluator I	2
	1	Admissions/Records Clerk II	1
	1	Admissions/Records Clerk III	1
	1	Admissions/Records Evaluator II	1
	1	Admissions/Records Evaluator/Degree Auditor	1
	1	Alternate Media Design Specialist	1
	1	American Sign Language (ASL)/English Language	1
	1	Anthropology Assistant Professor	1
	1	Apprenticeship Faculty Coordinator	1
	1	Associate Vice Chancellor of Education Services and	1
	1	Associate Vice Chancellor of Finance	1
	1	Associate Vice Chancellor of Instruction	1
	1	Associate Vice President of Instruction and Learning	1
	1	Athletic Trainer	2
	1	Aviation Assistant Professor	1
	1	Biology (Anatomy & Physiology) Assistant Professor	1
	1	Biology (Bio-Technology) Assistant Professor	1
	1	Biology (Non-Majors) Assistant Professor	1
	1	Book Store Clerk II	1
	1	Bookstore Supervisor	1
	1	Chemistry Assistant Professor	1
	1	Chemistry Assistant Professor	1
	1	Chief of Police	1
1	Child Development Center Lead Teacher	1	

**SETA- Employer Activity Report  
July 1- April 11, 2018**

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<p align="center"><b>Critical Occupational Clusters Key: 1=Administrative &amp; Support Services; 2=Architecture &amp; Engineering;3=Construction; 4=Healthcare &amp; Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance &amp; Repair; 8=Tourism/Hospitality; 9=Transportation &amp; Production; 10=Non-Critical Occupations</b></p>			
Los Rios Community College District	1	Child Development Center Teacher	2
	1	Children's Center Clerk	1
	1	Clerk II	1
	1	Clerk III	2
	1	Computer Information Science (Programming)	1
	1	Confidential Administrative Assistant I	1
	1	Confidential Administrative Assistant II	1
	1	Confidential Administrative Assistant III	1
	1	Confidential Human Resources Specialist III	1
	1	Counseling Clerk I	1
	1	Counseling Clerk II	1
	1	Counseling Supervisor	1
	1	Counselor	1
	1	Custodian	1
	1	Dean of Behavioral and Social Sciences	1
	1	Dean of Business and Computer Science	1
	1	Dean of Business and Family Science	1
	1	Dean of Career Education and Workforce Development	1
	1	Dean of Financial Aid and Student Success	1
	1	Dean of Humanities and Social Science	1
	1	Dean of Information Technology	1
	1	Dean of Mathematics, Science and Engineering	1
	1	Dean of Student Services, Counseling, and Transfer	1
	1	Dean of Student Services, Equity Programs, and	1
	1	Dean of the El Dorado Center	1
	1	Digital Communications Specialist	1
	1	Director of Accounting Services	1
	1	Director of Donor Relations	1
	1	Director of General Services	1
	1	Director of Grants Management	1
	1	Director of North/Far North Regional Consortium	1
	1	Director of Nursing Academic Program	2
	1	Director of the Center of Excellence	1
	1	Disabled Students Programs and Services Coordinator	1
	1	District Financial Aid Specialist	1
	1	Educational Center Supervisor	1
	1	Engineering Assistant Professor	1
	1	English Assistant Professor	2
	1	English Professor	1
	7	Equipment Mechanic I	1
	3	Facilities Planning and Engineering Specialist	1
	1	Financial Aid Clerk II	1
	1	Financial Aid Officer	2
	1	Financial Aid Supervisor	1
1	Fire Technology Assistant Professor/Coordinator	1	
1	Fire Technology Coordinator	1	
1	Fiscal Services Supervisor	1	
1	Funeral Service Education Assistant Professor	1	
1	Graphic Designer	1	
1	Head Custodian	1	

**SETA- Employer Activity Report  
July 1- April 11, 2018**

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Critical Occupational Clusters Key: 1=Administrative &amp; Support Services; 2=Architecture &amp; Engineering;3=Construction; 4=Healthcare &amp; Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance &amp; Repair; 8=Tourism/Hospitality; 9=Transportation &amp; Production; 10=Non-Critical Occupations</b>			
Los Rios Community College District	1	Health Information Technology Assistant Professor	1
	1	Human Services Assistant Professor	3
	7	HVAC Mechanic	2
	6	Information Technology Business/Technical Analyst I	2
	6	Information Technology Business/Technical Analyst II	1
	6	Information Technology Network Administrator Analyst	3
	6	Information Technology Technician II - Help Desk	1
	6	Information Technology Technician II-Lab/Area	1
	1	Instructional Assistant - Aeronautics	1
	1	Instructional Assistant - Biology	1
	1	Instructional Assistant - Costuming and Makeup	1
	1	Instructional Assistant - English as Second Language	1
	1	Instructional Assistant - Food Service Management	2
	1	Instructional Assistant - Fundamentals of Nursing	1
	1	Instructional Assistant - Health & Education Simulation	1
	1	Instructional Assistant - Welding	1
	1	Instructional Assistant Mathematics	1
	1	Instructional Assistant-Learning Resources	1
	6	IT Specialist II - Microcomputer Support	1
	1	Kinesiology, Health, and Athletics Assistant	1
	1	Kinesiology, Health, and Athletics Assistant	1
	1	Library Technician	1
	1	Library Technician	3
	7	Maintenance Electrician	1
	7	Maintenance Technician II	1
	1	Mathematics Assistant Professor	3
	1	McClellan/Sacramento Regional Public Safety Training	1
	1	Mechanical- Electrical Technology Assistant Professor	1
	1	Media Systems/Resource Technician I	1
	1	Nursing Assistant Professor	3
	1	Outreach Specialist	1
	1	P.E. Adjunct Assistant Professor/Head Coach for	1
	1	Police Officer	1
	1	Program Coordinator (MESA)	1
	1	Programs and Services (EOPS) Coordinator	1
	1	Project Director of TRIO Upward Bound Programs	1
	1	Public Services Librarian	1
	1	Radio, Television, and Film Production Assistant	1
	1	Regional Director (VII) of Philanthropy	1
	1	Research Analyst	1
	1	Senior Buyer/Contract Specialist	2
	1	Sociology Assistant Professor	1
	1	Special Projects - Makerspace Project Specialist	1
	1	Special Projects-Makerspace/Innovation Center	1
1	Student Personnel Assistant	1	
1	Student Personnel Assistant - Career & Job	2	
1	Student Personnel Assistant - Counseling	1	
1	Student Personnel Assistant - Outreach Services	3	
1	Student Personnel Assistant - Student Services	1	
1	Student Success and Support Program Specialist	3	

**SETA- Employer Activity Report  
July 1- April 11, 2018**

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Critical Occupational Clusters Key: 1=Administrative &amp; Support Services; 2=Architecture &amp; Engineering;3=Construction; 4=Healthcare &amp; Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance &amp; Repair; 8=Tourism/Hospitality; 9=Transportation &amp; Production; 10=Non-Critical Occupations</b>			
Los Rios Community College District	7	Utility Worker	1
	1	Veterinary Technology Assistant Professor and	1
	1	Vice President of Administrative Services	1
	1	Vice President of Instruction and Student Learning	1
Macias Gini & O'Connell LLP	1	Accounting Assistant	1
	1	Recruitment Assistant	1
Mack Road Partnership	7	Maintenance Team Member	1
Mather Golf Course	1	Administrative Assistant	1
McLane Company	1	Independent Sales Representative	1
	10	Reset Specialist	1
Merry Maids	1	Teammate House Cleaner	6
Mobile Management LLC	10	Outside Sales Associate	20
Murieta Hospitality Group	1	Houseperson-Days Overnight Cleaners	6
Mutual Assistance Network of Del Paso Heights	1	Summer Program Aide	1
Norman LaMarr Insurance	1	Insurance Clerk	1
OBO' Italian Table and Bar	8	Cook	2
	8	Counter Server	2
	8	Dishwasher	2
Official Pest Prevention	1	Customer Service Representative	1
	1	Pest Control Service Technician	1
Options In Supported Living, LLC.	1	Personal Support Staff	15
Pacific Housing, Inc.	5	Resident Service Specialist	1
Pacific Protection Services, Inc.	1	Unarmed Security Officer	5
Pacific Rim Fall Protection	7	Installer	2
Pavilion Touchless Car Wash & Quick Lube	7	Auto Lube Sales and Technician	1
	1	Car Wash Crew/Driver	4
Pepsi Bottling Group	1	Delivery Supervisor	1
Pinnacle Telecommunications, Inc.	7	Installers Level I	1
	9	Warehouse Associate	10
Precision Automotive Repair Inc.	7	Shop Porter/Helper	1
PrideStaff Sacramento East	9	Warehouse Worker	1
Remetronix	7	Mechanical Installation Service Technician	1
Research America, Inc.	1	Data Entry Technician	1
	1	Telephone Interviewer	12
Sacramento Asian/ Pacific Chamber	1	Public Policy Coordinator	1
Sacramento Children's Home	1	Cultural Broker Supervisor	1
Sacramento Employment & Training Agency	1	CFS Quality Assurance Analyst	1
	4	Family Services Worker - Range II	1
	1	Head Start Cook/Driver	1
	1	Head Start Coordinator Education	1
	1	Head Start Courier/Maintenance	1
	1	Head Start/Early Head Start Health-Nutrition	1
	7	Head Start Education Coordinator	1
	1	Head Start Intervention Specialist	1
	1	Head Start Manager	1
	1	Head Start Teacher	1
	1	Head Start Site Supervisor	1
	1	Payroll Specialist	1

**SETA- Employer Activity Report  
July 1- April 11, 2018**

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
<b>Critical Occupational Clusters Key: 1=Administrative &amp; Support Services; 2=Architecture &amp; Engineering;3=Construction; 4=Healthcare &amp; Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance &amp; Repair; 8=Tourism/Hospitality; 9=Transportation &amp; Production; 10=Non-Critical Occupations</b>			
Sacramento Job Corps Center	1	Career Technical Instructor	1
	1	HVAC Instructor	1
	1	Safety & Security Manager	1
	4	Wellness Services Manager - RN	1
Safety Center Inc.	1	Payroll and Benefits Program Staff III	1
	1	Safety Tour and Volunteer Coordinator	1
	1	Workplace Safety Program Staff III	1
Saint John's Program for Real Change	1	Director of Finance	1
	1	Executive Assistant	1
	1	Grants Development Specialist	1
Sarenne Capital	7	Maintenance Technician	1
Skyhawks Sports Academy	1	Summer Youth Sports Coach	15
Solar City	3	Licensed Electrician	10
	7	PV Solar Installer/Electrical Installer	10
	3	Roofers	10
Square One Clubs	1	Receptionist	1
Taylor Metal Products	9	Manufacturing Personnel	40
TimCo Construction Inc.	3	Carpenter	15
	3	Construction Laborer	10
	1	Project Manager	1
Tots of Love Child Development Center, LLC	1	Preschool Teacher	1
Villara Corporation	1	Accounts Payable Clerk	1
	1	Administrative Assistant	1
	9	Co-Driver	1
	1	Commercial Estimator	1
	1	Construction Admin	1
	9	Delivery+D176 Driver	1
	3	Duct Blaster	1
	7	Entry-Level Heating & Air Installers	1
	1	Estimator	1
	7	HVAC Installer	2
	3	HVAC Mechanical Designer	1
	7	HVAC Retro Fit Installer	1
	7	HVAC Retro Fit Installers/Lead Installers	1
	3	HVAC Tradesman	1
	7	HVAC Warranty Technician	1
	6	IT Help Desk Support Specialist	1
	1	Junior Administrative Assistant	1
	3	Manufacturing Worker	1
	1	Marketing Lead	1
	2	Mechanical Designer	1
	3	Plumbing Designer	1
	3	Plumbing Installers	1
	3	Plumbing Junior Estimator	1
7	Plumbing Service Technician	1	
9	Production Manager	1	
3	Project Manager Plumbing	1	
1	Quality Control Assistant	1	
1	Residential Fire Protection Designer	1	
9	Senior Warehouse Manager	1	

**SETA- Employer Activity Report  
July 1- April 11, 2018**

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Critical Occupational Clusters Key: 1=Administrative &amp; Support Services; 2=Architecture &amp; Engineering;3=Construction; 4=Healthcare &amp; Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance &amp; Repair; 8=Tourism/Hospitality; 9=Transportation &amp; Production; 10=Non-Critical Occupations</b>			
Villara Corporation	1	Service & Warranty Parts Coordinator	1
	3	Solar Electrician	1
	7	Start Up Technician	1
	1	T24 Energy Analyst	1
	1	Warehouse Supervisor	1
	9	Warehouse Worker	2
	1	Warranty Technician	1
Visiting Angels	4	Caregiver/Home Care Aide	30
Wetsel Oviatt Recycling LLC	7	Equipment Operator	6
Wild Bill's Cheesesteaks	8	Cooks and Cashiers	2
You've Got Maids	10	House Cleaner	2
<b>Total</b>			<b>1076</b>



ITEM IV-C – INFORMATION  
DISLOCATED WORKER UPDATE

BACKGROUND:

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

PRESENTER: William Walker

## Sacramento Employment and Training Agency

### Dislocated Worker Information PY 2017/2018

date of information as of April 18, 2018 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications if

Official	6/14/2017	<b>Kmart Corporation</b> 5100 Stockton Blvd. Sacramento, CA 95820	9/30/2017	84	7/25/17, 7/28/17, 8/15/17,8/18/17,8/2 9/17, 9/1/17
Official	6/30/2017	<b>First Response EMS</b> 10161 Croydon Way Sacramento, CA 95827	8/31/2017	66	8/11/2017
Official	8/16/2017	<b>Sunbridge Carmichael Rehabilitation Center</b> 8336 Fair Oaks Blvd. Carmichael, CA 95608	10/15/2017	72	Declined
Official	9/14/2017	<b>Molina Medical Management</b> 2180 Harvard St. Ste. 500 Sacramento, CA	11/15/2017	56	Services Not Needed
Official	11/30/2017	<b>Delta Dental</b> 11155 International Drive Rancho Cordova, CA 95670	1/29/2018	51	1/23/2018 2/6/2018
Unofficial	12/1/2017	<b>Dorris Lumber &amp; Molding</b> 2601 Redding Ave. Sacramento, CA 95820	12/7/2017	20	12/7/2017
Unofficial	12/27/2017	<b>EHS Medical</b> 77 Cadillac Dr. Suite 180 Sacramento, CA 95825	1/31/2018	10	1/11/2018
Official	1/11/2018	<b>Sam's Club</b> 3360 El Camino Ave. Sacramento, CA 95821	3/16/2018	162	1/24-26/2018
Official	1/11/2018	<b>Walmart</b> 3460 El Camino Ave. Sacramento, CA 95821	3/16/2018	359	Services Not Needed
Unofficial	2/28/2018	<b>Toys R Us</b> 1919 Arden Way Sacramento, CA 95815	3/14/2018	126	4/20/18 4/27/18
Official	3/16/2018	<b>Advanced Call Center</b> 4837 Watt Ave. North Highlands, CA 95660	5/18/2018	51	Pending
Official	4/18/2018	<b>Sears Holdings</b> 5900 Sunrise Mall Citrus Heights, CA 95610	7/8/2018	67	Pending
			<b>Total # of Affected Workers</b>	1,124	

ITEM IV-D – INFORMATION

HEAD START REPORTS

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to review the attached Head Start items.

Staff will be available to answer questions.

PRESENTER: Denise Lee

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

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

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

Tuesday, February 27, 2018  
9:00 a.m.

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

Mr. Reginald Castex called the meeting to order at 9:00 a.m. The Pledge of Allegiance was recited. The thought of the day was read. Ms. Henrietta Gutierrez called the roll and a quorum was established.

#### **Members Present:**

Kaoyee Xiong, Elk Grove Unified School District  
Andrea Scharnow, Sacramento City Unified School District  
Coline Jorgensen, San Juan Unified School District  
Charles Taylor, Twin Rivers Unified School District  
Claudett Sanders, Early Head Start, Sacramento City Unified School District  
Henrietta Gutierrez, SETA-Operated Program  
Angel Chenault, SETA-Operated Program (alternate present)  
Yezenia Lopez, SETA-Operated Program  
Linda Litka, Past Parent/Community Representative  
Penelope Scott, Grandparent/Community Representative  
Kenneth Tate, Outgoing Chair  
Mason Taylor, Birth & Beyond, Community Agency Representative  
Reginald Castex, Men's Activities Affecting Children Committee

#### **Members Absent:**

Maria Castro-Flores, Sacramento City Unified School District (unexcused)  
Terri McMillin, Past Parent/Community Representative (excused)  
Allison Vaughn, Twin Rivers Unified School District (unexcused)  
Jessica Bradsberry, Sacramento City Unified School District (unexcused)  
Willie Holmes, Elk Grove Unified School District (unexcused)

#### **Members to be seated but absent:**

Shannon Pierce, San Juan Unified School District (unexcused)  
Noor Altameemi, Early Head Start, San Juan Unified School District (unexcused)  
Jessica Sherren, SETA-Operated Program (unexcused)  
Alisha Givehchi, Early Head Start/Home Base (SOP) (excused)

### **II. Consent Item**

#### **A. Approval of the Minutes of the January 23, 2018 Regular Meeting**

The minutes were reviewed; no comments or corrections.

Moved/Gutierrez, second/Scharnow, to approve the January 23, 2018 minutes.

Show of hands vote:

Aye: 12 (Chenault, Gutierrez, Jorgensen, Litka, Lopez, Sanders, Scharnow, Scott, Tate, C. Taylor, M. Taylor, Xiong)

Nay: 0

Abstention: 1 (Castex)

Absent: 5 (Bradsberry, Castro-Flores, Holmes, McMillin, Vaughn)

### **III. Action Item**

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

The Board went into closed session at 9:07 a.m. At 9:25 a.m., Mr. Castex called the meeting back to order and reported that during closed session, the Board approved the following eligible lists: Associate Teacher, Family Services Worker II, Head Start Teacher, Intervention Specialist, Program Analyst, and Payroll Specialist

### **IV. Information Items**

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

- PC/PAC Calendar of Events: The calendar of events was reviewed.
- Parent/Staff Recognition: None.
- Crocker Art Museum Tour Report: No report in interest of time.
- Toastmasters Update: Mr. Castex urged all members to consider attending this important training.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne reviewed the fiscal report for January. Ms. Saurbourne stated that the budget planning for the next program year will begin this Friday and will continue for the entire month. It is very important to know how the budget is developed. Ms. Saurbourne urged all Policy Council members to attend these important meetings.
- Community Resources: Mr. Reginald Castex
  - ✓ Birth & Beyond: Mr. Mason Taylor stated that he is here representing Birth and Beyond in the North Sacramento area; there are nine sites in the county. He brought a calendar for the March events. They do child abuse prevention and work with all families.

#### **B. Fiscal Monitoring Report: No questions.**

#### **V. Committee Reports: All committee reports were tabled in the interest of time.**

- ✓ Executive Committee
- ✓ Budget/Planning Committee

- ✓ Men's Activities Affecting Children Committee/Parent Ambassador Committee

**VI. Other Reports**

- A. Executive Director's Report: Ms. Kathy Kossick reported that the Federal reviewers were very impressed. One of the reviewers thought the board knew a lot about the program and represented Sacramento well. Ms. Kossick announced that the celebration of SETA's 40<sup>th</sup> Anniversary is scheduled for Wednesday, October 10. There will be a program in the parking lot from 4:30 p.m. – 6:30 p.m.
- B. Head Start Deputy Director's Report: Ms. Lee had no additional report.
- C. Chair's Report: Mr. Castex asked those interested in serving on a human resources panel to consider signing up.
- D. Open Discussion and Comments: None.
- E. Public Participation: none.

**VI. Training**

The Parent Advisory Committee and Head Start Policy Council will participate in AB 1234 Ethics Training.

- VII. Adjournment:** The meeting was adjourned at 9:40

**Sacramento County Head Start/Early Head Start  
Monthly Enrollment Report  
March 2018**

**Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 3/30/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	505	115	84
Sacramento City USD	1,139	1,116	98	82
SETA	1,868	1,863	99	77
San Juan USD	668	668	100	68
Twin Rivers USD	180	172	96	82
WCIC/Playmate	100	100	100	72
<b>Total</b>	<b>4,395</b>	<b>4,424</b>	<b>101</b>	

**Early Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 3/30/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	152	155	101	73
SETA	431	462	107	73
San Juan USD	160	160	100	87
TRUSD	16	16	100	69
<b>Total</b>	<b>759</b>	<b>793</b>	<b>104</b>	

**EHS-CC Partnership/Expansion**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 3/30/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	36	100	80
Sacramento City USD	40	40	100	60
SETA/Job Corps.	4	4	100	TBD
<b>Total</b>	<b>80</b>	<b>80</b>	<b>100</b>	

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30-day allowable period.
- (b) If enrollment is less than 100%, agency includes corrective plan of action.
- (c) Average Daily Attendance for month, excluding Home Based



# SETA Head Start

## Food Service Operations Monthly Report

### \*March 2018

**March 2nd** - Minimum Day Calendar D Classes; Class Calendars A, B, C, & E closed.  
Elkhorn Center closed for pest control. Crossroad PM classes open.

**March 5th** - Bright Beginnings water turned off, center closed.

**March 16th** - Teaching Pyramid - Classes closed at Freedom Park, Hillsdale, Strizek Park and Mather.

**March 20th** - Home Base Fairytale Town fieldtrip for 110 guests.

**March 26th** - Holiday - Cesar Chavez Birthday.

**March 27th to 30th** - Spring Break Calendar B, D & E Classes open. Calendars A & C closed, WCIC closed.

**Meetings & Trainings:**

Connie Otwell attended the SETA Supervisors Sexual Harassment Prevention Training on 3/13/18.

**Total Number of Meals and Snacks Prepared for All Kitchens:**

Lunch	PM Snack	Breakfast	Field Trips
32,250	16,730	22,125	100

**Total Amount of Meals and Snacks Prepared** 71,205

**Purchases:**

Food	\$69,197.58
Non - Food	\$8,794.74

**Building Maintenance and Repair:** \$280.00

**Janitorial & Restroom Supplies:** \$0.00

**Kitchen Small Wares and Equipment:** \$1,226.18

**Vehicle Maintenance and Repair :** \$2,708.63

**Vehicle Gas / Fuel:** \$1,528.85  
     Normal Delivery Days 21



# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**March 2018**

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

Head Start Program Performance Standards Reference: 1302.14 (b)(1) states *a program must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver.*

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
<b>SETA operated</b>	1988	234	<b>12%</b>	377	122	<b>32%</b>
<b>Twin Rivers USD</b>	180	23	<b>13%</b>	16	0	<b>0%</b>
<b>Elk Grove USD</b>	440	53	<b>12%</b>			
<b>Sac City USD</b>	1211	132	<b>11%</b>	144	25	<b>17%</b>
<b>San Juan USD</b>	668	108	<b>16%</b>	160	17	<b>11%</b>
<b>WCIC</b>	120	11	<b>9%</b>			
<b>EHS CCP</b>				80	7	<b>9%</b>
<b>COUNTY TOTAL</b>	<b>4607</b>	<b>561</b>	<b>12%</b>	<b>777</b>	<b>171</b>	<b>22%</b>

*AFE: Annual Funded Enrollment*

**Sacramento County Head Start/Early Head Start  
Monthly Enrollment Report  
March 2018**

**Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 3/30/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	505	115	84
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WCIC/Playmate	100	100	100	72
<b>Total</b>	<b>4,395</b>	<b>4,424</b>	<b>101</b>	

**Early Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 3/30/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	152	155	101	73
SETA	431	462	107	73
San Juan USD	160	160	100	87
TRUSD	16	16	100	69
<b>Total</b>	<b>759</b>	<b>793</b>	<b>104</b>	

**EHS-CC Partnership/Expansion**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 3/30/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	36	100	80
Sacramento City USD	40	40	100	60
SETA/Job Corps.	4	4	100	TBD
<b>Total</b>	<b>80</b>	<b>80</b>	<b>100</b>	

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30-day allowable period.
- (b) If enrollment is less than 100%, agency includes corrective plan of action.
- (c) Average Daily Attendance for month, excluding Home Based

## **Head Start Enrollment Challenges and Corrective Action:**

### SETA Operated Program:

#### Challenges:

- 5 classrooms capped due to majority of 3-year olds enrolled. This affects 15 enrollment slots at any given time.
- 6 classrooms capped at 20 due to class-size waiver denial. This affects 12 enrollment slots at any given time.
- 1 center closed for reconstruction

#### Action Steps:

- SETA has hired additional Home Visitors to serve up to 33 enrollment slots in Home Base to help with the under-enrollment that may occur at any given time due to capped enrollment in classrooms where a majority of 3-year olds have been enrolled and/or due to class-size waiver denial.
- Additional support is provided to staff where targeted enrollment challenges exist.

### Sacramento City USD:

#### Challenges:

- 5 classrooms capped at 20 due to class-size waiver denial. This affects 20 enrollment slots at any given time.
- 5 classrooms capped due to majority 3 year olds. This affects up to 20 enrollment slots at any given time.

#### Action Steps:

- SCUSD has hired two additional Home Visitors to serve up to 20 enrollment slots in Home Base to help with the under-enrollment that may occur at any given time due to capped enrollment in classrooms where a majority of 3-year olds have been enrolled and/or due to class-size waiver denial.
- Additional support is provided to staff where targeted enrollment challenges exist.

### Twin Rivers USD:

#### Challenge:

- 2 duration classes not yet started due to facilities construction. This affects 40 enrollment slots at any given time.

#### Action Steps:

- TRUSD anticipates the modular building to be completed by April 1, 2018. In the meantime, 16 slots have layered funding to offer Head Start services to State preschool enrollees and 15 Twilight slots have started. The director continues to explore other opportunities.



Quality Assurance Summary Report

TO: Policy Council and SETA Governing Board members  
 RE: SETA Quality Assurance/Monitoring Results – February 2018

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Elk Grove USD	Head Start	3 centers 3 classrooms 9 child files 8 staff files	March 5-21, 2018	<b>Comprehensive Review</b> <input checked="" type="checkbox"/> Initial (pilot) <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

This review was performed using the newly developed Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI was designed in *ChildPlus* and is comprised of 21 monitoring checklists representing 396 performance indicators. All indicators align with the Head Start Program Performance Standards (HSPPS) November 2016, the Head Start Act, Community Care Licensing, and other local, state and federal regulations. During this pilot year, a smaller sample size was selected for review to ensure each agency/partner is exposed to each checklist in the new tool within the current program year. The pilot will help ensure each checklist represent all critical elements and that the processes meet the needs of stakeholders for continuous quality improvement.

**Highlighted Program Strengths and Positive Observations:**

- Strong communication system across levels (among staff, between staff and parents and among parents)
- Excellent recordkeeping system across service areas, reflecting continuity of services and follow-up on referrals
- Effective transition services are in place
- Effectiveness of community services referrals is evaluated by the program
- Classrooms are generally safe and provide rich learning environments for enrolled children

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance)	90%	No significant noted findings

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
<b>Disabilities Services</b> <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	100%	No significant noted findings
<b>Education</b> <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	90%	No significant noted findings
<b>Family and Community Engagement</b> <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	91%	No significant noted findings
<b>Mental Health</b> <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	93%	No significant noted findings
<b>Nutrition</b> <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	91%	No significant noted findings
<b>Program Design and Management Human Resources</b> <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	82%	<ul style="list-style-type: none"> <li>-Not all required documents were available in each staff file.</li> <li>-Inconsistencies in recordkeeping practice were found.</li> <li>-No evidence of required training on safe sleep practices/ SIDS</li> <li>-Not all required posting were available</li> </ul>
<b>Health</b> <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	89%	<ul style="list-style-type: none"> <li>-Data in <i>ChildPlus</i> did not match all contents of the child file</li> <li>-Not all health forms were complete and/or had substantial follow-up</li> </ul>
<b>Safe Environments</b> <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	91%	No significant noted findings

\* Scores between 90-99% per section will be addressed by the program but do not require a formal Corrective Action Plan Monitoring. Scores less than 90% require a program-level Corrective Action Plan. Determination of a Comprehensive Review and/or Differentiated Review will be based on historic data.

**Follow-up and Corrective Action Plans:**

A program-level Corrective Action Plan (CAP) to address above areas of non-compliance is due to SETA within 30 days of receipt of this report. Governing Board/School Board notification of monitoring results is required within 60 days.

Programs have been provided a form to complete the CAP which serves as written response by the agency to resolve systems-level areas of non-compliance identified during the MCQI review. A program trend CAP does not supersede the individual CAP for non-compliant indicators using the Child Plus Internal Monitoring Module.



## Quality Assurance Summary Report

TO: Policy Council and SETA Governing Board members  
 RE: SETA Quality Assurance/Monitoring Results – February 2018

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Women's Civic Improvement Club (WCIC)	Head Start	1 center 2 classrooms 6 child files 6 staff files	March 5-21, 2018	<b>Comprehensive Review</b> <input checked="" type="checkbox"/> Initial (pilot) <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

This review was performed using the newly developed Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI was designed in *ChildPlus* and is comprised of 21 monitoring checklists representing 396 performance indicators. All indicators align with the Head Start Program Performance Standards (HSPPS) November 2016, the Head Start Act, Community Care Licensing, and other local, state and federal regulations. During this pilot year, a smaller sample size was selected for review to ensure each agency/partner is exposed to each checklist in the new tool within the current program year. The pilot will help ensure each checklist represent all critical elements and that the processes meet the needs of stakeholders for continuous quality improvement.

### **Highlighted Program Strengths and Positive Observations:**

- Strong community partnerships and collaboration
- Teamwork and good communication between staff members
- Parent engagement and community spirit highly evident in the program. Staff members are warm and friendly, very connected with their families as observed during registration, drop-off and pick-up times.
- Safe and well-maintained facilities
- Policy Council/Parent Meeting are well-attended and organized.
- Children were observed to be well-adjusted to routines and daily schedule.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
<b>ERSEA</b> (Eligibility, Recruitment, Selection, Enrollment, Attendance)	83%	-Inaccuracies between data in <i>Childplus</i> and the child's file -Full enrollment not maintained at all times -Enrollment did not consist of at

<b>Areas Reviewed</b>	<b>Percentage Compliant</b>	<b>Individual Indicators Needing Attention</b>
		least 10% of children with disabilities
<b>Disabilities Services</b> <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	100%	No significant noted findings
<b>Education</b> <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	96%	No significant noted findings
<b>Family and Community Engagement</b> <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	81%	-No evidence of parents participating in research-based parenting curriculum -Not all Family Partnership Agreements were complete and/or had follow-up
<b>Mental Health</b> <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	96%	No significant noted findings
<b>Nutrition</b> <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	97%	No significant noted findings
<b>Program Design and Management Human Resources</b> <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	100%	No significant noted findings
<b>Health</b> <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	86%	-Some health screenings not completed and/or in a timely manner -Not all files contained dental exam determination date and/or inconsistencies in identifying dental exam determination dates. -Some emergency cards were not complete with all information
<b>Safe Environments</b> <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	92%	No significant noted findings

\* Scores between 90-99% per section will be addressed by the program but do not require a formal Corrective Action Plan Monitoring. Scores less than 90% require a program-level Corrective Action Plan. Determination of a Comprehensive Review and/or Differentiated Review will be based on historic data.



### **Follow-up and Corrective Action Plans:**

A program-level Corrective Action Plan (CAP) to address above areas of non-compliance is due to SETA within 30 days of receipt of this report. Governing Board/School Board notification of monitoring results is required within 60 days.

Programs have been provided a form to complete the CAP which serves as written response by the agency to resolve systems-level areas of non-compliance identified during the MCQI review. A program trend CAP does not supersede the individual CAP for non-compliant indicators using the Child Plus Internal Monitoring Module.



## Special Delivery from a Past Parent

It is not often that a client will take time to stop and write a letter recognizing the great work of staff. But, when they do, it brings great pride and smiles to all that read it. This letter was written by a past parent and sent via email to one of the Head Start managers. It most certainly will make you smile.

*Good Morning,*

*I'm not sure if you are the correct person to direct our accomplishments to, but I wanted to let All the teachers and staff at Head Start to know that my son was a student of Head Start.*

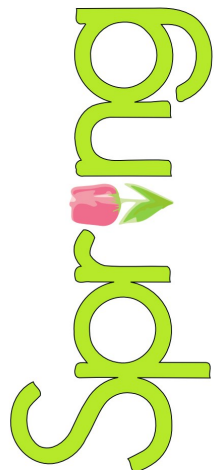
*I am proud to say he will be graduating from High School at the end of May*

*2018 with honors and have been accepted to many university, and state colleges within California but has chosen San Jose State University.*

*I want to thank all the teachers and staff who was a part of his journey. He attended the Mark Hopkins site with Meadowview Community Agency back in the 2003-2004. Special recognition to Ms. Cindy Vang whom had a direct impact to his learning.*

*They say, "it takes a village to raise a child," and with the Head Start Program, our family has truly felt this.*

*Again thank you,  
Sophia Mua*



## Federal CLASS® Review

During the week of April 2nd, SETA and its delegate agencies underwent the second phase of the federal review process, the Classroom Assessment and Scoring System (CLASS). During the week, 6 reviewers and 2 dual coders worked independently and reviewed 59 Head Start classrooms in 55 centers throughout the county. The review process does not

allow for feedback during the week. A final report with aggregate scores will be provided within 30-60 days. Scores will be used to compare SETA to the national average CLASS scores within the federal review year cycle. Programs in the bottom 10<sup>th</sup> percentile of the national scores may be required to re-compete for their federal grant in the next

five-year funding cycle. Based on recent SETA's internal CLASS monitoring, the team believes it will score within or above the national average.

## Tea Time at Galt Head Start



Children enjoy a day of friendship and "tea"



## Office of Head Start Updates



**Public Comment on PIR Changes** - OHS invites public comment on several major proposed changes to the Head Start Program Information Report (PIR). The comment period is open until April 6, 2018.

Proposed changes will better align with the revision of the

Head Start Program Performance Standards, reduce reporting burden, and improve the data collection.

**Free Tax Services for Families**—The Volunteer Income Tax Assistance (VITA) program offers free tax help to people who generally make \$54,000 or

less, persons with disabilities, and limited English-speaking taxpayers who need assistance in preparing their own tax returns.

To locate the nearest VITA or TCE site, visit <https://irs.treasury.gov/freetaxprep/> or call (toll-free) 1-800-906-9887

## 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 REPORT: 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.