



**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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**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, January 3, 2019

**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).

**A G E N D A**

**PAGE NUMBER**

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

- ▶ Recognition of Long-term employees:
  - Joanne Kennedy, Site Supervisor: 35 years
  - Clairrissa Jenkins, Head Start Intervention Specialist: 20 years
  - Jessica Rainey, Family Services Worker III: 20 years
  - Deanna Dykes, Personnel Analytics Supervisor: 20 years

**II. Consent Items**

- |    |  |       |
|----|--|-------|
| A. | Minutes of December 6, 2018 Regular Board Meeting                                    | 1-11  |
| B. | Approval of Claims and Warrants  | 12    |
| C. | Approval to Modify Leaders Evolving Inc.'s Vendor Services Contract (Marianne Sphar) | 13-14 |

### III. Action Items

#### A. GENERAL ADMINISTRATION/SETA

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING**: Approval of Changes to the SETA Personnel Policies and Procedures Sick Leave Accrual and Usage, Leave without Pay, and Equal Opportunity Employer Policies (Allison Noren) 15-29
2. Approval to Adjust Zones in the Broadband/Performance Management Policy (Kathy Kossick) 30-31
3. Review and Approval of the Agency's Independent Auditor's Report and Financial Statements for Fiscal Year Ended June 30, 2018 (D'et Saurbourne) 32

#### B. WORKFORCE DEVELOPMENT DEPARTMENT

One Stop Services: None.

Community Services Block Grant

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING**: Approval of Modifications to the Bylaws of the Community Action Board (Julie Davis-Jaffe) 33-52
- Refugee Services
2. Approval of Staff Funding Recommendations for the Refugee Support Services (RSS) Program, Program Years (PY) 2018-2020 (Michelle O'Camb) 53-57

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

### IV. Information Items

- A. Fiscal Monitoring Reports (D'et Saurbourne) 58-60
  - California Capital Finance Development Corp
- B. Employer Success Stories and Activity Report (William Walker) 61-65
- C. Dislocated Worker Update (William Walker) 66-67
- D. Head Start Reports (Denise Lee) 68-95

**V. Reports to the Board**

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

**VI. Adjournment**

**DISTRIBUTION DATE: THURSDAY, DECEMBER 20, 2018**

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE DECEMBER 6, 2018  
REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the December 6, 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 Board Room  
925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

Thursday, December 6, 2018  
10:00 a.m.

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

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

Members Present:

Larry Carr, Chair; Councilmember, City of Sacramento  
Sophia Scherman, Public Representative  
Patrick Kennedy, Member, Board of Supervisors  
Don Nottoli, Vice Chair; Member, Board of Supervisors (arrived at 10:09 a.m.)

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento

- Recognition of Long-term Employee:
- Ms. Kossick recognized Mr. Roy Kim, Workforce Development Deputy Director for his 20 years of service to SETA; Ms. Scherman, Mr. Kennedy and Mr. Carr extended congratulations to Mr. Kim.

**II. Consent Items**

- A. Minutes of the November 1, 2018 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Extend SETA Retired Annuitant as a Temporary SETA Consultant Employee
- D. Recommendation of Labor Appointments to the Sacramento Works Board
- E. Approval to Modify K Consulting's Vendor Services Contract

The consent items were reviewed; no questions or comments.

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

- A. Approve the November 1, 2018 minutes.
- B. Approve the claims and warrants for the period 10/25/18 through 11/28/18.
- C. Approve to extend Donald Schmidt, a retired annuitant, as a temporary SETA Consultant employee at an hourly rate of \$35 not to exceed an additional 780 hours.

D. Appoint Mr. Karl Pineo and Mr. Kevin Ferreira to the two vacant Labor Sector seats on the Sacramento Works, Inc. Board of Directors.

E. Approve the recommendation to modify K Consulting's VS contract to increase service rates.

Roll call vote:

Aye: 3 (Carr, Kennedy, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Nottoli and Schenirer)

### **III. Action Items**

#### **A. GENERAL ADMINISTRATION/SETA**

##### **1. Approval of Agency Worker's Compensation Insurance**

Mr. Nottoli arrived at 10:09 a.m.

Ms. D'et Saurbourne introduced Mr. Ken Johnson from Arthur J. Gallagher. Mr. Johnson stated that the renewal with Insurance Company of the West submitted a quote with an increase of approximately 5%. He solicited additional quotes and Zenith Insurance came in for \$70,000 above the Insurance Company of the West quote. There are more quotes expected from three insurance carriers and Mr. Johnson expects that some of the quotes will be competitive.

Moved/Scherman, Nottoli to delegate authority to the Executive Director to purchase Workers Compensation insurance.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

##### **2. Review and Approval of the Agency's Independent Auditor's Report and Financial Statements for Fiscal Year Ended June 30, 2018**

Ms. Kossick stated that at this point in time, the final audit has not yet been received. Some of the documents for the Department of Education have not yet been finalized. The good news is that there are no findings in the annual audit. This item will be brought back to the board in January for formal approval.

Moved/Kennedy, second/Scherman, to continue this item to January 3, 2019.

Roll call vote:

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

Nay: 0  
Abstentions: 0  
Absent: 1 (Schenirer)

### 3. Approval of Labor Agreements

Ms. Dee Contreras, Labor Relations Consultant stated that the three-year agreements are a result of a lengthy collaborative process. The agreements were ratified by an overwhelming amount. Some of the major provisions of the agreements include the creation of an “F” Step which will affect more than 300 people during 2019. The cost of the new step increase was offset by employees giving up two days of sick leave, eliminating the cash out of health insurance, and the elimination of the wellness certificate program. Some positions in both Workforce and Head Start will remain unfilled and some other positions will be eliminated.

The Union Negotiating team consisted of Monica Barber, Wendy Pelletier, Angela Lloyd, Lynda de la Mora, Maquoo Anderson, Lorena Correa, and Robert Silva. Management team members included: Denise Lee, Roy Kim, Elizabeth Garcia, Allison Noren, and Ms. Contreras.

The board is approving the Agreements with the creation of Step F but not the implementation. There is no perfect way to implement something. In the course of negotiations, the implementation of Step “F” was tied to the Step anniversary date of the employee. All step increases are done relative to that date. Step F is to be implemented on a phased in basis to allow the savings to accrue.

Ms. Kossick stated that when this was negotiated and the Agency agreed to move forward with Step F, the financial analysis was based on implementation on the employee’s Step anniversary date.

Ms. Monica Barber stated that information was provided to the membership; on the day members voted, members were provided a redline copy of the agreement. All of the different talking points were outlined. After the vote passed, an e-mail went out to all employees sharing the vote outcome.

#### **Speakers before the Board:**

- **Marianne Sphar:** Ms. Sphar is fine with the terms and conditions but the implementation of Step F would create pay inequities. Ms. Sphar urged the board to consider implementing Step F at the same time for all employees.
- **Victor Bonanno:** Mr. Bonanno spoke regarding implementing Step F and the pay inequities planned to implement this component. To implement step F according to staff hiring dates is unfair and could cause pay inequities.

Moved/Scherman, second/Nottoli, to approve the labor agreements effective December 6, 2018 – June 30, 2021.

Ms. Scherman stated that eight people worked on this issue over seven months and the board was informed on the process during the negotiations. Hearing these last minute issues about Step F is concerning. People had a lot of time to contact one of the members but she heard nothing. Ms. Scherman stated that bringing this up at the 11<sup>th</sup> hour is not fair.

Mr. Nottoli inquired whether the union might be able to work with SETA to accelerate the implementation timeline for Step F. Staff responded that there are budgetary limitations.

Ms. Contreras stated that the memo went out to Union members only because only Union members vote on the contract. Everyone is covered but only members voted on it.

Roll call vote on the motion:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

4. Approval of the Sacramento County Employees Retirement System (SCERS) Membership Policy Covering Eligible Employees

Ms. Kossick stated that SCERS has requested all participating employers to adopt the eligible employee definition within SCERS. Ms. Kossick stated that some minor changes need to be made including adding the Executive Director classification which was not included and Facilities Coordinator should be CFS Facilities Coordinator. Also, the Family Services Worker has two classifications; one is supervisory and the second is not.

Moved/Nottoli, second/Scherman, to approve a resolution adopting the SCERS Membership Policy as the Agency membership definitions for retirement coverage effective December 6, 2018.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

4. Approval of Personnel Resolution Covering Unrepresented Employees

Ms. Kossick reported that this item basically adopts a mirror image of the earlier agreement.



Moved/Nottoli, second/Kennedy, to approve the Personnel Resolution Covering Unrepresented Employees effective December 6, 2018.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

**B. WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services

Community Services Block Grant

1. Approval of Community Services Block Grant Delegate Agency Funding Extension Recommendations and a New Funding Recommendation for Program Year 2019

Ms. Davis-Jaffe reviewed the funding recommendations. The program design for the Health Education Council failed to reach youth in the detention centers. They are now pulling them from the continuation schools but it is not part of the program design in the proposal. Staff is recommending discontinuing the funding for the Health Education Council and funding St. John's Program for Real Change to provide services.

There was not a quorum at the November CAB meeting and they were concerned that the population was not being served. The recommended funding will go to the next Youth Services provider.

The Community Action Board will be doing a new RFP in 2019 and the program will be encouraged to submit a proposal to serve the African American youth population. Staff is doing more outreach to the community to urge more organizations to submit a proposal to serve this population.

Mr. Marc Cawdrey, Chief Operating Officer from St. Johns was introduced.

Ms. Davis-Jaffe stated some changes for the record: the date on the Children's Receiving Home, should be 2019; and the overall funding received was \$1.76288 million.

Moved/Nottoli, second/Kennedy, to approve the extension of CSBG delegate agreements, as noted on the attached table, for an additional year under the same terms, conditions, and funding amounts. In addition, approve the funding recommendation for St. John's Program for Real Change for program year 2019.

Roll call vote:

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

Nay: 0

Abstentions: 0  
Absent: 1 (Schenirer)

2. Approval of the Appointment of Low Income Organizations to Democratically Elect Target Area Low Income Sector Representatives and Alternates to Serve on the Community Action Board (CAB)

Ms. Julie Davis-Jaffe reviewed this item and explained the process behind how the low income sector representatives would be democratically elected.

Moved/Nottoli, second/Kennedy, to approve the appointment of low income sector organizations to democratically elect target area, Low-Income Sector representatives and alternates to serve on the CAB Board, as indicated on the chart included in the board packet.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

#### One Stop Services

3. Approval to Transfer Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Funds to Adult Funds, Program Year 2018-19, and Authorize Staff to Submit a Request to the State of California, Employment Development Department

There were no questions on this item.

Moved/Scherman, second/Kennedy, to approve the transfer of up to 75 percent (\$2,459,137) in WIOA dislocated worker formula funds to the WIOA adult formula funding stream for PY 2018-19, and authorize staff to submit a request to the State of California, EDD.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

4. Approval to Submit an Application to the California Employment Development Department (EDD) for the Disability Employment Accelerator (DEA) Funding Opportunity, and Authorize the Executive Director to Execute the Agreement, Subgrant Agreements, Modifications and any Other Documents Required by the Funding Source

Mr. Nottoli asked if there was a requirement for a match and Ms. O’Camb replied that there is a 50% match; a 70% match in order to score extra points

Moved/Scherman, second/Kennedy, to approve the submission of an application to EDD for the Disability Employment Accelerator (DEA) funding opportunity in the amount of \$350,000, and authorize the SETA Executive Director to execute the agreement, subgrant agreements, modifications and any other documents required by the funding source.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

5. Approval to Accept Funds from the Gap, Inc., to Support the This Way Ahead Program, Authorize the Executive Director to Execute the Agreement, Modifications and any Other Documents Required by the Funding Source, and Approve Travel Out-of-State to Attend Required Training

Ms. Terri Carpenter reported that the This Way Ahead program was launched in 2007 to offer internships with Gap and Banana Republic to give youth their first job experience. In November, SETA was approved to become the 15<sup>th</sup> city in the country to have this program. SETA’s program will launch in the Spring to serve 15-16-year-old youth providing work readiness training and they will be placed at Gap or Banana Republic. Funding of \$18,750 will cover staff support for training and the Gap will also support \$74,000 wages for the youth. SETA will be leveraging in-house funds to support the program. This program requires that staff attend a two-hour launch program to be held in Houston; Gap is paying for airfare and hotel.

Ms. Kossick stated that since this is a new funding source, this item will be coming to the city and county for approval.

Moved/Scherman, second/Kennedy, to accept \$18,750 in funds from the Gap, Inc., to support the This Way Ahead program, authorize the Executive Director to execute the agreement, modifications and any other documents required by the funding source, and approve travel out-of-state to attend the required staff training.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

6. Approval to Submit Workforce Accelerator Applications to the California Workforce Development Board and Authorize the Executive Director to Execute the Agreements, Modifications and any Other Documents Required by the Funding Source

There were no questions on this item.

Moved/Kennedy, second/Scherman, to approve the submission of two Workforce Accelerator Fund 7.0 grant applications requesting \$150,000 per application to the California Workforce Development Board, and authorize the Executive Director to execute the agreements, modifications and any other documents required by the funding source.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

7. Ratification of the Submission of an Employment Training Panel (ETP) Application to Support Incumbent Worker Training in Information Technology and Healthcare, and Authorize the Executive Director to Execute the Agreement, Modifications, and any Other Documents Required by the Funding Source

There were no questions on this item.

Moved/Kennedy, second/Nottoli, to ratify the submission of an Employment Training Panel (ETP) application in the amount of \$199,160 to support incumbent worker training in Information Technology and Healthcare, and authorize the SETA Executive Director to execute the agreement, modifications and any other documents required by the funding source.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

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

1. Approval to Submit the Head Start Supplemental Funding Application to the Office of Head Start to Increase Program Hours

There were no questions on this item.

Moved/Scherman, second/Kennedy, to approve the submission of a Supplemental Funding Application to the Office of Head Start/Administration for

Children and Families to increase program hours in Head Start in Sacramento County.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

#### **IV. Information Items**

##### **A. Presentation: Construction and Related Initiatives**

Mr. William Walker provided an overview of the construction and related initiatives SETA was involved in during 2018. Mr. Kennedy stated that this report continues to emphasize how important our construction programs are. Mr. Kennedy would like SETA to continue focusing on the needs for the construction trades.

B. Fiscal Monitoring Reports: No questions.

C. Employer Success Stories and Activity Report: No questions.

D. Dislocated Worker Update: No questions.

E. Unemployment Update/Press Release from the Employment Development Department: No questions.

F. Head Start Reports: Ms. Denise Lee reported that staff received a letter showing that the monitoring finding was cleared. Ms. Lee thanked the team that worked on the response.

G. Pay: No comments.

#### **V. Reports to the Board**

A. Chair: Mr. Carr asked members to notify Ms. Kossick if they wanted any items agendaized. Mr. Kennedy suggested a 'laundry list' of presentation items to be prepared for 2019 meetings.

B. Executive Director: Recognized Supervisor Kennedy's service as Chair and presented him with a gift. Ms. Kossick wished Supervisor Nottoli a belated happy birthday. Ms. Kossick reminded the board that we will have a meeting January 3 since the refugee funding will be rolled out.

C. Deputy Directors: No reports.

D. Counsel: No report.

E. Members of the Board: Ms. Scherman would like to adjourn the meeting in honor of those that lost homes and their lives in the Paradise fire.

F. Public: No comments.

G. Memorandum of Understanding Regarding Duties and Responsibilities for Payroll Processing: No questions.

#### **VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATORS**

**PURSUANT TO GOVERNMENT CODE SECTION 54957.6**

- Agency Designated Representatives: Kathy Kossick and Dee Contreras
- Unrepresented Employees: Executive Director, Children & Family Services Deputy Director, Workforce Department Deputy Director, Fiscal Department Chief, Personnel/Human Resources Department Chief, Accountant III/Fiscal Manager, Head Start Manager, Workforce Development Manager, Network Engineer, Web Innovation Engineer

The board went into closed session at 11:20 a.m. At 11:37 a.m., Mr. Carr stated that there was no report out of closed session.

- VII. Adjournment:** The meeting was adjourned at 11:37 a.m. in memory of the residents of Paradise that lost their homes or lives.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 11/29/18 through 12/20/18, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 11/29/18 through 12/20/18.

PRESENTER: Kathy Kossick

ITEM II-C - CONSENT

APPROVAL TO MODIFY LEADERS EVOLVING INC.'S VENDOR  
SERVICES CONTRACT

BACKGROUND:

In 2017, the SETA Governing Board approved Leaders Evolving Inc. for SETA's Vendor Services (VS) List to provide training services for leaders/management of both Workforce Development and Head Start's Child Development (ages 0 – 5) and Family Services.

Due to increased costs to meet SETA's insurance requirements, Leaders Evolving Inc. submitted a formal request to modify its VS contract to increase their fees. A team comprised of program and contracting staff reviewed and evaluated Leaders Evolving Inc.'s request and determined that the request is justified, and that the new proposed fees are reasonable in cost.

Staff is seeking approval of the attached recommendation for modification.

RECOMMENDATION:

Approve the attached recommendation for modification of Leaders Evolving Inc.'s VS contract to increase service rates.

PRESENTER: Marianne Sphar



## Workforce Development Vendor Services (VS) List

### Staff Recommendation

**Applicant: Leaders Evolving Inc.**

**Location: 435 Fiesta Ave.  
Davis, CA 95616**

**Applicant's Background:**

Leaders Evolving Inc. has provided training and coaching services for the professional development of individuals and teams since 2013. The training and coaching made available by Leaders Evolving Inc. addresses building the skills needed by leadership/management in the areas of decision-making, communication, team-building, values and authenticity, wellness, personnel management, and organizational development.

Leaders Evolving Inc. provides In-Service Training that supports and enhances Workforce Development and Head Start Child Development (ages 0 – 5) and Family Services. Approval of the proposed rate increases will ensure that Leaders Evolving Inc. will have the ability to continue providing these valuable services.

Activity	Current Rates	New Rates
<b>In-Service Training* –</b>		
Coaching/Leadership Training:		
<ul style="list-style-type: none"> <li>▪ <u>Effective Communication Skills</u></li> </ul>	\$200 per hour (per individual) (4 hour max. or \$800)	\$250 per hour (per individual) (4 hour max. or \$1,000)
<ul style="list-style-type: none"> <li>▪ <u>Conflict Management Strategies</u></li> </ul>	\$200 per hour (2 – 6 participants) (12 hour max. or \$2,400)	\$250 per hour (2 – 6 participants) (12 hour max. or \$3,000)
<ul style="list-style-type: none"> <li>▪ <u>Managing Accountability of Staff</u></li> </ul>	4-hour Training: \$1,200 (5 – 30 participants)	4-hour Training: \$1,500 (5 – 30 participants)
<ul style="list-style-type: none"> <li>▪ <u>Creating a Culture of Learning</u> (including developing behavioral and communication norms)</li> </ul>	8-hour Training: \$2,400 (5 – 30 participants)	8-hour Training: \$3,000 (5 – 30 participants)
<ul style="list-style-type: none"> <li>▪ <u>Change Management</u></li> </ul>		
<ul style="list-style-type: none"> <li>▪ <u>Organizational Development</u></li> </ul>		

\*All services are subject to prior management approval.

## ITEM III-A – 1 - ACTION

### TIMED ITEM: 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF CHANGES TO THE SETA PERSONNEL POLICIES AND PROCEDURES SICK LEAVE ACCRUAL AND USAGE, LEAVE WITHOUT PAY, AND EQUAL OPPORTUNITY EMPLOYER POLICIES

#### BACKGROUND

The American Federation of State, County, and Municipal Employees (AFSCME) and the Sacramento Employment and Training Agency (SETA) have been in negotiations discussions and meetings since April 2018. In addition to a tentative agreement on a three-year contract with the three bargaining units represented by AFSCME, three policies were updated to conform to the labor agreement changes.

The policy changes include:

#### Sick Leave Accrual and Usage (Section 9.08)

- Reduce sick leave accrual to 13 days for 40-hour work week regular employees and a prorated reduction for 4, 6, and 7-hour regular employees
- Clarify when employees may use their sick leave as defined by law
- Remove sick leave restriction
- Define excessive use of sick leave

#### Leave Without Pay (Section 9.01)

- Change the title to Leave of Absence With or Without Pay
- Clarify process on requesting leaves of absence
- Clarify when leave without pay can be used
- Added leaves of absence for veterans and/or members of the National Guard as defined per law

#### Equal Opportunity Employer (Section 1.05)

- Updated the protected classes as defined by law

There will be additional policies that will change in the near future as a result of the labor agreement changes and all will be brought to Policy Council for approval.

The updated Sections of the above noted policies are attached with changes red-lined as well as a clean copy. The Policy Council approved this item at their December 19 meeting.

#### RECOMMENDATION:

Open a public hearing, take public testimony, and take action to close the public hearing and approve the updated Sick Leave and Accrual Usage, Leave With or Without Pay, and Equal Opportunity Employer Policies.

PRESENTER: Allison Noren

# Sick Leave Accrual and Usage

## Section 9.08

Sick leave ~~credits~~accruals shall be earned by regular and probationary employees based on the equivalent of full-time service from the date of appointment.

A. Sick leave ~~credit~~hours shall accrue to and be useable by the employee upon completion of ~~on the regular work assignment~~end of the day on the last day of the bi-weekly pay period in which it is earned. ~~Sick leave requires the approval of the supervisor and may be denied as provided below. Unapproved sick leave is absence without leave and shall be unpaid. Unexcused sick leave is sick leave for a purpose not approved herein, or in a manner or amount which exceeds the standards defined below.~~

B. Sick leave is accrued as follows:

1. 40-hour work week regular employees: sick leave ~~credits shall~~hours accrue on the basis of four ~~and six tenths (4.6) hours,~~ per bi-weekly pay period of service, ~~or thirteen (13) days annually,~~ and may be accumulated without limitation.
2. Less than 40-hour work week regular employees: ~~sick leave credits~~hours shall accrue in proportion to their regular work week hours compared with the forty (40) hour work week, ~~(i.e., 20 hours per week employee would accrue sick leave at 50% or 2.3 hours per bi-weekly pay period, etc.)~~ so that 4-hour employees earn two (2) hours per bi-weekly pay period or 6.5 days annually; 6-hour employees earn three (3) hours per bi-weekly pay period or 9.75 days annually; and 7-hour employees earn three and one-half (3½) hours per biweekly pay period or 11.375 days annually.

C. A regular or probationary employee may utilize their accumulated sick leave when unable to perform their work duties by reason of:

1. physical or mental illness
2. ~~on or off-the-job injury, including victims of domestic violence, stalking and sexual abuse as defined by the Kin Care Law~~
3. ~~necessary medical or dental care~~
4. ~~exposure to or active contagious disease under circumstances by which such that the health of employees, or members of the public would be endangered by the attendance of the employee being at work~~
5. ~~illness or death in the employee's immediate family as defined by law~~
6. ~~pregnancy and childbirth~~
7. ~~attendance, at any location, during a serious medical treatment or operation, including childbirth, performed upon a spouse, child or an immediate family member as defined by law~~

~~close relative residing with the employee~~

- D. An employee may be required to present a certificate of the attending physician or medical practitioner to substantiate the need for and use of sick leave ~~as allowed by law.~~ The Agency may also require a fitness for duty examination ~~or for cause as determined by observation of the employee's behavior or disclosure of their medical condition.~~ The Agency may require a fitness for duty examination upon release up to return to work from absence for a serious illness, injury, or exposure to a contagious disease.

~~An employee may be placed on sick leave restriction by the Agency for excessive use and/or abuse of sick leave. Such employees will be required to bring substantiation for the need for and use of sick leave, and shall be notified of the duration of that requirement as well as the reason(s) for the restriction.~~

- E. The Executive Director, designee or Appointing Authority may place an employee on involuntary sick leave when recommended by a competent medical authority and when the employee's presence at work endangers the health or work performance of the employee, other employees ~~or~~, the Head Start children under their supervision, or Agency clients.

- F. ~~Excessive~~ An employee who is using excessive sick leave usage shall be notified of the concern by his/her direct supervisor as soon as practical and counseled regarding the use and abuse of sick leave. After initial verbal counseling, upon another occurrence the employee shall be notified in writing of the attendance requirements and advised that discipline may follow if the behavior is not corrected. Failure to report to work regularly and to follow procedures for calling out sick may be grounds for disciplinary action, up to and including termination.

~~Excessive sick leave is defined as~~ using sick leave in excess of that protected by law as follows:

1. ~~The employee has a total yearly~~ rate of utilization of sick leave in excess of that protected by law which is in excess of ~~sixtyfifty~~ percent (60/50%) of the yearly accrual.
  2. ~~This~~ The employee will take into consideration the length of employment, the employee's accrual rate, as well as the need(s) for and use of sick leave by the employee.
- G. ~~Abuse~~ be notified of this policy will result in disciplinary action up to and including termination. Abuse of sick leave is defined as utilization threshold when they reach forty percent (40%) usage, if possible.
1.
    2. The employee shows a pattern of sick leave use which causes concern as to its legitimacy, including time associated with ~~specific days, assignments, holidays,~~

~~paydays, weekends, requested holidays or other leave, and/or after refused time off or days off;~~

- ~~2. The employee is denied other time off and then reports out on sick leave.~~
- ~~3. The employee fails to provide required medical verification for use of sick leave when required that period.~~
- ~~4. The employee uses sick leave to engage in personal activities not expressly authorized in these Policies and Procedures.~~
- ~~5. The employee uses sick leave immediately upon accrual of a full day of sick leave.~~
- ~~6. The employee uses sick leave frequently for short absences.~~

Supervisors/managers ~~should~~shall monitor the sick leave use by all employees under their ~~supervisions~~supervisor or direction, including the use of sick leave covered by FMLA. ~~Employees placed on sick leave restriction by their supervisor/manager should be counseled as needed in an effort toward compliance with this policy.~~ Kin Care and other legally protected sick leave.

~~H. Payments to Agency employees based on sick leave credit used for personal purposes shall be excluded from “wages” for the purposes of the Social Security Act.~~

G. If an employee in a class designated ~~“management”~~as Management in the annual salary classification plan dies while employed by the Agency, whether or not the death is job-related, the beneficiary shall be paid the monetary value of all sick leave accrued by the employee at the time of death.

H. Unused sick leave at the time of retirement shall be eligible for conversion to service credit as the retirement plan allows.

~~A.~~ “I. Immediate family”<sup>2</sup> for purposes of this section shall be as defined ~~as that~~by law and is found in section 9.03 A of these policies.

# **Sick Leave Accrual and Usage**

## *Section 9.08*

Sick leave accruals shall be earned by regular and probationary employees based on the equivalent of full-time service from the date of appointment.

- A. Sick leave hours shall accrue to and be useable by the employee upon completion of the end of the day on the last day of the bi-weekly pay period in which it is earned. Sick leave requires the approval of the supervisor and may be denied as provided below. Unapproved sick leave is absence without leave and shall be unpaid. Unexcused sick leave is sick leave for a purpose not approved herein, or in a manner or amount which exceeds the standards defined below.
  
- B. Sick leave is accrued as follows:
  - 1. 40-hour work week regular employees: sick leave hours accrue on the basis of four (4) hours, per bi-weekly pay period of service, or thirteen (13) days annually, and may be accumulated without limitation.
  
  - 2. Less than 40-hour work week regular employees: sick leave hours shall accrue in proportion to their regular work week hours compared with the forty (40) hour work week so that 4-hour employees earn two (2) hours per bi-weekly pay period or 6.5 days annually; 6-hour employees earn three (3) hours per bi-weekly pay period or 9.75 days annually; and 7-hour employees earn three and one-half (3½) hours per biweekly pay period or 11.375 days annually.
  
- C. A regular or probationary employee may utilize their accumulated sick leave when unable to perform their work duties by reason of:
  - 1. physical or mental illness
  - 2. on or off-the-job injury, including victims of domestic violence, stalking and sexual abuse as defined by the Kin Care Law
  - 3. necessary medical or dental care
  - 4. exposure to or active contagious disease such that the health of employees, or the public would be endangered by the employee being at work
  - 5. illness in the employee's immediate family as defined by law
  - 6. pregnancy and childbirth
  - 7. attendance during a serious medical treatment or operation performed upon an immediate family member as defined by law
  
- D. An employee may be required to present a certificate of the attending physician or medical practitioner to substantiate the need for and use of sick leave as allowed by law. The Agency may also require a fitness for duty examination for cause as determined by observation of the employee's behavior or disclosure of their medical condition. The

Agency may require a fitness for duty examination upon release to return to work from absence for a serious illness, injury, or exposure to a contagious disease.

- E. The Executive Director, designee or Appointing Authority may place an employee on involuntary sick leave when recommended by a competent medical authority and when the employee's presence at work endangers the health or work performance of the employee, other employees, the Head Start children under their supervision, or Agency clients.
- F. An employee who is using excessive sick leave shall be notified of the concern by his/her direct supervisor as soon as practical and counseled regarding the use and abuse of sick leave. After initial verbal counseling, upon another occurrence the employee shall be notified in writing of the attendance requirements and advised that discipline may follow if the behavior is not corrected. Failure to report to work regularly and to follow procedures for calling out sick may be grounds for disciplinary action.

Excessive sick leave is defined as using sick leave in excess of that protected by law as follows:

1. The employee has a rate of utilization of sick leave in excess of that protected by law which is in excess of fifty percent (50%) of the yearly accrual. The employee will be notified of this utilization threshold when they reach forty percent (40%) usage, if possible.
2. The employee has a pattern of sick leave use which causes concern as to its legitimacy, including time associated with weekends, holidays or other leave, and/or after refused time off for that period.

Supervisors/managers shall monitor the sick leave use by all employees under their supervisor or direction, including the use of sick leave covered by FMLA, Kin Care and other legally protected sick leave.

- G. If an employee in a class designated as Management in the annual salary classification plan dies while employed by the Agency, whether or not the death is job-related, the beneficiary shall be paid the monetary value of all sick leave accrued by the employee at the time of death.
- H. Unused sick leave at the time of retirement shall be eligible for conversion to service credit as the retirement plan allows.
- I. Immediate family for purposes of this section shall be as defined by law and is found in section 9.03 A of these policies.

## Section 9: Leave

### Leave of Absence With or Without Pay

#### *Section 9.01*

A leave of absence with or without pay will allow a regular employee to be absent from duty for a specified period of time and for specified purpose: in accordance with statutory requirements and the applicable collective bargaining agreement.

A. A request for a medical, pregnancy or parental leave of absence with or without pay shall be made in writing to the employee's immediate supervisor. ~~The immediate supervisor will discuss, the request with Human Resources Chief, and the Department Chief. Head, and shall state specifically~~

~~B. If the Department Chief approves~~ reasons for leave (insofar as allowed by law), the request, date when the leave is to begin, and the probable date of return. Then the request will be forwarded to the Executive Director for final approval.

~~B. All other leaves shall be submitted to the employee's supervisor and Department Head and state specifically the reason for the leave, the date it is requested to begin, and the duration and return date for approval. The Department Head will forward it to the Executive Director for final approval.~~

C. No employee shall be granted a leave of absence without pay for time off which can be covered by the employee's accrued vacation, compensatory time off, personal leave, or sick leave: when applicable. This does not apply to a denial of paid leave for an employee with attendance issues, tardiness or failure to follow call-in procedures when not reporting for work.

D. A leave may be granted for a period not to exceed six (6) months for the following purposes:

1. ~~1.~~ Illness or injury, including pregnancy-related disability due to pregnancy or childbirth and family care;

2. ~~2.~~ Education or training which would benefit the Agency;

3. ~~3.~~ Parental leave pursuant to Agency policy, or;

~~3.4.~~ Other personal reasons approved by either the Executive Director (or the Appointing Authority for).  
~~Agency Fiscal staff or the Executive Director.~~

E. Accrued sick leave when applicable, vacation leave, compensatory time off, personal leave and management leave must be used prior to taking a leave without pay except as approved by the Executive Director ~~or Appointing Authority~~ (or the Appointing



Authority). An employee may not intersperse paid leave accruals with unpaid leave to accrue benefits or qualify for Agency insurance contributions.

~~F.~~ ~~An~~

F. In unusual and special circumstances an employee may be granted up to a six (6) month extension of a leave of absence without pay for a total of up to twelve (12) months. -Such extension shall be based on unusual and special circumstances, and shall be subject to the approval of the Executive Director (or the Appointing Authority).

G. A leave of absence may be revoked by the Executive Director (or the Appointing Authority for Agency Fiscal staff or the Executive Director,), if the reason for granting a leave was misrepresented or has ceased to exist.

H. If an employee is on an approved leave of absence of six (6) months or less, necessitated by pregnancy, illness or disability, as verified by medical reports, the employee shall be eligible to return to his/her position at the completion of such leave. - unless statutory provisions provide greater protection.

I. In all other cases, if a leave of absence necessitates a replacement with a regular employee, the employee on leave shall not be returned to the Agency unless a position in the employee's classification is open at the time he/she reports for work. If the position is to be filled on a permanent basis, the employee shall be so advised prior to the leave.

J. If there is not such a vacancy in the employee's current classification at the time of request to return, he/she shall have preferential hiring rights for the first in either the employee's current classification or another classification in which he/she held regular status and which is either open at the time he/she returns from the leave or which becomes open at a later date. Such preferential hiring rights cease when either he/she is re-employed in his/her current classification or one calendar year after termination of the leave, whichever occurs first, ~~and.~~

K. Recall rights from a leave without pay shall not supersede the recall rights of laid-off employees.- Disputes on preferential hiring rights to vacant positions shall be resolved first by classification seniority. Ties in classification seniority shall be determined by Agency seniority. Ties in Agency seniority will be determined by lot.

~~I-L.~~ If the leave of absence without pay necessitates a temporary replacement, the employee on leave shall be returned to the position he/she vacated upon his/her return to work.

M. Employees wishing to return from a leave of absence prior to the original date of return, shall notify their supervisor of their desire to return early and they shall work out a mutually agreeable date of return.

JN. Employees who are veterans and/or members of the National Guard shall be entitled to leaves of absence to which they are entitled pursuant to the Military and Veterans Code.

Q. An employee failing to return from a leave of absence on the specified return date shall be considered to have resigned their employment with the Agency.

## **Section 9: Leave**

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- B. All other leaves shall be submitted to the employee's supervisor and Department Head and state specifically the reason for the leave, the date it is requested to begin, and the duration and return date for approval. The Department Head will forward it to the Executive Director for final approval.
- C. No employee shall be granted a leave of absence without pay for time off which can be covered by the employee's accrued vacation, compensatory time off, personal leave, or sick leave when applicable. This does not apply to a denial of paid leave for an employee with attendance issues, tardiness or failure to follow call-in procedures when not reporting for work.
- D. A leave may be granted for a period not to exceed six (6) months for the following purposes:
  - 1. Illness or injury, including pregnancy-related disability and family care;
  - 2. Education or training which would benefit the Agency;
  - 3. Parental leave pursuant to Agency policy, or;
  - 4. Other personal reasons approved by the Executive Director (or the Appointing Authority).
- E. Accrued sick leave when applicable, vacation leave, compensatory time off, personal leave and management leave must be used prior to taking a leave without pay except as approved by the Executive Director (or the Appointing Authority). An employee may not intersperse paid leave accruals with unpaid leave to accrue benefits or qualify for Agency insurance contributions.

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- G. A leave of absence may be revoked by the Executive Director (or the Appointing Authority), if the reason for granting a leave was misrepresented or has ceased to exist.
- H. If an employee is on an approved leave of absence of six (6) months or less, necessitated by pregnancy, illness or disability, as verified by medical reports, the employee shall be eligible to return to his/her position at the completion of such leave unless statutory provisions provide greater protection.
- I. In all other cases, if a leave of absence necessitates a replacement with a regular employee, the employee on leave shall not be returned to the Agency unless a position in the employee's classification is open at the time he/she reports for work. If the position is to be filled on a permanent basis, the employee shall be so advised prior to the leave.
- J. If there is not such a vacancy in the employee's current classification at the time of request to return, he/she shall have preferential hiring rights for the first in either the employee's current classification or another classification in which he/she held regular status and which is either open at the time he/she returns from the leave or which becomes open at a later date. Such preferential hiring rights cease when either he/she is re-employed in his/her current classification or one calendar year after termination of the leave, whichever occurs first.
- K. Recall rights from a leave without pay shall not supersede the recall rights of laid-off employees. Disputes on preferential hiring rights to vacant positions shall be resolved first by classification seniority. Ties in classification seniority shall be determined by Agency seniority. Ties in Agency seniority will be determined by lot.
- L. If the leave of absence without pay necessitates a temporary replacement, the employee on leave shall be returned to the position he/she vacated upon his/her return to work.
- M. Employees wishing to return from a leave of absence prior to the original date of return, shall notify their supervisor of their desire to return early and they shall work out a mutually agreeable date of return.
- N. Employees who are veterans and/or members of the National Guard shall be entitled to leaves of absence to which they are entitled pursuant to the Military and Veterans Code.
- O. An employee failing to return from a leave of absence on the specified return date shall be considered to have resigned their employment with the Agency.

## **Section 9: Leave**

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- B. All other leaves shall be submitted to the employee's supervisor and Department Head and state specifically the reason for the leave, the date it is requested to begin, and the duration and return date for approval. The Department Head will forward it to the Executive Director for final approval.
- C. No employee shall be granted a leave of absence without pay for time off which can be covered by the employee's accrued vacation, compensatory time off, personal leave, or sick leave when applicable. This does not apply to a denial of paid leave for an employee with attendance issues, tardiness or failure to follow call-in procedures when not reporting for work.
- D. A leave may be granted for a period not to exceed six (6) months for the following purposes:
  - 1. Illness or injury, including pregnancy-related disability and family care;
  - 2. Education or training which would benefit the Agency;
  - 3. Parental leave pursuant to Agency policy, or;
  - 4. Other personal reasons approved by the Executive Director (or the Appointing Authority).
- E. Accrued sick leave when applicable, vacation leave, compensatory time off, personal leave and management leave must be used prior to taking a leave without pay except as approved by the Executive Director (or the Appointing Authority). An employee may not intersperse paid leave accruals with unpaid leave to accrue benefits or qualify for Agency insurance contributions.

- F. In unusual and special circumstances an employee may be granted up to a six (6) month extension of a leave of absence without pay for a total of up to twelve (12) months. Such extension shall be based on unusual and special circumstances and shall be subject to the approval of the Executive Director (or the Appointing Authority).
- G. A leave of absence may be revoked by the Executive Director (or the Appointing Authority), if the reason for granting a leave was misrepresented or has ceased to exist.
- H. If an employee is on an approved leave of absence of six (6) months or less, necessitated by pregnancy, illness or disability, as verified by medical reports, the employee shall be eligible to return to his/her position at the completion of such leave unless statutory provisions provide greater protection.
- I. In all other cases, if a leave of absence necessitates a replacement with a regular employee, the employee on leave shall not be returned to the Agency unless a position in the employee's classification is open at the time he/she reports for work. If the position is to be filled on a permanent basis, the employee shall be so advised prior to the leave.
- J. If there is not such a vacancy in the employee's current classification at the time of request to return, he/she shall have preferential hiring rights for the first in either the employee's current classification or another classification in which he/she held regular status and which is either open at the time he/she returns from the leave or which becomes open at a later date. Such preferential hiring rights cease when either he/she is re-employed in his/her current classification or one calendar year after termination of the leave, whichever occurs first.
- K. Recall rights from a leave without pay shall not supersede the recall rights of laid-off employees. Disputes on preferential hiring rights to vacant positions shall be resolved first by classification seniority. Ties in classification seniority shall be determined by Agency seniority. Ties in Agency seniority will be determined by lot.
- L. If the leave of absence without pay necessitates a temporary replacement, the employee on leave shall be returned to the position he/she vacated upon his/her return to work.
- M. Employees wishing to return from a leave of absence prior to the original date of return, shall notify their supervisor of their desire to return early and they shall work out a mutually agreeable date of return.
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- O. An employee failing to return from a leave of absence on the specified return date shall be considered to have resigned their employment with the Agency.

# Equal Opportunity Employer

## *Section 1.05*

The Agency is committed to providing equal employment opportunity to all qualified persons in matters affecting, but not limited to, recruitment, employment, compensation, benefits, promotions, training, tuition assistance, discipline, transfer and layoff practices without regard to a person's age, genetic information, sex (including pregnancy, child birth and related medical conditions), marital status, sexual orientation, gender identity and gender expression, medical condition, physical and/or mental disability, religion, race, color, creed, national origin, ancestry, military and veterans status political affiliation, or Union membership or activity.

~~race, color, religion, national origin, disability, sex, age, sexual orientation, marital status, veteran status veteran status, gender identity, genetic information, or any other legally protected characteristic.~~

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ITEM III-A – 2 – ACTION

APPROVAL TO ADJUST ZONES IN THE BROADBAND/PERFORMANCE  
MANAGEMENT POLICY

BACKGROUND:

On October 1, 1998 the SETA Governing Board approved a “Broadbanding Pay and Performance Management” program. The action taken by the Board was to approve the program as well as the adoption of the “Broadbanding Pay and Management Manual: Guidelines, Policies, and Procedures” in order to fully implement its structure and program. The index referenced as a means of adjusting the zones was the American Compensation Association Salary Survey of Compensation Trends. However, this index has changed and has not been available for a number of years. Therefore, for the past five years the Agency has utilized the Consumers Price Index – Urban Consumers (CPI\_U).

Each exempt management position is placed in one of two salary zones. The range movement utilizes the Consumer Price Index for Urban Consumers (CPI-U) for 2013-2018 is as follows:

2013	2014	2015	2016	2017	2018
1.5	0.8	0.7	2.1	2.1	2.3

ZONE 1	ZONE 2
Workforce Development Deputy Director Children & Family Services Deputy Director Administrative Services Deputy Director Information Technology Department Chief Fiscal Department Chief Administration Department Chief Personnel/Human Resources Department Chief	Workforce Development Manager Head Start Manager Human Resources Manager Fiscal Manager Public Information Officer Network Engineer

The use of CPI-U will move Zone 1 and Zone 2 to the following ranges:

Zone 1

2013	2014	2015	2016	2017	2018
\$64,100 – \$138,940	\$64,613 - \$140,055	\$65,065 - \$141,035	\$66,432 - \$143,997	\$67,827 - \$147,021	\$69,387 - \$150,402

Zone 2

2013	2014	2015	2016	2017	2018
\$49,121 – \$98,243	\$49,515 - \$99,029	\$49,862 - \$99,722	\$50,909 - \$101,816	\$51,978 – \$103,954	\$53,173 - \$106,345

ITEM III-A – 2 – ACTION (continued)  
Page 2

This action does not result in salary increases for management staff.

RECOMMENDATION:

Staff is recommending a modification to the salary ranges of Zone 1 to \$69,386 - \$150,402 and Zone 2 to \$53,173 - \$106,345.

PRESENTER: Kathy Kossick

ITEM III-A- 3 - ACTION

REVIEW AND APPROVAL OF THE AGENCY'S INDEPENDENT AUDITOR'S REPORT  
AND FINANCIAL STATEMENTS FOR FISCAL YEAR ENDED JUNE 30, 2018

BACKGROUND:

Vavrinek, Trine, Day & Co., LLP Inc. recently completed the annual audit of the Sacramento Employment and Training Agency for the fiscal year ended June 30, 2018. Staff will be available to answer questions regarding the audit.

The audit report will be sent under separate cover.

RECOMMENDATION:

Review and approve the Annual Auditor's Report and Financial Statements of the Agency for the fiscal year ended June 30, 2018.

PRESENTER: D'et Saurbourne

## ITEM III-B-1 – ACTION

### TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF MODIFICATIONS TO THE BYLAWS OF THE COMMUNITY ACTION BOARD

#### BACKGROUND:

The Community Action Board bylaws contain provisions regarding the procedures to be followed in appointing representatives in the public, private and low-income sectors. In a recent monitoring visit, the California Department of Community Services and Development noted that SETA was not compliant with its bylaws, in part because of vacancies in the public sector.

Based on review of the bylaws and applicable provisions of the CSBG Act and regulations, staff and legal counsel have determined that more flexibility in the selection of public sector representatives could expand the field of potential candidates and assist SETA in maintaining compliance with the bylaws. Under the current bylaws, both elected and appointed officials may serve, but only elected officials can designate representatives to serve in their place or absence. Under recent clarifications in the regulations, it is now permissible to allow appointive public officials to also designate representatives to serve.

Attached for your review is a copy of proposed revisions to the bylaws. The modifications appear in Section 2.1 on page 5 of the attached bylaws. Additions are indicated by **red** and deletions are indicated by ~~strike through~~. The modifications serve to make it clear that appointive officials, as well as elected officials, may designate qualified representatives to serve in their place or absence.

Legal Counsel has reviewed these modifications.

The Community Action Board reviewed and approved this item at their December 12, 2018 meeting. Staff will be available to answer questions.

#### RECOMMENDATION:

Open a public hearing, take public testimony, and take action to close the public hearing and approve the amendments to the Community Action Board Bylaws.

PRESENTER: Julie Davis-Jaffe

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA)  
COMMUNITY ACTION BOARD  
BYLAWS

Preamble

The Sacramento Employment and Training Agency (SETA) is a Joint Powers Agency comprised of the City of Sacramento and the County of Sacramento. It has been formed to administer a variety of human services programs.

SETA is governed by a Joint Powers Authority that is comprised of two Sacramento City Council members, two members of the Sacramento County Board of Supervisors and one individual mutually appointed by both the City and County. The Joint Powers Authority, or “SETA Governing Board,” is the policy-making body of the Agency and all items affecting the Agency must be presented to the SETA Governing Board for deliberation and final action.

In accordance with the Joint Powers Agreement, the SETA Governing Board may create under it a Community Action Board composed of public officials, representatives of private organizations and low income individuals.

The SETA Community Action Board is established as an advisory body to the Governing Board. Generally, the Community Action Program has the goals of enabling low income families, and low income individuals of all ages, to attain the skills, knowledge, and motivations and to secure the opportunities needed for them to become fully self-sufficient.

The Community Action Board’s greatest single resource (along with funding and programs) is people. This statement is especially true of the Community Action Board’s own composition. Each member of the Community Action Board has vital talents, experience, contacts and resources to offer.

Public officials bring expertise in public relations, meetings, administration, funding and fiscal affairs. They represent the interest of the general public, yet can also serve as ambassadors of goodwill to the client groups.

Low income individuals and their representatives are the fundamental source of information on conditions and problems of poverty. Their participation and involvement on the Community Action Board, on its committees and at neighborhood levels is critical to Community Action efforts. Also important is their ability to help develop public and institutional understanding of, and support for, the programs—and the positive effects those programs can have on the community.

Representatives of the private sector provide good decision-making capabilities. They normally have business management and fiscal expertise. They are major sources of funds and other resources. Finally, they provide balance to the Community Action Board by representing the remainder of the community.

The Community Action Board is entrusted with a mission, to make the entire community respond to the needs and interests of low income individuals and families. This is to be accomplished by mobilization of resources and getting greater institutional sensitivity, or understanding with the community.

## Article I Community Action Board

### 1.1 General Composition

The Community Action Board shall be composed of twelve (12) members, with four (4) members representing each of three (3) constituent groups: 1) Public Officials or their representatives; 2) Private Sector, consists of business, industry, labor, religious groups, welfare, education, or other major groups and interests in the community; and 3) Low

Income Sector, or -low-income individuals residing within the Community Action Program jurisdiction.

## 1.2 Target Areas

SETA has identified six (6) low income target areas in Sacramento County based upon geographic locations and population data. The target areas are identified as follows:

### 1) North Central

Includes communities of: Alkali Flat, Rio Linda/Elverta, Robla, East Del Paso, Del Paso, Strawberry Manor and Northgate/Gardenland.

### 2) South Central

Includes communities of: Central City, City Farms, Oak Park, Freeport Manor, Woodbine, Glen Elder and Meadowview.

### 3) Citrus Heights

### 4) North Highlands

### 5) South Sacramento

Includes all unincorporated low income communities geographically located in the southern portion of the county.

### 6) Rancho Cordova

Representatives of the low income sector must reside within one of the designated target areas. In appointing organizations to represent the private sector and the low-income sector the Community Action Board, the SETA Governing Board shall attempt to appoint organizations housed within the six (6) designated target areas.

### 1.3 Public Officials

The four (4) public officials shall be elected public officials currently holding office or their representatives, except that if the SETA Governing Board determines that there are not enough elected officials reasonably available and willing to serve, appointive public officials may be selected to represent public officials.

### 1.4 Private Sector Representatives

The four (4) Private Sector members shall be officials or members of business, industry, labor, religious groups, welfare, education, and other groups or interests in the community as determined by the Governing Board. Lists of organizations representative of the private sector shall be compiled by the SETA Governing Board and updated as necessary for future selection purposes.

### 1.5 Low Income Sector Representatives

The four (4) low income sector members of the Community Action Board shall be low income individuals residing in one of the target areas and shall be democratically elected by groups which represent the interests of low income persons with final designation determined by the SETA Governing Board. Lists of organizations representative of low income persons shall be compiled and maintained by the SETA Governing Board and updated as necessary for future selection purposes.



## Article II Board Selection Procedures

### 2.1 Designation of Public Officials

The SETA Governing Board shall select elected public officials to serve on the Board. If there are not enough elected public officials reasonably available and willing to serve on the Community Action Board, the SETA Governing Board may select appointive public officials to serve on the Community Action Board. Whether elected or appointive, these officials must currently hold office. They must have general governmental responsibilities or responsibilities which require them to deal with poverty related issues.

~~If an elected~~ Each elected or appointive public official is selected to serve on the Community Action Board, ~~that official~~ may choose one permanent representative to serve in his/her place or whenever he/she will be unable to attend a meeting. These representatives need not be public officials themselves, but they must have full authority to act for the public officials at Community Action Board meetings.

If the public officials, both elected and appointive, do not comprise one third of the Community Action Board, then seats allotted to them shall remain vacant.

### 2.2 Representation of the Private Sector

The SETA Governing Board, in February of every third year commencing in 2006, shall consider the names of private organizations identified on the list mentioned in Section 1.4 as appropriate for designation. The SETA Governing Board shall ensure that in the selection process a broad spectrum of the above-identified private sector groups and interests will be represented, with special emphasis given to organizations that are well suited toward providing support and guidance to the Community Action Board in its effort to actualize Community Action Program goals. Private organizations shall be

selected so as to ensure that the Community Action Board will benefit from broad community involvement. The SETA Governing Board shall designate up to four (4) organizations each of which shall select a member or members. No private organization shall be designated to select more than two (2) members to serve on the Community Action Board. Within thirty (30) days of designation, each designated private sector organization shall select a member or members to serve on the Community Action Board. At the same time, each private organization shall also select an alternate to attend Community Action Board meetings when the representative is unable to attend.

### 2.3 Private Sector Selection Criteria

Criteria for selection of private sector organizations includes the following:

- A. The organization must be from any of the following six (6) categories:
  - Business/Industry
  - Labor
  - Religious groups
  - Private welfare/social services agencies
  - Private educational institutions
  - Other major groups or interests in the community as determined by the SETA Governing Board
  
- B. The organization may be located anywhere in the Sacramento County. However, any member selected to represent a particular geographical area must reside in that area.
  
- C. When the number of qualified private sector organizations interested in participating on the Community Action Board exceeds the number of seats designated for the private sector (which is four), the SETA Governing Board may choose to reappoint private sector organizations, with an emphasis on replacing

private organizations that have been represented on the Community Action Board for three (3) years or more so that the opportunity to participate will be shared equitably among all interested, qualified private organizations.

#### 2.4 Representation of the Low Income Sector

To qualify for election, an individual must be low income as defined in the federal poverty guidelines and must reside in one of the low income target areas identified in Section 1.2 of these bylaws. Only qualified, low income individuals elected by an organization identified in Section 1.5 of these bylaws shall be eligible for election.

The SETA Governing Board, in February of every third year commencing in 2006, shall consider the names of low income organizations identified on the list mentioned in Section 1.5 as appropriate for designation. The SETA Governing Board shall ensure that in the selection process of the low income residents, each of the low income target areas identified in Section 1.2 are adequately represented.

When low income population data is made available by the Bureau of the Census, low income target areas shall be redrawn by the SETA Governing Board if necessary to achieve proportionate representation.

At a public meeting and via the democratic process, the SETA Governing Board will appoint up to four (4) low income organizations to select a member or members to serve on the Community Action Board. No low income organization shall be designate to select more than two (2) members to serve on the Community Action Board. Upon designation, each low income organization shall democratically elect an individual or individuals, who is/are a resident of the appropriate low income target area, to serve on the Community Action Board as a representative of low income persons who reside in the same target area. Each organization shall elect an alternate representative for each member elected at the same time. The elected representatives and alternates must be low

income individuals themselves, must reside in a target area, but need not necessarily reside in the same target area.

## 2.5 Low Income Sector Organization Selection Criteria

Criteria for the selection of the representatives of the poor will include the following:

- A. The organization must represent a specific target area;
- B. In addition to representing a specific target area, the organization may represent the interests of low income people in the entire area served by Community Action Programs.
- C. The organization must have a membership or constituency which is comprised of at least 51% low income persons.
- D. When the number of qualified low income sector organizations interested in participating on the Community Action Board exceeds the number of seats designated for the low income sector (which is four), the SETA Governing Board may choose not to reappoint organizations which have been represented on the Board for three (3) years or more so that the opportunity to participate will be shared equally among all interested, qualified organizations.

## 2.6 Selection of Organizations and Members

The SETA Governing Board shall select organizations at its February meeting every three (3) years commencing in 2006. Within thirty (30) days of selection by the SETA Governing Board, each organization shall select a representative to serve as a member of the Community Action Board. At the same time, each organization shall select a representative to serve as an alternate to the member.

## 2.7 Seating of Members

New members filling a vacancy shall be seated at the first regular meeting of the Community Action Board immediately subsequent to selection by the applicable organization.

## 2.8 Term

Each Community Action Board membership shall be for a term of three (3) years, except for Public Officials who shall serve at the pleasure of the SETA Governing Board and only during that time when the individual is in office. Nothing in this section shall preclude the SETA Governing Board from appointing a private organization to an additional term or terms, and nothing shall preclude the organization from appointing an individual to serve as a member or alternate for an additional term or terms.

## Article III Membership Petition Procedure

### 3.1 Membership Petition Procedure

Any group representing a target area served by the Community Action Program which considers itself to be inadequately represented on the Community Action Board may file a request with SETA for adequate representation. The SETA Governing Board shall make a determination with respect to the request.

Should this request be granted, the requesting organization may be added to the Community Action Board membership at a regular meeting of the SETA Governing Board when designation of organizations are being considered or when a vacancy otherwise occurs as a substitution for the organization previously seated in that position. Any substitution must ensure the existence of a balanced, tripartite structure.

## Article IV Removal/Attendance

### 4.1 Removal

If a private sector or low-income sector member or alternate ceases to be a resident of a target area, and/or a representative of the organization by whom that person was elected, such individual shall be deemed to have resigned as a member of the Community Action Board. A member may be removed by the SETA Governing Board for any of the following reasons:

- A. Excessive absences as defined in the Community Action Board Bylaws;
- B. Undertaking illegal activities while in the performance of functions as a SETA Community Action Board member;
- C. Conflict of Interest as defined by applicable Federal and State laws and administrative regulations and SETA policies;
- D. Public officials may be removed from the Community Action Board at any time at the discretion of the SETA Governing Board.

#### 4.2 Attendance

If a Community Action Board member is absent from three (3) regular Community Action Board meetings or meetings (whether regular, special or emergency) where funding recommendations are scheduled to be made, the member shall be deemed to have resigned as a member of the Community Action Board. Attendance by an alternate, except as to public officials as identified in Article II, Section 2.1, shall not be deemed to be attended by the member.

#### 4.3 Vacancies

Any vacancy occurring on the Community Action Board shall be filled by an alternate, upon consent of the alternate, or otherwise at the earliest possible date by the applicable organization utilizing the selection criteria as outlined in these Bylaws. If an alternate fills such a vacancy, the organization which appointed the alternate shall appoint an individual to fill the vacancy created by the alternate becoming a member. If an organization selected by the SETA Governing Board to represent either the private sector or the low-income sector fails to select an individual to serve as a member and an individual to serve as an alternate of the Community Action Board for a period of thirty

(30) days from selection by the SETA Governing Board, or after a vacancy otherwise exists because of removal or resignation, that organization shall be deemed to have resigned as an organization to be represented on the Community Action Board. In that event, a new organization shall be selected by the SETA Governing Board to fill the unexpired term pursuant to the selection provisions of these Bylaws.

#### 4.4 Alternates

Each stated private sector and low-income sector organization represented on the Community Action Board shall select an alternate, which person shall meet the same membership eligibility requirements as its representative.

An Alternate may attend any regular, special, emergency, or committee meeting in the place of the member, and shall have full authority to act in the member's place, with the exception that said alternate shall not be entitled to act as an officer of the Community Action Board.

#### 4.5 Familiarity With SETA Documents

Each member and each alternate of the Community Action Board shall be provided with the following documents and be familiar with them: the SETA Joint Powers Agreement; the SETA Mission Statement; the SETA Community Action Plan; and any other policies, regulations, or laws which affect the SETA Community Action Program.

#### 4.6 Code of Conduct

Each member and each alternate of the Community Action Board:



- A. Shall not pursue private or personal interests while carrying out public responsibilities of the Community Action Board;
- B. Shall not in any way carry on individual activities or duties of the Community Action Board which have not been especially authorized by the Community Action Board, by the Board Chair, or by the Board Committee Chair;
- C. Shall not interfere with the directives of the SETA Governing Board and/or with staff members in the performance of such directives.

## Article V Meetings and Rules

### 5.1 Regular Meetings

Except as hereinafter provided, the regular meetings of the Community Action Board shall be held on the second Wednesday of each month at 10:00 a.m. The place of the meeting shall be provided in the notice of the meeting.

### 5.2 Special Meetings

Special meetings of the Community Action Board may be called (a) by the Chair of the Community Action Board, or (b) the Secretary-Treasurer of the Community Action Board upon the written request of the majority of the Board members or (c) by the directive of the SETA Governing Board.

### 5.3 Meeting Notice

Written notice of the regular meetings of the Community Action Board shall be given to each Board member at least five (5) days before the date of the meeting.

#### 5.4 Quorum

A Quorum of the Community Action Board members shall consist of a majority of the non-vacant seats. Attendance by an alternate in the absence of a member shall be counted in determining a quorum. Any action of the Community Action Board must have a vote of a majority of the members present at any meeting at which there is a quorum, except as may be otherwise provided by law, by the Joint Powers Agreement establishing SETA, or by these Bylaws. If a quorum is not present at any meeting of the Community Action Board, the Board may sit as a committee but no official Board action may be taken.

#### 5.5 Conduct of Meetings

The Community Action Board shall abide by the Rules of Procedure adopted by the SETA Governing Board for the conduct of its meetings.

#### 5.6 Public Meetings

All meetings of the Community Action Board and its committees shall be open to the public pursuant to the Ralph M. Brown Act, California Government Code Section 54950, et. seq.

#### 5.7 Proxy Votes

Proxy votes shall not be permitted in any vote in any meeting of the Community Action Board or committee thereof.

#### 5.8 Conflict of Interest

Every Community Action Board member shall avoid personal financial conflict of interest and the appearance of conflict of interest. A Community Action Board member who is the representative of an organization that has a proposal before the Community

Action Board shall abstain from any participation, including voting, regarding his/her organization's proposal. No person may sit on the Community Action Board who is an officer, director or employee of any organization contracting to perform a component of SETA/Community Action Board work program, except that this requirement shall not apply to Public Officials should SETA contract with his/her jurisdiction. This shall also apply if a member of his/her family is employed by, or has a substantial interest in, the organization requesting funds. No employee of SETA may serve on the Community Action Board, and no Federal or State employee may serve on the Board in a capacity that will require him/her to act as an agent of or as an attorney for SETA in its dealings with any Federal or State Agency. All Community Action Board members are subject to the SETA Conflict of Interest Code.

#### 5.9 Minutes

Minutes of all regular, special and emergency Community Action Board meetings shall be recorded and transcribed by SETA staff. Included in the minutes will be a record of votes on all motions. Minutes of each meeting will be transmitted to the Community Action Board five (5) days in advance of each subsequent regular meeting; or, in the case of special meetings, twenty four (24) hours in advance of such meetings. The minutes of all Community Action Board meetings shall be available for public inspection.

#### 5.10 Compensation and Reimbursement

Compensation for service on the Community Action Board and reimbursement for transportation, meals, and child care shall be determined by the SETA Governing Board.

## Article VI Officers

### 6.1 Officers

The officers of the Community Action Board shall be elected by the members of the Board at the January meeting, and shall consist of a Chair, Vice-Chair, and Secretary-Treasurer. The Community Action Board may appoint such other officers and assistant officers and agents as it shall deem necessary, who shall have such authority and exercise such powers and perform such duties as shall be determined from time to time by resolutions of the Board not inconsistent with these Bylaws. All officers shall be chosen from the membership of the Community Action Board. Each officer shall serve until new officers are elected. Any officer may be removed at any time by a two-thirds vote of a quorum of the Community Action Board at any regular or special meeting called for the purpose of removing such officer. A vacancy occurring in any office of the Community Action Board shall be filled promptly by the Board. Seven months of a partial term shall consist as a full term. No alternate representative may serve as an officer of the Community Action Board.

### 6.2 Chair

The Chair shall be the presiding officer of the Community Action Board and of the Executive Committee. The Chair shall be responsible for management of the affairs of the Community Action Board and shall see that all orders and resolutions of the Community Action Board are implemented. The Chair shall appoint committee members in accordance with Article VII, herein. The Chair shall represent the Community Action Board to the SETA Governing Board and to the community. The Chair shall request that the SETA Governing Board initiate the processes for filling vacancies on the Community Action Board as they occur. The Chair shall have such additional powers and duties as may be assigned from time to time by the Community Action Board.

### 6.3 Vice Chair

The Vice Chair shall perform such duties and have such authority and power as the Community Action Board may from time to time assign, or as the Chair may from time to time delegate. In the absence of the Chair, the Vice Chair shall perform all the duties of the Chair. The Vice Chair shall succeed to the office of the Chair in the event of death, resignation, or removal from office of the Chair.

### 6.4 Secretary/Treasurer

The Secretary/Treasurer shall attend all meetings of the Community Action Board and of the Executive Committee, and keep or cause to be kept the minutes of such meetings. The Secretary/Treasurer shall assure that the minutes of each meeting are sent to each Community Action Board member five (5) days in advance of the next regular meeting. The Secretary/Treasurer shall give or cause to be given, notice of all regular, special and emergency meetings of the Community Action Board. The Secretary/Treasurer shall report or cause to be reported to the Community Action Board full and accurate accounts of disbursements; and current fiscal conditions of the Community Action Program.

## Article VII Committees

### 7.1 Standing Committees

The standing committee of the Community Action Board shall be the Executive Committee. With the exception of the emergency matters, the actions of the Executive Committee are subject to the approval of the Community Action Board, unless waived by the Board.

## 7.2 Executive Committee

The Executive Committee shall consist of the officers of the Community Action Board. The Executive Committee shall act on behalf of the Community Action Board only in the case of emergency matters arising during the intervals between Board meetings. The first item of business to be taken up at such a meeting will be the question: “Is the matter an emergency requiring action by the Executive Committee?” The Executive Committee shall not act on behalf of the Community Action Board in emergency matters if a special meeting of the Board may be convened. The affirmative vote of not less than a majority of a quorum of the Executive Committee shall be necessary for the adoption of the resolution or the taking of any other action by the Committee.

## 7.3 Special Committees

There shall be such special committees, called ad hoc committees, as the Community Action Board or Board Chair may establish from time to time.

## 7.4 Composition

All special committees shall be constituted as follows: One-third (1/3) of the committee members shall be Public Official representatives; one-third (1/3) of the committee members shall be Private Sector representatives; and at least one-third (1/3) of the committee members shall be Low-Income Sector representatives. In the absence of a member, an alternate may serve on a committee with full privileges and voting rights.

## 7.5 Committee Quorum

A quorum for any committee, shall consist of a majority of its members.

## Article VIII Amendments

### 8.1 Procedure

To amend these Bylaws the following procedure shall be followed:

- A. Proposed amendment(s) shall be mailed to members of the Community Action Board at least five (5) days prior to their reading at a Community Action Board meeting. A two-thirds (2/3) vote of the members present and voting shall pass the amendment(s).
  
- B. Any amendment(s) to the proposed amend(s) shall follow the same procedure as the original amendment(s).

### 8.2 Approval by SETA Governing Board

Amendments to these Bylaws shall only take effect upon approval of the SETA Governing Board. Once approved, an amendment shall be immediately effective.

## ITEM III-B – 2 – ACTION

### APPROVAL OF STAFF FUNDING RECOMMENDATIONS FOR THE REFUGEE SUPPORT SERVICES (RSS) PROGRAM, PROGRAM YEARS (PY) 2018-2020

#### BACKGROUND

On November 1, 2018, the Board approved the release of a Request for Proposals (RFP) for the Refugee Support Services (RSS) program, Program Year (PY) 2018-2020, to secure qualified agencies for the provision of Vocational English-as-a-Second Language combined with On-the-Job Training (VESL/OJT) and English Language Learner (ELL) Workforce Navigator services. RSS funds to SETA are made available through a formula allocation from the Department of Health and Human Services (DHHS), Administration for Children and Families (ACF), Office of Refugee Resettlement. Services offered under the RFP will be provided to refugees, asylees, certified victims of human trafficking (VOT), and individuals holding Special Immigrant Visas (SIV) who are within five (5) years of arrival in the United States.

Estimated RSS funding levels available for allocation under the RFP were as follows:

- |                           |                  |
|---------------------------|------------------|
| • VESL/OJT                | \$704,000        |
| • ELL Workforce Navigator | <u>\$280,000</u> |
|                           | \$984,000        |

On November 30, 2018, SETA received 10 proposals in response to the RFP. The 10 proposals were submitted by eight applicant agencies requesting a total of \$1,344,000.

#### PROPOSAL EVALUATION

##### ***Evaluation Process -***

The proposals were reviewed and scored by an evaluation team comprised of nine staff from SETA's Workforce Development and Fiscal Departments, and included two observers from the Sacramento County's Department of Human Assistance (DHA). Proposals were evaluated based on the criteria outlined in the RFP. Areas reviewed and addressed included an applicant's demonstrated experience and ability to:

- Operate, manage, deliver and evaluate all elements of the proposed refugee program
- Attain performance goals (target population, services, enrollment, entered employment, job retention)
- Serve the priority populations
- Develop jobs for the refugee population, if applicable to the proposed activity
- Provide all elements of case management, including the provision of supportive services, the tracking and documenting of services, including progress towards



ITEM III-B – 2 – ACTION (continued)

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goal attainment, and providing follow-up and job retention services, if applicable to the proposed activity

- Provide services at a reasonable cost compared to historical costs of similar programs, as well as compared to the costs of the other proposals submitted in response to the RFP
- Partner, coordinate, and collaborate with DHA, Sacramento Works America's Job Centers of California (SWAJCC) system staff and partners, and other organizations serving the refugee population

In addition, proposed applicant agency service locations, as well as geographic areas targeted, were taken into consideration by the evaluation team.

***Past Performance -***

SETA staff monitor RSS-funded and other programs on overall performance, including the ability to meet contractual service levels. Evaluation criteria applied for the performance of current SETA-funded applicants includes:

- Achievement of contractual, planned service levels (enrollment, training completion, entered employment, wage at placement)
- Ability to enroll and serve the targeted population, with focus on eligible recipients of public cash assistance
- Submission of timely and accurate fiscal and program reports, as well as contract documents

**EVALUATION RESULTS**

SETA staff is recommending 88 refugees to be served in the VESL/OJT component, and an additional 88 to be served under the ELL Workforce Navigator component at a total recommended funding level of \$984,000. The funding period will commence on January 7, 2019 and will end September 30, 2019, with the potential extension of one additional year.

The services to be funded will be delivered through the following eight recommended applicants to the RFP:

- ✓ Asian Resources, Inc.
- ✓ Bach Viet Association, Inc.
- ✓ Elk Grove Unified School District—Adult School
- ✓ Folsom Cordova Community Partnership, Inc.
- ✓ Folsom Cordova Unified School District—Adult School

ITEM III-B – 2 – ACTION (continued)

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- ✓ International Rescue Committee—Sacramento
- ✓ Lao Family Community Development, Inc.
- ✓ Sacramento City Unified School District—Adult School

(Proposal summaries and recommendations of applicants have been provided under separate cover.)

As estimated in the RFP, four awards for each component have been recommended, with allocations equally distributed amongst Rank 1 applicants. Applicants making Rank 1 submitted proposals that scored 80 percent or greater of the total possible points. (See attached funding charts.)

RECOMMENDATION:

Approve staff funding recommendations for the Refugee Support Services (RSS) programs, PY 2018-2020, as indicated in the attached funding charts. Additionally, approve the following stipulations:

- 1) VESL/OJT and ELL Workforce Navigator service providers must ensure open entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
- 2) All VESL/OJT and ELL Workforce Navigator budgets must include a minimum allocation of 5% for supportive services.
- 3) Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, at least eight (8) hours a day, from January 7, 2019 through September 30, 2019.
- 4) Participants in Match Grant employment services provided by IRC and World Relief are not eligible to participate in RSS-funded programs until all services within the Match Grants have been exhausted.

PRESENTER: Michelle O’Camb

Total Prop/Perf Scores	Rank	AGENCY NAME	REQUESTED VESL/OJT FUNDING, PY 2018-19			VESL/OJT FUNDING RECOMMENDATIONS, PY 2018-19	
			Proposed Amount	Proposed #s to Serve	Proposed Cost Per Participant	VESL/OJT Numbers to be Served	VESL/OJT Funding Amount
163.3	1	Lao Family Community Development	\$176,000	22	\$8,000	22	\$176,000
151.1	1	Folsom Cordova Community Partnership	176,000	22	8,000	22	176,000
151.0	1	Bach Viet Association, Inc.	176,000	22	8,000	22	176,000
148.6	1	Asian Resources, Inc.	200,000	25	8,000	22	176,000
138.7	2	Sacramento City USD	160,000	28	8,000	0	-
134.8	2	Elk Grove USD	176,000	22	8,000	0	-
<b>Totals</b>			<b>\$1,064,000</b>	<b>141</b>	<b>\$8,000</b>	<b>88</b>	<b>\$704,000</b>

Total Prop/Perf Scores	Rank	PROVIDER NAME	REQUESTED ELL NAVIGATOR FUNDING, PY 2018-19			ELL NAVIGATOR FUNDING RECOMMENDATIONS, PY 2018-19	
			Proposed Amount	Proposed ELL Navigator #s to Serve	Proposed Cost Per Participant	ELL Navigator Numbers to be Served	ELL Navigator Funding Amount
155.4	1	Elk Grove USD - Adult School	\$70,000	20	\$3,500	20	\$70,000
154.2	1	Sacramento City USD	70,000	28	2,500	28	70,000
151.7	1	International Rescue Committee, Inc.	70,000	20	3,500	20	70,000
142.1	1	Folsom Cordova USD - Adult School	70,000	20	3,500	20	70,000
<b>Totals</b>			<b>\$280,000</b>	<b>88</b>	<b>\$3,250</b>	<b>88</b>	<b>\$280,000</b>

ITEM IV-A – INFORMATION  
FISCAL MONITORING REPORT

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: D'et Saurbourne

**MEMORANDUM**

**TO:** Mr. Clarence Williams      **DATE:** 11/13/18  
**FROM:** Tracey Anderson, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of California Capital Finance Devel Corp.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Slingshot	\$100,000	4/6/17-3/31/18	4/6/17-3/31/18

**Monitoring Purpose:** Initial \_\_\_\_\_ Follow-up \_\_\_\_\_ Special \_\_\_\_\_ Final X  
**Date of review:** 11/7/18

	<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		N/A		
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		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: California Capital Financial Development Corp.**

**Findings and General Observations:**

- 1) The total costs have been reported to SETA from April 6, 2017 to March 31, 2018 for the Slingshot grant 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, 2018 - December 31, 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>			
Adecco	1	Grower Quality Inspector I	1
	1	Grower Quality Inspector II	2
Artegan at Prairie City	8	Dishwasher	2
	7	Maintenance Assistant	1
Bay Area Kenworth UD Trucks	7	Body Shop Technician	1
California Native Plant Society	1	Accounting and HR Analyst	1
California Moving Systems	9	Driver, Helper (Mover)	1
California State University Sacramento	1	Data Processing Representative	1
	1	Front Office Receptionist (ASA II)	1
Children's Receiving Home	5	Residential Counselor	10
City of Elk Grove	1	Animal Care Supervisor	1
	1	Animal Services Officer	1
	2	Civil Engineer	1
	1	Environmental Specialist	1
	1	Strategic Planning and Innovation Program Manager	1
	1	Police Records Technician I	1
	1	Public Works Division Manager	1
	7	Senior Facilities Technician	1
City of Sacramento	1	Account Clerk II	2
	1	ADA Coordinator	1
	1	Administrative Analyst	1
	1	Administrative Officer	1
	1	Administrative Technician	1
	10	Aquatics Recreation Coordinator	1
	10	Art Museum Registrar	1
	1	Assistant City Manager	1
	1	Assistant City Manager -Municipal Services	1
	7	Assistant Water Cross Connection Control Specialist	1
	2	Associate Civil Engineer-Hydraulic Model Reviewer	1
	2	Associate Civil Engineer -Transportation	1
	1	Auditor	1
	3	Building Services Manager	1
	10	Camp Sacramento Supervisor	1
	3	Carpenter	1
	10	Cashier-Community Services	1
	3	Construction Inspector I	1
	6	Departments Systems Specialist I	1
	6	Departments Systems Specialist II	1
	1	Dispatcher II	1
	1	Dispatcher Recruit	1
	3	Electrician	2
	2	Engineering Technician III	1
	1	Environmental Program Manager	1
	10	Event Associate	1
	1	Executive Assistant	1
	1	Fiscal Policy Analyst	1
	7	Instrument Technician I	1
	7	Junior Plant Operator	2
	1	Labor Relations Officer	1
	7	Machinist	1

**SETA- Employer Activity Report  
July 1, 2018 - December 31, 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>			
City of Sacramento	1	Meter Reader	1
	3	Painter	1
	1	Park Maintenance Worker II	1
	1	Personnel Analyst	2
	7	Plant Operator	2
	1	Police Administrative Manager	1
	1	Police Officer	3
	1	Police Recruit	1
	6	Principal Systems Engineer	1
	6	Principal Systems Engineer -Information Security	1
	1	Program Analyst	4
	1	Program Specialist	1
	6	Senior Applications Developer - PD Systems Support	1
	1	Senior Deputy City Clerk	1
	2	Senior Engineer	1
	2	Senior Engineering Technician	1
	10	Senior Recreation Aide	1
	1	Senior Staff Assistant	1
	6	Senior Systems Engineer	1
	3	Supervising Building Inspector	1
	1	Supervising Landscape	1
	7	Supervising Plant Operator	1
	1	Support Services Manager	1
	6	Systems Engineer	1
1	Telecommunications Technician Trainee	1	
1	Traffic Control and Lighting Technician I	1	
1	Traffic Control and Lighting Technician II	1	
1	Treasury Analyst	1	
1	Tree Pruner II	1	
7	Water Cross Connection Control Specialist	1	
Cosumnes Community Svc Dist	1	Fire Inspector I	1
	1	Maintenance Aide	1
	1	Park Maintenance Worker	1
	1	Preschool Aide-Tiny Tot Program	1
	10	Recreation Leader	1
Direct Delivery Service, Inc.	9	Delivery Driver	50
Easter Seals Superior CA	1	Community Skills Trainer	7
	1	Core Instructor w/Class B Drivers Li	2
	5	Rehab Assistant	1
Energy Star Lighting Electric Inc.	2	Lighting Technician-Electrician	10
Estelle's Baking Company	8	Assistant Pastry Chef	1
	8	Customer Service/Barista	1
	8	Dishwashers	1
	8	Line Cook	1
	8	Pastry/Bread Baker	1
Geological Logging Inc.	9	Truck Driver/Rig-up Lab Trailers/Shop Maintenance	1
General Produce Company	9	Order Selector	10
Greater Sacramento Area Economic Council	6	Data Engineer	1
	1	Digital Marketing Manager	1

**SETA- Employer Activity Report  
July 1, 2018 - December 31, 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>			
Health Advocates	1	Attorney	1
Iron Mechanical, Inc.	7	Field HVAC Installer	20
Just Energy	1	Energy Advisor	12
Los Rios Community College District	1	Account Clerk II	1
	1	Account Clerk III	2
	1	Accounting Adjunct Assistant Professor	1
	1	Administration of Justice Adjunct Assistant Professor	1
	1	Administrative Assistant I	2
	1	Admissions/Records Evaluator I	1
	1	Admissions/Records Evaluator II	1
	1	Aeronautics Adjunct Assistant Professor	1
	1	Agricultural Business & Related Services, Engineering	1
	1	Agricultural Business Adjunct Assistant Professor	1
	1	Allied Health Adjunct Assistant Professor	1
	1	Alternate Media Design Specialist	1
	1	Animal Science Adjunct Assistant Professor	1
	1	Arabic Adjunct Assistant Professor	1
	1	Athletic Trainer	1
	1	Business Services Supervisor	1
	1	Buyer III	1
	1	Chemistry Assistant Professor	1
	1	Child Development Center Teacher	1
	1	Clerk III	6
	1	College Safety Officer	1
	1	Confidential Administrative Assistant III	1
	1	Counselor (Athletics)	1
	1	Custodian	1
	1	Dean (III) of Fine and Applied Arts	1
	1	Dean (III) of Language and Literature	1
	1	Dean (III) of the Natomas Education Center	1
	1	Diagnostic Medical Sonography Assistant Professor	1
	1	Director (VI) of First-Year Experience	1
	1	Director (VI) of Workforce Development	1
	1	Disabled Student Programs and Services Counselor	1
	7	Energy Management Controls Specialist	1
	1	Engineering Assistant Professor	1
	7	Equipment Mechanic I	1
	7	Equipment Mechanic II	1
	1	Extended Opportunity Programs and Services	1
1	Financial Aid Clerk II	1	
1	Fiscal Services Supervisor	1	
1	Groundskeeper	1	
1	Head Groundskeeper	1	
1	Health Information Technology Assistant Professor	1	
7	Heating, Ventilation, and Air Conditioning (HVAC)	1	
9	Hospitality Management Culinary Supervisor	1	
6	Information Technology Business/Technical Analyst I	1	
1	Instructional Assistant-Campus Computer Laboratory	1	
1	Instructional Assistant-Fundamentals of Nursing	1	
1	Instructional Assistant-Health & Education Simulation	1	

**SETA- Employer Activity Report  
July 1, 2018 - December 31, 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>			
Los Rios Community College District	7	Maintenance Technician I	1
	1	Mathematics Assistant Professor	2
	1	Payroll Specialist	1
	1	Pharmacy Technology Assistant Professor and	1
	1	Philosophy Assistant Professor	1
	1	Police Communications Supervisor	1
	6	Programmer I	1
	1	Research Analyst	1
	1	Senior Information Technology Technician	1
	1	Student Life Supervisor	1
	1	Student Personnel Assistant - Internship Developer	1
	1	Student Personnel Assistant-Outreach Services	1
	1	Technical Director - Harris Center for the Arts	1
1	Vice President of Student Services	1	
Michael Bozzuto Insurance Agency	1	Commercial Lines Account Manager	1
Nesco Resource	9	Wine Cellar Laborer	5
Pacific Hearth & Home	1	Production Manager	1
People Ready	9	Auto Auction Driver	2
	8	Food Service Worker	3
	9	General Labor Associate	5
Rainbow Daycare	1	Preschool Teacher	3
	1	Toddler Teacher	3
Sacramento Children's Home	5	Child Care Worker	8
Sacramento Employment and Training Agency	1	Accountant I	1
	1	Accountant II (Supervisory)	1
	1	Facilities Specialist	1
	1	Family Service Worker - Range 3	1
	1	Head Start Associate Infant/Toddler Teacher	1
	1	Head Start Manager	1
	1	Head Start Teacher	1
Sacramento LGBT Community Center	1	Personnel Clerk	1
	1	Events Manager	1
	1	Outreach and Training Institute Director	1
San Juan Unified School District	1	Substitute Child Development Assistant ECE	1
Sierra Forever Families	5	Outreach Coordinator	1
SunStone Home Services	1	Appointment Setter	5
Tharaldson Hospitality Staffing	8	Hotel General Manager	1
Univision Television Group	10	Show Host	1
USCB, Inc.	1	Representative I, Customer Service	1
Wild Bill's Cheesesteaks	8	Cooks and Cashiers	1
Wisetek Solutions	1	Audit Technician	2
	9	Warehouse Associate	4
Worldwide Flight Services	9	Ramp Service Agent	20
ZankerRoad Resource	9	Class A/B Driver	2
	1	Customer Service Associate	2
	9	Load Checker	3
	9	Sorters	5
<b>TOTAL</b>			<b>386</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 2018/2019

The following is an update of information as of December 31, 2018 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County.

	MONTH RECEIVED	COMPANY AND ADDRESS	WARN STATUS	AFFECTED WORKERS	SETA INTERVENTION
Unofficial	3/24/2018	<b>Aaron Brothers</b> 2345 Arden Way Sacramento, CA 95825	7/31/2018	20	7/31/2018
Official	4/18/2018	<b>Sears Holdings</b> 5900 Sunrise Mall Citrus Heights, CA 95610	7/8/2018	67	6/11/2018
Official	6/29/2018	<b>Dream Center Education Holdings, LLC</b> 2850 Gateway Oaks Dr. Ste.100 Sacramento, CA 95833	12/31/2018	125	Pending
Unofficial	8/6/2018	<b>Golden West Packaging Package One</b> 4225 Pell Dr. Sacramento, CA 95820	9/30/2017	84	8/28/2018
Unofficial	8/22/2018	<b>Orchard Supply Hardware</b> 4249 Elverta Rd. Antelope, CA 95843	10/29/2018	46	10/29/2018
Official	8/23/2018	<b>Well Fargo</b> 11000 White Rock Road Rancho Cordova, CA 95662	8/23 -11/21/2018	191	9/17-20/2018
Official	9/28/2018	<b>Aerojet Rocketdyne</b> 2001 Aerojet Rd. Rancho Cordova, CA 95670	11/29/2018	120	9/26/2018 9/27/2018
Official	10/1/2018	<b>IAP Worldwide Services, Inc.</b> 2900 Spruce St. McClellan, CA 95652	11/30/2018	8	11/13/2018
Official	10/18/2018	<b>Sears Roebuck and Co.</b> 5901 Florin Rd. Sacramento, CA 95823	12/31/2018	85	11/16/18 11/19/1 12/3/18
Official	12/4/2018	<b>Raley's</b> Sacramento County	12/19/2018	28	12/17/2018
Unofficial	12/6/2018	<b>Brightwood College</b> 4330 Watt Avenue Ste. 400 Sacramento CA 95821	12/14/2018	30	12/7/2018
Official	12/7/2018	<b>Sacramento Bee</b> 2100 Q Street Sacramento, CA 95816	2/8/2019	30	Pending
Unofficial	12/11/2018	<b>Trinity Fresh</b> 8200 Berry St. Sacramento, CA 95828	12/31/2018	96	Pending
				653	

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, September 25, 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 9:05 a.m. and read the thought of the day. The Pledge of Allegiance was recited. Ms. Henrietta Gutierrez called the roll. Mr. Charles Taylor confirmed that a quorum was established.

**Members Present:**

Andrea Scharnow, Sacramento City Unified School District  
Diana Wriedt, Elk Grove Unified School District  
Kao Yee Xiong, Elk Grove 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  
Griselda Cisneros, SETA-Operated Program  
Devon McCracken, SETA-Operated Program  
Marley Schurr, SETA-Operated Program  
Penelope Scott, Grandparent/Community Representative  
Reginald Castex, Men's Activities Affecting Children Committee  
Angel Chenault, Past Parent/Community Representative  
Kenneth Tate, Outgoing Chair  
Linda Litka, Past Parent/Community Representative

**Member Absent:**

Mason Taylor, Birth & Beyond, Community Agency Representative

**II. Consent Item**

Approval of the Minutes of the August 28, 2018 Policy Council Meeting

The minutes were reviewed; no questions or corrections.

Moved/Chenault, second/Scharnow, to approve the minutes of the August 28, 2018 meeting.

Show of hands vote:

Aye: 13 (Chenault, Cisneros, Gutierrez, Litka, McCracken, Sanders, Scharnow, Schurr, Scott, Tate, C. Taylor, Wriedt, Xiong)

Nay: 0



Abstentions: 1 (Castex)  
Absent: 1 (M. Taylor)

**III. Action Items**

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

The Board went into closed session at 9:10 a.m. At 9:37 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, Associate Teacher/Infant Toddler, Head Start Teacher, Facilities Specialist (Supervisory), Head Start Manager, Accountant I, and Accountant II (Supervisory).

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

Mr. Castex reviewed this item; a public hearing was opened at 9:40 a.m.

Mr. Charles Taylor reviewed the proposed modifications to the bylaws.

Moved/Gutierrez, second/Tate, to continue this item to the October 23 Policy Council meeting where the action of the Council will be to close the public hearing and approve the amendments to the PC Bylaws

Show of hands vote:

Aye: 13 (Chenault, Cisneros, Gutierrez, Litka, McCracken, Sanders, Scharnow, Schurr, Scott, Tate, C. Taylor, Wriedt, Xiong)

Nay: 0

Abstentions: 1 (Castex)

Absent: 1 (M. Taylor)

**C. Approval of Modifications to the Reimbursement Policies and Procedures of the SETA-Operated Head Start/Early Head Start Policy Council and Parent Advisory Committee**

Mr. Castex reviewed the proposed modifications to the reimbursement policies and procedures. There were no questions.

Moved/Gutierrez, second/Scharnow, to approve the modifications to the Reimbursement Policies and Procedures of the SETA Head Start/Early Head Start Policy Council/Parent Advisory Committee as proposed.

Show of hands vote:

Aye: 13 (Chenault, Cisneros, Gutierrez, Litka, McCracken, Sanders, Scharnow, Schurr, Scott, Tate, C. Taylor, Wriedt, Xiong)

Nay: 0

Abstentions: 1 (Castex)

Absent: 1 (M. Taylor)

D. Approval of the Attendance Policies and Procedures of the SETA Head Start/Early Head Start Program

Ms. Denise Lee reviewed the proposed modifications which were the result of a thorough review after the recent finding from the federal review. The finding was how attendance was being reported to the boards (aggregate format verses disaggregate). Staff worked with STG support staff to update the policies/procedures. SETA Head Start has received an extension until October 12 to clear the finding due to many of the delegates/classrooms being closed during the summer months.

At the end of the month, each classroom receives a report with the average daily attendance; this helps identify children that are chronically absent. Staff will now report cumulative attendance to the boards so that trends are easily tracked. It is hoped that over time it will change the impact of the daily attendance.

Mr. Castex asked if transportation is provided for parents to so they bring children to school and Ms. Lee replied no; staff works to accommodate parents to ensure their children are enrolled in a center close to their home.

Moved/Cisneros, second/Scharnow, to approve the Attendance Policies and Procedures of the SETA Head Start/Early Head Start Program.

Show of hands vote:

Aye: 13 (Chenault, Cisneros, Gutierrez, Litka, McCracken, Sanders, Scharnow, Schurr, Scott, Tate, C. Taylor, Wriedt, Xiong)

Nay: 0

Abstentions: 1 (Castex)

Absent: 1 (M. Taylor)

**IV. Information Items**

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Gutierrez reviewed the calendar of events.
- Parent/Staff Recognitions: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. Lee reviewed the monthly fiscal report for August. This is the first report of the new fiscal year. Everything is on schedule.

Ms. Xiong left at 10:26

Ms. Lee reviewed the expenditures. The out-of-state travel expenditure is higher than usual due to nine staff attending the Child Plus conference in Las Vegas. Last month a question about the fraudulent charge was questioned. The charges have been reversed.

- Sacramento Play Summit Reports: Ms. Claudett Sanders spoke of the play summit. The speakers were great and they explained how important play is to teach children. There will be an upcoming event about how to use boxes to create play structures.
  - Community Resources: Ms. Belinda Malone distributed information and encouraged members to go to the resource table.
  - Birth & Beyond – Mr. Mason Taylor: No report.
- B. Governing Board Minutes – August 2, 2018: No comments.

#### **IV. Committee Reports**

- Executive Committee Meeting Critique: Ms. Gutierrez reviewed the Executive Committee critique.
- Social/Hospitality Committee: Ms. Gutierrez reviewed the recent meeting. Tomorrow's meeting will be to finalize the last-minute details of the October 11 event.
- Budget/Planning Committee: Mr. Tate reported on the most recent committee meeting.
- Personnel/Bylaws Committee: Mr. Charles Taylor reported on the most recent committee meeting.
- Sacramento Medi-Cal Dental Advisory Committee: Ms. Scott reported that the meeting will be held next week; she will report out next month.
- Community Action Board: Mr. Tate reported on the September 12 meeting where the main topic was the discussion of the strategic plan. The board is going through the process of updating the criteria of how to identify high poverty areas, population areas, and identifying those in need. There will be six target areas selected in March. The board is also looking at community representation on the board for the three areas: Low Income, Private Sector, and Public Sector. The board is working to make the board members identifiable because it is important that the low income population is represented on the board.

#### **V. Other Reports**

- A. Executive Director's Report: No report.
- B. Head Start Deputy Director's Report: None.
  - ✓ Unannounced Visits Report 2017-2018 – QA-Monitored
  - ✓ Unannounced Visits Report 2017-2018 – Self-Monitored
  - ✓ Program Information Report for Head Start, Early Head Start, and Early Head Start Child Care Partnership
- Maternal, Child, and Adolescent Committee meeting: Ms. Robin Blanks reported on their most recent meeting. There was a presentation on a program to connect at-risk children, ages 0-5 years of age, with the services that they need. There are four core components: 1) child health care provider early detection, 2)

community outreach to recruit kids to get services, 3) centralized telephone access to connect children/families to the providers and the services they need, and 4) data collection and analysis. This program which will cover all of Sacramento County. The committee is also advocating for trauma training for nurse practitioners.

C. Chair's Report: Mr. Castex reported that he now has a job working with Mercy Housing. Mr. Castex is applying for a community grant for the Oak Park area; if he gets the grant, he will announce it. The grant is similar to Ms. Xiong's program but will be for Spanish lessons.

D. Head Start Managers' Reports

- Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: No report.
- Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith reported that the teaching staff are embarking on a new coaching model, Coaching Companion, which combines all coaching models into one system. This new system will be rolled out with our teachers later in the year. Staff had a meeting with the consultants to begin the classroom observations. There are 12 observers visiting the classrooms to rate the teachers and their effectiveness. Observers will be visiting the school districts and WCIC to see what they need in terms of training.
- Vacant - Program Support, Food Services and Safe Environments, Quality Assurance, and EHS-CCP Services

E. Open Discussion and Comments: Ms. Gutierrez spoke of the application for the community representative. The date to submit is October 9, 4 p.m. A separate application is needed for each community representative.

F. Public Participation: None.

**VII. Adjournment:** The meeting was adjourned at 11:06 a.m.

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

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

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

Tuesday, October 23, 2018  
9:00 a.m.

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

Ms. Andrea Scharnow called the meeting to order at 9:04 a.m. and read the thought of the day. The Pledge of Allegiance was recited. Ms. Henrietta Gutierrez called the roll. Mr. Charles Taylor confirmed that a quorum was established.

**Members Present:**

Kao Yee Xiong, Elk Grove Unified School District  
Andrea Scharnow, Sacramento City 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  
Griselda Cisneros, SETA-Operated Program  
Devon McCracken, SETA-Operated Program  
Marley Schurr, SETA-Operated Program  
Penelope Scott, Grandparent/Community Representative  
Linda Litka, Past Parent/Community Representative  
Kenneth Tate, Outgoing Chair  
Reginald Castex, Men's Activities Affecting Children Committee (seated at 9:13 a.m.)

**Member Absent:**

Angel Chenault, Past Parent/Community Representative (excused)  
Diana Wriedt, Elk Grove Unified School District (excused)

**II. Consent Item**

**A. Approval of the Minutes of the September 25, 2018 Regular meeting**

The minutes were reviewed; no questions or corrections.

Moved/Scott, second/Xiong, to approve the September 25, 2018 minutes.

Aye: 10 (Cisneros, Gutierrez, Litka, McCracken, Sanders, Schurr, Scott, Tate, Taylor, Xiong)

Show of hands vote:

Nay:0

Abstentions: 1 (Scharnow)

Absent: 3 (Castex, Chenault, Wriedt)

Ms. Scharnow asked to go off-agenda to hear from Ms. Kathy Kossick.

**VI. Other Reports**

- A. Executive Director's Report: Ms. Kathy Kossick thanked the board for their contribution of success stories to SETA's 40<sup>th</sup> Anniversary. It was a wonderful event.

**III. Action Items**

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

The Board went into closed session at 9:08 a.m. At 9:13 a.m., Ms. Scharnow called the meeting back to order and reported that during closed session, the Board approved the following eligible list: Associate Teacher/Infant Toddler. No action was taken on the Associate Teacher list.

Mr. Reginald Castex was seated at 9:13 a.m.

- B. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: Second Reading and Approval of Modifications to the Bylaws of the SETA-Operated Head Start/Early Start Policy Council**

Mr. Castex reviewed this item. A public hearing was opened September 23.

Mr. Taylor stated that there were no new modifications to the bylaws.

Moved/Schurr, second/Scharnow, to close the public hearing and approve modifications to the bylaws of the SETA-Operated Head Start/Early Head Start Policy Council.

Show of hands vote:

Aye: 11 (Cisneros, Gutierrez, Litka, McCracken, Sanders, Scharnow, Schurr, Scott, Tate, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Castex)

Absent: 2 (Chenault, Wriedt)

- C. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: Approval of Revisions to the Salary Schedules for Head Start Parent Intern, Student Intern, Head Start Childcare Teacher Assistant, Bilingual Aide, Head Start On-Call Cook Driver, Consultant Range I, and Head Start Substitute Teacher Assistant**

Ms. Allison Noren reviewed this item and answered questions regarding the various steps for some of the classifications.

Mr. Castex opened a public hearing and requested input on this board item.  
There was no public input.

Moved/Tate, second/Scott, to close the public hearing and approve revisions to the salary schedules for Head Start Parent Intern, Student Intern, Head Start Childcare Teacher Assistant, Bilingual Aide, Head Start On-Call Cook Driver, Consultant Range I, and Head Start Substitute Teacher Assistant

Show of hands vote:

Aye: 10 (Cisneros, Gutierrez, Litka, Sanders, Scharnow, Schurr, Scott, Tate, Taylor, Xiong)

Nay: 0

Abstentions: 2 (Castex and McCracken)

Absent: 2 (Chenault, Wriedt)

D. Election of Community Representatives and Alternates

Mr. Castex stated that his application was submitted too late and he asked the board to consider him for a Past Parent position. Mr. Castex stated that he had a lot going on that prevented him from submitting the application on time. Three other applications were submitted for consideration. Ms. Desha suggested that the board vote whether to consider Mr. Castex's late application for Past Parent elections.

Vote

Yes: 3 (Taylor, Cisneros, McCracken)

No: 6 (Gutierrez, Schurr, Litka, Scharnow, Xiong, Sanders)

A second vote was taken as to whether Reginald Castex should be allowed to be considered for a Past Parent Representative slot.

Yes: 4 (Cisneros, Taylor, Sanders, McCracken)

Nay: 5 (Litka, Gutierrez, Scharnow, Schurr, Xiong)

Abstentions: 3 (Castex, Scott, Tate)

Ms. Henrietta Gutierrez and Mr. Charles Taylor spoke of their interest in being considered for Past Parent. Mr. Castex reviewed Ms. Chenault's application in her absence.

Votes:

Angel: 4

Henrietta: 6

Charles: 1

New Past Parent Representatives were congratulated: Ms. Henrietta Gutierrez and Ms. Angel Chenault. Mr. Charles Taylor will serve as Alternate.

Moved/Scott, second/Scharnow,

Show of hands vote:

Aye: 11 (Cisneros, Gutierrez, Litka, McCracken, Sanders, Scharnow, Schurr, Scott, Tate, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Castex)

Absent: 2 (Chenault, Wriedt)

The Grandparent and Foster Parents will remain open and recruited.

#### **IV. Information Items**

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

- PC/PAC Calendar of Events: Ms. Gutierrez reviewed the calendar of events. Mr. Robert Silva reminded board members of the first county-wide activities which will be a visit to the Sacramento Zoo. This will not be one of those events just to stop in. A sign-up sheet was distributed for those interested in an educational zoo tour. A continental breakfast will be provided for attendees. Call Mr. Silva to confirm your attendance.
- Parent/Staff Recognitions: Mr. Castex presented Mr. Kenneth Tate with a certificate of appreciation for his service on the board. Ms. Diana Wriedt was also acknowledged for her service to the board.
- End-of-Year Parent Appreciation Brunch Reports: Mr. Castex reported everyone had a good time, the food was good, and it went as planned. Ms. Scott thought the event was well put together. It was good to see people having fun.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han reviewed the fiscal report which is two months into the fiscal year. The budget is around 17% spent which is on target. The in-kind hours are very close to our goal but it is still early in the fiscal year. The credit card statement was reviewed. There were some credits for refunds of shipping costs. Mr. Han was asked who are the bus passes distributed to; Ms. Lee replied that the bus passes are given to children/families that have medical appointments; need to get to socialization; attend other agency-supported appointment/activity. Ms. Lee stated that the sites maintain and track bus passes. FSWs have a log and keep track of who receives the bus passes, purpose for use, date and time. Ms. Gutierrez thanked Mr. Han for always reporting back on questions raised by board members.
- Community Resources – Parents/Staff: Mr. Robert Silva reported that First Five is having a Haunted Ball, October 26, 5-7 p.m. They will have a Trunk or Treat for the children. A Harvest Festival will be held October 27 at the Robertson Community Center. The United State Census is hiring Field Representatives in California. Mr. Silva stated that this is a great opportunity to get some good job experience. Mr. Tate reminded board members that the job centers are always available to assist parents in their job search. Mr. Silva thanked parents that are rotating out and wished them the best.

##### **B. Governing Board Minutes of September 21, 2018: No questions.**



## V. Committee Reports

- Executive Committee Meeting Critique: Ms. Gutierrez reviewed the critique.
- Social/Hospitality Committee: No report.
- Sacramento Medi-Cal Dental Advisory Committee: Ms. Penelope Scott reported on a recent meeting where one major topic of discussion was the opioid crisis. An upcoming Senate Bill (SB1192) will offer children healthier food options.
- Community Action Board: Mr. Tate stated that some board members have expressed interest in being on the CAB for one of the low income seats. See Ms. Desha or call Mr. Bonanno to find more information.

## VI. Other Reports (continued)

- B. Head Start Deputy Director's Report – Ms. Denise Lee thanked the board for their work on the End-of-Year Celebration. It was a great event. Staff had a conference call on the Attendance area of non-compliance that was determined in February. The information was provided well before the October 12 deadline. Ms. Lee reviewed the new attendance format that includes a monthly aggregate report for the boards for easy quarterly tracking. The new ways of tracking attendance in the classroom has been impactful. This allowed SETA to take a deep look at how the attendance issue is dealt with across programs. Enrollment and attendance are a hot topic nationally and Ms. Lee thinks ACF will use items developed in Sacramento as an example for other grantees in the future.
- C. Chair's Report: Mr. Castex distributed a list for those members interested in Human Resources interview/screening opportunities. Mr. Castex urged better relationships between board members in the next program year.
- D. Head Start Managers' Reports
- Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith reported that the annual delegate school readiness meetings are continuing. Coaching Companion allows better access to teachers and we are very excited about sharing this model to teachers. The first DRDP evaluations are almost complete. As teachers meet with parents, there may be various reports available but there is no standard report yet.
  - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: No report.
  - Vacant - Program Support, Food Services and Save Environments, Quality Assurance, and EHS-CCP Services: No report.
- E. Open Discussion and Comments: Mr. Tate expressed this is his last term with the Policy Council and it has been a great ride. Over his years at SETA, he has attended 57 board meetings missing only three. Ms. Desha asked PC Executive Committee members to meet after the meeting. Mr. Tate spoke of free and low cost legal representation available at The Justice League located on Fruitridge Blvd. Ms. Desha will provide program information to interested board members.
- F. Public Participation: None.

## VII. Adjournment: The meeting was adjourned at 10:46 a.m.



# SETA Head Start

## Food Service Operations Monthly Report

### \*November 2018

**November 2nd** - Minimum Day Preschool and EHS classes - Calendars A, B, C & E closed.

**November 3rd** - Parent activity at the Sacramento Zoo continental breakfast provided for 200 guests.

**November 6th** - Welcome to our new Manager Kaleb Call who visited the Central Kitchen with Denise Lee.

**November 9th** - WCIC Kitchen fire door closure construction started to replace the roll up door with a solid wall.

**November 12th** - Veteran's Day Holiday.

**November 15th** - Marina Vista closed due to water main repair.

**November 16th through 21st** - All classes closed due to poor air quality in the area.

**November 19th** - WCIC Kitchen fire door closure construction completed.

**November 22th & 23rd** - Thanksgiving Holiday.

**Meetings & Trainings:** None.

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

Lunch	PM Snack	Breakfast	Field Trips
27,730	19,500	19,570	220

**Total Amount of Meals and Snacks Prepared** 67,020

**Purchases:**

Food \$69,575.48

Non - Food \$13,243.53

**Building Maintenance and Repair:** \$535.49

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

**Kitchen Small Wares and Equipment:** \$2,936.21

**Vehicle Maintenance and Repair :** \$931.86

**Vehicle Gas / Fuel:** \$1,308.70  
     Normal Delivery Days 15

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**November 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>	1836	187	<b>10%</b>	439	92	<b>21%</b>
<b>Twin Rivers USD</b>	180	14	<b>8%</b>	16	1	<b>6%</b>
<b>Elk Grove USD</b>	440	36	<b>8%</b>			
<b>Sac City USD</b>	1139	89	<b>8%</b>	152	17	<b>11%</b>
<b>San Juan USD</b>	668	78	<b>12%</b>	160	19	<b>12%</b>
<b>WCIC</b>	100	3	<b>3%</b>			
<b>EHS CCP</b>				120	7	<b>6%</b>
<b>COUNTY TOTAL</b>	<b>4363</b>	<b>407</b>	<b>9%</b>	<b>887</b>	<b>136</b>	<b>15%</b>

*AFE: Annual Funded Enrollment*

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

**Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 11/30/18	(b) % Actual to Funded
Elk Grove USD	440	444	101
Sacramento City USD	1,139	1,116	98
SETA	1,836	1,802	98
San Juan USD	668	668	100
Twin Rivers USD	180	178	99
WCIC/Playmate	100	106	106
<b>Total</b>	<b>4,363</b>	<b>4,314</b>	<b>99</b>

**Early Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 11/30/18	(b) % Actual to Funded
Sacramento City USD	152	153	100
SETA	439	447	102
San Juan USD	160	161	100
TRUSD	16	14	88
<b>Total</b>	<b>767</b>	<b>775</b>	<b>101</b>

**EHS-CC Partnership/Expansion**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 11/30/18	(b) % Actual to Funded
SETA	40	44	110
Sacramento City USD	40	39	98
<b>Total</b>	<b>80</b>	<b>83</b>	<b>104</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.

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

*SETA Operated Program:*

Challenge(s):

- 8 children in routing process for Disabilities and Health /Nutrition concerns
- 11 classes capped due to majority 3 year olds leaves up to 33 vacant slots at any time due to capping
- Other reasons such as children leaving for Transitional Kindergarten and enrollments in process

Action Step(s):

- Routing process is being expedited as much as possible

*Sacramento City USD*

Challenge(s):

- 2 Home Visitor staff vacancies leaving 24 slots vacant
- Other reasons such as no wait list for some centers and enrollments in process

Action Step(s):

- 2 Home Visitors have been hired, waiting for hiring process to be completed

*Twin Rivers USD*

Challenge(s):

- Other reasons such as no wait list for some centers

**SETA - County Monthly Average Daily Attendance (ADA)  
Program Year 2018-2019**

**Head Start**

Agency	August ADA %	Sept ADA %	October ADA %	Nov ADA %	Dec ADA %	January ADA %	February ADA %	March ADA %	April ADA %	May ADA %	June ADA %	July ADA %
Elk Grove USD	91	89	88	86								
Sacramento City USD	73	90	88	85								
SETA	78	87	85	83								
San Juan USD	N/A	76	88	90								
Twin Rivers USD	93	90	88	78								
WCIC/ Playmate	N/A	68	83	87								
TOTAL	84	83	87	85								

**Early Head Start**

Agency	August ADA %	Sept ADA %	October ADA %	Nov ADA %	Dec ADA %	January ADA %	February ADA %	March ADA %	April ADA %	May ADA %	June ADA %	July ADA %
Sacramento City USD	82	92	91	76								
SETA	80	86	87	82								
San Juan USD	83	84	89	87								
Twin Rivers USD	91	88	88	88								
TOTAL	84	88	89	83								

**SETA - County Monthly Average Daily Attendance (ADA)  
Program Year 2018-2019**

**EHS-CC Partnership/Expansion**

Agency	August ADA %	Sept ADA %	October ADA %	Nov ADA %	Dec ADA %	January ADA %	February ADA %	March ADA %	April ADA %	May ADA %	June ADA %	July ADA %
Sacramento City USD	74	80	78	64								
SETA	84	82	84	77								
<b>TOTAL</b>	<b>79</b>	<b>81</b>	<b>81</b>	<b>71</b>								

A summary of individual agency Attendance Action Plan(s) are provided below after any three (3) consecutive months of ADA below 85%

**Attendance Action Plan(s):**

**SETA Operated Program:**

- Each month any classroom that has below 85% attendance, submits a Classroom Attendance Improvement Plan.

**SCUSD:**

- Plan to be included with December Attendance Report.



## Quality Assurance Summary Report

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

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Sacramento City Unified School District	Head Start and Early Head Start Home Base	4 Home Visits 2 Socialization Groups 1 EHS LDO Classroom	September 17- October 2, 2018	<b>Comprehensive Review</b> <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

This monitoring review was performed using the 2018 Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI was designed in *ChildPlus* and is comprised of 25 monitoring checklists representing 363 performance indicators. All indicators align with the Head Start Program Performance Standards (HSPPS), the Head Start Act, Community Care Licensing, and other local, state and federal regulations.

**Highlighted Program Strengths and Positive Observations:**

- Excellent documentation in children’s files in the areas of Family Partnership Agreement, educational and mental health screenings and educational assessments.
- Socialization and parent meetings were well conducted and organized. Relationship between families and home visitors was observed to be warm, friendly and caring.
- Learning experiences facilitated by home visitors for the families during socialization events and during the LDO class were developmentally appropriate and provided opportunities for child-initiated, individualized learning.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
<b>ERSEA</b> <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	87%	-Files not locked at all times and/or sign out log not utilized for file checkout -Some files missing required forms -Childplus did not match contents of files
<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>	97%	No significant noted findings



<b>Areas Reviewed</b>	<b>Percentage Compliant</b>	<b>Individual Indicators Needing Attention</b>
<b>Mental Health</b> <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	97%	No significant noted findings
<b>Nutrition</b> <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	90%	No significant noted findings
<b>Health</b> <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	88%	-Immunization records not up to date -Not all health screenings were completed/completed in a timely manner -No/limited follow-up on noted health concerns -Not all children received required dental exams
<b>Home Based Services</b> <i>(Caseload, communication, relationship, activities, parent-child interactions, home visit plans, use of environment for lessons, resources, etc.)</i>	92%	No significant noted findings
<b>Socialization</b> <i>(Activities, facility, parent input, facilitation, parent-child interactions, shared experiences, etc.)</i>	86%	-Staff did not wash hands before setting the table for food service -First Aid kits and emergency back-packs not available at socialization -Staff did not offer two required socializations per month
<b>Services to Pregnant Women</b> <i>(Health status, screenings, follow-up, pre/post-partum visits, medical home, dental services, etc.)</i>	100%	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: Parent Advisory Committee, Policy Council and SETA Governing Board members  
 RE: SETA Quality Assurance/Monitoring Results – November 2018

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
SETA Operated Program	Head Start and Early Head Start Home Base	5 Home Visits 2 Socialization Groups	October 15, - November 1, 2018	<b>Comprehensive Review</b> <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

This monitoring review was performed using the 2018 Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI was designed in *ChildPlus* and is comprised of 25 monitoring checklists representing 363 performance indicators. All indicators align with the Head Start Program Performance Standards (HSPPS), the Head Start Act, Community Care Licensing, and other local, state and federal regulations.

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

- Relationship between families and Home Visitors were observed to be warm, nurturing and supportive. Home Visitors were respectful and professional in their interactions, and demonstrated their commitment to helping the families by providing ongoing encouragement and resources.
- Socialization events were fun, organized, educational and well-attended by families. Home Visitors made families feel welcome and connected to a community. ASL Interpreter was available for family that needed the services.
- Overall, child file documentation by Home Visitors and assigned Early Intervention Specialist was very good. Follow-up was evident for areas that needed referral and follow-up support.
- Excellent Family Engagement as evidenced by strong connection with families and follow-up documentation on Family Partnership Agreements.

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>ERSEA</b> <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	86%	-Some miscalculations on eligibility forms -ChildPlus did not match contents of file or was missing
<b>Education</b> <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	93%	No significant noted findings

<b>Areas Reviewed</b>	<b>Percentage Compliant</b>	<b>Individual Indicators Needing Attention</b>
<b>Family and Community Engagement</b> <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	100%	No significant noted findings
<b>Mental Health</b> <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	97%	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>Health</b> <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	92%	No significant noted findings
<b>Home Based Services</b> <i>(Caseload, communication, relationship, activities, parent-child interactions, home visit plans, use of environment for lessons, resources, etc.)</i>	98%	No significant noted findings
<b>Socialization</b> <i>(Activities, facility, parent input, facilitation, parent-child interactions, shared experiences, etc.)</i>	95%	No significant noted findings
<b>Services to Pregnant Women</b> <i>(Health status, screenings, follow-up, pre/post-partum visits, medical home, dental services, etc.)</i>	N/A	No pregnant women in sample size

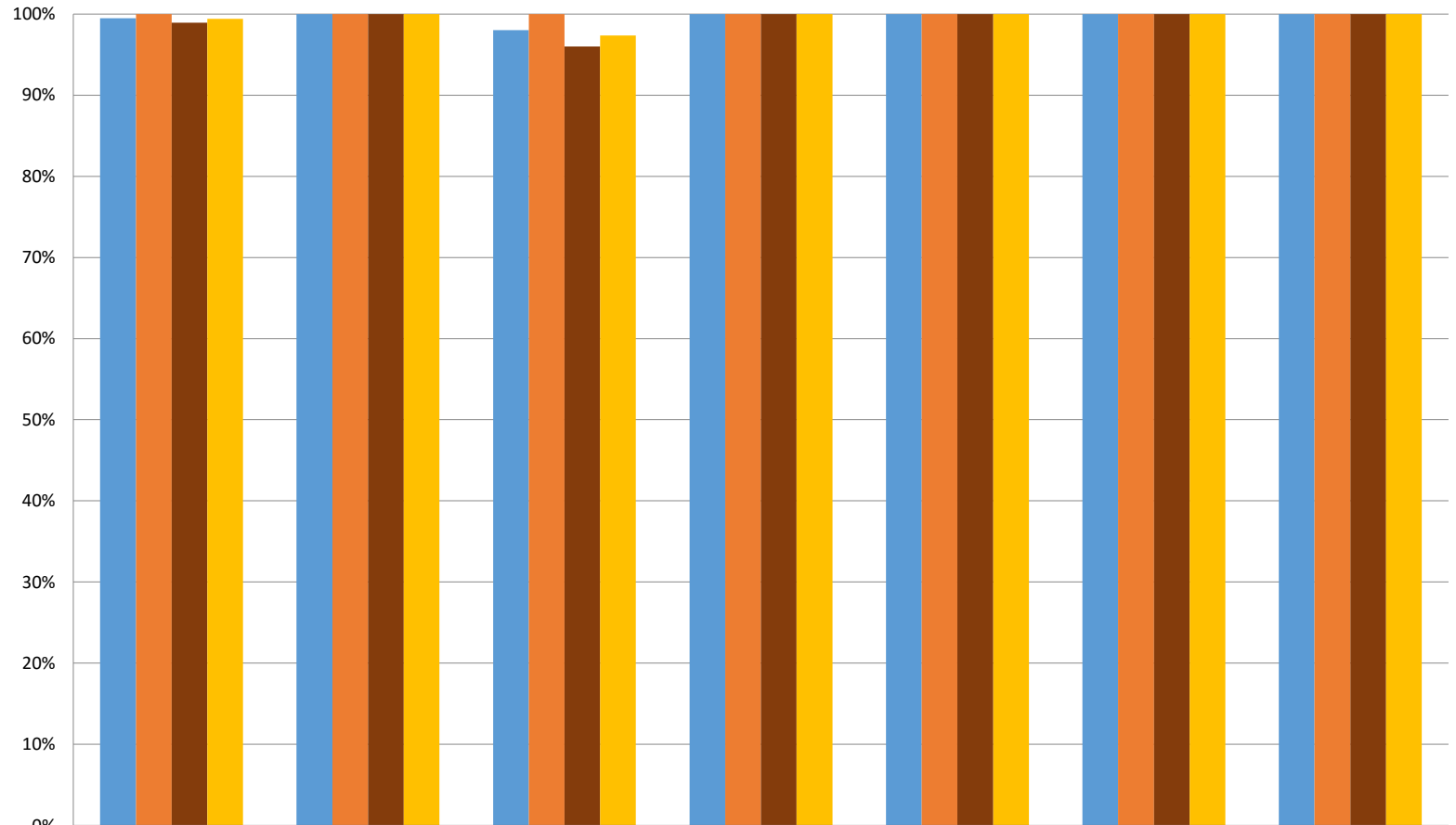
\* Scores between 90-99% per section will be addressed by the program but do not require a formal Corrective Action Plan Monitoring. Scores less than 90% require a program-level Corrective Action Plan. Determination of a Comprehensive Review and/or Differentiated Review will be based on historic data.

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

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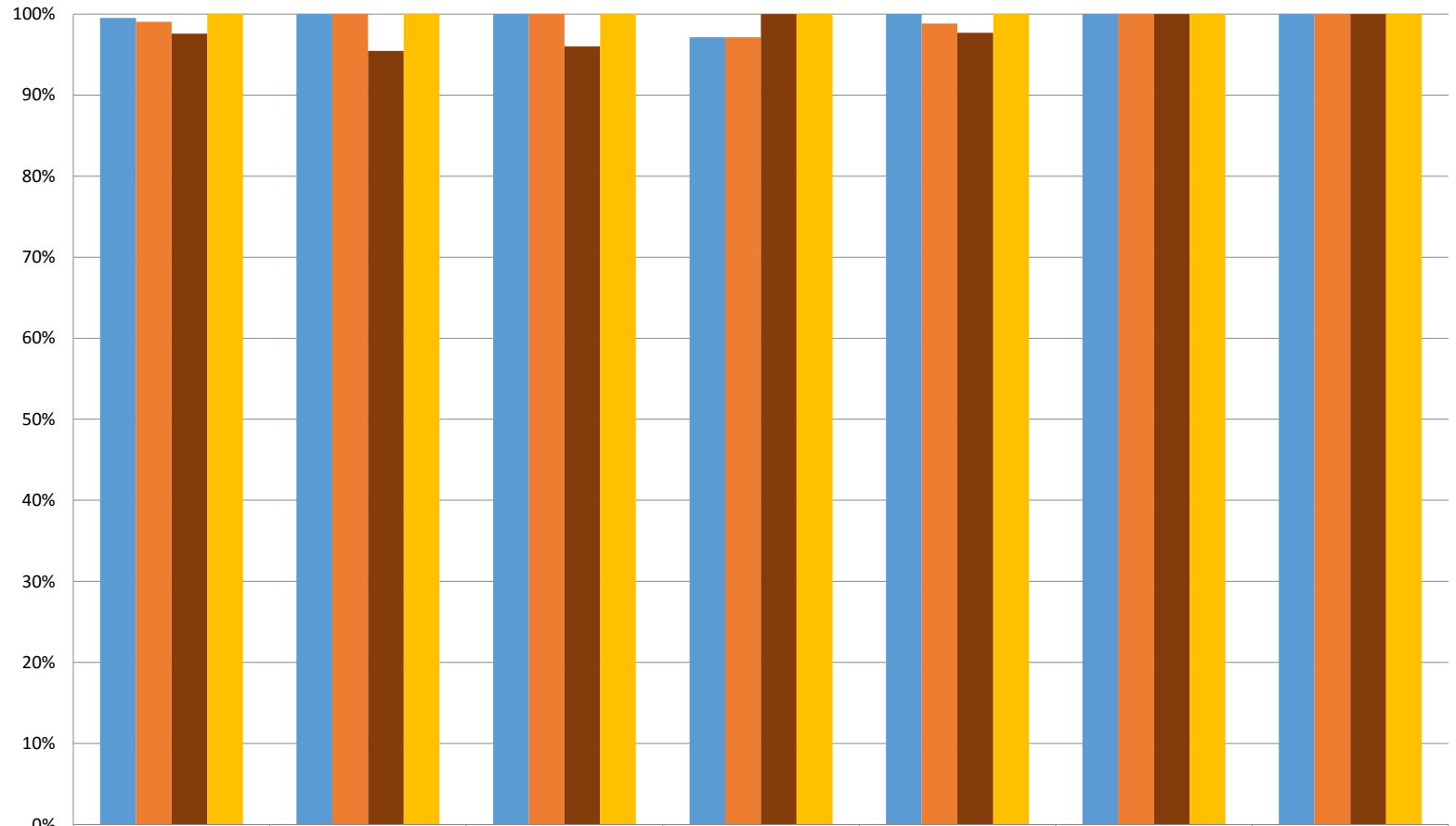
**Sacramento County Unannounced Visits Report 2018-2019- Self-Monitored**  
**Quarter 1 (August 1, 2018- October 31, 2018)**  
**Percentage of Compliance**



	Sacramento County	Elk Grove USD	Sac City USD	San Juan USD	SETA Head Start	Twin Rivers USD	WCIC
■ Sight and Sound Supervision	99%	100%	98%	100%	100%	100%	100%
■ Teacher/Child Ratio	100%	100%	100%	100%	100%	100%	100%
■ Correct Count of Children Present	99%	100%	96%	100%	100%	100%	100%
■ Safe Transition	99%	100%	97%	100%	100%	100%	100%

Total Number of Classes Visited Countywide: 190

**Sacramento County Unannounced Visits Report 2018-2019- QA-Monitored**  
**Quarter 1 (August 1, 2018- October 31, 2018)**  
**Percentage of Compliance**



	Sacramento County	Elk Grove USD	Sac City USD	San Juan USD	SETA Head Start	Twin Rivers USD	WCIC
■ Sight and Sound Supervision	100%	100%	100%	97%	100%	100%	100%
■ Teacher/Child Ratio	99%	100%	100%	97%	99%	100%	100%
■ Correct Count of Children Present	98%	95%	96%	100%	98%	100%	100%
■ Safe Transition	100%	100%	100%	100%	100%	100%	100%

Total Number of Classes Visited Countywide: 207

# Monthly Program Information Report

NOVEMBER/  
DECEMBER

2018

## UPDATES FROM THE OFFICE OF HEAD START (OHS)

**ACF-IM-18-01** – On October 17, the Office of Head Start released an Information Memorandum (IM) regarding integrating approaches that prioritize and enhance father engagement. The purpose of IM is to strongly encourage all human service agencies to work together across governments to jointly create and maintain an environment that prioritizes father engagement as a critical factor in strengthening families and adopt approaches to enhance paternal involvement in all family support and child welfare related programs. For more details, visit [https://www.acf.hhs.gov/sites/default/files/assets/acffatherhoodim\\_final.pdf](https://www.acf.hhs.gov/sites/default/files/assets/acffatherhoodim_final.pdf)

Our thoughts and well wishes go out to the families, children, staff, and communities who suffered losses during the fires that ravaged our great State. Please visit the *California Head Start Association* and the *Region IX Head Start Association* web-sites for information on how you can help restore our neighboring communities.

## A Holiday Greeting from the Deputy Director

*Wishing you the joy of family,  
The gift of friends,  
And the best of everything  
in  
2019*





## HEALTH & NUTRITION UPDATE

Over the past few months, the Health/Nutrition Services Unit (HNS) has been busy processing internal routings and referrals for child and families who have specific health or nutrition needs. Data is as follows:

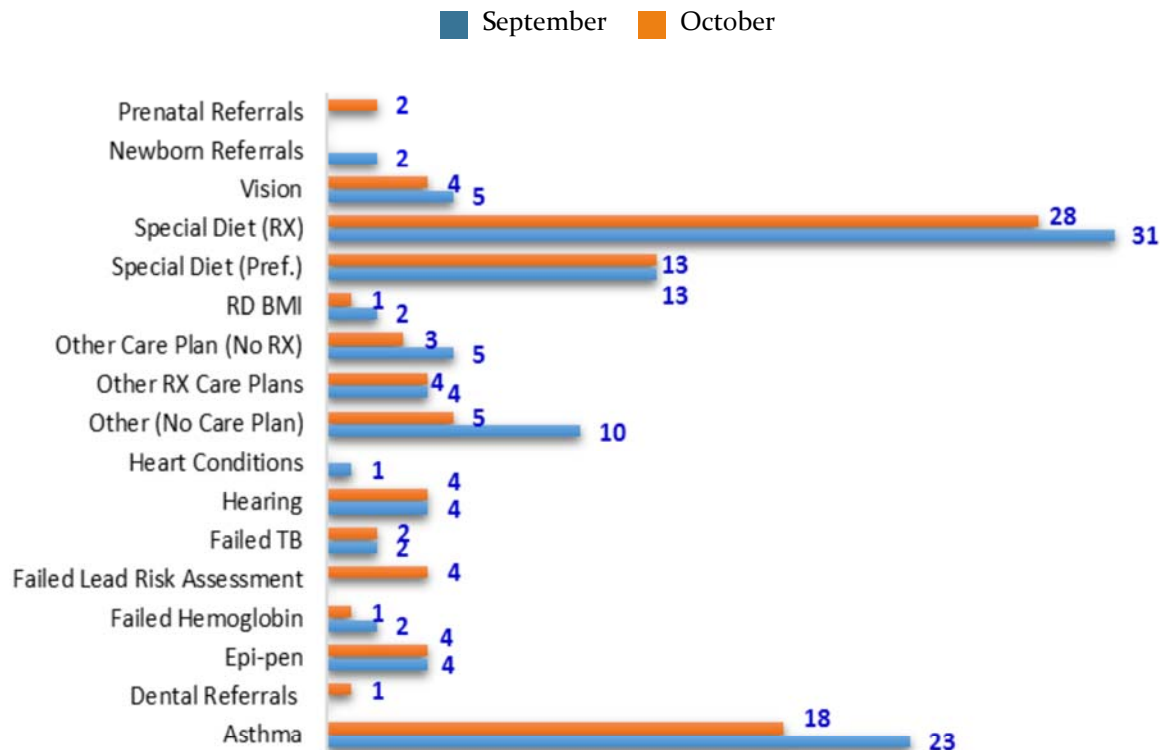
### September

HNS Unit managed 174 Active Medications and 218 Active Special Diets (including 145 medically required diets) bringing the year-to-date total medications used at centers to 184 and the year-to-date total special diets to 278; Food Service accommodated 53 special diet changes; HNS Unit closed out 108 routings and referrals bringing the year-to-date total to 261.

### October

HNS Unit managed 190 Active Medications and 246 Active Special Diets (including 168 medically required diets) bringing the year-to-date total medications used at centers to 215 and the year-to-date special diets to 315; Food Service accommodated 41 special diet changes; HNS Unit closed out 94 routings and referrals bringing the year-to-date total to 355.

## 2018-2019 Routings and Referrals





### A HEALTH UPDATE FROM SACRAMENTO CITY USD

For the month of November, the Preschool Nurses were involved in the following on-going activities:

- Sensory screening of newly enrolled preschoolers.
- Review of health documents for newly enrolling preschoolers
- Elevated lead level or low hemoglobin level follow-up as needed with referral to Registered Dietitian as indicated per protocol
- Follow-up on BMI (heights and weight) with referral to Registered Dietitian as indicated per protocol.

Early Smiles continues with their Dental Varnish Clinics and dental assessments. The overall participation by our preschoolers preliminarily appears to be higher than last year. It is also anticipated that there may be a second Dental Varnish Clinic held in the spring for children who enrolled late.



### TWIN RIVERS USD

#### CELEBRATES HMONG

#### NEW YEAR

All three TRUSD Head Start sites participated in the Hmong New Year's Celebration as they continue to celebrate diversity in their communities. Students, families and staff were encouraged to dress in their cultural attire for the event. The event included students performing Hmong dances to cultural music for the entire school as well as invited parents. Hmong staff then taught the students a few of the cultural dance moves and all students practiced in the playground area. Every classroom made Hmong hats and belts out of paper and wore their decorative gear for the event. For this event, staff also taught parents how to make egg rolls and provided the recipe to make the delicious treat at home. Parents sampled the food and enjoyed the live entertainment.



### AN EDUCATION UPDATE FROM SAN JUAN USD

All programs have finished their fall assessments. EHS and HS teachers are sharing each child's Individual Development Plan at Family Conferences. These conferences will run from November through December. All programs are beginning their winter assessment period for DRDP or HELP.

Education Training: EHS teaching teams are continuing their PITC sessions at monthly PD meetings. The other topic covered was Supervision, presented by the Safe Environment Content Specialist. Home Based Teachers are meeting now to discuss and plan topics specific to them.

The staff viewed an OHS video on digital media and 0-3 year old children at this first meeting. Home Based Teachers will meet monthly and plan future topics.

HS Teachers began their Coaching Pilot Model. Based on Spring DRDP data from 2018, three CLASS topics were presented. Teachers self-selected from these topics and attended a one hour PD, then joined their regional groups to share out on the PD topic as well as to discuss and network around the implementation of study topics.





## ATTENDANCE UPDATE

### Getting Everyone Involved in Attendance

The culture surrounding attendance at SETA has begun to shift. Parents, Teachers, Children, FSWs, and Site Supervisors are all working together to make attendance a constant and important daily conversation. Parents are seeing their children's daily attendance every time they sign their child in or out. Parents are asking teachers about their child's attendance and how it is affecting their development.

Parents are becoming invested in not only getting their child to school every day, but also getting them to school on time. Teachers and children are having daily conversations about who is in class and why it is important to come to school every day. Sites have adjusted their environments to reflect this culture shift by having daily attendance reminders in the classrooms and around the site



Alder Grove IT has attendance charts above the children's cubbies as a daily visual reminder for parents (above)

### Progress Update

Average daily attendance has increased and stayed at a higher percentage since August 2018. In September and October, the average daily attendance increased by 7-8% in Full Day and Part Day Preschool classrooms. For EHS classrooms, attendance has increased by 6-7% since August 2018. The site staff have been working consistently to remind families how important attendance is for their child's development. Families are using the EZ-ID attendance tracking to track their child's attendance daily. EZ-ID attendance tracking has sparked conversations between the families and teachers about the importance of attendance. It has begun to concretely show families and staff how missing just two days a month can impact attendance. Staff have reported that emphasizing good attendance habits at the first enrollment meeting and home visit, sets a clear expectation about the importance of attendance for families. As flu season approaches site staff have been reminding families of the sick policy, and when it is appropriate to keep their children home due to illness. Attendance remains to be an important topic that is being addressed initially at enrollment, daily in the classroom, and monthly at parent



16<sup>th</sup> Ave. Staff are giving recognition to children who are at school every day! (right)  
16th Ave. has a, "When does missing school become a problem?" poster posted right as parents come in the front door (left).







## GALT PARENTS LEARN HOW ATTENDANCE AFFECTS LEARNING

During this activity the puzzle pieces were representative of children's knowledge. When children come to school each day they construct more knowledge (adding a puzzle piece) in order create a picture of their world. In this activity some parents had a complete puzzle (an example of 100% attendance) and others were missing up to 8 puzzle pieces (66% attendance).

Parents were able to see how difficult it is to have a complete picture when they have too many missing puzzle pieces due to absences. If children are chronically absent from school they may not have those opportunities to learn, grow and be ready for a kindergarten setting.



## 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.