



Sacramento
Employment and
Training
Agency

**SPECIAL MEETING OF THE
SETA GOVERNING BOARD**

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

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

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(916) 263-3800

Head Start
(916) 263-3804

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

DATE: Thursday, April 25, 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: <http://www.seta.net/board-operations/board-agendas/>

AGENDA

PAGE NUMBER

- I. **Call to Order/Roll Call/Pledge of Allegiance**
 - ▶ Recognition of Long-term employees:
 - **Wanda Thomas-Johnson**, Workforce Development Professional III (20 years)
- II. **Consent Items**
 - A. Minutes of the April 4, 2019 Regular Board Meeting 1-5
 - B. Approval of Claims and Warrants 6
 - C. Approval of Selection Criteria for Enrollment in Head Start or Early Head Programs (Denise Lee) 7-11
 - D. Approval of Out-of-State Travel to Attend the 20th Annual WIPFLI National Training Conference (Denise Lee) 12

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

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revisions to the Sacramento Employment and Training Agency 2018-2019 Budget (D'et Saurbourne) 13-15
2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Changes to the SETA Personnel Policies and Procedures Harassment Policy and Complaint Procedure and Creation of Reasonable Accommodation Policy (Allison Noren) 26-31
3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revision to the Job Specification for Head Start Coordinator (Education) (Supervisory) (Allison Noren) 32-44
4. Approval of an Appointment to the Sacramento Works Workforce Development Board (Kathy Kossick) 45-46
5. Ratification of Participation in the California Employment Development Department's Application to the U.S. Department of Labor, Office of Disability Employment Policy (ODEP), for the Retaining Employment and Talent After Injury/Illness Network (RETAIN) Demonstration Project Funding, and Authorize the Executive Director to Execute Funding Agreement and any Modifications or Documents Required by the Funding Source (Michelle O'Camb) 47-48
6. Approval of Compensation Package for Executive Director 49-52

B. WORKFORCE DEVELOPMENT DEPARTMENT

Community Services Block Grant

1. Retroactive Approval to Fund Community Link with Community Services Block Grant (CSBG) Funds and CSBG Discretionary Funds (Julie Davis-Jaffe) 53-54

One Stop Services

2. Approval of Application for Subsequent Local Area Designation and Local Board Recertification, PY 2019-2021 (Roy Kim) 55

C. CHILDREN AND FAMILY SERVICES (All Denise Lee)

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Budget Modification for Head Start/Early Head Start Fiscal Year 2018-2019 56-58

2.	Approval of Annual Self-Assessment for 2018-2019 and Resulting Program Improvement Plan SETA-Operated Program	59-69
3.	Approval of Program Year 2019-2020 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Refunding Applications	70-72
4.	Approval of the SETA Head Start, Early Head Start, and Early Head Start Child Care Partnership Budgets for Program Year 2019-2020	73-74
5.	Approval of the 2019-2020 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Program Options and Center Locations for Sacramento County	75-81
6.	Approval of 2019-2020 Training/Technical Assistance Plan for the SETA Head Start/Early Head, and Child Care Partnership/Expansion Program, as Aligned with Established Five-Year Goals and Objectives	82-95

IV. Information Items

A.	Fiscal Monitoring Reports (D'et Saurbourne)	96-102
	<ul style="list-style-type: none"> • Elk Grove Unified School District – Head Start • My Sister's House • Sacramento City Unified School District 	
B.	Employer Success Stories and Activity Report (William Walker)	103-110
C.	Dislocated Worker Update (William Walker)	111-113
D.	Head Start Reports (Denise Lee)	114-120

V. Reports to the Board 121

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

VI. Adjournment

DISTRIBUTION DATE: THURSDAY, APRIL 18, 2019

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE APRIL 4, 2019
REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the April 4, 2019 meeting for your review.

RECOMMENDATION:

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

PRESENTER: Kathy Kossick

**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, April 4, 2019
10:00 a.m.

I. Call to Order/Roll Call

Mr. Carr called the meeting to order at 10:01 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
Jay Schenirer, Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Don Nottoli, Vice Chair; Member, Board of Supervisors

Member Absent:

Patrick Kennedy, Member, Board of Supervisors

- ▶ Recognition of Long-term Employees:
 - Barbara Meyer, Workforce Development Professional III: Ms. Julie Davis-Jaffe thanked and congratulated Ms. Meyer for her 35 years of service to SETA.
 - Melanie Nicolas, CFS Administration Program Officer: Mr. Kaleb Call introduced Ms. Melanie Nicolas and congratulated Ms. Nicolas for her 25 years of service to SETA/Head Start.
 - Beth Doran, Workforce Development Professional III: Mr. Mario Montes and Ms. Jennifer Fischer acknowledged Ms. Doran's outstanding work over the 20 years she has worked at SETA.

II. Consent Items

- A. Minutes of the March 7, 2019 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Ratification of the Submission of the Summer Training and Employment Program for Students (STEPS) Application to the California Department of Rehabilitation/ Employment Training Panel and Authorize the Executive Director to Execute the Agreement and any Other Documents Required by the Funding Source

The consent items were reviewed; no questions or corrections.

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

- A. Approve the March 7, 2019 minutes.

- B. Approve the claims and warrants for the period 3/1/19 – 3/27/19.
- C. Ratify the submission of the SETA STEPS application to the California Department of Rehabilitation/Employment Training Panel requesting \$250,000, and authorize the Executive Director to execute the agreement and any other documents required by the funding source.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Kennedy)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of an Appointment to the Sacramento Works Workforce Development Board

Ms. Kossick stated that there are two applicants to fill the vacated slot. One is a new applicant and the second application was received in 2016 when the Workforce Development Board was selected. The second applicant is currently involved in the Youth Committee.

Mr. Thatch stated that Ms. Sanchez indicated that her organization may consider applying for funding from SETA; if she does that, she would not be eligible to serve on the Sacramento Workforce Development Board.

Mr. Schenirer expressed his confidence in Ms. Anderson's ability to serve on the board; she has been involved in the City's Youth Development framework.

Moved/Schenirer, second/Nottoli, to approve the appointment of Ms. Stacy Anderson to fill the seat vacated by Mr. David DeMers from the Sacramento Regional Conservation Corps.

Roll call vote:

Aye: 3 (Carr, Nottoli, Schenirer)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy & Scherman)

Ms. Scherman was out of the room during the vote.

2. Approval of Revision to Agency Insurance Requirements Regarding Employment Practices Liability Insurance

Mr. Thatch reviewed this time. A year ago the board adopted new requirements for insurance requiring employment practices insurance. It is wise insurance to

have and service providers have been able to acquire the insurance. However, it has been a problem for small contractors wishing to do services, frequently on a one-time basis. In light of the fact that it is so difficult to secure and does not provide much additional insurance, staff requests the adoption of a modification to the insurance requirement. This modification would require Employment Practices Liability insurance only from service providers, not contractors.

Moved/Nottoli, second/Schenirer, to approve the revisions to the Employment Practices Liability provisions of the Insurance Requirements.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Kennedy)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services: None.

Community Services Block Grant

1. Approval of Recommendations to Reallocate Community Services Block Grant (CSBG) Funds for Program Year 2019

No questions or comments.

Moved/Schenirer, second/Scherman, to approve the Option B funding allocation recommendation (Waking the Village: \$18,500, and Wind Youth: \$10,000) for the Program Year 2019 Community Services Block Grant.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Kennedy)

C. CHILDREN AND FAMILY SERVICES: None.

IV. Information Items

- A. Presentation on School Readiness: Ms. Karen Griffith provided an overview of the variety of ways Head Start children are prepared for kindergarten. Teaching staff work with children to incorporate math and science into every-day activities. Ms. Griffith shared that SETA will be recognized in a national Head Start webinar for our safety practices.

- B. Fiscal Monitoring Report: No comments.

- C. Employer Success Stories and Activity Report: No additional report.
- D. Dislocated Worker Update: Mr. Walker reported that there have been some dislocations at Vox Pro, an Ireland-based company that does Call Center work for local companies. Intel is also laying off 65 people in their Call Center.
- E. Unemployment Update/Press Release from the Employment Development Department: No additional report.
- F. Head Start Reports: Ms. Denise Lee stated that SETA is working with Sacramento City Unified School District on their budget reductions, which will result in around 600 Head Start/Early Head Start slots returning to the grantee. SETA and Sacramento City will ensure that Head Start services will continue. The delegate agencies have stepped up to accept a number of the slots; San Juan has accepted a large number. Twin Rivers and WCIC have also agreed to accept more slots. There will be a lot more center-based infant/toddler services available as a result of the movement of money from Sac City to SETA. None of the slots or services will be leaving the community. The grant application will be presented to the Governing Board for approval on April 25. Mr. Schenirer thinks it is important for the public to know that Head Start slots will not be lost for the community.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reminded the board that the next meeting will be April 25 to approve the Head Start grant applications.
- C. Deputy Directors: Mr. Roy Kim reported that 23 proposals, requesting \$6.5 million, were submitted in response to the WIOA Youth Request for Proposals. The Youth Committee will be working with staff to evaluate the proposals and develop funding recommendations. SETA received \$100,000 from the City of Sacramento to continue with the priority worker project for city projects.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No comments.

**VI. CLOSED SESSION: PURSUANT TO GOVERNMENT CODE SECTION 54957:
PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Executive Director**

The board adjourned to closed session. 11:04 a.m.

- VII. Adjournment:** The meeting was adjourned out of closed session at 11:30 a.m. with no report out of closed session.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 3/28/19 through 4/17/19, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 3/28/19 through 4/17/19.

PRESENTER: Kathy Kossick

ITEM II- C – CONSENT

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

BACKGROUND:

On an annual basis the Policy Council is required to review and approve the Countywide Enrollment Selection Criteria for the Head Start and Early Head Start programs. In March 2019, a team of countywide Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) stakeholders met to review and update the Head Start (preschool) Selection Criteria and the Early Head Start (infants/toddlers/pregnant women) Selection Criteria. As a result, there were no recommended changes to the Head Start Selection Criteria and one minor recommended change to the Early Head Start Selection Criteria as follows:

Reversed the order between criteria #10 and criteria #11 to match the order in the Head Start Selection Criteria

For review, a redline and clean copy of the Early Head Start Selection Criteria is attached, along with an unchanged copy of the Head Start Selection Criteria.

Staff will be available to answer questions.

RECOMMENDATION:

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

PRESENTER: Kathy Kossick

HEAD START SELECTION CRITERIA SACRAMENTO COUNTY

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

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

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

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

Child's Name: _____

EARLY HEAD START SELECTION CRITERIA: SACRAMENTO COUNTY

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

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

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

- For #1-8, within the same priority ranking, selection is based on age, with the youngest child receiving priority.
- For #9-12, within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, selection for enrollment will be based on individual family needs.
- Center based availability to be determined by individual child's age and family need.
- For State Collaboratives, families must meet Early Head Start income and age requirements (unless waived) and State admissions priorities.

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

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

Revised April 2019~~8~~

Child's Name: _____

EARLY HEAD START SELECTION CRITERIA: SACRAMENTO COUNTY

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

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

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

- For #1-8, within the same priority ranking, selection is based on age, with the youngest child receiving priority.
- For #9-12, within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, selection for enrollment will be based on individual family needs.
- Center based availability to be determined by individual child's age and family need.
- For State Collaboratives, families must meet Early Head Start income and age requirements (unless waived) and State admissions priorities.

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

- _____ 1. Transfer Early Head Start child within Sacramento County with documentation.
(copy of Application and Eligibility Verification Form must be attached to wait list)
- _____ 2. Transfer homeless child or child in foster care from outside of Sacramento County*
*(Now living in Sacramento County)
- _____ 3. Family with a child birth to 36 months of age with a current IFSP.
(up to 10% may exceed Federal Income Guidelines) (waiver necessary)
- _____ 4. A previously enrolled child (who dropped on good standing)
who requests to return to original agency within 60 days.
- _____ 5. Pregnant woman/parent/guardian with a child birth to 12 months of age having
one or more documented family situations within the past year such as:

•Abuse (physical, substance, sexual & emotional)	•Teen Parent
•High Risk Pregnancy (includes moms >35 or <18)	•Homelessness
•Death of a parent/guardian, sibling	•Foster care
•Parent with developmental delay or other disabling condition	•CPS
- _____ 6. Pregnant woman/parent/guardian with a child 13 to 36 months of age having
one or more documented family situations within the past year such as:

•Abuse (physical, substance, sexual & emotional)	•Teen Parent
•High Risk Pregnancy (includes moms >35 or <18)	•Homelessness
•Death of a parent/guardian, sibling	•Foster care
•Parent with developmental delay or other disabling condition	•CPS
- _____ 7. Pregnant woman/parent/guardian with a child birth to 12 months of age.
- _____ 8. Pregnant woman/parent/guardian with a child 13 to 36 months of age.
- _____ 9. Pregnant woman/parent/guardian with a child birth to 12 months of age
who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).
- _____ 10. Pregnant woman/parent/guardian with a child 13 to 36 months of age
who exceeds Federal Income Guidelines 101 to 130% (waiver
necessary).
- _____ 11. Pregnant woman/parent/guardian with a child birth to 12 months of age
who exceeds Federal Income Guidelines with no cap (waiver necessary).
- _____ 12. Pregnant woman/parent/guardian with a child 13 to 36 months of age who
exceeds Federal Income Guidelines with no cap (waiver necessary).

ITEM II-D - CONSENT

APPROVAL OF OUT OF STATE TRAVEL TO ATTEND THE 20th ANNUAL WIPFLI NATIONAL TRAINING CONFERENCE

BACKGROUND:

SETA hired two new Accountant II – Fiscal Monitors during the year. As part of the Fiscal Monitor’s duties, they are responsible for monitoring delegates and partners receiving Head Start and Early Head Start funding. The upcoming WIPFLI conference offers training on subjects such as: “Head Start/Early Head Start Monitoring Protocol 101”, “Analyzing Audited Financial Statements for Executive Directors and Board Members” and “Real-Life Fraud Adventures”. These training sessions would be useful tools for the Monitors to have during their site visits.

The Children and Family Services (CFS) staff recommends sending two Accountant IIs (Fiscal Monitors) to the WIPFLI Annual Conference in Las Vegas during the week of July 14-19, 2019. Anticipated costs are approximately \$2,500 per person and will cover the conference fee, travel, lodging, and per diem.

RECOMMENDATION:

Approve out of state travel to the 20th Annual WIPFLI National Training Conference in Las Vegas, Nevada in July.

PRESENTER: Denise Lee

ITEM III-A – 1 - ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF REVISIONS TO
THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
2018-2019 BUDGET**

BACKGROUND:

This item is related to the Head Start budget modification Item III-C-1 and III-C-4. Because Head Start program year differs from the Agency fiscal year, only \$230,000 is part of this budget modification. In August 2018, the Board took action to approve SETA's Final Budget for Fiscal Year 2018-2019 totaled \$87,584.548. The revised budget reflects an increase in the Fixed Assets category for the additional costs incurred on the Hopkins Park ELC modular construction project. Funds are being reallocated from the Personnel cost category due to various vacant Head Start positions not being replaced during the program year.

A copy of the proposed revised budget will be sent under separate cover. The revised budget will be submitted to the County and the City of Sacramento after SETA Governing Board approval. Per Government Code Section 29088, a four-fifths vote is required to approve the revisions of the Agency Budget.

RECOMMENDATION:

Open a public hearing, take public testimony, and take action to close the public hearing and approve the revised Agency Budget for Fiscal Year 2018-2019.

PRESENTER: D'et Saurbourne

RESOLUTION NO.: 01

APPROVAL OF REVISIONS TO THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA) 2018-2019 BUDGET

WHEREAS, all necessary estimates of revenues, expenditures and reserves for the 2018-2019 Fiscal Year were prepared and filed, the Final Budget was adopted and printed, and hearings thereon were noticed and held as required by Chapter 1 of Division 3, Title 2 of the Government Code (Section 29000, et. seq.); and

WHEREAS, all proceedings required by law have been duly had and regularly taken concerning the adoption of the Final Budget for the Sacramento Employment and Training Agency for the Fiscal Year commencing July 1, 2018 and ending June 30, 2019 and adopted by the Board on August 2, 2018; and

WHEREAS, the Governing Board has made such revisions of, deductions from and increases or additions to the Revised Budget as it deemed advisable, all such increases or additions having been proposed in writing and filed with the Board; and

NOW, THEREFORE, IT IS HEREBY RESOLVED, in accordance with Chapter 1 of Division 3, Title 2 of the Government Code (Section 29000, et. seq.), that the Revised Budget for the Fiscal Year 2018-19 be and is hereby adopted in accordance with the following:

(1)	Salaries and employee benefits	\$ 39,040,125
(2)	Services and Supplies	9,556,225
(3)	Other charges	36,811,900
(4)	Fixed Assets	
	a) Land	0
	b) Structures and Improvements	1,359,297
	c) Equipment	817,000
(5)	Expenditure transfers	0
(6)	Contingencies	0
(7)	Provision for reserve increases	0
	TOTAL BUDGET REQUIREMENTS	<u>\$ 87,584,547</u>

BE IT FURTHER RESOLVED that the means of financing the expenditures program will be by monies derived from Current Financing and Fund Balance.

BE IT FURTHER RESOLVED that the Revised Budget be and is hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing, appropriations limit, total annual appropriations subject to limitations attached hereto and by reference made a part hereof.

ATTACHMENTS:

- Schedule of Changes – Original to Revised
- Schedule of Appropriations
- Schedule A – WIOA Grants
- Schedule of Fixed Assets
- Schedule of Out-of-State Travel
- Schedule of Appropriations by Line Item
- Financing Requirements Summary Schedule

BE IT FURTHER RESOLVED AND ORDERED, that the Auditor-Controller be hereby authorized and directed to transfer funds and adjust the reserve accounts in the amounts as shown in the budget adopted herewith.

On a motion by _____, seconded by _____, the foregoing resolution is passed and adopted by the Sacramento Employment and Training Agency Governing Board, this twenty-fifth day of April 2019 by the following vote, to wit:

Ayes:

Noes:

Absent:

Abstain:

Chair of the SETA Governing Board

ATTEST: _____
Clerk of the SETA Governing Board

ITEM III-A – 2 - ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF CHANGES TO THE SETA PERSONNEL POLICIES AND PROCEDURES HARASSMENT POLICY AND COMPLAINT PROCEDURE AND CREATION OF REASONABLE ACCOMMODATION POLICY

BACKGROUND

The SETA Personnel Policies and Procedures provide direction to staff and periodically need to be updated in response to changes in laws, regulations, and the work environment.

In light of changes to the law regarding protected status groups, training requirements, and legal definitions, SETA has conducted a thorough review of its Harassment Policy and Complaint Procedure.

The policy changes include:

Harassment Policy and Complaint Procedure (Section 11.04)

- Change the title to Harassment, Discrimination, and Retaliation Policy and Complaint Procedure
- Update the protected classes as defined by law
- Update the training requirements as defined by law
- Update the legal definitions of harassment, discrimination, and retaliation as defined by law
- Update the complaint procedure to allow complaints to be made to Supervisors and above

In light of the legal requirement to provide a reasonable accommodation for individuals with a physical or mental disability to apply for jobs and to perform the essential functions of their jobs unless it would cause an undue hardship, the Agency has created a Reasonable Accommodation Policy and Process (Section 11.17).

The updated Section 11.04 is attached with changes in red-line and final and clean version, and the new Section 11.17 is attached.

The Head Start Policy Council approved the policy changes on April 23, 2019.

RECOMMENDATION:

Open a public hearing, take public testimony, and take action to close the public hearing and approve the updated Harassment Policy and Complaint Procedure and creation of a Reasonable Accommodation policy.

PRESENTER: Allison Noren

RESOLUTION NO.: 2019-02

Adopted by the Sacramento Employment and Training
Agency Governing Board on the Date of

APRIL 25, 2019

**A RESOLUTION ADOPTING CHANGES TO THE PERSONNEL POLICIES AND
PROCEDURES BY AMENDING THE HARASSMENT POLICY AND COMPLAINT
PROCEDURE AND CREATION OF A REASONABLE ACCOMMODATION POLICY
DATED APRIL 25, 2019**

WHEREAS, this Board pursuant to Government Code Section 3500, et seq., enacted by resolution an employer-employee relations policy; and,

WHEREAS, under the terms of that policy, the representatives of the Executive Director have met and conferred with the representatives of the United SETA Employees, American Federation of State, County, and Municipal Employees, Local 146, the recognized employee organization for the employees in the Head Start, Clerical, Technical and Analytical, and Supervisory Units as designated in said policy; and,

WHEREAS, these parties have reached agreement on changes to the Policies and Procedures consistent with the simultaneously negotiated Memoranda of Understanding relating to the employment conditions of the employees in said Units, as reflected by the attached policies which are hereto attached and made a part hereof; and,

WHEREAS, this Board finds that the changes to the Policies and Procedures are fair and proper and in the best interests of the Sacramento Employment and Training Agency;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY, that it adopts in full changes to the Policies and Procedures contained in said Agreements.

Larry Carr, Chair

ATTEST:

Nancy L. Hogan
Clerk of the Boards

Harassment, Discrimination, and Retaliation Policy and Complaint Procedure

Section 11.04

It is the policy of the Sacramento Employment and Training Agency (SETA) to provide a working environment free of harassment, discrimination, and retaliation. Harassment, discrimination, or retaliation by any of SETA's employees, directors, officers, volunteers, vendors, participants or agents will not be tolerated. SETA shall act promptly, vigorously and visibly with respect to any harassment, discrimination, or retaliation complaint and shall abide by the following Harassment, Discrimination, and Retaliation -Policy and Complaint Procedure.

This Harassment, Discrimination, and Retaliation Policy may be more comprehensive than state or federal law. Conduct that violates these policies may not violate state or federal law but still could subject an employee to discipline. SETA will take preventative and corrective action, up to and including termination, to address any of the following behaviors, including but not limited to:

- Failure to follow any provision of this policy and/or for behavior that violates this policy or the rights it is designed to protect.
- Making unfounded allegations of harassment, discrimination, or retaliation.
- Purposely impeding an investigation involving harassment, discrimination, or retaliation.
- Retaliation related to the reporting or investigation of harassment or discrimination.

This policy applies to all employees. All employees shall follow the intent of this policy in a manner that reflects professional workplace standards and the best interests of the Agency and its mission.

Training

All new employees shall be provided with a copy of this policy and receive training on this policy as part of their new hire orientation. All employees, including supervisory and management, shall receive mandated training in accordance with state and federal law.

Protected Group/Status Defined

All SETA employees, agents, contractors, and volunteers are prohibited from harassing or discriminating against any applicant or employee in the following protected group/status under federal and state law:

Race, color, religion (includes religious dress and grooming practices), sex/gender (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), gender identity, gender expression, sexual orientation, marital status, medical condition (genetic characteristics, cancer or a record or history of cancer), military or veteran status, national origin (includes language use),

ancestry, disability (mental and physical, including HIV/AIDS, cancer, and genetic characteristics), genetic information, request for family care leave, request for leave for an employee's own serious health condition, request for Pregnancy Disability Leave, and age (over 40).

A. Harassment Prohibited:

~~Federal and state law prohibits employers and employees from harassing others because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status, political affiliation, including sexual orientation, sex or age.~~

AB. Harassment Defined:

Harassment, including sexual harassment, is any verbal, physical or visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with an employee's work performance. Sexual harassment is any unwelcome sexual advance, request for sexual favors and/or other verbal, visual or physical conduct of a sexual nature. Such if such conduct constitutes harassment when it is either:

- An employment condition: submission to such conduct is made either explicitly or implicitly a term or condition of employment.
- An employment consequence: submission or rejection of such conduct is used as a basis for employment decisions.
- An offensive job interference: such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Unlawful harassment takes many forms including, but not limited to, the following (when based upon an individual's protected status):

- ~~1. Verbal conduct such as epithets, derogatory comments, -provocative comments about or relating to one's sex or appearance, slurs, jokes, statements, using sexually vulgar, obscene, explicit or foul language, -or- unsolicited sexual advances, invitations, comments or other conduct which does not need to be based on genuine sexual interest or desire.-~~
- ~~2. Visual conduct such as leering, stalking, staring, derogatory or sexually suggestive pictures, objects, derogatory posters, magazines, cartoons, drawings, letters, poems, emails or gestures that are known or should be known to be unwelcome.~~
- ~~3. Physical conduct such as assault, impeding or blocking normal movement or interference with work directed at one because of his\her sex, age or other protected basis, or unwelcome touching or grabbing of any part of the body.~~

- 4. Explicit or implicit threats and/or demands to submit to sexual requests as a condition of employment (i.e. promotion, in order to keep one's job, or avoid some other loss and offers of job benefits) in return for sexual favors.
- 5. Retaliation for rejection of sexual advances or having reported the harassment.

C. Discrimination Defined

Discrimination includes, but is not limited to:

- Taking an adverse employment action (i.e. demotion, transfer, discipline, termination, recruitment, layoff, salary and benefits) against an employee based on that individual's protected group/status.
- Treating an applicant or employee differently with regard to any aspect of employment because of the individual's protected group/status.
- Taking an employment action that adversely affects the employment opportunities for members of a protected group/status.
- Basing an employment decision as to a job applicant or employee on the individual's protected group/status
- Engaging in harassment based on an individual's protected group/status.

Discrimination may include, but is not limited to, the following types of behavior relating to an individual's protected group/status:

- Making slurs or derogatory comments in any format
- Engaging in verbal or physical conduct, comments, or jokes relating to an individual's group/status
- Wearing t-shirts, clothing, or hats depicting derogatory or insulting scenes or terminology
- Distributing or displaying printed material
- Refusing or failing to hire or promote

D. Retaliation Defined

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because they engaged in protected activity including raising a concern of, filing a complaint of, participating in an investigation of, or being a witness to, harassment/discrimination. Retaliation is prohibited.

EC. Responsibility of Supervisors and Management Department Chief's Obligations and Supervisor/Management Responsibility:

Each Department Chief/Supervisor/Manager shall do the following:

- Convey to the employees within his/her Department/Unit SETA's strong disapproval of harassment, discrimination, and retaliation.

- Continually monitor the work environment and strive to ensure that it is free from all types of unlawful harassment, including discrimination and/or retaliation.
- Take prompt, appropriate action within their work units to avoid and minimize the incidence of any form of harassment, discrimination or retaliation.
- Ensure their subordinates understand their responsibilities under this policy.
- Ensure employees who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.

Any supervisor or member of ~~management~~ ~~or chief~~ who is aware ~~of~~, or has reason to believe, that an employee has alleged harassment, or may be feeling harassed, has a responsibility to notify the ~~Affirmative Action~~/Equal Employment Opportunity Officer/Human Resources Chief regarding the allegation. Depending on the circumstances, the seriousness of the offense, the extent of the conduct, or the type of remedy being sought, it may be appropriate for the supervisor, manager or chief to remedy the situation. Supervisors and members of ~~managements~~ ~~or chiefs~~ should work closely with ~~the Personnel~~Human Resources Department.

It must be emphasized to all employees the importance of reporting incidents promptly to assure further incidents do not occur. The employee must also be assured that they will not be subject to any recrimination or reprisal for making a harassment complaint. Employees should also be informed that harassment may be grounds for disciplinary action, up to and including termination.

FD. **Complaint Procedure:**

Employees who believe they are experiencing harassment, discrimination, or retaliation are encouraged to inform the individual that their behavior is unwelcome, offensive, or inappropriate. However, this step is not required. The problem may be resolved by advising the individual of their offensive behavior. If this does not resolve the concern or if an employee feels uncomfortable, threatened or has difficulty in expressing their concern, the employee shall complain to one of the individuals listed below. If the alleged harasser is the Human Resources Chief/EEOO, the employee shall promptly inform the Executive Director.

Any employee who believes they are being harassed, discriminated against, subjected to retaliation, or who has observed harassment or discrimination, is strongly encouraged to file a complaint verbally or in writing with any of the following individuals:

- Supervisor
- Manager
- Deputy Director or Department Chief
- Human Resources
- Equal Employment Opportunity Officer (EEOO)

Anyone receiving a complaint of harassment, discrimination, or retaliation shall immediately document the complaint in writing and refer the complaint to Human Resources, who will ensure

that a timely, effective, thorough, and objective confidential investigation of the allegation(s) is undertaken.

Once an employee makes a ~~harassment~~ complaint, the Human Resources Chief/AA/EEOO or Executive Director shall engage in the following:

1. Fully Inform the Complaining Employee of his/her Rights.

The employee shall be promptly and clearly informed of his or her rights contained in this Policy and Procedure. Further, the employee shall be advised of his or her right to file a complaint with the California Department of Fair Employment and Housing Commission (FEHCDFEH), the ~~Federal~~ U.S. Equal Employment Opportunity Commission (EEOC), the California Labor Commissioner and/or the courts.

2. Fully and effectively investigate.

The Human Resources Chief/AA/EEOO or Executive Director must immediately undertake an effective, thorough, objective and complete investigation of the situation complained of. If it is appropriate to do so, the AA Human Resources Chief/EEOO or designee shall consult with the complaining employee, the alleged ~~harasser~~ subject, any witnesses to the conduct and victims of similar conduct that the AA Human Resources Chief/EEOO or Executive Director has reason to believe ~~there may exist~~ be and any other person who may have relevant information. ~~The appropriate personnel files shall be reviewed to determine if there have been previous animosities between the parties, previous complaints against the alleged harasser or by the complaining employee or sudden discrepancies in the employment records of the alleged harasser and/or complaining employee. All applicable documents and records shall be reviewed as needed to ensure that the investigation is thorough.~~

All SETA employees, agents, contractors, or volunteers shall cooperate fully with all investigations, shall not retaliate against complainants or witnesses, and shall not suppress, or attempt to suppress a complaint of harassment, discrimination, or retaliation.

3. Harassment, Discrimination, or Retaliation Determination.

The investigation shall be concluded and a determination shall be made about the situation complained of as expeditiously as possible. In determining whether the alleged conduct constitutes harassment, discrimination, or retaliation, the record as a whole must be considered and the totality of the circumstances such as the nature of the conduct and the context in which the alleged incidents occurred. The determination shall be made from the facts on a case-by-case basis. A confidential written determination shall be provided to the complaining employee and ~~a copy shall be provided to the alleged harasser~~ the subject. The determination by the Human Resources Chief/AA/EEOO or Executive Director constitutes the final decision of the agency.

4. Remedial Action against for the HarasserSubject.

~~If it is determined that harassment, discrimination, or retaliation has occurred, immediate and effective action against the harasser must be taken will be taken in a manner consistent with the circumstances. Discipline ranging from verbal or written warnings up to and including termination may be administered.~~

~~The level of discipline meted out for the offense shall be based on both the severity of the offense and the certainty that it occurred. Possible actions include:~~

~~a. MILD — Place no record of the complaint in the personnel file.~~

~~— b. MODERATE — Issue a warning or disciplinary notice to the harasser with a provision stating that further action will take place if subsequent harassment offenses occur or that the warning or notice will be removed if no subsequent acts — occur within a specified period of time.~~

~~c. SEVERE — Dismiss, demote, suspend (with or without pay), or transfer the harasser.~~

5. Remedial Action for the Affected Employee.

If harassment has occurred, the following actions must be taken in an effort to make the employee whole.

a. Appropriate action must be taken to remedy the employee's loss, if any, resulting from the harassment, discrimination, or retaliation. Such actions may include promotion or monetary payment and/or the restoration of the employee's employment record if it was unjustly diminished.

~~b. The employee must be informed of the punishment that was meted out to the harasser.~~

be. Action must be taken to prevent any form of retaliation against the employee for having complained, both on a managerial and a co-worker level.

cd. Action must be taken to protect the employee and other potential victims from future harassment. Such actions must not be taken as a form of retaliation against the employee for having complained.

GE. Limited Confidentiality:

To the extent feasiblepermitted by law, proceedings under this Policy and Procedure and all reports and records filed and prepared shall be kept confidential. ~~to the parties involved and reasonable~~ Reasonable efforts shall be made to protect the privacy interests of the parties. Information will be given only to those who have a need to know.

Harassment, Discrimination, and Retaliation Policy and Complaint Procedure

Section 11.04

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- Making unfounded allegations of harassment, discrimination, or retaliation.
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- Retaliation related to the reporting or investigation of harassment or discrimination.

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All new employees shall be provided with a copy of this policy and receive training on this policy as part of their new hire orientation. All employees, including supervisory and management, shall receive mandated training in accordance with state and federal law.

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ancestry, disability (mental and physical, including HIV/AIDS, cancer, and genetic characteristics), genetic information, request for family care leave, request for leave for an employee's own serious health condition, request for Pregnancy Disability Leave, and age (over 40).

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- An employment condition: submission to such conduct is made either explicitly or implicitly a term or condition of employment.
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- Visual conduct such as leering, stalking, staring, derogatory or sexually suggestive pictures, objects, posters, magazines, cartoons, drawings, letters, poems, emails or gestures that are known or should be known to be unwelcome.
- Physical conduct such as assault, impeding or blocking normal movement or interference with work directed at one because of his\her sex, age or other protected basis, or unwelcome touching or grabbing of any part of the body.
- Explicit or implicit threats and/or demands to submit to sexual requests as a condition of employment (i.e. promotion, in order to keep one's job, or avoid some other loss and offers of job benefits) in return for sexual favors.
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Discrimination includes, but is not limited to:

- Taking an adverse employment action (i.e. demotion, transfer, discipline, termination, recruitment, layoff, salary and benefits) against an employee based on that individual's protected group/status.
- Treating an applicant or employee differently with regard to any aspect of employment because of the individual's protected group/status.
- Taking an employment action that adversely affects the employment opportunities for members of a protected group/status.
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E. Responsibility of Supervisors and Management

Each Supervisor/Manager shall do the following:

- Convey to the employees within his/her Department/Unit SETA's strong disapproval of harassment, discrimination, and retaliation.
- Continually monitor the work environment and strive to ensure that it is free from all types of unlawful harassment, including discrimination and/or retaliation.
- Take prompt, appropriate action within their work units to avoid and minimize the incidence of any form of harassment, discrimination or retaliation.
- Ensure their subordinates understand their responsibilities under this policy.
- Ensure employees who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.

Any supervisor or member of management who is aware, or has reason to believe, that an employee has alleged harassment, or may be feeling harassed, has a responsibility to notify the Equal Employment Opportunity Officer/Human Resources Chief regarding the allegation. Depending on the circumstances, the seriousness of the offense, the extent of the conduct, or the type of remedy being sought, it may be appropriate for the supervisor, manager or chief to remedy the situation. Supervisors and members of management should work closely with the Human Resources Department.

It must be emphasized to all employees the importance of reporting incidents promptly to assure further incidents do not occur. The employee must also be assured that they will not be subject to any recrimination or reprisal for making a harassment complaint. Employees should also be informed that harassment may be grounds for disciplinary action, up to and including termination.

F. Complaint Procedure:

Employees who believe they are experiencing harassment, discrimination, or retaliation are encouraged to inform the individual that their behavior is unwelcome, offensive, or inappropriate. However, this step is not required. The problem may be resolved by advising the individual of their offensive behavior. If this does not resolve the concern or if an employee feels uncomfortable, threatened or has difficulty in expressing their concern, the employee shall complain to one of the individuals listed below. If the alleged harasser is the Human Resources Chief/EEOO, the employee shall promptly inform the Executive Director.

Any employee who believes they are being harassed, discriminated against, subjected to retaliation, or who has observed harassment or discrimination, is strongly encouraged to file a complaint verbally or in writing with any of the following individuals:

- Supervisor
- Manager
- Deputy Director or Department Chief
- Human Resources
- Equal Employment Opportunity Officer (EEOO)

Anyone receiving a complaint of harassment, discrimination, or retaliation shall immediately document the complaint in writing and refer the complaint to Human Resources, who will ensure that a timely, effective, thorough, and objective confidential investigation of the allegation(s) is undertaken.

Once an employee makes a complaint, the Human Resources Chief/EEOO or Executive Director shall engage in the following:

1. Fully Inform the Complaining Employee of his/her Rights.

The employee shall be promptly and clearly informed of his or her rights contained in this Policy and Procedure. Further, the employee shall be advised of his or her right to file a

complaint with the California Department of Fair Employment and Housing (DFEH), the U.S. Equal Employment Opportunity Commission (EEOC), the California Labor Commissioner and/or the courts.

2. Fully and effectively investigate.

The Human Resources Chief/EEOO or Executive Director must immediately undertake an effective, thorough, objective and complete investigation of the situation complained of. If it is appropriate to do so, the Human Resources Chief/EEOO or designee shall consult with the complaining employee, the alleged subject, any witnesses to the conduct and victims of similar conduct that the Human Resources Chief/EEOO or Executive Director has reason to believe may exist and any other person who may have relevant information. All applicable documents and records shall be reviewed as needed to ensure that the investigation is thorough.

All SETA employees, agents, contractors, or volunteers shall cooperate fully with all investigations, shall not retaliate against complainants or witnesses, and shall not suppress, or attempt to suppress a complaint of harassment, discrimination, or retaliation.

3. Harassment, Discrimination, or Retaliation Determination.

The investigation shall be concluded and a determination shall be made about the situation complained of as expeditiously as possible. In determining whether the alleged conduct constitutes harassment, discrimination, or retaliation, the record as a whole must be considered and the totality of the circumstances such as the nature of the conduct and the context in which the alleged incidents occurred. The determination shall be made from the facts on a case-by-case basis. A confidential written determination shall be provided to the complaining employee and the subject. The determination by the Human Resources Chief/EEOO or Executive Director constitutes the final decision of the agency.

4. Remedial Action for the Subject.

If it is determined that harassment, discrimination, or retaliation has occurred, effective action will be taken in a manner consistent with the circumstances. Discipline ranging from verbal or written warnings up to and including termination may be administered.

5. Remedial Action for the Affected Employee.

If harassment has occurred, the following actions must be taken in an effort to make the employee whole.

- a. Appropriate action must be taken to remedy the employee's loss, if any, resulting from the harassment, discrimination, or retaliation. Such actions may include promotion or monetary payment and/or the restoration of the employee's employment record if it was unjustly diminished.

b. Action must be taken to prevent any form of retaliation against the employee for having complained, both on a managerial and a co-worker level.

c. Action must be taken to protect the employee and other potential victims from future harassment. Such actions must not be taken as a form of retaliation against the employee for having complained.

G. Limited Confidentiality:

To the extent permitted by law, proceedings under this Policy and Procedure and all reports and records filed and prepared shall be kept confidential. Reasonable efforts shall be made to protect the privacy interests of the parties. Information will be given only to those who have a need to know.

Reasonable Accommodation Policy and Process

Section 11.17

The Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA) require employers to provide reasonable accommodations to individuals with disabilities at any time in their SETA career and to engage in an interactive process to discuss possible reasonable accommodations. Reasonable accommodations can also be given to applicants during the recruitment process. Good faith participation must be demonstrated by all parties in this reasonable accommodation process.

The purpose of a reasonable accommodation is to enable an eligible employee to perform his/her job's essential functions: those job duties that are so fundamental to the position that he or she cannot do the job without performing these duties. A function is "essential" if, among other things, the position exists specifically to perform that function. This does not include marginal functions that are not essential to the position.

Reasonable accommodations are changes or adjustments in the work environment or in the way work is customarily done that would enable a qualified individual with a disability to perform the essential functions of the position. Examples may include, but are not limited to: assistive devices, work schedule adjustment, equipment purchase, facility or workspace changes, or, when no other effective accommodation is feasible, reassignment. Changing the duties that do not affect the essential functions of the job may also be considered.

General Requirements of the Accommodation Process

1. The reasonable accommodation process must begin when one or more of the following takes place:
 - a. The employee or employee's representative (i.e. Union representative or employee's family member) requests an accommodation orally or in writing, OR
 - b. The supervisor/manager/Human Resources becomes aware of a medical, physical, or mental condition that impacts the employee's/candidate's ability to perform one or more essential functions of the job by either:
 - i. Observation,
 - ii. Communication from the employee, or
 - iii. Receipt of medical documentation.
2. The supervisor, manager, and/or employee informs the Human Resources Department regarding the impact of the condition on the employee's ability to perform the essential functions of his/her position.
3. The Human Resources Department shall provide the Reasonable Accommodation Request packet and document the forms being sent to the employee. The employee may also obtain this packet on SETA's Staff Resources web page or shared K drive.
4. The employee submits the following completed forms directly to the Human Resources Department:

- a. Reasonable Accommodation Request, indicating what accommodation is requested (completed and signed by the employee), and
 - b. Medical Verification for Reasonable Accommodation, which must be completed and signed by the employee's appropriate health care provider.
5. Human Resources will contact the employee/candidate to begin the interactive process by scheduling a meeting with the relevant parties as soon as possible. At no time should the employee/candidate be subjected to harassment, discrimination, or retaliation for participating in this process. The employee's/candidate's failure to cooperate with the process may end SETA's accommodation obligation under ADA/FEHA.
6. During the interactive meeting/process, the employee's disability or medical condition **SHALL NOT BE DISCUSSED**. The participants shall focus the discussion on the following:
 - a. The employee's medical restrictions/limitations
 - b. The essential functions of the job
 - c. The impact of the employee's restrictions/limitations on his/her ability to perform the job's essential functions
 - d. The employee's requested accommodation(s)
 - e. Any other accommodations to be considered
 - f. The determination of accommodation to be provided
7. The interactive process may include multiple meetings to ensure all relevant information has been gathered.
8. Additional medical verification may be needed to determine an appropriate accommodation.
9. An interim accommodation may be implemented as a temporary solution during the interactive process until a final decision has been made.
10. A written determination will be prepared by Human Resources as soon as possible after the conclusion of the interactive process.

ITEM - ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF REVISION
TO THE JOB SPECIFICATION FOR HEAD START COORDINATOR
(EDUCATION) (SUPERVISORY)**

BACKGROUND:

The Agency is in the process of reviewing all job specifications to ensure that all positions accurately reflect the work assigned; that current methodologies are in compliance with current federal and state regulations; and that the updates enable the Agency to hire the best candidates.

The Head Start Coordinator (Education) (Supervisory) job classification has a current requirement of a Bachelor's degree related to child development plus a Site Supervisor permit, which is higher than Head Start regulations and has limited internal staff from applying for promotional opportunities. As a result, SETA has changed the requirement to a Bachelor's degree in *any* field plus a Site Supervisor permit.

The classification's job duties have also been clarified based on the location of the position, whether it be in the Center-Based or Home-Based programs.

The Agency updated the job specification with input and approval from management and the Union. Attached is a red-lined version of the job specification and a clean version. The Policy Council took action at the April 23, 2019 meeting.

RECOMMENDATION:

Open a Public Hearing, receive input, close the public hearing and approve the revised job specification for Head Start Coordinator (Education) (Supervisory).

PRESENTER: Allison Noren

HEAD START COORDINATOR (EDUCATION) (SUPERVISORY)

ORGANIZATIONAL RESPONSIBILITY

The Head Start Coordinator (Education) (Supervisory) is responsible to the Deputy Director, Children and Family Services (CFS) Department or Designee. There are two distinct areas this position could be assigned: 1) in the center-based program or 2) in the home-based program.

DEFINITION

Under general direction, ~~to develop and insure~~ the Head Start Coordinator (Education) (Supervisory) oversees, manages, organizes and monitors the proper delivery of educational services to the Head Start and Early Head Start (EHS) education programs and options; prepares and updates policies and procedures; monitors and ensures compliance with local, state, and federal regulations and standards, and Head Start/EHS service area plans; children and their families throughout the area served by the Sacramento Employment and Training Agency; to provide ~~develops and implements required training and technical assistance~~ education to Head Start/EHS Program staff; to monitor and evaluate educational services provided by the Sacramento County Head Start Programs; to supervise assigned staff; to prepare annual assessments of the Educational component of Head Start Programs in Sacramento County ~~represents~~ Head Start and EHS education programs in interactions with other SETA departments and staff, governmental and private agencies, consultants, parents, and other outside organizations; and to perform ~~related work duties~~ as assign ~~required.~~

INTERPERSONAL SKILLS EXPECTATIONS

It is a requirement for this position that the employee exhibits the following appropriate interpersonal skills:

- Must be able to establish and maintain cooperative working relationships with the majority of the staff.
- Must be open and able to share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.
- Must be able to listen, interact and get along with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be ready and willing to work on daily assignments and special projects with quick turnaround and a positive attitude.
- Must be self-directed and able to work collaboratively as a team to get larger department work completed.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions assigned to the development and evaluation of educational services provided by Head Start (preschool) and Early Head Start (infants/toddlers) programs in the area served by the Sacramento Employment and Training Agency. Responsibilities include supervision, program development, training, monitoring, and evaluation in the center-based or in the home-based program.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position classification whether the employee is assigned to the center-based program or the home-based program. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

GENERAL DUTIES:

- Plans and coordinates an effective child development program to meet the physical, social, emotional and intellectual needs of children ages birth to five. This should be done based on the goals and general curriculum plan of the SETA Head Start/Early Head Start program;
 - Provides leadership and works with staff to develop and maintain a high performance, customer service-oriented work environment that supports achieving SETA's and Head Start's mission, strategic goals, and core values;
 - Integrates educational program operations with Head Start/Early Head Start support services, including health, social services, disabilities and mental health;
 - Provides technical assistance to center-based or home-based programs and/or other programs as assigned;
 - Provides technical support and assistance in monitoring and ensuring compliance with federal performance standards and Head Start/EHS service area plans;
 - Provides information on cross-curriculum and cross-component planning;
 - Conducts parent workshops and discussion groups on child growth and development;
 - Attends and participates as needed in staff and parent meetings;
 - Reports monitoring findings to management;
 - Stays current with federal, state, and local laws and regulations including: New initiatives, policy clarifications, Office of Head Start (OHS) frameworks, and all special education laws (IDEA, PL 94-142, PL 99-459) and civil rights laws (Section 504 and Americans with Disabilities Act), Caring for our children Safety regulations, Community Care Licensing Division(CCLD) Regulations;
 - Assists Head Start/Early Head Start staff in obtaining a CDA Credential/or a permit as issued by the Commission on Teacher Credentialing;
 - Conducts training courses for Head Start and Early Head Start teaching staff;
- ~~1. Plans, organizes, coordinates and supervises the work of designated staff;~~
 - ~~2. Insures the proper development and monitoring of educational services for Head Start programs within the area served by the Sacramento Employment and Training Agency;~~
 - ~~3. Monitors the proper documentation of the Children's educational development;~~
 - ~~4. Provides information on cross-curriculum and cross-component planning;~~
 - ~~5. Develops and disseminates information on classroom environment, bi-lingual education, and enhancement of a parent's role in the educational process;~~
 - ~~6. Conducts parent workshops and discussion groups on child growth and development;~~
 - ~~7. Assists parents in developing home activities;~~
 - ~~8. Assists Head Start staff in obtaining a CDA Credential;~~

- ~~9. Conducts on-going evaluations of Head Start education services;~~
- ~~10. Conducts training courses for Head Start teaching staff;~~
- ~~11. Monitors grantee operated programs for compliance with proper educational standards.~~

CENTER-BASED PROGRAM – IN ADDITION TO GENERAL DUTIES ABOVE:

EXAMPLES OF ESSENTIAL DUTIES FOR A CENTER-BASED EDUCATION COORDINATOR

- Coordinates, organizes and monitors a variety of Head Start and Early Head Start school readiness programs;
- Participates in the development and implementation of developmentally appropriate curriculum models focusing on approved school readiness goals;
- Plans, organizes and evaluates the fidelity and effectiveness of education services, establishing operational plans and initiatives to meet service area goals and objectives;
- Coordinates and integrates educational service functions and responsibilities to achieve optimal efficiency and effectiveness;
- Conducts ongoing evaluations and regularly consults with Site Supervisors on quality curriculum and assessment fidelity, observes teachers and children to monitor classroom environment, quality interactions consistent with standards; ensures educational and support needs are identified for children;
- Coordinates and organizes the development and implementation of computerized assessment and reporting systems and processes to meet the mandated Head Start child outcome requirements;
- Designs and develops report formats for use in obtaining and compiling system data;
- Provides guidance and training to education staff on use of systems and process guidelines;
- Oversees and participates in development of summary and analytical reports on child outcomes.
- Works with site supervisors and staff to inspect equipment and learning materials for replacement, or enrichment; orders new or replacement equipment, supplies and materials as funds allow;
- Participates in annual program self-assessment;
- Meets with education team, Site Supervisors, staff and other managers for on-going program planning and evaluation;
- Develops and disseminates information on classroom environment, bi-lingual education, and enhancement of a parent's role in the educational process;

HOME-BASED - IN ADDITION TO GENERAL DUTIES ABOVE:

EXAMPLES OF ESSENTIAL DUTIES FOR A HOME-BASED EDUCATION COORDINATOR

- Ensures the proper development and monitoring of educational and comprehensive services in the home-based program;

- Conduct home visits with home visitors and provides feedback to staff for purposes of their professional development in program-defined competency areas and job description responsibilities;
- Monitors the proper documentation of the children's educational development and comprehensive services in the home-based program;
- Develops and disseminates information on home environments as the child's classroom, bi-lingual education, and enhancement of a parent's role in the educational process;
- Conducts on-going evaluations of Head Start/Early Head Start home-based services;
- Participates in recruitment and selection of home-based staff. Makes home-based assignments;
- Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development;
- Recommends the purchase of instructional materials, play equipment, and teaching aids that are developmentally appropriate;

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles of supervision;
- Head Start and SETA programs and functions;
- Early childhood development;
- Curriculum development for early childhood education;
- Parent education techniques;
- Problems and needs of low-income families and staff development and training;
- Some word processing software.

AND

Ability to:

- Plan, organize and supervise the work of others;
- Develop and implement educational programs which meet the needs of young children and their parents;
- Provide training programs and workshops for parents and Head Start staff;
- Promote parent involvement with Head Start educational programs;
- Work effectively with low-income families and parent groups;
- Assist with facility licensing;
- Speak and write effectively;
- Maintain records and prepare reports;
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions.

AND

Training and Experience: Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

- I. At least five (5) years of experience as an Early Childhood Head Teacher or Center Director preferable, including two years in the Head Start program, or two (2) years of successful supervisory experience in a similar program assisting the Early Childhood Development of young children;

Education:

- I. Bachelor's or advanced degree in Early Childhood Education;

OR

- II. Possession of a Bachelor's or advanced degree in any field ~~related to child development~~ and possession of a Child Development Site Supervisor Permit or higher as verified by the State of California Commission on Teacher Credentialing.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C California Driver's License is required. A good driving record of at least ~~three~~ (32) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required.

PHYSICAL DEMANDS/QUALIFICATIONS

<u>Required Activity</u>	<u>Description</u>
<u>Kneeling</u>	<u>Occasionally bending legs at knee to come to a rest on knee or knees.</u>
<u>Crouching</u>	<u>Occasionally bending the body downward and forward by bending leg and spine.</u>
<u>Reaching</u>	<u>Occasionally extending hand(s) and arm(s) in any direction.</u>
<u>Standing</u>	<u>Occasionally particularly for sustained periods of time.</u>
<u>Walking</u>	<u>Frequently moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.</u>
<u>Pushing</u>	<u>Occasionally using upper extremities to press against something with steady force in order to thrust forward, downward or outward.</u>
<u>Pulling</u>	<u>Occasionally using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.</u>
<u>Dexterity</u>	<u>Frequently picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.</u>
<u>Grasping</u>	<u>Frequently applying pressure to an object with the fingers and palm.</u>
<u>Talking</u>	<u>Constantly expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</u>
<u>Hearing</u>	<u>Constantly perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</u>
<u>Physical Requirements</u>	<u>Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.</u>
<u>Visual Requirements</u>	<u>The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.</u>
<u>Environmental</u>	<u>The worker is subject to both environmental conditions. Activities occur inside and outside.</u>

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. ~~Sufficient Speech to:~~
 - ~~Engage in conversation both in person and on the phone.~~
2. ~~Sufficient Hearing to:~~
 - ~~Understand conversation in person or on the phone.~~
3. ~~Sufficient Vision to:~~
 - ~~Operate a personal computer.~~
4. ~~Sufficient Sensitivity of Touch to:~~
 - ~~Operate a personal computer.~~

~~5. Sufficient Strength and Conditioning to:~~

- ~~• Sit for long periods of time throughout the day;~~
- ~~• Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;~~
- ~~• Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;~~
- ~~• Move from one area in the workplace to another.~~

Non-essential Physical Attributes:

- ~~1. Ability to Taste.~~
- ~~2. Ability to Smell.~~

HEAD START COORDINATOR (EDUCATION) (SUPERVISORY)

ORGANIZATIONAL RESPONSIBILITY

The Head Start Coordinator (Education) (Supervisory) is responsible to the Deputy Director, Children and Family Services (CFS) Department or Designee. There are two distinct areas this position could be assigned: 1) in the center-based program or 2) in the home-based program.

DEFINITION

Under general direction, the Head Start Coordinator (Education) (Supervisory) oversees, manages, organizes and monitors the proper delivery of educational services to the Head Start and Early Head Start (EHS) education programs and options; prepares and updates policies and procedures; monitors and ensures compliance with local, state, and federal regulations and standards, and Head Start/EHS service area plans; develops and implements required training and education to Head Start/EHS staff; represents Head Start and EHS education programs in interactions with other SETA departments and staff, governmental and private agencies, consultants, parents, and other outside organizations; and performs related duties as assigned.

INTERPERSONAL SKILLS EXPECTATIONS

It is a requirement for this position that the employee exhibits the following appropriate interpersonal skills:

- Must be able to establish and maintain cooperative working relationships with the majority of the staff.
- Must be open and able to share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.
- Must be able to listen, interact and get along with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be ready and willing to work on daily assignments and special projects with quick turnaround and a positive attitude.
- Must be self-directed and able to work collaboratively as a team to get larger department work completed.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions assigned to the development and evaluation of educational services provided by Head Start (preschool) and Early Head Start (infants/toddlers) programs in the area served by the Sacramento Employment and Training Agency. Responsibilities include supervision, program development, training, monitoring, and evaluation in the center-based or in the home-based program.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this classification whether the employee is assigned to the center-based program or the home-based program. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

GENERAL DUTIES:

- Plans and coordinates an effective child development program to meet the physical, social, emotional and intellectual needs of children ages birth to five. This should be done based on the goals and general curriculum plan of the SETA Head Start/Early Head Start program;
- Provides leadership and works with staff to develop and maintain a high performance, customer service-oriented work environment that supports achieving SETA's and Head Start's mission, strategic goals, and core values;
- Integrates educational program operations with Head Start/Early Head Start support services, including health, social services, disabilities and mental health;
- Provides technical assistance to center-based or home-based programs and/or other programs as assigned;
- Provides technical support and assistance in monitoring and ensuring compliance with federal performance standards and Head Start/EHS service area plans;
- Provides information on cross-curriculum and cross-component planning;
- Conducts parent workshops and discussion groups on child growth and development;
- Attends and participates as needed in staff and parent meetings;
- Reports monitoring findings to management;
- Stays current with federal, state, and local laws and regulations including: New initiatives, policy clarifications, Office of Head Start (OHS) frameworks, and all special education laws (IDEA, PL 94-142, PL 99-459) and civil rights laws (Section 504 and Americans with Disabilities Act), Caring for our children Safety regulations, Community Care Licensing Division(CCLD) Regulations;
- Assists Head Start/Early Head Start staff in obtaining a CDA Credential/or a permit as issued by the Commission on Teacher Credentialing;
- Conducts training courses for Head Start and Early Head Start teaching staff;

CENTER-BASED PROGRAM – IN ADDITION TO GENERAL DUTIES ABOVE:

EXAMPLES OF ESSENTIAL DUTIES FOR A CENTER-BASED EDUCATION COORDINATOR

- Coordinates, organizes and monitors a variety of Head Start and Early Head Start school readiness programs;
- Participates in the development and implementation of developmentally appropriate curriculum models focusing on approved school readiness goals;
- Plans, organizes and evaluates the fidelity and effectiveness of education services, establishing operational plans and initiatives to meet service area goals and objectives;
- Coordinates and integrates educational service functions and responsibilities to achieve optimal efficiency and effectiveness;
- Conducts ongoing evaluations and regularly consults with Site Supervisors on quality curriculum and assessment fidelity, observes teachers and children to monitor

classroom environment, quality interactions consistent with standards; ensures educational and support needs are identified for children;

- Coordinates and organizes the development and implementation of computerized assessment and reporting systems and processes to meet the mandated Head Start child outcome requirements;
- Designs and develops report formats for use in obtaining and compiling system data;
- Provides guidance and training to education staff on use of systems and process guidelines;
- Oversees and participates in development of summary and analytical reports on child outcomes.
- Works with site supervisors and staff to inspect equipment and learning materials for replacement, or enrichment; orders new or replacement equipment, supplies and materials as funds allow;
- Participates in annual program self-assessment;
- Meets with education team, Site Supervisors, staff and other managers for on-going program planning and evaluation;
- Develops and disseminates information on classroom environment, bi-lingual education, and enhancement of a parent's role in the educational process;

HOME-BASED - IN ADDITION TO GENERAL DUTIES ABOVE:

EXAMPLES OF ESSENTIAL DUTIES FOR A HOME-BASED EDUCATION COORDINATOR

- Ensures the proper development and monitoring of educational and comprehensive services in the home-based program;
- Conduct home visits with home visitors and provides feedback to staff for purposes of their professional development in program-defined competency areas and job description responsibilities;
- Monitors the proper documentation of the children's educational development and comprehensive services in the home-based program;
- Develops and disseminates information on home environments as the child's classroom, bi-lingual education, and enhancement of a parent's role in the educational process;
- Conducts on-going evaluations of Head Start/Early Head Start home-based services;
- Participates in recruitment and selection of home-based staff. Makes home-based assignments;
- Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development;
- Recommends the purchase of instructional materials, play equipment, and teaching aids that are developmentally appropriate;

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles of supervision;
- Head Start and SETA programs and functions;

- Early childhood development;
- Curriculum development for early childhood education;
- Parent education techniques;
- Problems and needs of low-income families and staff development and training;
- Some word processing software.

AND

Ability to:

- Plan, organize and supervise the work of others;
- Develop and implement educational programs which meet the needs of young children and their parents;
- Provide training programs and workshops for parents and Head Start staff;
- Promote parent involvement with Head Start educational programs;
- Work effectively with low-income families and parent groups;
- Assist with facility licensing;
- Speak and write effectively;
- Maintain records and prepare reports;
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions.

AND

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

- I. At least five (5) years of experience as an Early Childhood Head Teacher or Center Director preferable, including two years in the Head Start program, or two (2) years of successful supervisory experience in a similar program assisting the Early Childhood Development of young children;

Education:

- I. Bachelor's or advanced degree in Early Childhood Education;

OR

- II. Possession of a Bachelor's or advanced degree in any field and possession of a Child Development Site Supervisor Permit or higher as verified by the State of California Commission on Teacher Credentialing.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C California Driver's License is required. A good driving record of at least three (3) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required.

PHYSICAL DEMANDS/QUALIFICATIONS

<i>Required Activity</i>	<i>Description</i>
<i>Kneeling</i>	Occasionally bending legs at knee to come to a rest on knee or knees.
<i>Crouching</i>	Occasionally bending the body downward and forward by bending leg and spine.
<i>Reaching</i>	Occasionally extending hand(s) and arm(s) in any direction.
<i>Standing</i>	Occasionally particularly for sustained periods of time.
<i>Walking</i>	Frequently moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
<i>Pushing</i>	Occasionally using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
<i>Pulling</i>	Occasionally using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
<i>Dexterity</i>	Frequently picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
<i>Grasping</i>	Frequently applying pressure to an object with the fingers and palm.
<i>Talking</i>	Constantly expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
<i>Hearing</i>	Constantly perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
<i>Physical Requirements</i>	Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
<i>Visual Requirements</i>	The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
<i>Environmental</i>	The worker is subject to both environmental conditions. Activities occur inside and outside.

ITEM III-A - 4 - ACTION

APPOVAL OF AN APPOINTMENT TO THE SACRAMENTO WORKS WORKFORCE DEVELOPMENT BOARD

BACKGROUND:

The local Sacramento Works Workforce Development Board was newly formed in early 2016 to comply with the 2014 Workforce Innovation and Opportunity Act (WIOA). As part of its action on February 4, 2016, the SETA Governing Board satisfied the desire for a smaller Workforce Development Board by setting the size of the Board at twenty-five members and allocated the twenty-five membership positions to the five membership categories in the following manner: Thirteen members were allocated to business (a majority of the membership); four members were allocated to Labor and Apprenticeship (at least 15% of the membership); six members were allocated to specific programs in the workforce system (community- based organizations, Adult Education, Higher Education, Economic Development, Wagner-Peyser (EDD) and Vocational Rehabilitation); and two members were allocated to the "Other" category permitted by WIOA to provide the Governing Board with flexibility in appointing members in this catch-all category.

On March 3, 2016 the Governing Board appointed twenty-five members to the newly formed Sacramento Works Workforce Development Board. In March 2018 and March 2019 the Governing Board took action to extend the staggered terms of the board members.

During the recruitment process for the new board, SETA received applications in early 2016 for seats representing Private Business. Each applicant included on the attached list has confirmed their continued interest to become a member of the Sacramento Works Board. In addition, the Board Development Committee has also recruited one new applicant as noted on the attached listing. Each application has been sent under separate cover.

Historically, the Executive Committee of Sacramento Works has recommended the name(s) of individual applicants for appointment to the private sector seats by the SETA Governing Board. The Sacramento Works Executive Committee will meet on Monday, April 22 and will recommend a nominee.

RECOMMENDATION

Review the applications and appoint an individual to fill the seat vacated by Ms. Kim Gusman.

PRESENTER: Kathy Kossick

WORKFORCE DEVELOPMENT BOARD APPLICANTS
Private Sector

	Applicant	Number of Employees	Type of Business	Postion in Company
1	Serena J. Kallas Kallas Legal, A Professional Corporation	2 Contract + Less than 10 employees	Business Law Firm	President & CEO
2	Deborah Portela Casa Coloma Health Care Center	140	Skilled Nursing and Rehabilitation	Owner/Administrator
3	Jordon Powell Associate General Contractors of California	39	Trade Association- Construction Workforce Development	Workforce Development Mgr

ITEM III- A - 5 - ACTION

RATIFICATION OF PARTICIPATION IN THE CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT'S APPLICATION TO THE U.S. DEPARTMENT OF LABOR, OFFICE OF DISABILITY EMPLOYMENT POLICY, FOR THE RETAINING EMPLOYMENT AND TALENT AFTER INJURY/ILLNESS NETWORK (RETAIN) DEMONSTRATION PROJECT FUNDING OPPORTUNITY, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE FUNDING AGREEMENT AND ANY MODIFICATIONS OR DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

The U.S. Department of Labor (DOL), Office of Disability Employment Policy (ODEP), in collaboration with the Employment and Training Administration (ETA), and the Social Security Administration (SSA) allocated \$20,000,000 in grant funds authorized by Section 169, subsection (b)(5), of the Workforce Innovation and Opportunity Act (WIOA), Section 1110 of the Social Security Act, and the Consolidated Appropriations Act of 2018, to states to conduct pilot demonstration projects in Phase 1 the Retaining Employment and Talent after Injury/Illness Network (RETAIN). A subset of Phase 1 RETAIN awardees will competitively receive Phase 2 RETAIN funds to implement projects at full scale. The DOL will award all funds in both phases of RETAIN.

RETAIN demonstration projects are intended to test the impact of early intervention strategies that improve stay-at-work/return-to-work (SAW/RTW) outcomes of individuals who experience an injury or illness while employed. RETAIN projects will address both on-the-job and off-the-job injuries and illnesses. Individuals participating in RETAIN must be employed, or, at a minimum, be in the labor force at the time of the injury or illness onset.

In response to the funding opportunity, the California Employment Development Department (EDD) prepared and submitted an application in the amount of \$2.5 million to the U.S. DOL for the California RETAIN Demonstration Project, and received notice of the funding for its project. Included in EDD's application were two workforce development entities, the Sacramento Employment and Training Agency (SETA) and the San Diego Workforce Partnership, as well as San Diego State University. The duration of Phase 1 of EDD's project is 18 months beginning October 1, 2018. SETA and San Diego Workforce Partnership have been awarded \$150,000 each for participation in Phase 1 covering a 12-month period, which began April 1, 2019.

The overarching goal of the EDD's RETAIN Demonstration Project is to prevent the long-term disability, as well as potential poverty, of working individuals experiencing illness, injury, or a medical condition on or off the job, which can result in loss of participation in the labor force. Anticipated project outcomes include decreased time away from work, increased employment retention, reduced need for federal disability benefits, and increased systems collaboration.

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

To accomplish this, services will be provided through an integrated network of partners that includes close collaboration between EDD, SETA, San Diego Workforce Partnership, San Diego State University, health care systems and/or health care provider networks, and other partners, as appropriate.

RECOMMENDATION

Ratify SETA's participation in Phase 1 of EDD's California RETAIN Demonstration Project, as well as the acceptance of the accompanying funding in the amount of \$150,000, and authorize SETA's Executive Director to execute the funding agreement, modifications and any other documents required by the funding source.

PRESENTER: Michelle O'Camb

ITEM III-A- 6 -ACTION

APPROVAL OF COMPENSATION PACKAGE FOR EXECUTIVE DIRECTOR

BACKGROUND:

The Governing Board last considered the compensation package for the Executive Director in July, 2014. This item provides an opportunity for the Governing Board to consider a revised compensation package for the Executive Director.

Currently, the Executive Director's compensation package has several key components: including a Base Salary of \$163,550, an annual vacation accrual currently valued at \$14,515 and an annual automobile/technology allowance of \$6,000, bringing the total amount of this compensation package to \$184,065. However, the Executive Director is required to contribute from her gross salary the employee's share of contributions to the pension plan (currently 5.55%, but subject to annual actuarial adjustment).

While this salary is much less than many City and County Department heads with comparable responsibilities, because SETA is a Federal Head Start Grantee, it cannot compensate the Executive Director more than \$192,300, which is the current Federal Executive Level II compensation cap that recently became effective, retroactive to January 1, 2019. The Executive Level II cap is adjusted periodically. If the Executive Director is paid more than this Level II cap, no federal funds can be used to pay for the position. Because the vast majority of SETA's funding comes from federal grants, the Head Start cap is a de facto limitation on the Executive Director's salary.

Under the Head Start Act, compensation includes salary, bonuses, periodic payments, severance pay, the value of any vacation time, and the value of compensatory or paid leave benefit, but excludes health, medical, life insurance, disability, retirement, or other employee welfare or pension benefits. Accordingly, the entirety of the current package (excluding pension contributions), valued at \$184,065 is below the Executive Level II Cap, by approximately 5%. Raising the Executive Director's compensation package to the Executive Level II Cap (but still requiring the pension contributions) will provide the Executive Director with an approximate 1% salary increase per year over the last five years. In addition, setting the Executive Director's Compensation at the Federal Executive Level II Cap, will allow for periodic future increases when the federal government increases the cap.

The following table compares the Executive Director's current compensation package to a new compensation package tied to the Federal Executive Level II Cap.

\$ 163,550	Current Ex. Dir. Salary (before pension deduction)
\$ 14,515	Annual Vacation Accruals
\$ 6,000	Auto and Technology Allowance
\$ 184,065	TOTAL CURRENT COMPENSATION

\$ 171,120	Proposed Base Salary (before pension deduction)
\$ 15,180	Annual Vacation Accruals
\$ 6,000	Auto and Technology Allowance
\$ 192,300	TOTAL PROPOSED COMPENSATION: Federal Head Start Act Level II Compensation Cap effective 1/1/2019

The Personnel Resolution Covering Unrepresented Employees approved on December 6, 2018 (Personnel Resolution) applies to the Executive Director, but section 1.18(b) of that resolution specifically provides that the “salary for the Executive Director shall be modified only by Board action and approval.” In addition, Section 3.2 (d) of the Personnel Resolution authorizes employees, twice per fiscal year, to cash out accrued vacation, in lieu of paid time off, up to 100 hours per fiscal year and authorizes the Executive Director, or designee, to approve requests for such cash out payments. It is appropriate for the Executive Director to also be permitted to cash out up to 100 hours per year of accrued vacation on similar terms. The attached Resolution is proposed as a means for the Board to set that salary, and other compensation elements, and to make it clear that to the extent of any conflicts between the resolutions, the attached Resolution shall prevail.

RECOMMENDATION:

Adopt the attached Resolution tying the Executive Director’s compensation package to the Federal Executive Level II Cap, but retaining the requirement that the Executive Director shall continue to contribute the appropriate employee contribution to the pension plan (currently 5.55%, but subject to annual actuarial adjustment).

RESOLUTION NO. 2019-03

Adopted by the Sacramento Employment and Training
Agency Governing Board on the date of
April 25, 2019

**A RESOLUTION ADOPTING COMPENSATION
FOR THE EXECUTIVE DIRECTOR**

WHEREAS, under Section 1.18 (b) of the Personnel Resolution Covering Unrepresented Employees (Personnel Resolution), the SETA Governing Board is charged with setting the level of compensation for the Executive Director; and

WHEREAS, the Agency reviewed the Executive Director's salary compared with other City, County and Joint Power Agencies positions; and

WHEREAS, the Federal Head Start Act precludes the use of federal funds to pay any portion of the compensation for the Executive Director if that compensation exceeds the Federal Executive Level II cap, as adjusted from time to time; and

WHEREAS, the Federal Executive Level II cap was recently adjusted to \$192,300, retroactive to January 1, 2019; and

WHEREAS, consistent with the Federal Head Start Act the current value of the compensation package of the Executive Director is \$184,065, from which the Executive Director contributes the employee's share to the pension plan (currently 5.55%, but subject to annual actuarial adjustment); and

WHEREAS, the recommendation is that the Executive Director's compensation package be increased to the Federal Executive Level II cap, as periodically adjusted, retroactive to the current amount of \$192,300 as of January 1, 2019, but that the Executive Director shall continue to contribute the employee's share to the pension plan (currently 5.55%, but subject to annual actuarial adjustment).

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF
THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY**, that effective April

25, 2019 and retroactive to January 1, 2019, the Executive Director's compensation package shall be set at the Federal Executive Level II cap, as periodically adjusted and currently set at \$192,300. This compensation package shall include annually accrued vacation, automobile and technology allowances, and salary. The Executive Director shall contribute the employee's share to the pension plan (currently 5.55%, but subject to annual actuarial adjustment). The Executive Director may cash out accrued vacation, in lieu of paid time off, twice per fiscal year, up to 100 total hours per fiscal year. To the extent of any conflict between this Resolution and the Personnel Resolution, the terms of this Resolution shall prevail.

Larry Carr, Chair

ATTEST:

Nancy L. Hogan
Clerk of the Boards

ITEM III-B- 1 - ACTION

RETROACTIVE APPROVAL TO FUND COMMUNITY LINK WITH COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDS AND CSBG DISCRETIONARY FUNDS

BACKGROUND:

On April 3, 2019, SETA received a notification from the California Department of Community Services and Development (CSD) that each state Community Action Agency was receiving \$30,000 in discretionary funds. These funds can be used to support the expansion or enhancement of direct service programs and/or agency capacity in the areas of data management and reporting, strategic planning, automation, or resource development. CSD requested that each local Community Action Agency submit a project summary outlining the anticipated use of these funds by April 12.

SETA submitted the requested project summary as noted on the attachment to this item. For many years the County of Sacramento has had a Master Contract with Community Link Capital Region to update and maintain the 211 Human Services Information System Database. SETA uses this resource for developing the required plans for the Community Service assessment data for grant applications. Several County Departments (Dept. of Child, Family and Adult Services, Dept. of Health Services, and Dept. of Human Assistance), as well as SETA, all pay a portion of the contract.

SETA's anticipated annual share of cost for the next contract with Community Link is \$37,650. This contract will cover the period July 1, 2019 - June 30, 2020. The discretionary funds will cover the bulk of SETA's share of the contract costs. The balance \$7,650 will be covered through the Agency's 2019 CSBG funds.

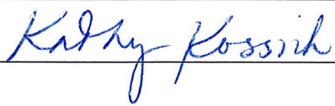
RECOMMENDATION

Retroactively approve the use of \$30,000 of CSBG Discretionary funds and \$7,650 in CSBG funds to support Community Link operations of the 211 Human Services Information System Database.

PRESENTER: Julie Davis-Jaffe

Discretionary Funding Project Summary
 Instructions: Provide all information requested below.

AGENCY INFORMATION

Agency Name: Sacramento Employment and Training Agency	Agency/Project Representative: Kathy Kossick
Contract Number: 19F-4435	Contract Term: June 1, 2019 – May 31, 2020
Email: Kathy.Kossick@seta.net	Telephone Number: (916) 263-3929
Date: April 11, 2019	Signature: 

PROJECT SUMMARY

Project Name	Amount of Funding
Community Link, Sacramento Human Services Database	\$30,000

Brief Project Summary

The 2-1-1 Sacramento Human Services Database is an important information resource for Sacramento service providers and residents. Community Link maintains a searchable, comprehensive human services database of more than 2,400 non-profit and public health and human services organizations. Resources from this database may be accessed by telephone, with recommendations from a 2-1-1 worker, or independently via the internet. Among the available resources are services for people who are homeless, for the elderly, for youth, and for people with disabilities; services for mental and physical health; and for transportation, food, and other safety net services. Thousands of low income Sacramento County residents are among the beneficiaries of Community Link's 2-1-1 service each year. The project funding from this discretionary grant would help to fund this organization, thus ensuring that Sacramento's residents continue to have access to information on needed services and resources.

Project Domain

(select one domain from the list below).

- Employment
- Education and Cognitive Development
- Income and Asset Building
- Housing
- Health and Social Behavioral Development
- Civic Engagement and Community Involvement
- Agency Capacity Building
 - Strategic Planning
 - Data Management and Reporting
 - Software/IT
 - Grant/Resource Development

Project Type

(select one project type that best fits your project) Note: not applicable, if you selected Agency Capacity Building in the "Project Domain" section

- New Program
- Program Expansion of an existing program
- Program Enhancement such as improving services

Advance Payment

Per contract Agreement, contractors are allowed up to a 25% advance of the total discretionary allocation. Contractors are required to submit a written request for approval. **Will your agency be requesting an advance?** Yes No

CSD Use Only

Date Received by Field Representative: _____ Date Application Accepted: _____

ITEM III-B - 2 - ACTION

APPROVAL OF APPLICATION FOR SUBSEQUENT LOCAL AREA DESIGNATION
AND LOCAL BOARD RECERTIFICATION, PY2019-2021

BACKGROUND:

On behalf of the Governor, the California Workforce Development Board is responsible for designating local workforce development areas and certifying Local Workforce Development Boards under the Workforce Innovation and Opportunity Act.

The current designation/certification expires June 30, 2019, and the State is requiring the submission of a local area application for subsequent designation and Local Board recertification no later than May 31, 2019. WIOA requires that the State approve requests for subsequent designation from local areas that performed successfully, sustained fiscal integrity, and engaged in the regional planning process; and recertification for Local Boards that meet the WIOA membership requirements, met or exceeded performance accountability measures and achieved sustained fiscal integrity.

The application has been sent under separate cover.

Staff will provide an oral report.

RECOMMENDATION:

Approve the submission of an application for subsequent local workforce development area designation and Local Board recertification to the California Workforce Development Board.

PRESENTER: Roy Kim

ITEM III-C - 1 – ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF BUDGET
MODIFICATION FOR HEAD START/EARLY HEAD START FISCAL YEAR 2018-2019**

BACKGROUND:

This item provides the opportunity for the Governing Board to approve a budget modification. The Sacramento Employment and Training Agency (SETA) is submitting a request for a Head Start budget modification and reprogramming of funds in the 2018-2019 fiscal year in the amount of **\$819,516** for the Head Start grant. Reprogrammed funds will be used to cover the overage in the Hopkins Park modular project, to purchase two replacement vehicles necessary to facilitate a high quality program and to cover one-time start-up costs for the re-distribution of relinquished Delegate Agency enrollment slots.

2018-2019 Projected Cost-Savings (\$819,516)

Personnel and Fringe Benefits - SETA projects that the 2018-2019 Head Start budget will be under-spent by approximately \$200,000 in the Personnel and \$539,516 in Fringe Benefits cost categories (4.2% of the total Head Start Personnel and Fringe Benefit budget) due to various vacant positions (i.e., retirements, resignations, competitive hiring marketing) not being replaced during the program year.

Equipment - SETA also projects that the 2018-2019 Head Start budget will be under-spent by approximately \$80,000 in the Equipment cost category (20% of the total Equipment budget) due to cost savings in the original vehicle budgeted and a deferred maintenance project being put on hold as SETA reassess what sites need.

Combined, SETA is requesting to reprogram a total of **\$819,516** from Personnel, Fringe Benefits and Equipment to Equipment, Construction and Contractual. Details of each budget modification are provided below:

Head Start Budget Modification:

Cost Item	2018-2019 Original HS Budget	2018-2019 Budget Modification	Reprogram of Cost Savings	Final Budget (not including Non-Federal Share)
A. Personnel	\$12,806,571	(\$200,000)		\$12,606,571
B. Fringe Benefits	\$7,456,798	(\$539,516)		\$6,917,282
C. Travel	\$90,000			\$90,000
D. Equipment	\$397,000	\$40,000	\$80,000**	\$437,000
E. Supplies	\$441,000			\$441,000

F. Contractual	\$20,304,729	\$314,178		\$20,618,907
G. Construction	\$150,000	\$385,338		\$535,338
H. Other	\$4,521,869			\$4,521,869
Total HS Budget / SOP	\$46,167,967	\$	\$--	\$46,167,967

***funds currently budgeted in the cost category.*

Head Start budget Justification

The program is requesting to move \$314,178 to Contractual (San Juan Unified School District), \$385,338 to Construction, moving \$40,000 to Equipment, and reprogramming \$80,000 within the Equipment cost category as follows:

CONTRACTUAL (\$314,178)

One-Time Start-Up – San Juan Unified School District

Due to severe District budget crisis, the Sacramento City Unified School District, a SETA delegate agency, will be relinquishing 403 Head Start enrollment slots, effective August 1, 2019. In accordance with SETA’s community assessment, SETA will re-distribute enrollment slots within the grantee and two of its delegate agencies, San Juan USD and Women’s Civic Improvement Club (WCIC). San Juan will be expanding its operations by 384 Head Start enrollment slots in three new locations and various new classrooms across the District.

To ensure start-up by at the beginning of the 2019-2020 program year, San Juan Unified School District is requesting one-time start-up funds to hire/on-board new staff, purchase classroom supplies/materials, and perform minor renovations and repairs to the new classrooms. As a result, San Juan Unified School District is requesting one-time start-up funds in the amount of \$314,178. Funds will be used to cover personnel costs, fringe benefits, supplies and furnishings for the new classrooms, minor renovations to the classroom, and other building and maintenance costs.

CONSTRUCTION (\$385,338)

Hopkins Park Modular

The Hopkins Park modular building was originally funded by Duration 2016 funding, along with Basic funds that were re-programmed funding in 2016-2017 and 2017-2018. Due to the extended timelines of the project, costs exceeded the original budget. Specifically, the General Contractor costs were higher than originally anticipated. SETA had originally budgeted the General Contractor at an estimated cost of \$250,000, but the final cost was \$488,159. The increase was largely due to increased prices from the start of the procurement process to contracting one year later. Additionally, there were

unforeseen costs due to an added fire suppression system, land grading and ground treatment for the parking lot, and unplanned landscaping. The additional funds will complete the Hopkins Park modular project with an anticipated start date of July 1, 2019.

Equipment (\$120,000)

Vehicles

Funds, in the amount of \$397,000 are budgeted under SETA's Head Start Equipment line item, with \$362,000 budgeted for Playground Equipment and \$35,000 budgeted for a vehicle. SETA does not plan to replace one of the previously proposed playgrounds during the 2018-2019 program as the needs of that site are reassessed. The savings from that project coupled with the additional \$40,000 requested in this budget modification will be used to purchase three additional service vehicles at an estimated cost of \$40,000 each. SETA has purchased one replacement vehicle during the 2018-2019 program year as was provided for in the original budget, but is in need of three (3) additional fleet vehicles; one vehicle for the Facilities Unit and two vehicles for the Food Service unit.

The Facilities Unit will purchase a new vehicle for an additional Maintenance/Courier staff to be hired as a result of the new SCUSD centers to be operated by the grantee. The Food Services Unit will replace two aging, irreparable food service vehicles. One vehicle was purchased in 1994 and one purchased in 2003. These three vehicles are outdated and in poor running condition. With the addition of new classroom sites, reliable transportation will be necessary to continue to serve each of the centers and maintain SETA's high quality standards.

The aging vehicles will be disposed of in accordance with SETA's policies which meet all federal requirements. The vehicles currently have a Kelly Blue Book value less than \$5,000. Any proceeds from the sale of the vehicles will be used to offset the purchase of their replacement vehicles. 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 a Head Start/Early Head Start modification in the amount of **\$819,516**.

ITEM III-C - 2 - ACTION

APPROVAL OF ANNUAL SELF ASSESSMENT FOR 2018-2019
AND RESULTING PROGRAM IMPROVEMENT PLAN
SETA OPERATED PROGRAM

BACKGROUND:

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

In January/February 2019, a team of staff and parents were assembled for the 2018-2019 Head Start/Early Head Start self-assessment process. Teams reviewed and analyzed service areas including Program Governance, Education/Child Outcomes, Disabilities, Mental Health, Health, Nutrition, Safe Environments, Family and Community Engagement, Eligibility/ Recruitment/Selection/ Enrollment/Attendance, Human Resources and Fiscal. A summary report of program strengths, areas of improvement and a resulting program improvement plan are attached.

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

Staff will be available to answer questions.

RECOMMENDATION:

Approve Program Year 2018-2019 Self-Assessments and resulting Program Improvement Plans for the Head Start/Early Head Start program and the EHS-Child Care Partnership/Expansion program.



**Self-Assessment Summary of Results
Head Start, Early Head Start and EHS-CCP
2018-2019**

Project Background:

During January 2019, SETA Head Start/Early Head Start developed a self-assessment plan that included parents, administrative and field staff, as well as management. The self-assessment process resulted in a review of the quality and compliance of the SETA Head Start/Early Head Start program.

To conduct the self-assessment, the teams utilized the *OHS Monitoring Protocols*, FY 2019 Area two Monitoring protocol, the *SETA Head Start/Early Head Start Monitoring for Compliance and Quality Improvement Tool*, *SETA's standard file checklist tool*, the *Uniform Guidance 45 CFR Part 75*, the *Creative Curriculum Fidelity Tool*, and the *Head Start Program Performance Standards*. Each team developed a review plan and the team leaders trained staff and parents to ensure they were clear on the protocols. Team reviews included, but were not limited to the following: children's files, on-going monitoring (Quality Assurance) reports, unannounced visit reports, program information reports, policies and procedures manuals, personnel and licensing files, human resource documents, monthly reports, *ChildPlus* reports, PIR data, parent Meeting notes and agendas, Ready Rosie parenting curriculum data, average daily attendance reports, self-assessment results, goals and objectives, *ECERS*, *ITERS*, and *CLASS* results, *DRDP* data, health and safe environments checklist, home visit and classroom observations, etc. Results from the self-assessment were analyzed and resulted in a detailed Self-Assessment Program Improvement Plan (PIP).

Team Composition:

A total of eight teams were assembled for the Self-Assessment. Each team had an appointed team leader to facilitate the process and was composed of staff as well as parents. Teams were as follows:

- | | |
|--------------------|---|
| Program Governance | Parent and Family Engagement |
| ERSEA | Disabilities, Education and Mental Health |
| Human Resources | Health and Nutrition |
| Fiscal | Safe Environments |

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

Education

- CLASS scores in Instructional Support continue to increase as teachers exhibit stronger knowledge of effective teaching strategies. (9% increase)
- The Program has an average curriculum fidelity score of 75% in environments according to Creative Curriculum Tool for Administrators. (70 percent or higher indicates strong fidelity)
- Lesson Plans are posted, current and show strong connections to learning objectives in both preschool and EHS.
- Greater cognitive and language/literacy gains over the previous program year in relation to average age groups.
- Preschool Interest Areas are well defined with a variety of materials for child choice time and independent use. EHS classrooms provide ample opportunities to explore and experience materials.
- Home Visits and Parent Conferences are occurring within expected timelines.

Mental Health

- Stronger curriculum implementation and environments are supporting positive mental health and social/emotional functioning
- Smaller group Teaching Pyramid training in cadres are leading to better participation
- Collaborations with outside agency resources have improved. (Alta, UC Davis- MIND Institute, River Oak)

Disabilities

- Centrally located and adequately supplied resource library has provided better access to equipment and adaptive materials.
- Intervention Specialists are ensuring parents are included in the IEP/ IFSP and the planning of goals and strategies.
- Intervention Specialists are supporting teachers with Summary of Development Plans to clarify goals and services for children with IEP and IFSP's.

Parent and Family Engagement.

- Ready Rosie videos have been aligned to the DRDP and to HELP curriculum for home-based programs.
- The sites that have instituted the parent meeting activities aligned with classroom curriculum have seen an increase in parent meeting attendance.
- Sites are offering monthly parent meetings and documenting those meetings.
- Paid intern positions have been offered to parents

Health and Nutrition

- Most staff are up-to-date on the data entry for the PIR Addendum.
- Staff is documenting and time stamping their notes of receiving treatment for health conditions in the health notes section, and are easy to read including the following needed.
- More consistency in home-based training and follow up on health recording and data entry.

- Consistent guidance to delegates and PIR training for both the grantee and delegates ensuring consistency throughout the county.
- Immunizations are between 96-100% in the center-based program.
- The implementation of monthly Health Huddles for FSWs and Home Based staff.

Safe Environments:

- Play areas and walkways were free of debris and objects that are potential tripping hazards.
- Furniture is placed to encourage walking around active play areas versus crossing through busy areas, and furniture is arranged to discourage running around the classroom.
- Gates to go in and out of outdoor play areas are in good repair and open and close properly.

Fiscal

- The fiscal department works cohesively and is highly cross-trained.
- Staff longevity, lots of experience throughout the department. We have years of experience throughout the department, whether within SETA or from previous positions.
- Highly accurate and always strive to meet deadlines.
- No noted findings in audit and proactive to resolve any issues that arise during audits/monitors.

Governance:

- The program provides adequate reports to board members to assist them in making sound decisions at committee and board meetings.
- The program provides adequate training to board members pertaining to board training, leadership training, officer training, ethics training, Toastmasters and life skills training.
- Seasoned PC/PAC Representatives mentor new parent reps; develop a strong bond and demonstrate exemplary leadership.
- Parent participation in the HR recruitment of HS/EHS staff
- Provide training and pathways for parents who are transitioning out of the program to assist with self-sufficiency and district leadership opportunities.
- Developed PC/PAC & Policy Committee Report form to assist parents in providing program information.

Human Resources:

- Achieved successful ratification of new labor agreements.
- Added new Step "F" to pay scale by making other fiscal adjustments.
- Head Start Supervisor Training was implemented in 2018.
- Recruitment and hiring increased slightly in 2018. Received 1121 Head Start applications (33% increase over 2017) to fill 19 classifications (multiple vacancies per position).
- Successfully continuing parent internship program. Eight interns have received jobs, two with SETA and six with external employers.

- Continuing online application process through Laserfiche, which also has supply ordering and maintenance orders for the Head Start department. Increased efficiency via Laserfiche by improving communication and tracking capabilities with applicants.
- Continued monthly audits of Head Start employee evaluations for 2018.
- Per law SB 792, continued scheduling and tracking immunizations for all applicable new hires effective September 1, 2016. Additional positions were added to be tracked per Head Start in 2017 after revised interpretation of the standards.
- Continued use of exit interviews to gather data on why employees leave.
- Continued Worker's Comp follow-up accident reporting.
- Provided continuing training for Supervisors on the Bullseye Evaluation tool and on the role of the evaluation process in employee supervision.
- Updated three Policies and Procedures: Sick Leave Accrual and Usage and Leave of Absence with or without Pay, and Equal Opportunity Employer section to update protected classes as defined by law.

ERSEA

- Attendance percentages have improved since implementing the new attendance Procedures.

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

Education, Disabilities & Mental Health:

Education

- Not enough books and music in different languages as well as representing diversity and differing abilities.
- Not all classrooms have effective and complete labeling of shelves and materials.
- Learning Genie data shows the need for better pacing throughout the assessment period rather than entering most data at the end of the period.
- Though DRDP data shows increases in the percentage of growth, math and literacy continue to score lower than other ELOF sub-domains.

Mental Health

- PDA's (Positive Descriptive Acknowledgement) from Teaching Pyramid training not used as frequently as needed to make a significant impact.
- Inconsistent use of the TIPS binders including behavior support strategies

Disabilities

- Clarification and increased effective communication of routing and transition processes needed between intervention and enrollment staff.
- Inconsistent use of the TIPS binders including IEP/IFSP individualization strategies

Parent and Family Engagement:

- Only 24% of the eligible families have signed up for Ready Rosie.
- Many sites do not offer parent curriculum activities aligned to classroom curriculum.
- Very few parents have applied for parent intern positions.

Health and Nutrition

- Staff is getting used to a new countywide Child Plus system and the learning curve is taking time and data entry is not up to date because of this.
- On-going training needs to be developed and implemented for health and Child Plus entry.
- New health policies and procedures need to be developed and implemented.

Safe Environments:

- Electrical cords were in the reach of children and/or obstructing foot traffic or doorways.
- Classroom furniture could easily be tipped over and was unstable.
- Cabinets were not clear of objects that have the potential to fall and injure a child or adult.

Fiscal:

- Lots of internal movement leading to a new learning curve.
- Payroll conversion and banking changes have taken longer than anticipated, due to vendor delaying the upgrade process. Also, the department has relied on the County to process payroll in the past and as a result will need to learn the process.
- In-Kind Electronic Classroom Sign-In – Will work with Walter to restart and work towards implementing the classroom sign-in.
- Laserfiche – Will continue to work and restart the Laserfiche processing to make sure that the agency continues towards its goal of being mostly paperless.

Governance:

- Low parent attendance at board meetings, training and committee meetings.
- Head Start enrollment improvement.
- Not all centers have a PAC Representative. Some have not had one in quite some time.

HR:

- Continued difficulty in recruiting enough qualified Teachers, Associate Teachers, Associate Teacher/Infant Toddler, Site Supervisors, Program Specialists, Head Start On-Call Cook/Drivers.
- Per law SB 792, continued scheduling and tracking immunizations for all applicable new hires effective September 1, 2016. Additional positions were added to be tracked per Head Start in 2017 after revised interpretation of the standards.
- Continued challenges with receiving correctly coded and completed training sign-in sheets from a majority of training facilitators, causing many employees to not receive professional development credit hours.
- ISDPs are not being turned in by Head Start supervisors on a regular basis.

- We continue to experience challenges with timely submission of evaluations. A slight increase in a number of overdue evaluations from 96 this time last year to 103 currently. Training was held for Supervisors agency-wide.
- Increased number of worker's compensation claims in 2018, a 52% increase from 2017.

ERSEA

- In the majority of classrooms, attendance was not recorded daily.
- Many applications are incomplete and/or inaccurate ChildPlus data does not consistently match documentation and often is missing.
- The application data entered by families when they apply online is not being updated when staff enters the application into ChildPlus.

Individual self-assessment team summary reports are on file.

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2018-2019**

<i>Action Steps:</i>	<i>Responsible Person(s)/Unit</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<i>EDUCATION, DISABILITIES AND MENTAL HEALTH - SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i>				
Develop and hold a refresher training for TIP Binder usage.	Karen Griffith, Manager Program Officers (Ed) Education Coordinators			
Order and distribute materials that increase home language, diversity and differing ability awareness in the classrooms.	Karen Griffith, Manager Program Officers (Ed) Education Coordinators			
Provide resources to teachers to complete classroom labeling in all areas.	Karen Griffith, Manager Program Officers (Ed) Education Coordinators			
Increase sites participating in Teaching Pyramid trainings using small group cadre approach.	Karen Griffith, Manager Program Officers (Ed) Education Coordinators			
Review and update routing and transition process to clarify expectations.	Karen Griffith, Manager Program Officers (Ed) Education Coordinators			
Focus professional development in STEAM to raise math activities in the classrooms.	Karen Griffith, Manager Program Officers (Ed) Education Coordinators			
<i>PARENT AND FAMILY ENGAGEMENT – SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i>				
Present in parent meetings about the Ready Rosie parenting curriculum in order to increase usage to a minimum of 50%	Lisa Carr, Manager Program Officers			
Work with FSWS’s on providing activities during parent meetings that align with classroom curriculum. The goals is to have a minimum of 45% of all sites providing these activities during parent meetings.	Lisa Carr, Manager Program Officers			

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2018-2019**

Meet with teachers during teacher planning days and invite them to use the Ready Rosie parenting curriculum on their IDP and home visit forms.	Lisa Carr, Manager Program Officers			
<i>HEALTH, NUTRITION AND SAFE ENVIRONMENTS – SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i>				
Institute a monitoring system grid with responsibilities and timelines attached for supervisors and H/N Specialists	Lisa Carr, Manager Health and Nutrition Unit.			
Design a new training system for the Health Unit.	Lisa Carr, Manager Health and Nutrition Unit.			
Update Health Policies and procedures.	Lisa Carr, Manager Health and Nutrition Unit.			
<i>ERSEA</i>				
Train teachers to record attendance daily and to look at ADA's on a regular basis.	Lisa Carr, Manager ERSEA Program Officer			
Train all FSW's on how to complete an application and other ChildPlus duties to increase knowledge.	Lisa Carr, Manager ERSEA Program Officer			
Hold Weekly PIR huddles to ensure that data is not missing in ChildPlus.	Lisa Carr, Manager ERSEA Program Officer			
<i>Human Resources</i>				
Work with IT staff to refine and restart electronic meeting sign-in's to increase reporting of meeting attendance.	Allison Noren, HR Chief CFS Managers HR Staff			
Implement Laserfiche scanning of Head Start Licensing files and HR files.	Allison Noren, HR Chief CFS Managers HR Staff			

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2018-2019**

Improve use of injury and illness prevention program for safety and worker's compensation by scheduling IIPP and safety training for all employees.	Allison Noren, HR Chief CFS Managers HR Staff			
Increase recruitment visibility and update job specifications and HR Policies and Procedures.	Allison Noren, HR Chief CFS Managers HR Staff			
Per SB 1343 law requirements, all non-supervisory staff must receive harassment training.	Allison Noren, HR Chief CFS Managers HR Staff			
Investigate possibility of new employee evaluation system as well as continue to train employees on how to use the current system and encourage timeliness of turning in evaluation documentation.	Allison Noren, HR Chief CFS Managers HR Staff			

Fiscal

Update Fiscal Desk Manuals including policies and procedures.	Victor Han, Manager			
Learning new banking system processes including new QuickBooks program.	Victor Han, Manager			
Work with IT to set up in-Kind Electronic Classroom Sign-in and restarting Laserfiche processing.	Victor Han, Manager			

Safe Environments

Review and update Classroom Health and Safety Checklists.	Kaleb Call, Manager Karen Griffith, Manager			
Train all onsite staff on changes to the Health and Safety checklists.	Kaleb Call, Manager Karen Griffith, Manager			

Governance

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2018-2019**

Brainstorm ideas on how to increase parent participation.	Marie Desha, Coordinator SS/PI Specialists Parent Ambassadors			
Brainstorm new ideas/strategies on how to increase Head Start enrollment and recruitment.	Marie Desha, Coordinator SS/PI Specialists Parent Ambassadors			

ITEM III-C - 3 - ACTION

APPROVAL OF PROGRAM YEAR 2019-2020 HEAD START, EARLY HEAD START AND EARLY HEAD START CHILD CARE PARTNERSHIP/EXPANSION REFUNDING APPLICATIONS

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Program Year 2019-2020 Head Start/Early Head Start Refunding Applications. Head Start and Early Head Start are Year 5 of a 5-year funding cycle. Early Head Start – Child Care Partnership/Expansion is Year 1 of a 5-Year cycle.

A copy of the Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Program Narratives is attached for review. Some proposed program changes include:

- Due to severe budget challenges, the Sacramento City Unified School District, a SETA delegate agency, will be relinquishing a portion of their Head Start enrollment (403 out of 1,139 enrollment slots), all of their Early Head Start and Early Head Start-CCP program, which is 152 and 40 enrollment slots respectively, and associated funding.
- The relinquishment triggered several program changes throughout the county to accommodate the returned enrollment slots and associated funding.
- Proposed changes include a re-distribution of Head Start and Early Head Start enrollment slots and associated funding throughout Sacramento County to ensure continued services to infants, toddlers and preschoolers within Sacramento City USD boundaries and other underserved areas of the county. Significant changes include:
 - SETA, under the grantee operated program, will continue services at 6 of SCUSD locations including: American Legion, Bret Harte, Capital City, CP Huntington, Freeport and Hiram Johnson.
 - SETA will expand Early Head Start services to an additional 150 infants/toddlers, of which 79 enrollment slots will be converted from home-base to center-base services to meet the need of working families.
 - San Juan Unified School District, a SETA delegate agency, will expand Head Start services to an additional 384 preschool aged children within their District boundaries.
 - Women’s Civic Improvement Club (WCIC) will expand Head Start services to an additional 20 preschool aged children in the Oak Park community.
 - Twin Rivers Unified School District, a SETA delegate agency, will expand Early Head Start services to 24 additional toddlers at Rio Linda Elementary (8) and Village (16).
 - Sacramento County Office of Education will serve an additional 11 EHS home-based children/families.

ITEM III-C - 3 – ACTION (continued)

Page 2

- River Oak Center for Children will serve an additional 12 EHS home-based children/families
- As a result of the re-distribution, the following is a summary of the proposed funded enrollment for each program in the 2019-2020 program year:

Agency	Proposed Enrollment 2019-2020					
	Head Start		Early Head Start		EHS-CCP	
	Current	New	Current	New	Current	New
SETA Operated Program	1,836	1,756	439	589	40	80
Elk Grove USD	440	440				
Sacramento City USD	1,139	736	152	0	40	0
San Juan USD	668	1,052	160	160		
Twin Rivers USD	180	140	16	40		
WCIC	100	120				
Total	4,363	4,244	767	790*	80	80

*Pending ACF approval for the HS-EHS enrollment slot conversion.

- In an effort to serve more infants and toddlers in Sacramento County, SETA is proposing to convert the unassigned 119 Head Start enrollment slots to 22 Early Head Start enrollment slots, effective August 1, 2019.
- To support this HS-EHS conversion and to convert 79 EHS home-base enrollment slots to center-based, a transfer of \$1,000,000 from the Head Start budget to the Early Head Start budget will be requested to operate ten (10) additional infant/toddler classes within the SETA operated program. Associated Training and Technical Assistance (TTA) funds in the amount of \$25,000 will also be transferred to support staff development and parent training efforts.
- Currently enrolled families will not be displaced as a result of the enrollment changes. With kindergarten-bound children leaving, there will be enough vacancies to accommodate eligible returning children within SCUSD’s remaining locations and/or in alternate SETA locations within the same neighborhood.
- Other SETA Operated Program changes include:
 - Freedom Park will offer 16 EHS enrollment slots
 - Galt will offer 16 EHS enrollment slots
 - Hillsdale will offer 15 EHS enrollment slots
 - EHS home-base will serve an additional 48 children/families

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

Services for the 2019-2020 program year will commence on August 1, 2019.

RECOMMENDATION:

Approve the Program Year 2019-2020 Head Start, Early Head Start, and Early Head Start Child Care /Partnership/Expansion Refunding Applications.

ITEM III-C - 4 – ACTION

APPROVAL OF THE SETA HEAD START, EARLY HEAD START
AND EARLY HEAD START CHILD CARE PARTNERSHIP BUDGETS
FOR PROGRAM YEAR 2019-2020

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the 2019-2020 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion budgets. The budgets include Basic, Training and Technical Assistance and Cost of Living Adjustment (COLA) for the SETA Operated Program, its five delegate agencies, and two partners. Supplemental Duration 2019 funding is not included. The proposed budgets, after the HS-EHS conversion, are as follows:

Head Start Basic (4,244 children/families)	\$44,366,420
Head Start COLA (1.77%)	\$ 785,286
Head Start Training and Technical Assistance	<u>\$ 520,000</u>
Sub-Total (excludes 2019 Supplemental Duration funding)	\$45,671,706
Early Head Start Basic (790 children/families)	\$10,578,869
Early Head Start COLA (1.77%)	\$ 187,246
Early Head Start Training and Technical Assistance	<u>\$ 250,523</u>
Sub-Total	\$ 11,016,638
EHS-CCP Basic (80 children/families)	\$ 1,550,696
EHS-CCP COLA (1.77%)	\$ 27,447
EHS-CCP Training and Technical Assistance	<u>\$ 36,749</u>
Sub-Total	\$ 1,614,892
TOTAL	<u>\$58,303,236</u>

The Head Start/Early Head Start budgets reflect a transfer of \$1,000,000 Head Start Basic funds and \$25,000 Training and Technical Assistance funds to Early Head Start Basic and TTA budgets respectively. The transfer of the funds will support the conversion of 119 Head Start enrollment slots to 22 Early Head Start enrollment slots. Funds will be used for personnel, fringe benefits and other operating costs.

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

A copy of the 2019-2020 Head Start, Early Head Start and Early Head Start Child Care Partnership/Expansion Budgets will be sent under separate cover.

ITEM III-C-4 – ACTION (continued)
Page 2

Staff will be available to answer questions.

RECOMMENDATION:

Approve the Program Year 2019-2020 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Budgets for Basic, Cost of Living Adjustment (COLA), and Training and Technical Assistance funds.

ITEM III-C - 5 – ACTION

APPROVAL OF THE 2019-2020 HEAD START, EARLY HEAD START, AND
EARLY HEAD START CHILD CARE PARTNERSHIP/EXPANSION
PROGRAM OPTIONS AND CENTER LOCATIONS FOR
SACRAMENTO COUNTY

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the program options and center locations for the SETA Operated Program and its delegate agencies for the 2019-2020 Program Year.

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

RECOMMENDATION:

Approve the Head Start, Early Head Start and Early Head Start Child Care Partnership/Expansion countywide program options and center locations for the 2019-2020 program year.

SACRAMENTO COUNTY HEAD START AND EARLY HEAD START SITE LOCATIONS 2019-2020

**SETA OPERATED HEAD
START PROGRAM
Funded Enrollment:
1,756**

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

16th Avenue
4104 Martin Luther King Jr.
Blvd.
Sacramento, CA 95820

Alder Grove ELC
816 Revere Street
Sacramento, CA 95818

Auberry Park
8120 Power Inn
Sacramento, CA 95828

Bannon Creek
2775 Millcreek Drive
Sacramento, CA 95833

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

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

Capital City
7220 24th Street
Sacramento, CA 95822

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

Crossroad Gardens
7322 Florinwood Dr.
Sacramento, CA 95823

Elkhorn
5249 Elkhorn Blvd.
Sacramento, CA 95660

Franklin
6929 Franklin Blvd.
Sacramento, CA 95823

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

Freepoint
2118 Meadowview Drive
Sacramento, CA 95832

Fruitridge
5746 40th Street
Sacramento, CA 95824

Galt
615 2nd Street
Galt, CA 95632

Grizzly Hollow
805 Elk Hills Drive
Galt, CA 95632

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

Hopkins Park
2317 Matson Drive
Sacramento, CA 95822

Illa Collin Center
3530 41st Avenue
Sacramento, CA 95824

Job Corps
3100 Meadowview
Sacramento, CA 95832

Kennedy Estates
6501 Elder Creek
Sacramento, CA 95824

LaVerne Stewart
5545 Sky Parkway
Sacramento, CA 95823

Marina Vista ELC
263 Seavey Circle
Sacramento, CA 95818

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

Nedra Court
#60 Nedra Court
Sacramento, CA 95822

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

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

Northview
2401 Northview
Sacramento, CA 95833

Parker Avenue
4516 Parker Avenue
Sacramento, CA 95820

Phoenix Park
4400 Shining Star Dr.
Sacramento, CA 95823

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

Solid Foundation
7505 Franklin Blvd.
Sacramento, CA 95823

Strizek Park
3829 Stephen Drive
North Highlands, CA 95660

Walnut Grove
14181 Grove Street
Walnut Grove, CA 95690

SETA Home Base Program

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

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

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

David Reese Elementary
7600 Lindale Drive
Sacramento, CA 95828

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

Franklin Elementary
4011 Hood Franklin Road
Elk Grove, CA 95757

Florin Elementary
7300 Kara Drive
Sacramento, CA 95828

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

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

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

James McKee Elementary
8701 Halverson Drive
Elk Grove, CA 95624

John Reith
8401 Valley Lark Drive
Sacramento CA 95823

Maeola Beitzel Elementary
8140 Caymus Drive
Sacramento CA 95829

Prairie Elementary
5251 Valley Hi Drive
Sacramento, CA 95823

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

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

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

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

**SACRAMENTO CITY USD
HEAD START
Funded Enrollment:
736**

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

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

A. M. Winn
3351 Explorer Drive
Sacramento, CA 95827

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

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

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

Camelia
6600 Cougar Drive
Sacramento, CA 95828

Earl Warren Elementary
5420 Lowell Street
Sacramento, CA 95820

Edward Kemble Elementary
7495 29th Street
Sacramento, CA 95822

Elder Creek Elementary
7800 Lemon Hill Avenue
Sacramento, CA 95824

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

Ethel Phillips Elementary
2930 21st Avenue
Sacramento, CA 95820

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

Golden Empire Elementary
9045 Canberra Drive
Sacramento, CA 95826

SACRAMENTO COUNTY HEAD START AND EARLY HEAD START SITE LOCATIONS 2019-2020

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

Hiram Johnson
3535 65th Street
Sacramento, CA 95820

Isador Cohen Elementary
9025 Salmon Falls Drive
Sacramento, CA 95826

James Marshall Elem.
9525 Goethe Road
Sacramento, CA 95827

John Bidwell Elementary
1730 65th Avenue
Sacramento, CA 95822

John Cabrillo Elementary
1141 Seamas Avenue
Sacramento, CA 95822

John Sloat
7525 Candlewood Way
Sacramento, CA 95822

John Still
2200 John Still Drive
Sacramento, CA 95832

Leataata Floyd
401 McClatchy Way
Sacramento, CA 95818

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

Mark Twain Elementary
4914 58th Street
Sacramento, CA 95820

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

Nicholas Elementary
6601 Steiner Drive
Sacramento, CA 95823

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

Pacific Elementary
6201 41st Street
Sacramento, CA 95824

Parkway Elementary
4720 Forest Parkway
Sacramento, CA 95823

Peter Burnett Elementary
6032 36th Avenue
Sacramento, CA 95824

Rosa Parks Elementary
2250 68th Avenue
Sacramento, CA 95822

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

Woodbine
2500 52nd Ave.
Sacramento, CA 95822

**SAN JUAN USD
HEAD START
Funded Enrollment:
1,052**

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

Choices Charter
4425 Laurelwood Way
Sacramento, CA 95864

Coleman Elementary
6545 Beech Avenue
Orangevale, CA 95662

Cottage Elementary
2221 Morse Avenue
Sacramento, CA 95825

Dyer Kelly
2236 Edison Avenue
Sacramento, CA 95821

Encina
1400 Bell Street
Sacramento, CA 95825

Garfield
3700 Garfield Avenue
Carmichael, CA 95608

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

Grand Oaks
7901 Rosswood Dr.
Citrus Heights, CA 95621

Howe Elementary
2404 Howe Avenue
Sacramento, CA 95825

Kingswood Elementary
5700 Primrose Drive
Fair Oaks, CA 95610

Lichen Elementary
8319 Lichen Drive
Citrus Heights, CA 95621

Marvin Marshall
5309 Kenneth Avenue
Carmichael, CA 95608

Pasadena Elementary
4330 Pasadena Avenue
Sacramento, CA 95821

Ralph Richardson Elementary
4848 Cottage Way
Carmichael CA 95608

Skycrest Elementary
5641 Mariposa Ave.
Citrus Heights, CA 95610

Sunrise Elementary
7322 Sunrise Blvd.
Citrus Heights, CA 95610

**TWIN RIVERS USD
HEAD START
Funded Enrollment:
140**

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

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

Oakdale Preschool Center
3708 Myrtle Avenue
North Highlands, CA 95660

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

Village Preschool Center
6845 Larchmont Drive
North Highlands, CA 95660

**WOMEN'S CIVIC
IMPROVEMENT CLUB/
PLAYMATE HEAD START
Funded Enrollment:
120**

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

Playmate #1
3930 8th Avenue
Sacramento, CA 95817

Playmate #2
3555 3rd Avenue
Sacramento, CA 95817

SACRAMENTO COUNTY HEAD START AND EARLY HEAD START SITE LOCATIONS 2019-2020

SETA OPERATED EARLY HEAD START
Funded enrollment:
589

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

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

American Legion
 3801 Broadway
 Sacramento, CA 95817

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

Capital City
 7220 24th Street
 Sacramento, CA 95822

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

Crossroad Gardens
 7322 Florinwood Dr.
 Sacramento, CA 95823

Elkhorn
 5249 Elkhorn Blvd.
 Sacramento, CA 95660

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

Galt
 615 2nd Street
 Galt, CA 95632

Grizzly Hollow
 805 Elk Hills Dr.
 Galt, CA 95632

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

Hiram Johnson
 3535 65th Street
 Sacramento, CA 95820

Hopkins Park
 2317 Matsun Drive
 Sacramento, CA 95822

Job Corps
 3100 Meadowview
 Sacramento, CA 95832

Marina Vista ELC
 263 Seavey Circle
 Sacramento, CA 95818

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

Norma Johnson ELC
 3265 Norwood Avenue
 Sacramento, CA 95838

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

Northview
 2401 Northview
 Sacramento, CA 95833

Phoenix Park
 4400 Shining Star Dr.
 Sacramento, CA 95823

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

16th Avenue
 4104 Martin Luther King Jr Blvd.
 Sacramento, CA 95814

SETA/SCOE/ROCC EHS Home Base

SAN JUAN USD EARLY HEAD START
Funded Enrollment:
160

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

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

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

General Davie Jr.
 1500 Dom Way
 Sacramento, CA 95864

Marvin Marshall Toddler Center
 5309 Kenneth Avenue
 Carmichael, CA 95608

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

SJUSD EHS Home Base

TWIN RIVERS USD EARLY HEAD START
Funded Enrollment:
40

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

Morey Avenue School
 155 Morey Avenue
 Sacramento, CA 95838

Rio Linda Preschool Center
 631 I Street
 Rio Linda, CA 95673

Village Preschool Center
 6845 Larchmont Drive
 North Highlands, CA 95660

HEAD START

2019-2020 SACRAMENTO COUNTY PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES

AGENCY	Funded Enrollment ¹	Center Based • Year-Round 5 Days/Week					Center Based • Traditional School Year 5 Days/Week			
		4 hours/ day	6.5 hours/ day	7 hours/ day	8 hours/ day	9 hours/ day	6 hours/ day	6.5 hours/ day	7 hours/ day	8 hours/ day
SETA	1,756	720	60		240	160		40		20
Elk Grove	440						60			
Sac. City	736		336	32					48	
San Juan	1,052		660				170	140		
Twin Rivers	140									
WCIC	120									
TOTAL	4,244	720	1,056	32	240	160	230	180	48	20

AGENCY	Funded Enrollment ¹	Center Based • Traditional School Year 4 Days/Week				Home-Based
		3.5 hours/day	4 hours/day	6.5 hours/day	7.5 hours/day	
SETA	1,756	80	20	293		123
Elk Grove	440	380				
Sac. City	736	320				
San Juan	1,052	222				
Twin Rivers	140					
WCIC	120				120	
TOTALS	4,244	1,002	20	293	120	123

¹ Head Start funded enrollment reflects a proposed HS-EHS conversion of 119 HS enrollment slots

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

EARLY HEAD START

2019-2020 SACRAMENTO COUNTY PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES

PROGRAM OPTIONS

		Center Based • 5 days/week				Home-Based
		Year Round		Traditional School Year		
AGENCY	Total Funded Enrollment ¹	8 hours/day	9 hours/day	6.5 hours/day	8 hours/day	
SETA	589	167	39		16	367
San Juan	160	48			32	80
Twin Rivers	40			40		
TOTALS	789	215	39	40	48	447

¹ Funded enrollment includes a proposed HS-EHS conversion, adding 22 more EHS enrollment slots

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

**EARLY HEAD START – CHILD CARE PARTNERSHIP AND EXPANSION
2019-2020 SACRAMENTO COUNTY PROGRAM OPTIONS**

AGENCY	Total Funded Enrollment	Center Based • 5 days/week • Year Round	
		8 hours/day	9 hours/day
SETA	80	32	48
TOTAL	80	32	48

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

ITEM III-C - 6 – ACTION

APPROVAL OF 2019-2020 TRAINING/TECHNICAL ASSISTANCE PLAN FOR
THE SETA HEAD START, EARLY HEAD START, AND CHILD CARE
PARTNERSHIP/EXPANSION PROGRAM, AS ALIGNED
WITH ESTABLISHED FIVE-YEAR GOALS AND OBJECTIVES

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Program Year 2019-2020 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Training/Technical Assistance Plans (TTA). The funds reflect a transfer of \$25,000 from the Head Start TTA budget to the Early Head Start TTA budget as result of the Head Start-Early Head Start conversion. The following chart outlines the TTA budgets and changes:

	2018-2019	2019-2020	Difference
Head Start	\$545,000	\$520,000	(\$25,000)
Early Head Start	\$225,523	\$250,523	\$25,000
Early Head Start-CCP	\$36,749	\$36,749	0
TOTAL	\$807,272	\$807,272	--

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

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

RECOMMENDATION:

Approve the Program Year 2019-2020 SETA Head Start, Early Head Start and Early Head Start Child Care Partnership/Expansion Training/Technical Plans as aligned with established five-year goals and objectives.

TRAINING AND TECHNICAL ASSISTANCE PLAN

SETA Operated Program

2019-2020

PHILOSOPHY

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

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

PLANNING PROCESS

SETA employs a planning process to identify and accomplish the training and professional development needs of Head Start staff, parents, and delegate agencies. This process results in a T/TA Plan which carefully incorporates needs identified through PIR, OHS Monitoring Protocol, Self Assessment, Community Assessment, on-going monitoring results, Desired Results and Child Outcomes, as well as analysis of embedded program and operational reporting systems such as ERSEA reports, ADA reports, etc., and established countywide goals. Ultimately, under the direction of SETA's strong parent organizations (PC/PAC), specific dollars are allocated to these prioritized needs (see attached budget) to ensure staff, parents and delegate agencies receive the necessary training and professional development to move SETA's organization forward.

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

Sub-committees which include staff, parents and countywide content coordinators update written program area plans and modify or develop policies and procedures for key management systems.

The Training and Technical Assistance Plan was the direct result of an exhaustive and highly collaborative partnership between Head Start Grantee staff, parents, and delegate agencies.

TRAINING AND TECHNICAL ASSISTANCE PLAN

SETA Operated Program

2019-2020

APPROACH TO TRAINING, TECHNICAL ASSISTANCE AND PROGRAM IMPROVEMENT

Adjustments to the Training and Technical Assistance Plan (T/TA) proposed for PY 2019-2020 reflect the combined needs identified and prioritized by 1) parents on the Refunding Grant Application Planning Committee, 2) parents on the Budget/Planning Review Committee, and 3) the resulting goals established in the 2019-2020 Self-Assessment Action Plan through careful analysis of results from: PIR, Community Assessment, countywide goals, on-going monitoring, DRDP-r, and ERSEA reports.

A systematic approach was taken to ensure that our 2019-2020 Self-Assessment Action Plan, and associated budget, would reflect current needs identified through a) on-going monitoring, b) PIR results, c) committee reviews of the existing T/TA Plan, as well as the continuing Five Year Goals and Objectives.

The T/TA Plan was adjusted to align with The Five Year Goals and Objectives, and the Self-Assessment Action Plan. Items which were modified on the current T/TA to support specific PIP goals are denoted with an asterisk *.

OUTCOMES AND TIMETABLES

Outcomes and timetable attainment of the Program Improvement Plan will be tracked and measured on a monthly basis. Leadership Team and Management meetings are conducted weekly with specific agenda content. Agendas will include status reports and check-ins on a bi-weekly basis. This process will allow for careful tracking of progress as it relates to timetables and outcomes attainment in the defined priorities and sub-groups: Early Intervention and Prevention; Record Keeping and Reporting; Planning; Communication; Human Resources/Staff Development/Training; and Health and Nutrition Services.

TRAINING AND TECHNICAL ASSISTANCE PLAN
SETA Operated Program
2019-2020

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost T/TA Budget Source		
					HS CCP	EHS	EHS-
1. Child Services and Consultants							
A. Consultants							
Consultants will be used as subject-area experts to ensure that HS/EHS services are aligned with Performance Standards.	HS/EHS Staff	Consultants	Depending on the consultants used, staff will utilize the services of consultants to ensure best practices and adherence to Performance Standards are met. Consultants may also be used as a training resource for staff, and provide coaching when necessary.	Consultants will be scheduled as needed in the program year 19/20	\$10,000	\$4,000	
2. Parent Services							
A. Parent Internships and Training							
Parents will be recruited to train for a variety of apprentice type jobs, including working with facilities, office work, working in the kitchen.	HS/EHS parents	Head Start staff	HS/EHS parents will be offered the opportunity to learn skills, including soft skills that potentially may lead to permanent employment opportunities in the community.	October 2019 July 2020	\$20,000		
Parents and staff will be given an opportunity to attend the NHSA Parent Conference in Anaheim, CA.	HS/EHS parents and staff	Conference	Staff and parents will have the opportunity to attend a national Head Start conference. Both parents and staff will be expected	December 2019	\$34,000		

TRAINING AND TECHNICAL ASSISTANCE PLAN
 SETA Operated Program
 2019-2020

			to report out to their boards or their peers, on the information they learned and felt was the most impactful.				
B. Family Literacy Project							
Workforce/Head Start Parent Tuition Reimbursement	HS/EHS parents	Approved vendors from Sacramento County	This reimbursement will be used for parents who request to attend a job training program and the cost is not fully covered by other providers. The expected outcome includes providing opportunities to enrolled HS/EHS parents to become job ready and to provide opportunities for increased economic mobility.	2019-2020	\$6,000	\$2,500	
Family Literacy Involvement Program (FLIP)	HS/EHS parents	SS/PI Specialist	Parents will be given a book monthly along with activity sheets to do monthly with their child. Activity sheets will focus on literacy and math skills that parents can easily do at home with their child. The expected outcome will be increased literacy scores in children's assessment data, and increased knowledge about the importance of parent participation in school readiness activities	August 2019-July 2020	\$43,000	\$6,000	\$3,600

TRAINING AND TECHNICAL ASSISTANCE PLAN
 SETA Operated Program
 2019-2020

C. Training / Staff Development							
Teachers on Special Assignment (TOSA)	HS and EHS teachers	HS and EHS teachers	A Teacher on Special Assignment (TOSA) is peer-to-peer training and coaching using current staff who have innovative and high quality practices in their classrooms. During the one-year special assignment, TOSAs do not work in the classroom with children, but instead coach/mentor other teaching staff. There are 2 HS and 2 EHS TOSAs. Costs cover salary, fringe benefits, and allocated services/supplies.	August 2019 – July 2020	\$144,485	\$128,307	\$14,256
On-going training and conference opportunities and other resources	EHS and HS staff	Trainers, conferences, and resources to be determined.	Staff will be offered the opportunity to engage in a variety of staff development activities with the expected outcome to include increased knowledge in the areas of school readiness, curriculum implementation, and improved CLASS scores.	August 2019-July 2020	\$7,481	\$8,181	\$15,318
California Head Start Association Conference	HS Staff	California Head Start Association	Staff will have the opportunity to attend the California Head Start Association conference. Staff will report out to their peers and Leadership on	January 2020	\$7,200		

TRAINING AND TECHNICAL ASSISTANCE PLAN
 SETA Operated Program
 2019-2020

			the information they learned and felt was the most impactful.				
Teaching Pyramid	HS Staff	Sacramento County Office of Education	Teaching Pyramid training will continue for HS staff in order to ensure best practices continue in the area of social/emotional support for HS children.	To be determined	\$8,000		
CLASS Observer Training/Coaching and CLASS certificates	Grantee and Delegate staff	<i>TeachStone</i>	<i>TeachStone</i> will be contracted to provide refresher training for HS staff on the use of the CLASS tool. The expected outcome includes increased confidence and knowledge in the areas that CLASS assesses, including increased scores on classroom assessment evaluations and CLASS scores.	To be determined	\$22,000	\$4,000	
Learning Genie	SCUSD	SETA Staff	SETA staff will provide T/TA services to teachers in SCUSD. Allocated money will be used to buy licenses for the program. The expected outcome is a better alignment with countywide practice and more effective implementation of the DRDP for children's assessment.	October 2019	\$4,000		
Program For	Home Based	PITC	Home Visitors will	To be		\$20,400	

TRAINING AND TECHNICAL ASSISTANCE PLAN
SETA Operated Program
2019-2020

Infant/Toddler Caregivers (Homebased)	Staff		participate in a week long training of best practices in the field of home visiting. Expected outcomes include having an opportunity to network with other Home Visitors in the state, and to learn new, research-based practices in the field of home visiting. This will ensure that families continue to receive the highest quality services.	determined.			
ECERS/ITERS Observers	HS/EHS Staff	Consultants	Consultants will be used to independently assess HS/EHS classrooms using the ECERS and ITERS tool. Consultants will also provide reports to staff for continuous improvement and feedback.	Spring 2020	\$10,000	\$3,000	
Out of State Conferences	HS/EHS staff	Expert Trainers from various organizations	Staff will have the opportunity to attend the annual ChildPlus Scramble and WIPFLI conference, in Las Vegas in 2019-2020	Nov 2019 for ChildPlus Scramble and July for WIPFLI	\$27,500	\$10,000	
Family Development Credential	FSW and Home Visitors		Countywide staff will be given the opportunity to participate in this monthly training. The expected outcomes include increased quality services to parents, looking at strength-based approaches to family	October 2019- July 2020	\$15,000	\$2,000	

TRAINING AND TECHNICAL ASSISTANCE PLAN
SETA Operated Program
2019-2020

			engagement, and an opportunity to network and collaborate across agencies.				
Creative Curriculum Fidelity Training	HS/EHS Staff	Consultants	Staff will have an opportunity to learn best practices and enhance teaching techniques to ensure they are implementing the Creative Curriculum in a way to ensure faithfulness to the curriculum.	To be determined	\$5,000	\$1,000	
Curriculum Focus-STEM	HS Staff	SETA Staff	Staff will be given an opportunity to participate in on-going training in the area of STEM practices. Money will be used to provide materials for make and take and to enhance curriculum activities in the classroom.	To be determined	\$8,000		
HELP Training	Home Based Staff	SETA Staff	Countywide home visiting staff will be provided training in the HELP curriculum with the expected outcome of more consistently in our countywide home visiting program.	October-June 2019-2020		\$2,000	
CCEI Online Professional Development	HS/EHS Staff	CCEI	This is a subscription service that allows teaching staff to engage in on-line professional growth opportunities.	2019-2020	\$800	\$200	

TRAINING AND TECHNICAL ASSISTANCE PLAN
SETA Operated Program
2019-2020

Early Childhood Education College Course	HS/EHS staff and parents	Los Rios Instructor	Countywide staff and parents will be offered an on-site Early Childhood Education class focusing on infants and toddlers. The expected outcome is a better prepared workforce and continuing professional growth opportunities. Parents who are interested in the field of ECE are encouraged to enroll in order to obtain ECE units and an opportunity to apply for AT vacancies.	August 2019- May 2020		\$15,000	
Career Incentive Plan Funds	HS/EHS Staff	Community College and Universities and Teacher Credentialing	Staff will have the opportunity to be reimbursed a set amount of money annually to continue their education and to keep up required teaching credentials.	August 2019- July 2020	\$30,670	\$2,000	\$3,000
D. Other – Delegate and Partner Support and Allocated Services and Supplies							
Delegate Kick-off and on-site training	Delegate Staff	Delegate Support Staff	The expected outcomes include continued support on polices and procedures and monitoring processes between the Grantee and delegate and partner agencies.	November 2019	\$9,000		
Allocated Services/Supplies (rounded)					\$5,824	\$5,171	\$575
TOTAL					\$417,960	\$213,759	\$36,749



Summary of 5-Year Goals and Objectives

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

Objectives:

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

Objective Activities:

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

Objective Expected Outcomes:

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

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

Objective Activities:

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

Objective Expected Outcomes:

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

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

Objectives:

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

Objective Activities:

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

Objective Expected Outcomes:

- SETA will have stronger collaborations which will lead to routine referrals and recommendations for enrollment in Head Start;
- Parents will share testimonial stories to encourage other parents to enroll in the program;
- Community collaborations will be strengthened to support families during their time in Head Start and thereafter.

- 2) Deepen and support the use of Reflective Practice strategies for effective communication and collaboration between staff members, families and community agencies.

Objective Activities:

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

Objective Expected Outcomes:

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

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

Objective Activities:

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

Objective Expected Outcomes:

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

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

Objective:

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

Objective Activities:

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

Objective Expected Outcomes:

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

ITEM IV-A – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: D'et Saurbourne

MEMORANDUM

TO: Ms. Yvonne Wright **DATE:** March 20, 2019

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Elk Grove Unified School District-Head Start

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & COLA	\$3,213,386	8/1/17-7/31/18	2/1/18-7/31/18
Head Start	T & TA	\$9,000	8/1/17-7/31/18	2/1/18-7/31/18

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: 12/3-12/6/18 and numerous follow-ups

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

Program Operator: Elk Grove Unified School District-Head Start

Findings and General Observations:

- 1) The total costs as reported to SETA from February 1, 2018 to July 31, 2018 for the Head Start programs have been traced to the delegate agency records. The records were verified and appeared to be in order.
- 2) The expenses reported for the Head Start Basic exceeded the actual expenses by \$1,205.45. OMB Uniform Guidance Section 200.343 states that unless the Federal Awarding Agency or pass-through entity authorizes an extension, a non-federal entity must liquidate all obligations incurred under the federal award no later than 90 calendar days after the end date of the period of performance (7/31/18). During SETA's review, the agency informed SETA the funds went unspent due to a back order on supplies they purchased. The discrepancy went unidentified until the review period. The agency plans on reimbursing SETA for those unspent funds.

Recommendations for Corrective Action:

- 1) The school district will reimburse SETA for the amount of \$1,205.45. Also, the school district's Early Childhood Education Department should carefully monitor activities at year end to ensure all obligations are closed out within 90 calendar days of the fiscal year end. The year-end procedures should be incorporated into the current policies and procedures and a copy should be sent to SETA.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Nilda Valmores **DATE:** March 20, 2019

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of My Sister's House

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$34,100	1/1/18-12/31/18	1/1/18-12/31/18

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: 2/25 & 3/13/19

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

Program Operator: My Sister's House

Findings and General Observations:

- 1) We have reviewed the CSBG programs from January 1, 2018 to December 31, 2018. The costs reported for this program have been traced to the subgrantee's 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

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: Sacramento City Unified School District

Findings and General Observations:

The total costs as reported to SETA WIOA have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

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 - April 17, 2019

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Adecco	1	Grower Quality Inspector I	1
	1	Grower Quality Inspector II	2
	1	Sanitation	1
	1	Security Guard	1
Artegan at Prairie City	8	Dishwasher	2
	7	Maintenance Assistant	1
Bay Area Kenworth UD Trucks	7	Body Shop Technician	1
BTC Global, INC	1	Customer Service Cashier	2
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
Choices Person Centered Services	4	SLS In-Home Attendant	3
City of Elk Grove	1	Accounting Technician	1
	1	Animal Care Supervisor	1
	1	Animal Services Officer	1
	1	Animal Services Volunteer/Events Coordinator	1
	2	Civil Engineer	1
	1	Dispatcher - Entry Level	1
	1	Environmental Specialist	1
	1	Office Specialist I & II	2
	1	Parks Maintenance Aide	5
	1	Police Records Technician I	1
	1	Police Recruit	1
	1	Public Works Division Manager	1
	2	Senior Civil Engineer	1
	7	Senior Facilities Technician	1
	1	Strategic Planning and Innovation Program Manager	1
City of Sacramento	1	311 Customer Service Supervisor	1
	1	Account Clerk II	2
	1	ADA Coordinator	1
	1	Administrative Analyst	3
	1	Administrative Officer	3
	1	Administrative Technician	1
	10	Aquatics Recreation Coordinator	1
	10	Art Museum Registrar	1
	1	Arts Program Assistant	1
	10	Assistant Caretaker	2
	1	Assistant City Manager	1
	1	Assistant City Manager -Municipal Services	1
	2	Assistant Civil Engineer (Utilities)	1
	8	Assistant Cook	1
	1	Assistant Pool Manager	2
	7	Assistant Water Cross Connection Control Specialist	1
	2	Associate Civil Engineer (Water Resources)	1
	2	Associate Civil Engineer -Transportation	1
	2	Associate Civil Engineer-Hydraulic Model Reviewer	1
	2	Associate Electrical Engineer	1
	1	Auditor	1
	3	Building Services Manager	1

SETA- Employer Activity Report
July 1, 2018 - April 17, 2019

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
City of Sacramento	10	Camp Aide	2
	10	Camp Recreation Leader	1
	10	Camp Recreation Leader	1
	10	Camp Sacramento Supervisor	1
	10	Caretaker	2
	3	Carpenter	1
	1	Cashier	1
	10	Cashier-Community Services	1
	1	Claims Collector	1
	3	Construction Inspector I	1
	1	Cultural Services and Creative Economy Manager	1
	6	Departments Systems Specialist I	1
	6	Departments Systems Specialist II	1
	1	Director of Youth, Parks, & Community Enrichment	1
	1	Dispatcher II	3
	1	Dispatcher Recruit	2
	3	Electrician	2
	2	Engineering Technician III	1
	1	Environmental Program Manager	1
	7	Equipment Mechanic I	1
	7	Equipment Mechanic II	1
	10	Event Associate	1
	1	Executive Assistant	1
	1	Financial Services Manager (Business & Revenue	1
	8	First Cook	1
	1	Fiscal Policy Analyst	1
	6	Information Technology Supervisor	1
	7	Instrument Technician I	1
	2	Junior Engineer	1
	7	Junior Plant Operator	2
	1	Labor Relations Officer	1
	1	Legal Secretary	1
	10	Lifeguard	2
	7	Machinist	1
	1	Meter Reader	1
	3	Painter	1
	1	Park Maintenance Worker II	1
	1	Payroll Technician	1
	1	Personnel Analyst	2
	7	Plant Operator	2
	1	Police Administrative Manager	1
1	Police Officer	3	
1	Police Officer	1	
1	Police Recruit	2	
1	Pool Manager	1	
1	Principal Accountant	1	
6	Principal Applications Developer	1	
6	Principal Systems Engineer	1	
6	Principal Systems Engineer -Information Security	1	

SETA- Employer Activity Report
July 1, 2018 - April 17, 2019

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
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City of Sacramento	1	Program Analyst	6
	1	Program Coordinator	1
	1	Program Director	1
	1	Program Specialist	1
	1	Public Safety Administrative Manager (Fire	1
	10	Recreation Leader (Special Needs)	1
	10	Registered Veterinary Technician	1
	6	Senior Applications Developer - PD Systems Support	1
	10	Senior Camp Aquatics Leader	2
	1	Senior Deputy City Clerk	1
	7	Senior Electronic Maintenance Technician	1
	2	Senior Engineer	1
	2	Senior Engineering Technician	1
	10	Senior Recreation Aide	2
	1	Senior Staff Assistant	1
	6	Senior Systems Engineer	1
	10	Student Trainee	1
	3	Supervising Building Inspector	1
	2	Supervising Engineer	1
	7	Supervising Generator Technician	1
	1	Supervising Landscape	1
	7	Supervising Plant Operator	1
	1	Support Services Manager	2
	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	Utility Worker	5
	7	Utility Worker (Park Ops)	1
7	Water Cross Connection Control Specialist	1	
Cosumnes Community Services District	1	Fire Inspector I	1
	1	Maintenance Aide	1
	1	Office Specialist I & II	2
	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

SETA- Employer Activity Report
July 1, 2018 - April 17, 2019

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
General Produce Company	9	Order Selector	10
	7	Refrigeration & Maintenance Technician	1
Greater Sacramento Area Economic Council	6	Data Engineer	1
	1	Digital Marketing Manager	1
Health Advocates	1	Attorney	1
	4	Coordinator-Sacramento	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	3
	1	Accounting Adjunct Assistant Professor	1
	1	Administration of Justice Adjunct Assistant Professor	1
	1	Administration of Justice Assistant Professor	1
	1	Administration of Justice Assistant Professor	1
	1	Administrative Assistant I	
	1	Admissions/Records Evaluator I	1
Los Rios Community College District	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	Associate Vice Chancellor of Information Technology	2
	1	Athletic Trainer	1
	1	Biology Assistant Professor	2
	1	Business Assistant Professor	1
	1	Business Services Supervisor	1
	1	Buyer III	1
	1	Chemistry Assistant Professor	3
	1	Child Development Center Clerk	1
	1	Child Development Center Teacher	1
	1	Clerk III	12
	1	College Safety Officer	1
	1	Communication Studies Assistant Professor	1
	1	Conditioning Coach Adjunct Assistant Professor	1
	1	Confidential Administrative Assistant III	1
	1	Confidential Human Resources Specialist I	1
	1	Confidential Human Resources Specialist II	1
	1	Confidential Principal Internal Auditor	1
	1	Construction Adjunct Assistant Professor	1
	1	Construction Management Technology Adjunct	1
	1	Cosmetology Adjunct Assistant Professor	1
	1	Counselor	5
	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	Dental Assisting Adjunct Assistant Professor	1

SETA- Employer Activity Report
July 1, 2018 - April 17, 2019

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Los Rios Community College District	4	Diagnostic Medical Sonography (DMS) Adjunct Faculty	1
	4	Diagnostic Medical Sonography Assistant Professor	1
	1	Director (III) of Administrative Services	1
	1	Director (VI) of First-Year Experience	1
	1	Director (VI) of Workforce Development	1
	1	Disabled Student Programs and Services Counselor	1
	1	Distance Education Adjunct Coordinator	1
	1	Drafting (CADD) Adjunct Assistant Professor	2
	1	Early Childhood Education/Child Development Adjunct	1
	1	Earth Science Adjunct Assistant Professor	1
	1	Economics Adjunct Assistant Professor	2
	1	Educational Center Clerk	1
	1	Electrician Trainee Adjunct Assistant Professor	2
	1	Electronics Technology Adjunct Assistant Professor	1
	7	Energy Management Controls Specialist	1
	1	Engineering Assistant Professor	1
	1	English as a Second Language (ESL) Assistant	1
	1	English Assistant Professor	1
	7	Equipment Mechanic I	1
	7	Equipment Mechanic II	1
	1	Extended Opportunity Programs and Services	1
	1	Film and Media Studies Assistant Professor	1
	1	Financial Aid Clerk II	1
	1	Financial Aid Officer	1
	1	Financial Aid Supervisor	1
	1	Fiscal Services Accounting Specialist	1
	1	Fiscal Services Supervisor	1
	1	Geography Assistant Professor	2
	1	Groundskeeper	1
	1	Head Groundskeeper	1
	1	Health Information Technology Assistant Professor	1
	7	Heating, Ventilation, and Air Conditioning (HVAC)	1
	1	Horticulture Assistant Professor	1
	9	Hospitality Management Culinary Supervisor	1
	1	Human Services Assistant Professor	1
	6	Information Technology Business/Technical Analyst I	1
	6	Information Technology Production Services	1
	1	Instructional Assistant - Art	1
	1	Instructional Assistant - Aeronautics	1
	1	Instructional Assistant-Campus Computer Laboratory	1
	1	Instructional Assistant-Fundamentals of Nursing	1
	1	Instructional Assistant-Health & Education Simulation	1
	1	Instructional Services Assistant II /Attendance	1
	1	Laboratory Technician Science (Chemistry)	1
	7	Maintenance Technician I	1
	1	Mathematics Assistant Professor	2
	4	Nursing (Registered Nurse-RN) Assistant Professor	2
	1	Nutritional Science/Dietetics Assistant Professor	1
	1	Paramedic/Emergency Medical Technician Assistant	1
	1	Payroll Specialist	1

SETA- Employer Activity Report
July 1, 2018 - April 17, 2019

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Los Rios Community College District	1	Pharmacy Technology Assistant Professor and	1
	1	Philosophy Assistant Professor	1
	1	Physics/Astronomy Assistant Professor	2
	1	Police Captain	1
	1	Police Communications Supervisor	1
	1	Political Science Assistant Professor	1
	6	Programmer I	1
	1	Public Services Librarian	1
	1	Research Analyst	2
	1	Senior Buyer/Contract Specialist	1
	6	Senior Information Technology Systems/Database	1
	1	Senior Information Technology Technician	1
	1	Special Projects - Shuttle Driver	1
	1	Speech-Language Pathology Assistant Program	2
	1	Student Life Supervisor	1
	1	Student Personnel Assistant - Internship Developer	1
	1	Student Personnel Assistant - Student Services	1
	1	Student Personnel Assistant-Outreach Services	1
1	Technical Director - Harris Center for the Arts	1	
1	Tutoring Coordinator	1	
1	Vice President of Student Services	1	
Lotus Intermodal Inc.	9	Truck Drivers	6
Michael Bozzuto Insurance Agency	1	Commercial Lines Account Manager	1
Mi Rancho Tortilla	9	Machine Operator	10
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
	1	Warehouse Worker	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	1
	1	Facilities Specialist	1
	1	Family Service Worker - Range 2	1
	1	Family Service Worker - Range 3	1
	1	Head Start Associate Infant/Toddler Teacher	1
	1	Head Start Manager	1
	1	Head Start Program Analyst	1
	1	Head Start Teacher	1
1	Personnel Clerk	1	
Sacramento LGBT Community Center	1	Events Manager	1
	1	Outreach and Training Institute Director	1
	1	Volunteer Resource Coordinator	1
San Juan Unified School District	1	Substitute Child Development Assistant ECE	1

**SETA- Employer Activity Report
July 1, 2018 - April 30, 2019**

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Sierra College	1	Agriculture Instructor-Plant Science & Crop Production	1
	1	Anthropology Instructor	1
	1	Art Instructor-2D	1
	1	Chemistry Instructor	1
	1	Computer Science Instructor	1
	1	English Instructor	3
	1	Enrollment Services Counseling Coordinator	1
	1	Microbiology Instructor	1
	1	Psychology Instructor	1
	1	Spanish Instructor	1
Sierra Forever Families	5	Outreach Coordinator	1
SunStone Home Services	1	Appointment Setter	5
Tharaldson Hospitality Staffing	8	Hotel General Manager	1
Two Men and a Truck	9	Mover/Driver	1
Univision Television Group	1	Account Executive	1
	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
TOTAL			583

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 April 17, 2019

	MONTH RECEIVED	COMPANY AND ADDRESS	WARN STATUS	AFFECTED WORKERS	SETA INTERVENTION
Unofficial	3/24/2018	Aaron Brothers 2345 Arden Way Sacramento, CA 95825	7/31/2018	20	7/31/2018
Official	4/18/2018	Sears Holdings 5900 Sunrise Mall Citrus Heights, CA 95610	7/8/2018	67	6/11/2018
Official	6/29/2018	Dream Center Education Holdings, LLC 2850 Gateway Oaks Dr. Ste.100 Sacramento, CA 95833	12/31/2018	125	11/13/2018
Unofficial	8/6/2018	Golden West Packaging Package One 4225 Pell Dr. Sacramento, CA 95820	9/30/2017	84	8/28/2018
Unofficial	8/22/2018	Orchard Supply Hardware 4249 Elverta Rd. Antelope, CA 95843	10/29/2018	46	10/29/2018
Official	8/23/2018	Well Fargo 11000 White Rock Road Rancho Cordova, CA 95662	8/23 -11/21/2018	191	9/17-20/2018
Official	9/28/2018	Aerojet Rocketdyne 2001 Aerojet Rd. Rancho Cordova, CA 95670	11/29/2018	120	9/26/2018 9/27/2018
Official	10/1/2018	Ingenuity and Purpose Worldwide Services, Inc. 2900 Spruce St. McClellan, CA 95652	11/30/2018	8	11/13/2018
Official	10/18/2018	Sears Roebuck and Co. 5901 Florin Rd. Sacramento, CA 95823	12/31/2018	85	11/16/18, 11/19/1 12/3/18
Official	12/4/2018	Raley's Multiple Locations	12/19/2018	28	12/17/2018
Unofficial	12/6/2018	Brightwood College 4330 Watt Avenue Ste. 400 Sacramento CA 95821	12/14/2018	30	12/7/2018
Official	12/7/2018	Sacramento Bee 2100 Q Street Sacramento, CA 95816	2/8/2019	30	Declined Services
Unofficial	12/11/2018	Trinity Fresh 8200 Berry St. Sacramento, CA 95828	12/31/2018	96	Declined Services
Official	12/28/2018	Golden Shore Medical Group 7215 55th Street Sacramento, CA 95823	2/15/2019	77	1/14/19 1/23/19 1/29/19
Unofficial	1/17/2019	Gymboree Group, Inc. Multiple Locations	5/1/2019	52	Pending

Sacramento Employment and Training Agency

Dislocated Worker Information PY 2018/2019

The following is an update of information as of April 17, 2019

Official	1/30/2019	Smartrise Engineering 5800 88th St. Sacramento, CA 95828	4/1/2019	31	3/28/2019 5/30/19
Unofficial	2/4/2019	Elwyn 5029 Engle Rd Citrus Heights, CA 95608	2/15/2019	28	2/19/2019
Unofficial	2/4/2019	Performance Bicycle 919 Howe Ave. Sacramento, CA 95825	3/1/2019	12	2/25/2019 2/27/2019
Unofficial	2/15/2019	Rite Aid Multiple Locations	2/28/2019	40	Pending
Unofficial	2/15/2019	Payless Shoe Source Multiple Locations	4/30/2019	110	Pending
Official	2/28/2019	Location Services, LLC 2365 Iron Point Rd. Suite 210 Folsom, CA 95630	5/3/2019	33	4/5/2019
Official	3/5/2019	CoreLogic 11010 White Rock Rd. Suite 200 Rancho Cordova, CA 95670	5/3/2019	70	4/23/19 4/24/19
Official	3/27/2019	Voxpro Group, LLC 255 Parkshore Dr. Folsom, Ca 95630	5/31/2019	193	Pending
Official	3/28/2019	Intel Corporation 1900 Praire City Road Folsom, CA 95630	5/31/2019	65	Pending
TOTAL				1,641	

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



SETA Head Start

Food Service Operations Monthly Report

*March 2019

February 1st - Minimum Day Calendar D Classes - Class Calendars A, B, C, E closed.

March 14th - Alder Grove centers are closed due to the water is turned off, SHRA is working on it.

March 18th - Illa Collin center closed due to both the Site Supervisor and AT are out sick.
Alarm system updated at the Central Kitchen by Bay Alarm.

March 22nd - Galt PM class closed due to a teacher training.

Meetings & Trainings: None

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
39,440	28,000	28,970	200

Total Amount of Meals and Snacks Prepared **96,610**

Purchases:

Food	\$84,935.81
Non - Food	\$11,704.87

Building Maintenance and Repair: **\$1,765.00**

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

Kitchen Small Wares and Equipment: **\$576.40**

Vehicle Maintenance and Repair : **\$845.96**

Vehicle Gas / Fuel: **\$1,623.77**
 Normal Delivery Days **21**

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

March 2019

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
SETA operated	1836	229	12%	439	116	26%
Twin Rivers USD	180	28	16%	16	1	6%
Elk Grove USD	440	53	12%			
Sac City USD	1139	126	11%	152	19	13%
San Juan USD	668	109	16%	160	19	12%
WCIC	100	7	7%			
EHS CCP				120	9	8%
COUNTY TOTAL	4363	552	13%	887	164	18%

AFE: Annual Funded Enrollment

**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	84	86	84	87				
Sacramento City USD	73	90	88	85	85	86	84	84				
SETA	78	87	85	83	83	81	80	83				
San Juan USD	N/A	76	88	90	89	88	92	88				
Twin Rivers USD	93	90	88	78	86	89	86	89				
WCIC/ Playmate	N/A	68	83	87	92	89	74	75				
TOTAL	84	83	87	85	87	87	83	84				

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	88	89	89	82				
SETA	80	86	87	82	83	81	81	85				
San Juan USD	83	84	89	87	90	88	90	86				
Twin Rivers USD	91	88	88	88	86	91	89	81				
TOTAL	84	88	89	83	87	87	87	84				

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

EHS-CC Partnership/Expansion

Agency	<u>August</u> ADA %	<u>Sept</u> ADA %	<u>October</u> ADA %	<u>Nov</u> ADA %	<u>Dec</u> ADA %	<u>January</u> ADA %	<u>February</u> ADA %	<u>March</u> ADA %	<u>April</u> ADA %	<u>May</u> ADA %	<u>June</u> ADA %	<u>July</u> ADA %
Sacramento City USD	74	80	78	64	72	72	77	79				
SETA	84	82	84	77	77	77	74	82				
TOTAL	79	81	81	71	75	75	76	81				

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:

- Classrooms with attendance below 85% for any month are required to submit a Classroom Attendance Improvement Plan.

SCUSD:

- Plan to be included with April Attendance Report.

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
March 2019**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 3/29/19	(b) % Actual to Funded
Elk Grove USD	440	442	101
Sacramento City USD	1,139	1,104	97
SETA	1,836	1,869	101
San Juan USD	668	671	101
Twin Rivers USD	180	181	100
WCIC/Playmate	100	102	103
Total	4,363	4,369	100

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 3/29/19	(b) % Actual to Funded
Sacramento City USD	152	155	101
SETA	439	457	104
San Juan USD	160	166	105
TRUSD	16	17	106
Total	767	795	104

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 3/29/19	(b) % Actual to Funded
SETA	40	42	105
Sacramento City USD	40	41	103
Total	80	83	104

- (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.

Sacramento City USD

Challenge(s):

- 5 classes capped due to a majority of 3 year olds enrolled, leaving up to 15 vacant slots at any given time due to capping
- Other reasons such as no wait list for some centers and enrollments in process

Action Step(s):

- ACF is aware of the challenges of capped classes which are out of the control of the program

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.