

**SACRAMENTO EMPLOYMENT AND TRAINING AGENCY FUNCTIONAL CHART**

**Kathy Kossick**  
Executive Director

**Roy Kim, Deputy Director**  
**Workforce Development Department**

**Denise T. Lee, Deputy Director**  
**Children and Family Services**

•H/S Administration •Program Governance •HS/EHS Planning •Comprehensive Services Oversight •Delegate Agency and Partner Relations •Planning •CDE Relations •Community Relations •Grants •Contracts •Community Assessment •Quality Assurance •Marketing •Program Design & Management Systems •ERSEA – Eligibility, Attendance, Record Keeping, ADA Tracking, •PIR •Monitoring/Quality Assurance •Grantee Self-Assessment •Community Partnerships and MOUs

**SETA CHIEFS**

**CHILDREN AND FAMILY SERVICES MANAGERS  
(Grantee and Delegate Support Services)**

**LORETTA SU**  
**Fiscal Services.**

- Office Supplies
- Fiscal Monitoring
- Payables
- Audit
- Agency Budget
- Insurance
- Agency Fiscal Reporting
- Dept. Budgets
- Procurement

**JOHN ALLEN**  
**Personnel and Facilities**

- Employee Recruitment
- Hiring
- Staff Orientation
- FMLA
- Labor Relations
- Grievances/Complaints
- Supervisory Training
- Personnel Policies and Procedures
- Employee Evaluations
- Personnel files
- AA/EEO
- Employee Leaves
- Labor Contract Administration
- Staff files/Staff Qualifications (TB/fingerprints/units)
- Grantee Facilities
- Classroom Supplies/Materials/Equipment
- Site Inventory
- Janitorial Services
- Architectural Services

**ED PROCTOR**  
**I.T. Services**

- Computer Support
- Help Desk Services and Support
- Computer Inventory
- Software Training
- MIS
- WIA Data Tracking
- Smart Card
- Web Pages
- Wide-Area Network Services (WAN)
- Computer Procurement

**D'ET SAURBOURNE**  
**Fiscal Dept.**

- Dept. Budgets
- Dept. Fiscal Reporting
- CFS Audit Liaison
- In-kind Reporting
- CACFP/Fiscal
- Child Care Vouchers
- Parent Fees
- Equipment/Fixed Assets (CFS)
- Travel
- Dept. Petty Cash
- CFS Inventory
- CFS Budget Allocations
- State Dept. of Education Reporting
- Payroll
- Audits
- Agency Budget
- Insurance

**KAREN GRIFFITH**  
**School Readiness, Disabilities & Mental Health Services**

- Grantee and Delegate Support (HS/EHS)
  - School Readiness
  - Special Education
  - Mental Health
- Grantee Operations
  - Education
  - Curriculum
  - Intervention Services
- CLASS/Child Outcomes
- CDE Liaison
  - Policies and Procedures
  - Program Reports
  - Personnel Rosters
- CSUS Collaboration/Substitutes
- HS/EHS Transition
- ECE Interns/ACES
- ECERS/ITERS
- Child Safety Curriculum
- Professional Development (Education, Special Education, Mental Health)

**ROBYN CARUSO**  
**Program Support Services and Special Projects**

- EHS-CCP Partners (SCOE/ Kinder World)
- EHS Expansion
- Duration Tracking
- Grants
- Community MOUs
- Delegate Agency and Partner Agreements
- CDE Contracts
- Grantee and Delegate PIR
- Grantee and Delegate Self-Assessment
- T/TA Plan
- HS/EHS Policies and Procedures
- Community Volunteers
- Delegate PDM

**LISA CARR**  
**Family Engagement, ERSEA and Home Base Services**

- Grantee and Delegate HS/EHS Home Base
- EHS Home base Partners (ROCC/SCOE)
- Grantee and Delegate Family Engagement
  - Family Partnership Agreement (HS/EHS)
  - Parent Activities
  - Parent Meetings
  - Parent Handbook
- Grantee and Delegate HS/EHS ERSEA:
  - Eligibility
  - Recruitment
  - Selection
  - Enrollment
  - Attendance
- Marketing/Outreach
- Community Events
- Family Literacy Involvement Program (FLIP)
- Accessing Community Resources
- Attendance/Customer Service
- Family Placement
- Data Entry
- EZ-Suites
- Annual Audit Liaison
- ChildPlus (countywide)

**MARTHA CISNEROS**  
**Health, Nutrition and Safe Environments Services**

- Grantee and Delegate Support Services for:
  - Health
  - Oral Health
  - Nutrition
  - Safe Environments
- Grantee Nutrition and Food Services
- CACFP
- Grantee Child Health Services
- Grantee Safe Environments
- Contracts/Service Agreements
- Health Services Advisory Committee
- Disaster Preparedness
- MSDS Binders
- CPR/First Aid
- Center Lease Agreements