

**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**

**D'ET SAURBOURNE**  
**Fiscal Services**

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

**ALLISON NOREN**  
**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

**VACANT**  
**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

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

**VICTOR HAN**  
**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**  
**PROGRAM OPERATIONS**  
*(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
- *Learning Genie / iPads*
- CDE Liaison
  - Policies/Procedures
  - Program Reports
  - Personnel Rosters
  - Annual Report
  - Annual Renewal App.
- CSUS Collaboration/ Substitutes
- HS/EHS Transition
- Staff Licensing Files
- CCL Liaison
- ECE Interns/ACES
- *ECERS/ITERS*
- Child Safety Curriculum
- Professional Dev. (Education, Special Education, Mental Health)

**KALEB CALL**  
**ADMINISTRATION**  
*(Grants, Contracts, Monitoring and Food Services)*

- Grantee/Delegate Support (HS/EHS)
  - Grants
  - PDM
  - Quality Assurance
  - Safe Environments
- Grantee Operations
  - Food Services (SOP)
  - Quality Assurance
  - Disaster Preparedness
  - MSDS Binders
  - Integrated Pest Mgmt
- CACFP
- Community Assessment
- Community MOUs
- Delegate Agency Agreements
- Contracts/Service Agreements
- Center Leases
- PIR
- Self-Assessment

**LISA CARR**  
**PROGRAM SUPPORT**  
*(Family Engagement, ERSEA, Home Base and Health Services)*

- Grantee and Delegate Support (HS/EHS)
  - Family/Community Eng
  - ERSEA
  - Health
  - Oral Health
  - Nutrition
  - Home Base
- EHS Home Base Partners (ROCC/ SCOE)
- Grantee Operations
  - FPAs
  - Parent Activities
  - Parent Meetings
  - Parent Handbook
  - Eligibility
  - Recruitment
  - Selection
  - Enrollment
  - Attendance
  - Health and Dental Consultants
  - CPR/First Aid
- HSAC
- T/TA Plan
- Marketing/Outreach
- Community Events
- *ChildPlus*
- *EZ-Suites*
- Annual Audit Liaison