



Sacramento  
Employment and  
Training  
Agency

**GOVERNING BOARD**

**KEVIN MCCARTY**  
Councilmember  
City of Sacramento

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

**BONNIE PANNELL**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

**JIMMIE YEE**  
Board of Supervisors  
County of Sacramento

**KATHY KOSSICK**  
Executive Director

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**SPECIAL MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, August 12, 2010

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

**LOCATION:** SETA Board Room  
925 Del Paso Blvd.  
Sacramento, CA 95815

While the SETA Governing Board welcomes and encourages participation in the Governing Board meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under jurisdiction of the SETA Governing Board and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA Governing Board limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: [www.seta.net](http://www.seta.net).

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VI. **CLOSED SESSION ITEMS**

➔ **CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

➔ **CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Pursuant to Government Code Section 54956.8

The Governing Board may discuss negotiations concerning the following properties and person(s):

Site #1

Address: 261 Richards Boulevard, Sacramento, CA 95814

Negotiating Parties: Michael S. Gellar Revocable Trust (Michael S. Gellar)

Under Negotiation: Price, Term of Payment, Terms of Agreement for lease

Site #2

Address: 301 N. 10<sup>th</sup> Street, Sacramento, CA 95815

Negotiating Parties: Tower Development (Timothy W. Lee)

Under Negotiation: Price, Term of Payment, Terms of Agreement for lease

Site #3

Address: 5655 Hillside Blvd, Suite 8 and 9, Sacramento, 95842

Negotiating Parties: The Olivewood Group (Frank and Vincent Maestri)

Under Negotiation: Price, Term of Payment, Terms of Agreement for lease

Site #4:

Address: 5249 Elkhorn Boulevard, Sacramento, 95842

Negotiating Party: Barbara Werbke, Owner

Under Negotiation: Price, Term of Payment, Terms of Agreement for lease

VII. **Adjournment**

**DISTRIBUTION DATE: WEDNESDAY, AUGUST 4, 2010**

ITEM II-A - CONSENT

MINUTES OF THE JULY 1, 2010 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the July 1, 2010 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

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

Minutes/Synopsis

*(The minutes reflect the actual progression of the meeting.)*

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

Thursday, July 1, 2010  
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Kevin McCarty called the meeting to order at 10:10 a.m.

Members Present:

Kevin McCarty, Chair, SETA Governing Board; Councilmember, City of Sacramento  
Don Nottoli, Vice Chair, SETA Governing Board; Member, Board of Supervisors  
Bonnie Pannell, Councilmember, City of Sacramento  
Sophia Scherman, Public Representative

Member Absent:

Jimmie Yee, Member, Board of Supervisors

- **Recognition of Long-Term Employee:** Mario Montes was presented with a gift in recognition of his 20 years of service to SETA. Ms. Kossick stated that there will be an open house at the Rancho Cordova Career Center on Wednesday, July 6; board members will receive notifications.

II. **Consent Items**

- A. Minutes of the June 3, 2010 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approve to Roll-Over Head Start Fiscal Year 2009-2010 Supplemental Training and Technical Assistance funds to Fiscal Year 2010-2011

The consent items were reviewed; no questions or comments.

Moved/Pannell, second/Scherman, to approve the consent calendar as follows:

- A. Approve the June 3, 2010 minutes.
  - B. Approve claims and warrants for the period 5/28/10 through 6/24/10.
  - C. Approve the roll-over of Fiscal Year 2009-2010 Supplemental Training and Technical Assistance Funds to Fiscal Year 2010-2011 up to \$198,000.
- Voice Vote: Unanimous approval.

III. **Action Items**

- A. **GENERAL ADMINISTRATION/SETA**

1. Approval of Labor Agreements

Mr. Rod Nishi introduced Mr. Ed Takach and Ms. Nancy Matalich, chief negotiators on behalf of the Agency and the Union. Mr. Nishi stated that participants negotiated on the labor agreement during very difficult times.

Mr. Takach stated that 7-8 meetings were held to produce the labor agreements; there are still some things that need to be finalized. He thanked Ms. Matalich and staff for the hard work on the agreement.

Ms. Matalich stated that ASFME is requesting ratification of the agreements. Forty percent of the membership voted and it was overwhelmingly approved. There were some issues, such as health benefits cost, that need to be discussed. Ms. Matalich distributed a chart showing what staff is currently paying out of pocket in insurance, what will be paid in 2011 and what will be paid in 2012. Medical insurance coverage will not be discussed again until 2012 but it is a serious issue. On July 16, the insurance broker for the county will talk with the unions regarding upcoming insurance premiums. Ms. Scherman inquired whether board members could lobby on behalf of staff. Mr. Larsen stated that the Governing Board cannot lobby public officials but private citizens can. Mr. McCarty asked Ms. Matalich to send board members a paragraph regarding the insurance subsidies so they can then contact public officials. Ms. Matalich was thanked for her hard work on behalf of staff.

Moved/Scherman, second/Pannell, to approve the labor agreements effective July 1, 2010 – June 30, 2013.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

2. Approval of 2010-11 Compensation Recommendations for Unrepresented Confidential and Management Personnel and the Personnel Resolution Covering Unrepresented Employees

Ms. Kossick stated that this document mirrors the labor agreement but for unrepresented staff.

Moved/Scherman, second/Nottoli, to approve the report, and adopt the resolution to authorize the implementation of the proposed 2010-2011 salary and benefit increases for unrepresented confidential and management employees on the effective date given in the report.

Voice Vote: Unanimous approval.

3. Approval of Staff Recommendation for the Adult Vendor Services (VS) List

Ms. Marianne Sphar reviewed this item; this vendor will be providing adult in-service training. No questions or comments.

Moved/Scherman, second/Nottoli, to approve the addition of California Capital Financial Development Corp. to the Adult VS List.

Voice Vote: Unanimous approval.

4. Approval to Ratify the Submission of a Proposal in Response to the Green Innovation Challenge Solicitation for Concept Papers: Dropped from the agenda.
5. Approval to Authorize Lease Negotiations for Hillsdale Career Center Office Space

Ms. Kossick stated that staff received four proposals. The current landlord came in with the lowest price which is significantly lower than what is being paid now. The vendor is recommending \$1.15 per square foot. Staff will come back with the approval of the actual lease. This item requests authorizing staff negotiations with the landlord of the Hillsdale Career center, the Olivewood Group.

Mr. Larsen stated that if negotiations are not successful with proposer #1, then staff will enter into negotiations with proposer #2.

Moved/Nottoli, second/Pannell, to authorize staff to enter into lease negotiations with representatives of the top ranked proposal. If unsuccessful, staff will negotiate with the proposal ranked second. Upon successful negotiations, staff will return to the board for action to approve a lease agreement.

Voice Vote: Unanimous approval.

6. Approval for Non-Competitive Procurement of Propriety Payroll Services and Authorization for the Executive Director to Execute the Agreement, Modifications, and any Documents Required

Ms. Kossick stated that SETA has been contracting with Ingentra since 2006. The company has recently gone out of business and staff is in process of negotiating with a software provider. Staff is requesting approval to enter into non-competitive procurement to continue providing services.

Staff in the process of looking at the contract with legal counsel.

Moved/Nottoli, second/Pannell, that the SETA Governing Board finds that the non-competitive procurement of proprietary payroll services from High Line Corporation is appropriate based upon the emergency resulting from the closure of Ingentra and authorize the Executive Director to execute an agreement with High Line Corporation for the provision of Human Resources payroll and benefits related services for a period not to exceed two (2) years.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

## **B. WORKFORCE INVESTMENT ACT**

1. Retroactive Approval of Time-only Extension of Opening Doors, Inc.'s Business Development and Innovation Subgrant Agreement Under the American Recovery and Reinvestment Act/Workforce Investment Act (ARRA/WIA)

Ms. Michelle O'Camb reviewed this item which requests a one month extension for programs to complete training and finalize paperwork. The extension would be through July 31, 2010.

Moved/Pannell, second/Scherman, to approve, retroactively, the time-only extension of ODI's business development and innovation ARRA/WIA subgrant agreement through July 31, 2010.

Voice Vote: Unanimous approval.

2. Augmentation of Asian Resources TANF ECF Subgrant Agreement for Workplace Training

Ms. O'Camb reviewed this item; no questions or comments.

Moved/Scherman, second/Nottoli, to approve an augmentation of \$32,400 in TANF ECF funds to the wage subsidy budget line item for Asian Resources, Inc. Workplace Training/On-the-job training subgrant agreement.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

## **C. HEAD START**

1. Approval to Submit a Budget Modification Request for Head Start Basic Funds for 2009-2010

Mr. Roy Kim stated that at the last meeting, the board approved a budget modification request to cover modular buildings. The program is still under spent in some areas and staff is requesting to reprogram the funds for supplies and to cover labor costs for a total of \$820,000.

Moved/Pannell, second/Scherman, to approve the submission of a budget modification request for Head Start Basic funds, transferring a total of \$820,000 among budget cost categories. Total grant funds will remain the same.

Voice Vote: Unanimous approval.

2. Approval to Submit a Proposal to Department of Health and Human Services, Administration for Children and Families, Office of Head Start for American Recovery and Reinvestment Act Funds – Early Learning Mentor Coaches

There were no questions or comments.



Moved/Scherman, second/Pannell, to approve the submission of a grant application in the amount of \$225,000 for the Early Learning Mentor Coaches project funded by the DHHS, Administration for Children and Families, Office of Head Start through the American Recovery and Reinvestment Act of 2009.

Voice Vote: Unanimous approval.

**D. COMMUNITY SERVICES BLOCK GRANT**

1. Reappointment of Community Action Board Members

No questions or comments.

Moved/Scherman, second/Pannell, to reappoint the listed member organizations to represent the Private and Low-Income sectors on the Community Action Board for an additional term.

Voice Vote: Unanimous approval.

**E. REFUGEE PROGRAMS: No items.**

**IV. Information Items**

A. Presentation of California Council for Adult Education Award

Ms. Nancy Compton, recently retired principal of Charles A. Jones Skills Center, introduced Rudy Meza and Diane Eid. Ms. Compton presented SETA with an award given by the California Council for Adult Education. SETA was selected as a community partner that works with an adult school. Ms. Compton stated that SETA has worked to enhance the lives of the customers and clients in Sacramento County. Ms. Kossick thanked staff and partners for their hard work.

B. Review of SETA Operations by the Employment Development Department, Equal Opportunity Office: No questions or comments.

C. Fiscal Monitoring Reports: No questions.

D. Head Start Fiscal Report: Ms. Pannell asked about Whispering Pines. Ms. Kossick stated that the program is continuing to operate.

E. Head Start Policy Council Minutes: No questions.

F. Unemployment Rates for Sacramento County: Mr. Proctor showed a DVD of jobs gained and lost from 2004 to 2009.

G. Dislocated Worker Update: Mr. William Walker reported that Penske bought out Calvin Logistics, so the employees will not be dislocated. Mr. Nottoli inquired about services provided to dislocated county employees. Mr. Walker stated that

his staff is in the process of providing rapid response services for affected county employees.

**V. Reports to the Board**

A. Chair: None.

B. Executive Director: Ms. Kossick stated that SETA has been chosen as one of 30 areas to participate in a WIA gold standard evaluation. This will be a five-year project, beginning in 2011, to evaluate the effectiveness of the Workforce Investment Act. Reviewers will select participants in our programs and people not in our programs and compare the effectiveness of our program. SETA was awarded CalGRIP funds in the amount of \$490,000. The State of California applied with 28 local areas for \$32 million to provide services for dislocated workers. SETA requested \$1.5 million and was granted \$725,000, which will provide OJT services for dislocated workers. The Rancho Cordova Career Center open house will be July 7.

C. Deputy Directors: No report.

D. Counsel: No report.

E. Members of the Board: No report.

F. Public: No report.

**VI. Adjournment:** The meeting was adjourned at 11:08 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 6/25/10 through 8/4/10, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 6/25/10 through 8/4/10.

STAFF PRESENTER: Kathy Kossick

ITEM III-A – 1 - ACTION

APPROVAL TO EXTEND THE DEADLINE FOR THE REQUEST FOR PROPOSALS  
FOR HEAD START WAREHOUSE/WORKSHOP/OFFICE SPACE

BACKGROUND:

On April 29, 2010, the SETA Governing Board approved the release of a Request for Proposals (RFP) to procure Warehouse/Workshop/Office Space, which was released on May 3, 2010. A public notice was placed in the Sacramento Bee; an announcement was placed on SETA's website; and the announcement was sent to the top 50 commercial real estate brokers in Sacramento. No specific notice was provided to the current landlord.

Three (3) proposals were submitted by the June 30, 2010 deadline. One of the proposals was withdrawn by the applicant and the other two proposals were responsive to the RFP. One proposal was submitted after the deadline, and the current landlord did not respond by the deadline. Subsequently the Agency has been informed of the interest by the current landlord to submit a proposal and the current landlord has requested that the Board consider extending the deadline for responses.

The Board may consider the two responsive proposals by entering into negotiations. Another option for the Board would be to extend the deadline of the RFP to August 27, 2010 to receive more proposals. An extension of the deadline would allow the current landlord, and potentially other parties, to submit proposals. In addition, the proposal that was submitted after the deadline would then be timely and could be considered.

The current lease agreement ends on December 31, 2010. The original RFP allowed for possible occupancy by December 1, 2010 to account for the time necessary to move existing inventory and any tenant improvements and to be operational by the beginning of the year. There is a "holdover" clause in the lease agreement that would permit an extension of the deadline while still providing sufficient time to consider additional proposals and negotiate with successful proposers.

RECOMMENDATION:

Staff recommends that the Board consider the option of extending the deadline of the RFP to August 27, 2010. If the Board approves the extension, staff will come back to the Board at its September meeting to discuss recommendations for negotiating with the best proposers. Extending the deadline may give the Agency an opportunity to receive more proposals at competitive rates.

STAFF PRESENTER: Rod Nishi

ITEM III-A – 2 - ACTION

APPROVAL OF REVISIONS TO THE PROCUREMENT POLICIES AND PROCEDURES

BACKGROUND:

For several years, SETA's Procurement Policies and Procedures (Policy) have been considered to be in noncompliance in the area of small purchases by the State Employment Development Department (EDD). This has resulted in monitoring findings on WIA reviews, and EDD has recommended that SETA revise its Policy to comply with the State's requirements.

The specific areas of noncompliance are:

- SETA's Policy defines small purchases as being less than \$100,000, but the State imposed limit is \$50,000.
- SETA's Policy requires only one price or rate quote for small purchases of less than \$3,000, but EDD requires more than one price or rate quote for all small purchases.

While staff believes that SETA's Policy is consistent with both Federal and State requirements, in order to resolve these findings, staff is recommending that SETA's Policy be revised so that it clearly reflects the State requirements regarding Small Purchases made with WIA funds. In addition, staff is recommending a few minor grammatical changes to the Policy. All changes are shown in redline in the proposed revised Policy.

A copy of SETA's revised Policy has been sent under separate cover.

RECOMMENDATION:

Approve SETA's Procurement Policies and Procedures, as revised.

STAFF PRESENTER: Roy Kim

ITEM III-A – 3 – ACTION

APPROVAL OF AMENDMENT TO FISCAL YEAR 2009-10 ONE-STOP SHARE OF COST AGREEMENT AND APPROVAL OF NEW FISCAL YEAR 2010-11 ONE STOP SHARE OF COST AGREEMENT WITH THE COUNTY DEPARTMENT OF HUMAN ASSISTANCE AND AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN THE AMENDMENT AND THE NEW 2010-11 AGREEMENT AND ANY AMENDMENTS TO THE NEW AGREEMENT

BACKGROUND:

The Workforce Investment Act requires that One-Stop partners contribute a share of the costs of the One-Stop System proportionate to the use of the system by individuals attributable to the partner program. Since 2003, SETA has entered into an agreement with the County of Sacramento, Department of Human Assistance (DHA) to provide One-Stop Services to CalWORKs customers.

On June 3, 2008, the Sacramento County Board of Supervisors approved a request by DHA to execute an agreement with SETA that would continue DHA's share of cost of the One-Stop System in the amount \$2,600,000 per year, for up to three years, and continue services to CalWORKs recipients through PY2010-2011. On June 15, 2010, the Sacramento County Board of Supervisors approved an amendment to the agreement increasing the contract amount by \$1,100,000 for Fiscal Year 2009-10, provided that SETA must augment its existing sub-grant with South County Services, Inc. in the amount of \$188,000. The augmentation will ensure continuation of services previously paid directly by the County to South County Services, Inc., which provides basic emergency services, translation services, forms assistance for MediCal and other benefits, immigration services, and citizenship classes to the residents of Galt, Elk Grove and the River Delta communities. In addition, SETA will provide job search workshops for recipients of General Assistance. Under the agreement, SETA will provide over 32,000 self-sufficiency services to over 8,000 CalWORKS/TANF customers per year.

In conjunction with its approval of the amendment to the current agreement, the County Board of Supervisors also approved execution of a new agreement with SETA for continuation of the same services in the amount \$3,700,000 for Fiscal Year 2010-11, with an option to renew the new agreement for two additional one-year terms.

STAFF PRESENTER: Robin Purdy

ITEM III-A – 3 – ACTION (continued)  
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RECOMMENDATION:

Approve the amendment to the current agreement for \$1,100,000 with the County Department of Human Assistance to continue One-Stop Services to CalWORKs customers and approve a new agreement for Fiscal Year 2010-11 in the form approved by the Board of Supervisors for further continuation of these One-Stop Services in the amount of \$3,700,000 and authorize the Executive Director to sign the amendment, the new agreement and any required amendments or other documents pertaining to the amendment or the new agreement.

STAFF PRESENTER: Robin Purdy

## ITEM III-A- 4 ACTION

### APPROVAL TO RATIFY THE SUBMISSION OF A HEALTH PROFESSIONS OPPORTUNITY GRANT APPLICATION TO THE ADMINISTRATION FOR CHILDREN AND FAMILIES

#### BACKGROUND:

In June, 2010, the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Family Assistance released a Funding Opportunity Announcement (FOA) for demonstration projects that provide TANF recipients and low-income individuals opportunities for training and advancement in occupations in the healthcare field that pay well and are expected to either experience labor shortages or be in high demand. The project period is for five years with a maximum award of \$5 million. The application due date was August 5, 2010.

The application for a regional HealthWorks project will be submitted as a collaborative between three Workforce Investment Boards, SETA, North Central Counties Consortium (NCCC), and Golden Sierra Job Training Agency, representing the counties of Sacramento, Placer, El Dorado, Colusa, Glen, Lake, Sutter, and Yuba. SETA will be the lead entity and fiscal agent. The partners have committed to creating education, training and employment opportunities in healthcare industry demand occupations for 490 low-income or TANF participants. Eligible participants will include sub-populations of veterans, emancipated foster youth, and Head Start parents. The amount requested will be \$5 million.

Partners of the HealthWorks project include representatives from the healthcare industry, education, and community-based organizations. For Sacramento County, partner commitments have been made from Sutter Health Sacramento Sierra Region, Pioneer House, the State of California Employment Development Department, the Sacramento County Department of Human Assistance, Sacramento City Unified School District, Los Rios Community College District, member long term care facilities of the California Association of Health Facilities, and Linkage to Education. Additional partners will be added as the project progresses. The HealthWorks project will be carried out in coordination with the California State Workforce Investment Board, the California Department of Social Services and the California Division of Apprenticeship Standards.

The goals of the HealthWorks project are:

1. To mitigate the existing shortage of health and allied health professionals in the current marketplace and future shortages resulting from a projected increase in the number of healthcare consumers over the next three years, a response to the recently-enacted Patient Protection and Affordable Care Act.

STAFF PRESENTER: Cindy Sherwood-Green



2. To provide sufficient education, training and supports to low-income and TANF families to secure good paying jobs in high-demand healthcare occupations.
3. To develop career paths that will enable workers to advance in the healthcare industry.
4. A minimum of 75% (368) of the enrolled participants will complete training and earn an industry-recognized certificate or degree.
5. A minimum of 95% (350) of the completers will become employed in an occupation related to their training.

The HealthWorks Project partners propose to institute a recruitment and assessment process that does not currently exist in which TANF and targeted low-income individuals with minimal skills and limited or no work experience will obtain a direct pathway into well paying, stable, healthcare careers with comprehensive support and preparation for advancement. Outreach and recruitment will be conducted on multiple levels including local CalWORKs and Head Start agencies throughout the partner counties, and local entities working with sub-groups of the target population.

Healthcare education and training will be made accessible to accommodate families with young children at locations that are accessible for participants. Each participant will receive the services of an identified case manager who will be responsible for making support service determinations and advocating for the removal of barriers to reaching planned employment goals.

Healthcare occupations projected to be in high demand that are targeted by this project include Certified Nursing Assistants, Licensed Vocational Nurses, Registered Nurses, Emergency Medical Technicians, Paramedics, Psychiatric Technicians, Dental Office X-Ray Technicians, Healthcare Interpreters, Medical Assistants and Pharmacy Technicians. Each training opportunity will result in participants receiving an industry recognized certification or degree acknowledging their preparation for employment.

Through the efforts of industry partners and the participating Workforce Investment Boards, each successful participant will be assisted in finding employment in a job that is related to their training and pays a self-sufficient wage.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM III-A – 4 - ACTION (continued)  
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RECOMMENDATION:

Ratify the submission of the HealthWorks Health Professions Opportunity grant application to the Department of Health and Human Services, Administration for Children and Families in the amount of \$5 million.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM III-A – 5 – ACTION

APPROVAL OF STAFF RECOMMENDATIONS FOR THE ADULT AND YOUTH  
VENDOR SERVICES (VS) LISTS

BACKGROUND:

In June, 2009 the SETA Governing Board approved release of the *Revised* Vendor Services (VS) Request for Qualifications (RFQ). Vendor services are off-the-shelf, vendorized activities that provide additional options for adults and youth who face a myriad of challenges to academic success and/or gainful employment.

All vendors recommended for inclusion on SETA's VS Lists have demonstrated that the services proposed are justified and will integrate with One-Stop services, adult, and/or youth programs.

Staff is seeking approval of the attached recommendations.

RECOMMENDATION:

Approve the attached recommendations for the Adult and Youth VS Lists.

STAFF PRESENTER: Marianne Sphar

## Adult and Youth Vendor Services (VS) Lists

### Staff Recommendation

**APPLICANT:**        **The Effort, Inc.**

**Location:**         **1820 “J” Street, Sacramento, CA 95811**

**Applicant’s Background:**

The Effort, Inc. was established in 1969 as a volunteer-based drug counseling and referral program to provide prevention, intervention, and treatment of substance abuse, addiction, and health related problems to those affected by drug and alcohol abuse. In 2005 they merged with Family Service Agency of Greater Sacramento (FSA) and have integrated their services with the goal of improving the well-being of the community, families and individuals by providing health, mental health, addiction treatment and social services. Their programs nurture and sustain the whole family as well as the individual to help create stronger family bonds and healthy personalities to break the cycles of homelessness, abuse, addiction, and poverty.

The Effort will provide outpatient services for adults and youth at their licensed outpatient facility in Midtown Sacramento. The Effort’s counseling services are designed to address specific barriers that inhibit customers from participating in SETA program services. Counseling will be provided by licensed clinicians have requisite experience and training working with co-occurring disorders and are involved in all aspects of client care.

Activity	Individual Rate	Group Rate
<b>Counseling (Core Treatment)</b>	Intake Fee - \$150 \$75 per session (24 sessions max or \$1800)	\$40 per session per client (24 sessions max per client or \$960)
<b>Counseling (Aftercare)</b>	\$75 per session (6 sessions max or \$450)	\$40 per session per client (12 sessions max per client or \$480)
<b>Psychiatric Counseling Services</b>	Intake Fee - \$225 \$125 per session (6 sessions max or \$750 per person)	N/A
<b>Drug Testing</b>	\$10 per test (3 tests max or \$30)	N/A

## Adult Vendor Services (VS) List

### Staff Recommendation

**APPLICANT:** Sacramento Asian American Minority, Inc. (SAAMI)

**Location:** 1820 “J” Street, Sacramento, CA 95811

#### **Applicant’s Background:**

The Sacramento Asian American Minority, Inc. (SAAMI) is a non-profit organization that delivers multiple services to refugee and immigrant residents in the County of Sacramento. SAAMI was established in November of 2009 upon a foundation of dedicated volunteers, business owners, and Board of Directors. Their mission is to *build healthy families through community outreach, public education and direct assistance services*. They provide a support center where the refugee and immigrant community can access the resources available to them in a friendly, linguistically appropriate, and helpful environment.

Oral as well as written interpretation/translation assistance provided by SAAMI includes, but is not limited to employment interviews, clinic and doctor office visits, legal appointments, utility assistance, school, City, County and State notices. SAAMI’s language capacity includes Hmong, Mien, Lao, Thai, Vietnamese, Cambodian, Russian, and Ukraine.

Activity	Individual Rate	Workshop Rate (7 - 25 Clients)
Interpretation/Translation Assistance	\$20 per hour (4 hour maximum or \$80)	\$120 per hour per group (4 hour maximum or \$480)

ITEM III-B – 1 - ACTION

APPOINTMENT OF LABOR SECTOR MEMBER TO THE SACRAMENTO WORKS,  
INC. BOARD OF DIRECTORS

BACKGROUND:

On July 25, 2007 the Sacramento Works, Inc. Board approved an increase in the size of the Board from 39 members to 41. The intent of the increase was to comply with Senate Bill 293, which requires that labor represent 15% of the Workforce Investment Board seats (6 members). Five seats are currently filled. Staff and Sacramento Works board members have been recruiting for the remaining seat.

Mr. Daniel Koen, California Teachers Association, has submitted an application for the vacant Labor seat on the board. Mr. Koen's application and resume is being sent under separate cover. The Central Labor Council is recommending his appointment.

RECOMMENDATION

Review the application (sent under separate cover) and appoint Daniel Koen to the vacant labor seat on the Sacramento Works, Inc. board of directors.

STAFF PRESENTER: Kathy Kossick

ITEM III-B – 2 - ACTION

APPROVAL TO ACCEPT ADDITIONAL FUNDS  
FOR THE CALIFORNIA CLEAN ENERGY WORKFORCE TRAINING PROGRAM

BACKGROUND:

The Employment Development Department (EDD), on behalf of the California Workforce Investment Board State Energy Sector Partnership and Training Grants applied for and received \$6,000,000 from the U.S. Department of Labor to expand California Clean Energy Workforce Training Program (CEWTP). The goal of the initiative is to promote the use of industry sector strategies as the framework for addressing the need for skilled workers in the industries related to energy efficiency, renewable energy, and alternative and renewable transportation technologies. The State has awarded \$900,000 to SETA/Sacramento Works to expand and continue the Clean Energy Workforce Training Programs in the region.

SETA/Sacramento Works, Inc. currently administers three Clean Energy Workforce Training Initiatives which:

- Target the Green Building and Alternative and Renewable Fuel and Vehicle Technology industries.
- Build a regional partnership of employers, training providers, community organizations, labor, and other key stakeholders.
- Address the workforce needs of employers and the training, employment, and career advancement needs of workers.
- Bolster regional economic competitiveness by aligning educational, economic, and workforce development planning and leveraging of resources.
- Promote systematic change that supports innovation and achieves ongoing benefits for industries, workers, and communities.

The narrative for the additional funding is being sent under separate cover.

RECOMMENDATION:

Accept \$900,000 in additional funding to expand and continue the Clean Energy Workforce Training Program for an additional year.

STAFF PRESENTER: Robin Purdy

ITEM IV-A – INFORMATION  
UPDATE OF AGENCY MEDIA COVERAGE

BACKGROUND:

Attached is a listing of recent media events. Ms. Terri Carpenter, Public Information Officer, will be available to answer questions.



## Summary of Agency Media Coverage January – June, 2010

Media Entity	Title	Date
The Sacramento Bee	Sacramento Works Career Coaching	Monday, January 4, 2010
KXTV News10	Human Trafficking Art Exhibit	Wednesday, January 6, 2010
KXTV News 10	Job training	Thursday, January 7, 2010
Univision 19	Human Trafficking program	Thursday, January 7, 2010
KXTV News 10	Sacramento job training agency sees overwhelming response	Thursday, January 7, 2010
KCRA 3	Human Trafficking Art Exhibit	Friday, January 8, 2010
KCRA 3	Common Ground—Human Trafficking program	Friday, January 8, 2010
The Sacramento Business Journal	Training stimulus takes off	Friday, January 15, 2010
The Sacramento Bee	CSUS green training program pays off	Monday, January 18, 2010
CBS Radio Public Service Program	Sacramento Works services	Saturday, January 23, 2010
The Sacramento Bee	Get expert job advice	Monday, February 8, 2010
The Sacramento Bee	Resume must be tailored to each opening	Monday, February 22, 2010
Capital Public Radio	Road to Recovery: Community College Curriculum Going Green	Monday, March 15, 2010
The Sacramento Bee	Ask the job expert	Monday, March 29, 2010
The Sacramento Business Journal	Caltrans lands \$2.7M for job training	Friday, March 26, 2010
The Sacramento Bee	Summer job assistance offered	Monday, April 5, 2010
Elk Grove Citizen	Jennifer Ryon honored by district's Head Start Pre-K program	Friday, April 9, 2010
The Sacramento Business Journal	Quarter of region's stimulus dollars find their way into clean-tech—Job Training Efforts Get Dollars	Friday, April 9, 2010
The Sacramento Bee	Ask The Experts--I want a job with reduced hours	Monday, April 12, 2010
The Sacramento Bee	Free technology training, certification offered	Monday, April 26, 2010
The Sacramento Bee	Ask the jobs expert	Monday, May 3, 2010
The Sacramento Bee	Green Career Workshop set for Wednesday	Tuesday, May 11, 2010

<b>Media Entity</b>	<b>Title</b>	<b>Date</b>
KCRA 3	Green Careers Workshop at Pannell Community Center	Wednesday, May 12, 2010
The Sacramento Bee	Summer training jobs sought for area youths	Wednesday, May 12, 2010
The Sacramento Business Journal	Help wanted—by job seekers	Friday, May 14, 2010
The Sacramento Bee	Nursing students receive a head start	Monday, May 17, 2010
The Sacramento Bee	Sacramento area could become a medical tech hub	Monday, May 17, 2010
Family Stations, Inc (KEAR-FM,KEBR-AM,KEFR, KHAP, KPRA)	Head Start's Support of Grandparents Raising Grandchildren	Saturday, May 22, 2010
Family Stations, Inc (KEAR-FM,KEBR-AM,KEFR, KHAP, KPRA)	Sacramento Works 2010 Summer Jobs Program	Saturday, May 29, 2010
The Sacramento Bee	Hundreds of hopefuls line up early for Campbell Soup jobs	Monday, June 7, 2010
KCRA 3	1,000+ people line up for 150 Jobs	Monday, June 7, 2010
KOVR 13	Hundreds line up for Campbell's Soup jobs	Monday, June 7, 2010
Capital Public Radio	Jobseekers stand in long line at SETA for Campbell's Soup jobs	Monday, June 7, 2010
The Sacramento Bee	Teens find summer job hunt a rough go	Monday, June 14, 2010
The Sacramento Business Journal	The hardest Job: finding work	Friday, June 18, 2010
The Sacramento Bee	SMUD wins \$20 million for home energy upgrades	Wednesday, June 23, 2010
The Sacramento Bee	Sacramento gets about \$1 million to fight crime with jobs	Wednesday, June 30, 2010

## ITEM IV-B – INFORMATION

### UPDATE ON NEW AND PENDING GRANTS

#### BACKGROUND:

The purpose of this item is to update the board on the status of efforts to increase the grant funding received in the region to promote workforce development programs and provide board members the opportunity to discuss the types of services and training programs and the targeted populations for training. In the last quarter of the 2009-2010 fiscal year, the following grants have been received and/or submitted by the Sacramento Employment and Training Agency (SETA) on behalf of the partners in the Sacramento Works One Stop Career Center and regional sector initiatives.

- ✓ Clean Energy Workforce Training Program – Green Building Retraining and Pre-apprenticeship Partnerships augmentation.
- ✓ Clean Energy Workforce Training Program – Alternative Vehicles and Fuels Partnership augmentation
- ✓ National Emergency Grant (NEG) – Employment/On-the- Job Training program
- ✓ Public Sector National Emergency Grant - Classroom Training, On-the-Job Training and Supportive Services
- ✓ Sacramento County Department of Human Assistance – One Stop Share of Cost
- ✓ Veterans Employment Assistance Program
- ✓ Governor’s Gang Reduction Intervention and Prevention Initiative (CalGRIP)
- ✓ Office of Juvenile Justice Delinquency Prevention (OJJDP) 2010 Community-Based Violence
- ✓ Prevention Demonstration Program
- ✓ California Department of Transportation - Federal Highways OJT program
- ✓ California Department of Corrections and Rehabilitation– FSP Transition Services and New Start Program
- ✓ Disability Program Navigator

### **Sacramento Clean Energy Workforce Training Program**

In August, 2009, the Employment Development Department (EDD), California Energy Commission and the California Workforce Investment Board (State Board), announced the availability of up to \$23 million in funds for the California Clean Energy Workforce Training Program (CEWTP). The goal of this initiative is to promote the use of industry sector strategies as the framework for addressing the need for skilled workers in the industries related to energy efficiency, water efficiency, renewable energy (distributed generation and utility-scale), and alternative and renewable transportation technologies. SETA/Sacramento Works, Golden Sierra Workforce Investment Board, the Los Rios Community College District and Valley Vision/Green Capital Alliance developed a regional partnership to submit three proposals. On October 2, 2009, SETA was informed that all three of the proposals submitted by the Sacramento region were funded:

- Green Building Retraining Partnerships funded for \$997,810 to retrain 200 dislocated workers and unemployed individuals.
- Green Building Pre-Apprenticeship Partnership funded for \$968,682 to serve 230 unemployed individuals or new entrants to the labor force.
- Alternative Fuel and Vehicle Partnership funded for \$500,000 to provide training to 146 unemployed individuals and incumbent workers.

The programs were operational by March 2010 and on June 30, 2010, SETA was awarded an additional \$900,000 to use to enhance and expand the Green Building Pre-Apprenticeship and Retraining Partnerships and \$175,000 to enhance the Alternative Vehicle and Fuel Partnership. The training will be provided by industry partners, Los Rios Community College District and Joint Apprenticeship Training Councils.

### **National Emergency Grant --Employment Programs/On-the-Job Training program for Dislocated Workers**

On June 25, 2010 SETA was awarded \$725,462 to provide an additional 103 subsidized employment opportunities to dislocated workers through an on-the-job-training program. The On-the-Job Training (OJT) program provides job seekers with work experience and skills training needed to successfully obtain and retain employment. OJT is "hire first" program that provides a 50% to 90% reimbursement of the wages paid by an employer (depending on size of the employer) to an employee for up to six months of training. The percentage of the wage reimbursement and the length of training are based on the occupation, the elements of training, the experience and work readiness of the trainee, the difficulty of the job and the skill gaps that need to be addressed.

### **Public Sector National Emergency Grant (NEG)**

In April 2010, SETA, along with fourteen other local Workforce Investment Boards (WIBs) representing twenty-three counties created the Public Sector Collaborative (PSC) to request a National Emergency Grant (NEG). These PSC represents 55.37% of the California population and 55.21% of the labor force. The PSC requested \$43,729,207 to serve 5,699 clients. In the Sacramento Region 28% of the labor market

is comprised of state, county, city and local government jobs, and one third of the workforce is directly or indirectly associated to public sector employment. The impact of job losses in the public sector has had a significant impact on the regional economy. Sacramento's current unemployment rate is 13.1%, and this does not take into account discouraged and displaced workers who have stopped actively looking for employment. Many displaced workers have involuntarily taken part-time work or have given up on looking for work altogether because of the depressed labor market. Many of the Public Sector jobs are specialized or are in decline industries and do not translate to private sector employment at this time.

The PSC will focus on:

- Institute early and aggressive Rapid Response and other early intervention assistance activities.
- Prepare systems to accommodate the needs of public sector layoffs
- Employ the "power of e-3" (education, employment and economic development) in creating strategies to help public sector workers during this period of mass layoffs.
- Design demand-driven effort to ensure workers are trained for the jobs with career and growth potential.
- Ensure performance measures, as defined in California's waiver, will be implemented to collect data retention and earning gains.
- Establish, via the Public Sector Collaboration, a common set of service policies that will apply to participating WIBs under this PSC NEG.

The Public Sector NEG is still in the approval process. If fully funded SETA could receive approximately \$7 million to serve 950 public sector dislocated workers. Sacramento County Department of Human Assistance – One Stop Share of Cost The Workforce Investment Act requires that One-Stop partners contribute a share of the costs of the One-Stop System proportionate to the use of the system by individuals attributable to the partner program. Since 2003, SETA has entered into an agreement with the County of Sacramento, Department of Human Assistance (DHA) to provide One-Stop Services to CalWORKs customers. On June 15, 2010, the Sacramento County Board of Supervisors approved an amendment to the agreement increasing the contract amount to \$3,700,000.

Under the agreement, SETA will provide over 32,000 self-sufficiency services to over 8,000 CalWORKs/TANF customers per year, and will partner with South County Services, Inc., to ensure basic emergency services are provided to the residents of Galt and the Delta. In addition, SETA will provide job search workshops for recipients of General Assistance.

### **Veterans Employment Assistance Program**

In December of 2009, EDD awarded SETA \$750,000 in American Recovery and Reinvestment Act funds for the Veterans Employment-Related Assistance Program (VEAP) to ensure that 125 former members of the military will receive job training and employment services as part of the continuing veteran's jobs initiative. The funding focuses on transitioning veterans to high-wage, high-growth occupations within California using their skill sets obtained in the military. The role of SETA is to act as the fiscal agent for SVRC, whose role is to provide the case management, training and job development/placement activities. SVRC will use a network of veteran resources, which includes EDD and the Sacramento Works One Stop Career Center system, to serve veterans. The target population was to be 170 veterans serving in recent campaigns that include the current Iraq War and Desert Storm.

### **Governor's Gang Reduction Intervention and Prevention Initiative (CalGRIP)**

In 2007, the Governor's Gang Reduction Intervention and Prevention (CalGRIP) Initiative was created. SETA received an initial CalGRIP grant of \$500,000 in 2009. EDD along with the Governor's Office of Gang and Youth Violence Policy released a solicitation for proposals (SFP) of \$6 million statewide in May 2010. The primary goal of the current CalGRIP initiative is to implement intervention and prevention strategies, including job training, supportive services, education and placement of youth ages 14 to 24 that are involved in or at risk of gang involvement. A primary focus is linking youth to career pathways in high wage/high growth industries or those with future career advancement opportunities.

SETA, along with the City of Sacramento Police Department and Neighborhood Services and Area Congregations Together are embarking on the Sacramento Safe Community Partnership strategy (SSCP). SSCP is an intervention and suppression strategy focusing on five building blocks for success. The strategy's short term goal to provide youth positive alternatives to violence and long term goal is to demonstrate significant decreases in violent crime and gang-related incidents in three identified geographical areas of Sacramento. This program follows an evidence-based strategy, Chicago Ceasefire, which reduced homicides in Chicago over a seven-year period by 39%.

In June 2010, SETA was awarded a second CalGRIP grant of \$500,000 to serve youth involved in or at risk of gang involvement using the Safe Community Partnership strategy. Targeted youth and neighborhoods, including the South Sacramento/Mack Road corridor, Oak Pak and Del Paso Heights, are identified based on crime data. Youth will be engaged in work readiness and career pathway activities in the green/clean jobs sector, construction, infrastructure and transportation, maintenance and other emerging careers.

The City of Sacramento also received a CalGRIP grant from the Office of Emergency Services and a federal earmark grant from the U.S. Department of Justice, Office of Juvenile Justice to serve this population. SETA is negotiating with the City of

Sacramento to coordinate the employment and social services components of these grants.

### **Office of Juvenile Justice Delinquency Prevention (OJJDP) 2010 Community-Based Violence Prevention Demonstration Program**

**The OJJDP** announced the availability of funds in May 2010 targeting specific operational concepts to address youth and gang violence. In June 2010, the Safe Community Partnership, under the joint leadership of SETA and the City of Sacramento Police Department, submitted an application for the \$1.2 million to the OJJDP for the Sacramento Safe Community Partnership. This would expand the current operational capacity to address youth and gang violence and offer academic and vocational training resources to enhance the youth's success in a positive and productive lifestyle. SETA would coordinate the employment, social, vocational and academic services for youth ages 16 to 24. Although this is a very competitive federal grant, the Ceasefire concept was one of the specific strategies identified by OJJDP. Awards are expected to be announced in August 2010.

### **California Department of Transportation - Federal Highways OJT program**

Since 2001, SETA has received funding from the Federal Highway Administration (FHWA) via the California Department of Transportation (CalTrans) for highway construction and other transportation industry initiatives. This FHWA program was established to enhance both the training and retention of employees and meet the needs of trainees, employers and the highway construction industry.

In February 2010, SETA was invited to submit a proposal to CalTrans/FHWA for \$670,860 to support the current Sacramento Regional Highway Construction Training Initiative with a goal to promote, recruit, train and place workers in transportation construction industry related occupations. Locally, the partners for this initiative have included SETA/Sacramento Works Career Centers, Sacramento Sierra Building and Construction Trades Council, Sacramento Area Electrical Training Center, Northern California Construction & Training (NCCT) and American River College (ARC) / Los Rios Community College District. Training venues include Pre-Apprenticeship construction, Electrician's Apprenticeship, Diesel and Automotive Technology and various construction apprenticeship programs. SETA is expecting a contract extension of the most recent CalTrans funding to 2011 including \$90,000 in FHWA/American Recovery and Reinvestment Act funds and a pending award of \$338,300 to continue the support of training and employment in the transportation and construction industry.

### **California Department of Corrections and Rehabilitation— FSP Transition Services and New Start Program**

In June 2009, EDD provided SETA with Governor's 15% WIA Discretionary fund to serve re-entry clients/parolees at three Sacramento Works One Stop Career Centers. In May of 2010, EDD provided \$165,174 in additional funding to extend the agreement to September 30, 2010 and to add an additional Sacramento Works One Stop Career Center. Because of their high rate of service to ex-offenders, SETA added the career

center at the Greater Sacramento Urban League. All of the allotments were determined by the California Department of Corrections and Rehabilitation (CDCR) and were calculated using the number of parolees present in each Local Area.

In addition, both EDD and CDCR have agreed to continue to fund the New Start Transition Program operating at the Folsom State Prison for \$319,868. The Transition Program is a 70-hour curriculum provided to inmates at the facilities over a four-week period prior to their parole date. The purpose of the program is to provide inmates with job readiness and job skills prior to release, inform them of community resources and programs that can assist them in their transition, and link them to the local One-Stop Career Centers and/or social service agencies in their county of residence to ensure access to resources and employment upon release.

The topics for the Transition Program are listed below with a short summary of each module

- Welcome/Introduction 3 hours:
- Job Search Essentials 12 hours
- Applications and Resumes 15 hours
- Interview Preparation 15 hours
- One-Stop Career Center Orientation 3 hours
- Financial Literacy 15 hours

The amount of funding provided for both programs this year is \$485,042.

### **Disability Program Navigator**

In June, 2010, SETA received \$65,981 from EDD to continue the Disability Navigator Program, a program that provides training, resources and information to people with disabilities, purchase adaptive technology and other devices for the career center system, assist disabled customers access and navigate the various programs that will assist them attain employment, conduct outreach to agencies that serve people with disabilities, and develop linkages with employer to facilitate job placements for people with disabilities.

Total funding received \$7,554,785

Total funding pending \$8,200,000



ITEM IV-C - INFORMATION  
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

**MEMORANDUM**

**TO:** Ms. Kathy Hamilton                      **DATE:** July 12, 2010  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Elk Grove Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Title I	Out-of-Sch. Youth	\$ 355,667	7/1/09-06/30/10	7/1/09-3/31/10
WIA-Title I	Universal Services	58,000	7/1/09-06/30/10	7/1/09-3/31/10
WIA-Title I	One-Stop Serv.-Adult	330,812	7/1/09-06/30/10	7/1/09-3/31/10
WIA-Title I	15% Discretionary	55,000	7/1/09-06/30/10	7/1/09-3/31/10

**Monitoring Purpose:** Initial   X   Follow-Up    Special    Final     
**Date of review:** 6/2-3/10

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

**Program Operator:** Elk Grove Unified School District-Adult Education

**Findings and General Observations:**

- 1) The total costs as reported to SETA from July 1, 2009 to March 31, 2010 for the WIA programs have been traced to the subgrantee's records. The records were verified and appeared to be in order.

**Recommendations for Corrective Action:**

- 1) There are no corrective actions required.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO: Ms. Sue Laliberte**

**DATE: August 2, 2010**

**FROM: D'et Patterson, SETA Fiscal Monitor**

**RE: On-Site Fiscal Monitoring of Lutheran Social Services of Northern California**

<b>PROGRAM</b>	<b><u>ACTIVITY</u></b>	<b><u>FUNDING</u></b>	<b><u>CONTRACT PERIOD</u></b>	<b><u>PERIOD COVERED</u></b>
<b>CSBG/ARRA</b>	<b>Homelessness Prevention and Rapid Re-Housing</b>	<b>\$333,333.33</b>	<b>10/7/09-9/30/10</b>	<b>10/7/09-4/30/10</b>

<b>Monitoring Purpose:</b>	<b>Initial</b>	<b>Follow-up</b>	<b>Special</b>	<b>Final</b>
	X	—	—	—

**Date of review: 6/15/2010 & various follow ups**

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

**Program Operator: Lutheran Social Services of Northern California**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from October 7, 2009 to April 30, 2010 for CSBG Homelessness Prevention and Rapid Re-Housing program have been traced to the delegate agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Patty Hagemeyer **DATE:** July 30, 2010  
**FROM:** Tammi L. Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Sacramento City Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
TA	ES	\$ 80,000	10/1/09-9/30/10	10/1/09-1/31/10
RESS	VESL/ES	\$ 117,990	10/1/09-9/30/10	10/1/09-1/31/10
WIA	Youth/OS	\$ 206,325	6/1/09-6/30/10	6/1/09-1/31/10
WIA	Youth/US	\$ 58,000	7/1/09-6/30/10	7/1/09-1/31/10
WIA	OSS/Adult	\$ 470,812	7/1/09-6/30/10	7/1/09-1/31/10

**Monitoring Purpose:** Initial  X  Follow-Up      Special      Final       
**Date of review:** Feb 16-19, 2010 and May 6 & 18, 2010

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

Memorandum  
Fiscal Monitoring Findings  
Page 2

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

**Findings and General Observations:**

The total costs as reported to SETA for RESS, TA, and WIA 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-D – INFORMATION  
HEAD START FISCAL REPORT

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to review the fiscal reports. These reports are being sent under separate cover.

Staff will be available to answer questions.

STAFF PRESENTER: Roger Bartlett



ITEM IV- E - INFORMATION

HEAD START POLICY COUNCIL MINUTES

BACKGROUND:

Attached are the most recent minutes from the Head Start Policy Council.

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

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

**Minutes/Synopsis**

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

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

Tuesday, April 27, 2010  
1:00 p.m.

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

Ms. Jennifer Ryon called the meeting to order at 1:17 p.m. and read the Thought of the Day. Ms. Violet Morrison called the roll; a quorum was established.

Mr. Troy Luna, CAMP representative, was seated and welcomed. Ms. Dina Patterson and Ms. Muykea Richardson, both SOP Alternates, were seated.

**Members Present:**

Jennifer Ryon, Elk Grove Unified School District  
Victor Wilson, Elk Grove Unified School District  
Patrice Hill, Sacramento City Unified School District  
Sandra Renteria, Sacramento City Unified School District  
Violet Morrison, San Juan Unified School District  
Coventry St. Mary, San Juan Unified School District (arrived at 1:25 p.m.)  
Michela Barbosa, Twin Rivers Unified School District  
Electa Broussard Twin Rivers Unified School District  
Katherine Yaipen-Faulter, SETA-Operated Program  
Mary Brown, SETA-Operated Program  
Yvette Hernandez, SETA Operated Program  
Kelly Martin, SETA-Operated Program  
Ms. Dina Patterson, Alternate, SETA-Operated Program  
Ms. Muykea Richardson, Alternate, SETA-Operated Program  
Jeanine Vandermolen, Past Parent Representative  
Brenda Vincent, Past Parent Representative  
Mary Pope, Grandparent Representative  
Tamara Knox, Home Base Program  
Samih Shehadeh, Alternate, Early Head Start  
Troy Luna, CAMP

**Members Absent:**

Cynthia Mack, Early Head Start (alternate present; excused)  
Kara Mann, SETA-Operated Program (alternate present)  
David Quintero, SETA-Operated Program (alternate present)  
Elenita Salazar, Child Health & Disability Prevention Program (excused)  
Shernita Crosby, Playmate/WCIC (excused)

## VI. Other Reports

### A. SETA Executive Director's Report

Ms. Kathy Kossick reminded board members of the Microsoft software vouchers still available at the career centers. Anyone interested in a voucher go to a career center today. As of this morning, 370 first level vouchers were left. A brochure was distributed to showing where Recovery Act investments have been made in the Sacramento Region. This brochure was taken to Washington, D. C. to explain to legislators the investments in our community. Ms. Terri Carpenter, Public Information Officer, was commended. Ms. Kossick urged board members to notify Ms. Carpenter of potential stories for the media.

## II. Consent Item

### A. Approval of the Minutes of the March 23, 2010 Regular Meeting

The minutes were reviewed.

Moved/Morrison, second/Barbosa, to approve the March 23, 2010 minutes.  
Show of hands vote: Aye: 15, Nay: 0, Abstentions: 4 (Luna, Ryon and Vandermolen, Wilson)

Ms. Coventry St. Mary arrived at 1:25 p.m.

## III. Action Items

### A. Approval of Fiscal Year 2010-2011 Head Start/Early Head Start Budget

Ms. Denise Lee stated that the budget and refunding application must be submitted to the regional office next week. The Budget/Planning Committee met every Friday in March to review the budget. The budget is the best 'guesstimate' of what will happen in the coming year and can be reprogrammed or realigned to match changes. This is a balanced budget with no dramatic changes for the coming year. Recovery Act funds are used up for staff salaries to ensure no layoffs will occur this fiscal year. Out-of-state travel has been included in this budget to allow parents to attend conferences. The *Children and Family Supplies* line item provides materials for the classroom and other activities. Half of these funds go to the centers and the other half is set aside for standard items for all classrooms.

**Schedule A** is Personnel, a specific form as to how staff is charged off to various grants. **Schedule A-1** is the listing of staff needed to run the Head Start program; there are 489 staff included in this listing. There are no staff cuts this year. An Education Coordinator was added to roll out the oral language curriculum, which is brand new, and the Classroom Assessment Scoring System

(CLASS) (teacher/child assessment), among others. **Schedule C** is out-of-state travel, which allows parents to attend out-of-state conferences. Ms. Lee reviewed the various conferences available to board members. **Schedule H (other)** includes the other services to be provided in the Head Start program. This is the most fluid part of the budget. Ms. Lee stated that the Policy Council would be notified of any significant modifications to the budget.

Moved/Brown, second/Richardson, to approve the Fiscal Year 2010-2011 Head Start/Early Head Start Budget.

Show of hands vote: Aye: 18, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

B. Approval of Fiscal Year 2010-2011 Head Start/Early Head Start Grant Application

Ms. Lee stated that this is the narrative provided to the Office of Head Start updating them what is going on with our program. This document includes program decisions and specific documentation required by the Administration for Children and Families (ACF). A Community Assessment that is done every three years was utilized in the preparation of this grant application. Every three years, parents are asked what the focus should be in the program. Next year parents will be asked about goals. Ms. Lee reviewed the goals. Each of the goals identify objectives for staff, children and the parents for the coming year. Florin Meadows will close in August since the budget dollars were taken out of last year's grant. Affected staff will be reassigned to other centers.

There were no questions or comments from board members.

Moved/Hill, second/Knox, to approve the Fiscal Year 2010-2011 Head Start/Early Head Start Grant Application.

Show of hands vote: Aye: 17, Nay: 0, Abstentions: 2 (Ryon and Vandermolen) (Ms. Brown was out of the room during the vote.)

C. Approval of Fiscal Year 2010-2011 Head Start/Early Head Start Training/ Technical Assistance Grant Application to be in Alignment with Established Three-Year Goals

Ms. Lisa Carr reviewed Technical Assistance Grant. The delegate agencies have separate T/TA grant applications. For most of the categories that include parents, the services provided are county-wide and serve all parents. Staff look at monitoring, enrollment, and Self-Assessment reports as well as goals and objectives to prepare this grant application and determine what needs to be done. Ms. Carr reviewed the various trainings that will be provided in the next fiscal year. The parents have a lot of say as to what goes into the T/TA plan. One request is a county-wide parent conference which will include outside speakers and look very much like an out-of-state conference. This conference is planned for Spring, 2011. Another request is CPR training for parents which will

be provided by two staff members. This training will be planned specifically for parents.

Moved/Yaipen-Faulter, second/Renteria, to approve the Fiscal Year 2010-2011 Head Start/Early Head Start Training/Technical Grant Application as aligned with established three-year goals.

Show of hands vote: Aye: 18, Nay: 0, Abstentions: 2 (Ryon and Vandermolén)

D. Approval of County-wide Head Start/Early Head Start Center Locations

Ms. Karen Gonzales, Child Development and Education Services Manager, introduced herself. She has been a Head Start employee since 1994.

Ms. Gonzales stated that Head Start centers are located where services are needed according to the population. Staff is continuing the service level as previous years, with the exception of Florin Meadows.

Moved/St Mary, second/Barbosa, to approve Fiscal Year 2010-2011 Head Start and Early Head Start Center Locations

Show of hands vote: Aye: 17, Nay: 0, Abstentions: 2 (Ryon and Vandermolén) (Ms. Richardson was out of room during the vote.)

E. Approval of Fiscal Year 2010-2011 SETA-Operated Program Tracks

Ms. Gonzalez stated that SETA partnered with the California Department of Education to provide full-day services. In order to avoid laying off staff and still provide services to children/parents, SETA instituted tracks. This allows seamless services to be provided. SETA is the only Head Start program running tracks. In response to a question from Mr. Wilson, Ms. Lee explained that the tracks are numbered one to five, but Track 4 (traditional) is no longer being offered.

Moved/Richardson, second/Knox, to approve Fiscal Year 2010-2011 SETA Operated Program Tracks.

Show of hands vote: Aye: 18, Nay: 0, Abstentions: 2 (Ryon and Vandermolén)

F. Approval of Fiscal Year 2010-2011 Sacramento County Program Options/Grantee and Delegate Agencies

Ms. Gonzalez stated that this board item outlines the various options for services available to families. SETA Head Start strives to provide whatever services families need. Home Based services are available as well.

Moved/Hill, second/Richardson, to approve Fiscal Year 2010-2011 Sacramento County Program Options/Grantee and Delegate Agencies.

Show of hands vote: Aye: 18, Nay: 0, Abstentions: 2 (Ryon and Vandermolén)

G. Approval to Submit a Reprogramming Request/Budget Modification for Head Start Program Improvement Funds

Program Improvement funds have not been available since 2002. Program Improvement Funds are a result of any left over funds are made available on a competitive basis to Head Start programs on a one-time basis. CDE funds will fund the replacement of the HVAC system at Northview and an unsafe play area at the Sharon Neese Center. Other priority projects to be done include removing the carpet from the Freedom Park center and at the Illa Collin center, remove carpet, replace toilet, remove and install concrete pad due to drainage issues. Ms. Lee stated that should other projects be under spent, staff will seek approval to utilize funds for other priority items.

Moved/Brown, second/St. Mary, to approve the submission of a reprogramming request/budget modification for Head Start Program Improvement funds in the amount of \$131,801 and approve recommendations by staff to approve other priority items should funds become available.

Show of hands vote: Aye: 18, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

Mr. Samih Shehadeh left at 2:56 p.m.

H. Approval to Submit a Budget Modification Request for Head Start Basic Funds

Mr. Roger Bartlett reported that this board is required to take action on this budget modification due to federal regulation. If funds totaling 25% of the grant, or \$250,000, which ever is less, board approval is required. Staff is requesting \$460,000 be moved from the "other" category to the "equipment" category. These funds will replace two vehicles and purchase two modular buildings.

Moved/Vincent, second/Pope, to approve the submission of a budget modification request for Head Start Basic funds in the amount of \$460,000.

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

(Ms. Patterson out of room during vote.)

I. Approval of SETA Head Start/Early Head Start Self-Assessment Results for 2009-2010

Ms. Lisa Carr stated that every year, each program undergoes an extensive self-assessment process which includes strengths and where improvement is needed. This board item includes results from 681 returned surveys where parents felt SETA/Head Start provide excellent customer service.

Moved/St. Mary, second/Barbosa, to approve the Head Start/Early Head Start Self Assessment results for 2009-2010.

Show of hands vote: Aye: 17, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

J. Discussion and Approval of the Policy Council (PC) Meeting Time Change

Ms. Lee stated that staff is proposing to move the Policy Council to 1:00 p.m. to allow the board to completely review agenda items and not table discussion. Ms. Lee feels it is crucial for board members to have the time to thoroughly review budget items.

Ms. Brown asked whether consideration was given to having a joint meeting. Ms. Desha stated that perhaps this could be done but seating would be a challenge. If there were a special joint meeting of the PC and PAC, the agenda would include items only apropos to both boards. Meeting attendance sign-in sheets would be available for each board.

Moved/Barbosa, second/Luna, to approve moving PC meetings to 1:00 p.m. on the fourth Tuesday of each month.

Show of hands vote: Aye: 16, Nay: 1 (Morrison), Abstentions: 2 (Ryon and Vandermolen)

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

The board went into closed session at 3:22 p.m. The board went back into open session at 3:28 p.m. Ms. Ryon reported out of closed session that the Board took the following action in closed session: Approved the Eligible List for Head Start Coordinator (Education) (Supervisory).

IV. **Information Items**

A. Standing Information Items

- Introduction of Newly Seated Members: Mr. Luna introduced himself and spoke of his interest in being on the Policy Council.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett reported that the Agency is at 58% of grant which is 9% behind where the budget should be. The agency received \$6 million in ARRA funds and all of those funds must be spent so funds will not be sent back to the federal government. The American Express Card (AMEX) provides 'points' which can be utilized to purchase items for use in the program. The credit card amount will be higher since fiscal will pay for more things using the AMEX.
- PC/PAC Calendar of Events: Ms. Ryon reviewed the calendar of events.
- Parent/Family Support Unit Events and Activities: The Community Partnership Advisory Committee will be tomorrow. The Male Involvement Committee will be meeting 11:00 a.m. on May 14. A conflict was noted so Mr. Bob Silva will notify parents of another meeting date.

- Sacramento County Head Start/Early Head Start Program Enrollment Report: Call Ms. Elsie Bowers at 263-3920 if there are questions.
- Community Resources – PC Representatives: Children’s Care Dental has a new dental program, which is similar to MediCal.
- Annual Parent Leadership Institute Reports: Ms. Ryon reported that 22 people showed up and 23 were no shows. It was a wonderful program and everyone left in awe. Ms. Barbosa stated that she enjoyed the event very much, especially the ending with the balloons. Ms. Richardson learned that in order to be a great leader, have to be a good follower. Communication is very important.

Ms. Vandermolen and Ms. Ryon recognized Ms. Dolores Guzman for translating at the Parent Leadership Institute. Ms. Nancy Hogan was also recognized for assisting in the set up.

- B. Governing Board Minutes for the March 4, 2010 Meeting: No questions.

**V. Committee Reports**

- A. Executive Committee: Ms. Ryon reviewed the Executive Committee critique. Mr. Luna distributed information on a Daddy and Me event in Old Sacramento this-coming Sunday. This event is open to everyone. Lunch will be provided from 12-1 p.m. and tours will be self-guided.
- B. Budget/Planning Committee: Tabled.
- C. Personnel/Bylaws Committee: Tabled.
- D. Program Area Committees: Tabled.
  - Early Childhood Development & Health Services Committee and Parent/Family Support Committee (aka Child Safety Committee)
  - Monitoring and Evaluation (aka Self Assessment)
  - Male Involvement Committee/Community Advocating Male Participation:
- E. Community Partnerships Advisory Committee: Tabled.
- F. Health Services Advisory Committee (HSAC): Tabled.

**VI. Other Reports (continued)**

- B. Head Start Deputy Director’s Report: Tabled.
- C. Chair’s Report: Tabled
- D. Head Start Managers’ Reports: Tabled.
- E. Community Agency Reports: Tabled.
- F. Open Discussion and Comments: Tabled.
- G. Public Participation: No comments.

**VII. Adjournment: Meeting adjourned at 3:48 p.m.**



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

### **Minutes/Synopsis**

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

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

Tuesday, May 25, 2010  
1:00 p.m.

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

Ms. Jennifer Ryon called the meeting to order at 1:17 p.m. Ms. Tamara Knox read the Thought of the Day. Ms. Mary Brown, serving as Secretary, called the roll; a quorum was established. Ms. Chezette Taylor, Sacramento City USD, was seated.

##### Members Present:

Jennifer Ryon, Elk Grove Unified School District  
Victor Wilson, Elk Grove Unified School District  
Sandra Renteria, Sacramento City Unified School District  
Coventry St. Mary, San Juan Unified School District  
Michela Barbosa, Twin Rivers Unified School District  
Electa Broussard Twin Rivers Unified School District  
Mary Brown, SETA-Operated Program  
Yvette Hernandez, SETA-Operated Program  
Kelly Martin, SETA-Operated Program  
Jeanine Vandermolen, Past Parent Representative  
Brenda Vincent, Past Parent Representative  
Mary Pope, Grandparent Representative  
Tamara Knox, Home Base Program  
Samih Shehadeh, Alternate, Early Head Start  
Troy Luna, CAMP  
Chezette Taylor, Sacramento City Unified School District  
Muykea Richardson, Alternate, SOP (arrived at 1:43 p.m.)

##### Members Absent:

Cynthia Mack, Early Head Start (alternate present; excused)  
Kara Mann, SETA-Operated Program (alternate present)  
David Quintero, SETA-Operated Program (alternate present)  
Violet Morrison, San Juan Unified School District (excused)  
Patrice Hill, Sacramento City Unified School District (excused)  
Katherine Yaipen-Faulter, SETA-Operated Program (excused)

#### **II. Consent Item**

##### **A. Approval of the Minutes of the April 27, 2010 Special Meeting**

No questions or corrections to the minutes.

Moved/Barbosa, second/St. Mary, to approve the April 27, 2010 minutes.  
Show of hands vote: Aye: 14, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

The Board went off agenda.

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

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

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Fiscal Manager, Mr. Roy Kim, reviewed the budget and provided two modifications. Currently the budget is under spent a little. Ms. Lee and staff are working to ensure the funds are maximized and will not revert to the federal government. It is expected that the entire budget will be completely spent.

#### **VI. Other Reports**

##### **A. SETA Executive Director's Report**

Ms. Kathy Kossick reported at the April meeting that Microsoft training vouchers were available at the career centers. All of the vouchers have been distributed due to a media campaign. Staff recently updated the 3<sup>rd</sup> quarter report for our career centers; the number of people visiting career centers is up 30%. SETA just received Workforce Investment Act funding, decreased by \$1.2 million. Next year the funds distributed to the career centers will be decreased. Staff is finding an increasing demand for services with decreasing resources.

#### **III. Action Items**

##### **A. Approval to Submit an Application to the Administration for Children and Families (ACF) for American Recovery and Reinvestment Act (ARRA)/Head Start Expansion Grant for 2010 (Year 2)**

Ms. Denise Lee reviewed this item. A community assessment assisted in the preparation of this expansion grant. Currently, the Agency serves only 20% of the eligible families. Staff is working to get more funding to assist more families.

Ms. Muykea Richardson arrived at 1:43 p.m.

Moved/Martin, second/Knox, to approve the submission of an Application to the Administration for Children and Families (ACF) for American Recovery and Reinvestment Act (ARRA)/Head Start Expansion Grant for 2010 (Year 2)  
Show of hands vote: Aye: 15, Nay: 0, abstentions: 2 (Ryon and Vandermolen)

##### **B. Approval to Submit an Application to the Administration for Children and Families (ACF) for American Recovery and Reinvestment Act (ARRA)/Early Head Start Expansion Grant for 2010 (Year 2)**

This is application for 196 additional slots county wide. The grant application is very similar to Head Start but is more expensive since the ratio of staffing is much higher. The teacher/children ratio in Head Start is 10:1 versus Early Head Start which is 4:1. These funds are going out to competitive bid for agencies wishing to have an EHS program.

Moved/Luna, second/Renteria, to approve the submission of an application to the Administration for Children and Families (ACF) for American Recovery and Reinvestment Act (ARRA)/Early Head Start Expansion Grant for 2010 (Year 2). Show of hands vote: Aye: 15, Nay: 0, Abstentions: 2 (Ryon and Vandermolten)

C. Approval of the Policy Council/Parent Advisory Committee Joint Parent Activity

Ms. Desha stated that the Parent Advisory Committee and the Policy Council generally merge funds for a total of \$5,000. These funds are utilized for parent events (bonding activity and end-of-year activity). Events must be educational in nature. The first parent activity is an opportunity for parents to bond and get to know each other. Past activities included going to Discovery World, Shriner's Hospital (a tour and sing songs to the children), and visiting the Family History Center for genealogy. Ms. Desha read the agenda for the last social/hospitality meeting. Any board member with suggestions for an activity are asked to give them to committee members. The next Social/Hospitality Committee meeting is June 9 at 1:00 p.m. The Social/Hospitality Committee is responsible for planning the parent activities. The first event is being planned for August.

A guest is allowed but the guest must be over 18 years of age and they must pay their own way.

Moved/Brown, second/Barbosa, to approve a joint parent activity with the Parent Advisory Committee.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 2 (Ryon and Vandermolten)

IV. **Information Items** (continued)

A. Standing Information Items

- Introduction of Newly Seated Members – Ms. Chezette Taylor introduced herself; she has two children in the Head Start program.
- PC/PAC Calendar of Events: Ms. Ryon reviewed the upcoming meetings. Ms. Ryon asked committee members to show up to meeting dates; a quorum is needed in order to do business. An updated roster was disturbed showing the committees and committee members. Board members are urged to serve on a committee up to a maximum of three committees.
- Parent/Family Support Unit Events and Activities: No comments.

- Sacramento County Head Start/Early Head Start Program Enrollment Report: If there are questions, board members were asked to call Ms. Elsie Bowers at 263-3920.
- Community Resources: Ms. Ryon announced that the SETA BINC will have a free business orientation workshop June 15, 9 a.m. – 12:00 p.m.

Ms. Vandermolen reported that the Sacramento libraries have a literature/reading program where if you read books, you can win prizes. The kickoff is in June at the downtown Sacramento Central Library. The reading programs are broken down into age groups. Look on-line for the closest library to you. There are movie nights and puppet shows; go to the [www.saclibrary.org](http://www.saclibrary.org) for more information.

A Free family movie festival will be held through August, usually on Tuesdays-Thursdays. Ms. Vandermolen offered to provide information after the meeting. Mr. Luna went to one and stated that if you do plan to attend, show up early since the movies are first come, first served.

- B. Governing Board Minutes for the April 1, 2010 Meeting: Ms. Vandermolen urged board members to attend Governing Board meetings.
- C. Fiscal Monitoring Reports: No questions or comments.

**V. Committee Reports**

- A. Executive Committee: Ms. Ryon reviewed the critique of the last meeting.
- B. Budget/Planning Committee: The Committee went over the grants just approved.
- C. Personnel/Bylaws Committee: Ms. Vandermolen reported the Committee just completed the reading of the PAC bylaws. At the next meeting, the PC bylaws will be reviewed. After that, the Committee will be making changes.
- D. Program Area Committees
  - Early Childhood Development & Health Services Committee and Parent/Family Support Committee (aka Child Safety Committee)
    - ✓ Emergency Preparedness for Families Subcommittee: No meeting.
  - Monitoring and Evaluation (aka Self Assessment): No meeting.
  - Male Involvement Committee/Community Advocating Male Participation (CAMP) – Mr. Troy Luna reported that the last Daddy and Me event was held at the Sacramento History Museum; 60 participants enjoyed a free lunch and free museum admission. A great time was had by all. The next Daddy and Me event will be in June. The date and time of the event will be discussed at the next CAMP meeting. All board members are welcomed to attend the CAMP meetings.
- E. Community Partnerships Advisory Committee: No report.
- F. Health Services Advisory Committee: The meeting will be May 26 at 5:30 p.m.

- Maternal, Child and Adolescent Health Advisory Board: Ms. Brenda Vincent reported that she has attended a couple of meetings for this committee. At the last meeting, there was a lot of concern regarding a potential 80% budget cut to the Department of Health and Human Services. There was a lot of concern with potential cuts to the police department which will result in fewer police officers patrolling. On May 11, the County Health Officer, Dr. Glennah Trouchet, provided an extensive report on public health concerns. She reported that H1N1 vaccinations continue and that there have not been additional deaths in the county; 200,000 people have been vaccinated. The county is planning a universal vaccine for everyone in Sacramento County. Tuberculosis control is down to one nurse. The top priority for the County of Sacramento is law enforcement. The Public health lab is down to minimum capacity. The City of Sacramento is going to recommend that fluoridation of water be discontinued.

Ms. Desha reported that Ms. Elenita Salazar not able to attend the last meeting due to the shortage of nurses. The county is expecting to lay off more public health nurses.

## VI. **Other Reports** (continued)

### D. Head Start Managers' Reports

Ms. Brenda Campos reported that by the end of May, all five delegates will have been monitored by her unit. Staff will be meeting with the Quality Assurances Unit and the delegates to provide a report of the monitoring visits.

Staff will begin working on the annual Program Information Report which is submitted to the Office of Head Start. The report is divided into various areas of service in the program. A summary of the report will be presented to the Policy Council later in the year.

Ms. Campos stated that SETA staff are very committed to ensure Head Start children and families receive dental and medial services. Ms. Melanie Nicholas will present a report to board members some time in June regarding medical and dental services.

- B. Head Start Deputy Director's Report: Ms. Lee reviewed the Monthly Head Start report for the SOP program. New degree requirements are being required for teachers. In 2007, staff put together A CSUS cohort program offering BA degrees. The classes are offered at night utilizing videotapes of the regular classes and streamlined at night at SETA with a facilitator. Last Friday, 12 staff members graduated with their BA degrees. Another cohort is in its second year so graduates have a couple of years to go.

Grants: Staff have been writing grants not previously applied for to bring in more funds into the Agency to offset costs. A gifted and talented grant writer, Ms. Robyn Caruso, was able to bring in two different grants from the Department of Education. An oral language grant for over \$7,000 and an additional \$37,000 for facility enhancements.

Program Information Report: Most administrative staff are in planning the process for the 2010-2011 fiscal year. Next year will be Year 1 so the grant requires much more information including a community assessment to determine what is happening in the community. In addition, the three-year goals and objectives is also due. Members of the federal government will be here to interview board and staff.

The Federal government just released program instruction regarding program income for families. There are questions on the horizon that some families being enrolled are over income; this program is designed for low-income families. A webinar from the Office of Head Start will be offered regarding income guidelines. In the new procedure, staff will need to make copies and keep copies of enrollment documents at the administrative office. This is a new procedure and the delegates have not yet been informed. Once there is a directive, the Policy Council cannot make changes. If children are already enrolled, there will not be a need to provide the new documentation.

- C. Chair's Report: Ms. Ryon: PC/PAC resource manuals are available to be checked out for two weeks; if haven't received attaché, see me.
- D. Head Start Managers' Reports (continued)
  - ➔ Ms. Karen Gonzales stated that teachers will be doing their final assessment on each child; for children returning next year, these reports will be utilized for making changes if necessary and improving skills. CLASS trainers have been working hard to train staff. A lot of teachers have gone through the overview and some have gone through assessment training. Ms. Betsy Uda is working on disaster curriculum to prepare children for disaster planning.
  - ➔ Ms. Lisa Carr, Parent and Family Support Unit: Ms. Carr publically acknowledged Ms. Alma Hawkins for her hard work on the Grandparent/Foster Parent Conference. It was great and Ms. Hawkins and her team pulled off a fantastic conference. Next year, this conference will be done in collaboration with county-wide parent training.

A County-wide parent conference is being planned for the spring of 2011. Ms. Carr will be pulling together a planning committee. In July, teachers and family service workers will be meeting on how to get parents ready for kindergarten readiness. A transition workshop will be held on June 9.

- Monthly Head Start Report: Copies were distributed.
- E. Community Agency Reports: No reports.

- Child Health and Disability Prevention Program (vacant)
  - Maternal, Child and Adolescent Health Advisory Board: No report.
  - Community Action Board: No report.
- F. Open Discussion and Comments: Ms. Michela Barbosa reported that the Morey Avenue School held a Parent Appreciation day where she received a parent award.
- G. Public Participation: No comments.
- VII. Adjournment:** Meeting adjourned at 2: 47 p.m.

ITEM IV-F – INFORMATION

EMPLOYER RECRUITMENT ACTIVITY REPORT

BACKGROUND:

Staff at Sacramento Works Career 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.

STAFF PRESENTER: William Walker



<b>Employer</b>	<b>Jobs</b>	<b>No of Positions</b>
Solar Power Inc	Solar Photovoltaic	50
ZETA	Construction	50
N Solar Inc	Green Jobs	150
OPDE	Solar Photovoltaic	150
California Redevelopment Association	Member Service Associate	1
Child Abuse Prevention Center	Community Ed Training Mgr	1
Community Services Planning Council	Program Associate	1
Delta Dental of California	Workforce Management Coordinator	1
Campbell Soup	Maintenance Mechanics	67
General Produce Company	Retail Merchandiser	1
North Highlands Pharmacy Inc.	Pharmacy Clerk	2
Randstad	Bilingual Customer Service Reps	15
Raging Waters	Various Positions	50
Salvation Army Emergency Shelter	Case Manager & Housing Specialist	2
Nestlé Waters North America	Admin Staff & Warehouse Positions	40
PG&E	Utility Equipment Mechanics	31
Beutler Corporation	Consolitrades/Flash Cool	70
Union Pacific	Diesel Mechanic	1
Agilent Technologies	Manufacturing Engineer Supervisor	1
Intelligrated	Product Support Engineer	5
Grocery Outlet	Deli, Clerk, Cashier, Produce etc.	40
Amerikit	Warehouse, Administrative Asst.	3
Cenveo	Maintenance Tech & Adjusters	2
Vacuum Process Engineering	Drafter/Designer & Technicians	2
HMS Host	Cashiers, Cook, Attendants	12
AccentCare	Caregivers	16
Support for Home	Caregivers	13
Capital Autism Services	Behavioral Tutors	8
Cenveo	Mechanical Tech & Adjuster	2
Acrobat Staffing	Cooks, Servers, Diswashers	13
California Energy Savers	Telemarketing	4
International Language Interpreters	Translators/Translators	12
Cacique, Inc	District & Sales Managers	2
Dome Printing	Truck Driver	1
<b>Total</b>		<b>819</b>

ITEM IV-G- INFORMATION  
DISLOCATED WORKER UPDATE

BACKGROUND:

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

STAFF PRESENTER: William Walker

## Dislocated Worker Information PY 2010/2011

The following is an update of information as of July 19, 2010 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

	<b>MONTH RECEIVE NOTICE</b>	<b>COMPANY AND ADDRESS</b>	<b>WARN STATUS</b>	<b># OF AFFECTED WORKERS</b>	<b>SETA'S INTERVENTION</b>
Official	5/26/2010	<b>HAVI Logistics</b> 826 National Drive Sacramento, CA 95834	7/28/2010	103	Pending
Official	6/4/2010	<b>Child Action</b> Sacramento, CA	7/28/2010	85	8/9/2010
Official	6/28/2010	<b>McDonough Holland &amp; Allen PC's</b> 500 Capitol Mall Sacramento, CA	8/31/2010	106	Pending
Unofficial	7/1/2010	<b>U.S. Census</b> Sacramento, CA	8/31/2010	50	8/3/2010
Official	7/1/2010	<b>EdFund</b> 10370 Peter A McCuen Blvd Mather, CA 95655	8/27/2010	18	Pending
Official	7/1/2010	<b>Zip Realty</b> Emeryville, CA	8/31/2010	39	Pending
			<b>Total # of Affected Workers</b>	401	

ITEM IV-H – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT  
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of June is 12.6% .

Attached is a copy of a press release from the Employment Development Department breaking down the job losses and job creations for the regional area.

Staff will be available to answer questions.

STAFF PRESENTER: Robin Purdy

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
 June 2010 - Preliminary  
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment		Census Ratios	
			Number	Rate	Emp	Unemp
Sacramento County	687,700	601,000	86,700	12.6%	1.000000	1.000000
Arden Arcade CDP	57,200	50,000	7,200	12.5%	0.083249	0.082638
Carmichael CDP	29,500	26,600	2,900	9.8%	0.044196	0.033389
Citrus Heights city	50,700	46,200	4,500	8.9%	0.076838	0.052031
Elk Grove CDP	35,500	31,800	3,600	10.3%	0.052995	0.042014
Fair Oaks CDP	17,200	16,000	1,200	6.9%	0.026690	0.013634
Florin CDP	13,000	10,500	2,500	19.5%	0.017414	0.029215
Folsom city	27,100	25,600	1,600	5.8%	0.042525	0.018086
Foothill Farms CDP	9,900	8,200	1,700	17.1%	0.013648	0.019477
Galt city	11,100	8,900	2,200	20.2%	0.014787	0.025876
Gold River CDP	4,800	4,700	100	2.5%	0.007807	0.001391
Isleton city	400	400	100	16.5%	0.000606	0.000835
La Riviera CDP	7,000	6,500	500	7.6%	0.010764	0.006121
Laguna CDP	20,600	19,100	1,400	6.9%	0.031834	0.016416
Laguna West Lakeside CDP	5,300	4,900	500	9.0%	0.008082	0.005565
North Highlands CDP	23,100	18,600	4,500	19.4%	0.030952	0.051475
Orangevale CDP	15,900	14,600	1,400	8.6%	0.024229	0.015860
Parkway South Sacramento CD	16,400	12,900	3,600	21.7%	0.021400	0.041180
Rancho Cordova City	31,300	26,800	4,500	14.4%	0.044619	0.052031
Rancho Murieta CDP	2,300	2,200	100	4.3%	0.003619	0.001113
Rio Linda CDP	5,900	4,800	1,200	19.6%	0.007917	0.013356
Rosemont CDP	14,000	12,500	1,500	10.7%	0.020867	0.017251
Sacramento city	219,000	186,700	32,200	14.7%	0.310678	0.371731
Vineyard CDP	5,900	5,500	400	6.5%	0.009185	0.004452
Walnut Grove CDP	500	300	100	29.8%	0.000569	0.001669
Wilton CDP	2,800	2,500	200	8.7%	0.004225	0.002782

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2000 Census.

**Notes:**

- 1) Data may not add due to rounding. All unemployment rates shown are calculated on unrounded data.
- 2) These data are not seasonally adjusted.

**Methodology:**

Monthly city and CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the employment and unemployment shares (ratios) of

**Sacramento Arden Arcade Roseville MSA**  
**(El Dorado, Placer, Sacramento, and Yolo Counties)**  
Industry Employment & Labor Force  
March 2009 Benchmark

Data Not Seasonally Adjusted

	Jun 09	Apr 10	May 10	Jun 10	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,059,700	1,057,100	1,053,700	1,056,700	0.3%	-0.3%
Civilian Employment	939,200	926,700	927,800	925,900	-0.2%	-1.4%
Civilian Unemployment	120,500	130,400	125,800	130,800	4.0%	8.5%
Civilian Unemployment Rate	11.4%	12.3%	11.9%	12.4%		
(CA Unemployment Rate)	11.6%	12.2%	11.9%	12.2%		
(U.S. Unemployment Rate)	9.7%	9.5%	9.3%	9.6%		

Total, All Industries (2)	849,700	823,500	827,200	826,300	-0.1%	-2.8%
Total Farm	9,700	7,400	8,200	8,300	1.2%	-14.4%
Total Nonfarm	840,000	816,100	819,000	818,000	-0.1%	-2.6%
Total Private	598,400	572,900	572,300	573,100	0.1%	-4.2%
Goods Producing	79,700	69,100	70,300	70,800	0.7%	-11.2%
Mining and Logging	400	400	500	500	0.0%	25.0%
Construction	44,900	35,500	36,400	36,600	0.5%	-18.5%
Construction of Buildings	10,500	8,400	8,400	8,400	0.0%	-20.0%
Construction - Residual	4,900	3,900	4,200	4,200	0.0%	-14.3%
Specialty Trade Contractors	29,500	23,200	23,800	24,000	0.8%	-18.6%
Building Foundation & Exterior Contractors	6,800	5,200	5,400	5,500	1.9%	-19.1%
Building Equipment Contractors	11,500	9,800	10,000	10,100	1.0%	-12.2%
Building Finishing Contractors	7,100	5,600	5,600	5,700	1.8%	-19.7%
Specialty Trade Contractors - Residual	4,100	2,600	2,800	2,700	-3.6%	-34.1%
Manufacturing	34,400	33,200	33,400	33,700	0.9%	-2.0%
Durable Goods	22,800	21,700	21,800	22,000	0.9%	-3.5%
Computer & Electronic Product Manufacturing	7,300	7,000	7,000	7,000	0.0%	-4.1%
Durable Goods - Residual	15,500	14,700	14,800	15,000	1.4%	-3.2%
Nondurable Goods	11,600	11,500	11,600	11,700	0.9%	0.9%
Food Manufacturing	4,200	4,400	4,400	4,500	2.3%	7.1%
Non-Durable Goods - Residual	7,400	7,100	7,200	7,200	0.0%	-2.7%
Service Providing	760,300	747,000	748,700	747,200	-0.2%	-1.7%
Private Service Producing	518,700	503,800	502,000	502,300	0.1%	-3.2%
Trade, Transportation & Utilities	134,500	131,300	130,800	131,200	0.3%	-2.5%
Wholesale Trade	24,600	22,900	22,900	22,900	0.0%	-6.9%
Merchant Wholesalers, Durable Goods	12,400	11,500	11,500	11,500	0.0%	-7.3%
Merchant Wholesalers, Nondurable Goods	9,300	8,800	8,700	8,700	0.0%	-6.5%
Wholesale Trade - Residual	2,900	2,600	2,700	2,700	0.0%	-6.9%
Retail Trade	86,900	85,700	85,200	85,400	0.2%	-1.7%
Motor Vehicle & Parts Dealer	10,400	9,700	9,700	9,700	0.0%	-6.7%
Building Material & Garden Equipment Stores	7,600	7,200	7,300	7,300	0.0%	-3.9%
Grocery Stores	16,600	16,500	16,500	16,400	-0.6%	-1.2%
Health & Personal Care Stores	5,200	5,200	5,200	5,200	0.0%	0.0%
Clothing & Clothing Accessories Stores	6,300	6,500	6,500	6,700	3.1%	6.3%
Sporting Goods, Hobby, Book & Music Stores	4,300	4,100	4,100	4,000	-2.4%	-7.0%
General Merchandise Stores	18,800	18,600	18,600	18,900	1.6%	0.5%
Retail Trade - Residual	34,300	34,400	33,800	33,600	-0.6%	-2.0%
Transportation, Warehousing & Utilities	23,000	22,700	22,700	22,900	0.9%	-0.4%
Information	18,100	17,400	17,400	17,400	0.0%	-3.9%
Publishing Industries (except Internet)	2,800	2,600	2,600	2,600	0.0%	-7.1%
Telecommunications	10,300	9,400	9,500	9,400	-1.1%	-8.7%
Information - Residual	5,000	5,400	5,300	5,400	1.9%	8.0%
Financial Activities	54,000	51,200	51,100	51,100	0.0%	-5.4%
Finance & Insurance	41,300	39,400	39,300	39,300	0.0%	-4.8%
Credit Intermediation & Related Activities	14,100	13,800	13,700	13,700	0.0%	-2.8%
Depository Credit Intermediation	8,700	8,500	8,500	8,500	0.0%	-2.3%
Nondepository Credit Intermediation	3,200	3,100	3,100	3,100	0.0%	-3.1%
Credit Intermediation and Related Activities -	2,200	2,200	2,100	2,100	0.0%	-4.5%
Finance and Insurance - Residual	5,200	4,500	4,600	4,500	-2.2%	-13.5%
Insurance Carriers & Related	22,000	21,100	21,000	21,100	0.5%	-4.1%

**Sacramento Arden Arcade Roseville MSA**  
**(El Dorado, Placer, Sacramento, and Yolo Counties)**  
Industry Employment & Labor Force  
March 2009 Benchmark

Data Not Seasonally Adjusted

	Jun 09	Apr 10	May 10 Revised	Jun 10 Prelim	Percent Change	
					Month	Year
Real Estate & Rental & Leasing	12,700	11,800	11,800	11,800	0.0%	-7.1%
Real Estate	9,000	8,600	8,600	8,600	0.0%	-4.4%
Real Estate and Rental and Leasing - Residual	3,700	3,200	3,200	3,200	0.0%	-13.5%
Professional & Business Services	100,000	96,400	96,300	96,800	0.5%	-3.2%
Professional, Scientific & Technical Services	51,600	50,300	49,800	49,900	0.2%	-3.3%
Architectural, Engineering & Related Services	9,400	8,600	8,700	8,700	0.0%	-7.4%
Professional, Scientific, and Technical Services	42,200	41,700	41,100	41,200	0.2%	-2.4%
Management of Companies & Enterprises	9,100	8,800	8,800	8,800	0.0%	-3.3%
Administrative & Support & Waste Services	39,300	37,300	37,700	38,100	1.1%	-3.1%
Administrative & Support Services	37,400	35,000	35,400	35,600	0.6%	-4.8%
Employment Services	13,800	13,700	14,000	14,100	0.7%	2.2%
Services to Buildings & Dwellings	10,700	10,000	10,300	10,400	1.0%	-2.8%
Administrative and Support Services - Residual	12,900	11,300	11,100	11,100	0.0%	-14.0%
Administrative and Support and Waste Management Services	1,900	2,300	2,300	2,500	8.7%	31.6%
Educational & Health Services	99,300	99,900	99,400	98,100	-1.3%	-1.2%
Education and Health Services - Residual	12,600	13,700	13,600	12,700	-6.6%	0.8%
Health Care & Social Assistance	86,700	86,200	85,800	85,400	-0.5%	-1.5%
Ambulatory Health Care Services	29,900	29,900	29,900	29,900	0.0%	0.0%
Hospitals	29,700	29,700	29,700	29,700	0.0%	0.0%
Nursing & Residential Care Facilities	14,200	14,300	14,300	14,400	0.7%	1.4%
Health Care and Social Assistance - Residual	12,900	12,300	11,900	11,400	-4.2%	-11.6%
Leisure & Hospitality	83,600	79,700	79,400	80,200	1.0%	-4.1%
Arts, Entertainment & Recreation	13,900	12,900	12,800	13,000	1.6%	-6.5%
Accommodation & Food Services	69,700	66,800	66,600	67,200	0.9%	-3.6%
Accommodation	8,300	8,300	8,400	8,600	2.4%	3.6%
Food Services & Drinking Places	61,400	58,500	58,200	58,600	0.7%	-4.6%
Full-Service Restaurants	28,400	26,400	26,400	26,700	1.1%	-6.0%
Limited-Service Eating Places	29,900	29,600	29,800	30,100	1.0%	0.7%
Food Services and Drinking Places - Residual	3,100	2,500	2,000	1,800	-10.0%	-41.9%
Other Services	29,200	27,900	27,600	27,500	-0.4%	-5.8%
Repair & Maintenance	8,200	8,000	8,100	8,100	0.0%	-1.2%
Other Services - Residual	21,000	19,900	19,500	19,400	-0.5%	-7.6%
Government	241,600	243,200	246,700	244,900	-0.7%	1.4%
Federal Government	12,800	13,500	15,800	14,500	-8.2%	13.3%
Department of Defense	1,800	1,800	1,800	1,800	0.0%	0.0%
Federal Government excluding Department of Defense	11,000	11,700	14,000	12,700	-9.3%	15.5%
State & Local Government	228,800	229,700	230,900	230,400	-0.2%	0.7%
State Government	113,600	111,900	111,700	111,500	-0.2%	-1.8%
State Government Education	28,000	27,300	27,000	26,700	-1.1%	-4.6%
State Government Excluding Education	85,600	84,600	84,700	84,800	0.1%	-0.9%
Local Government	115,200	117,800	119,200	118,900	-0.3%	3.2%
Local Government Education	65,000	72,100	72,800	71,400	-1.9%	9.8%
County	21,800	19,600	19,700	19,600	-0.5%	-10.1%
City	12,200	10,500	10,800	11,600	7.4%	-4.9%
Special Districts plus Indian Tribes	16,200	15,600	15,900	16,300	2.5%	0.6%

**Notes:**

(1) Civilian labor force data are by place of residence; include self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

(2) Industry employment is by place of work; excludes self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding.

July 16, 2010  
Employment Development Department  
Labor Market Information Division  
(916) 262-2162

**Sacramento Arden Arcade Roseville MSA**  
**(El Dorado, Placer, Sacramento, and Yolo Counties)**  
Industry Employment & Labor Force  
March 2009 Benchmark

Data Not Seasonally Adjusted

	Jun 09	Apr 10	May 10 Revised	Jun 10 Prelim	Percent Change Month    Year
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These data are produced by the Labor Market Information Division of the California  
Employment Development Department (EDD). Questions should be directed to:  
Alex Alvarado 530/741-5191 or Diane Patterson 916/774-4716

These data, as well as other labor market data, are available via the Internet  
at <http://www.labormarketinfo.edd.ca.gov>. If you need assistance, please call (916) 262-2162.

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### Data Not Seasonally Adjusted

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios</b>	
					<b>Emp</b>	<b>Unemp</b>

each city and CDP at the time of the 2000 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

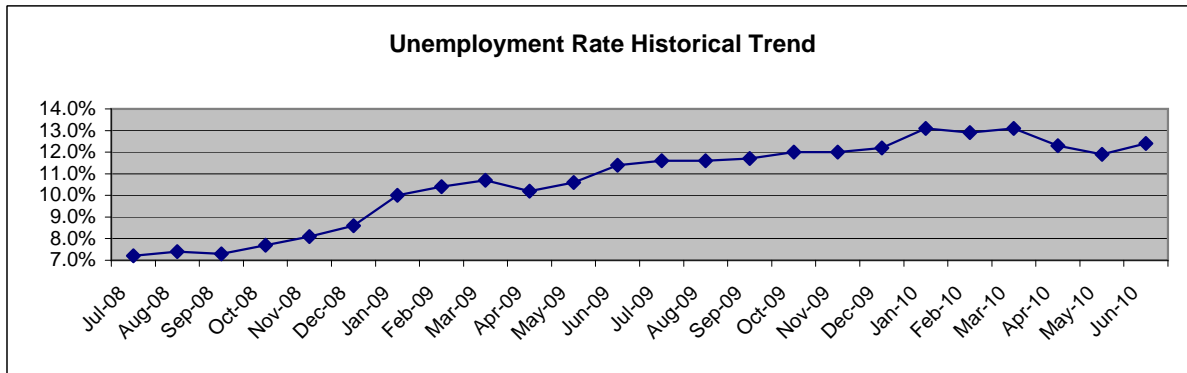
City and CDP unrounded employment and unemployment are summed to get the labor force. The unemployment rate is calculated by dividing unemployment by the labor force. Then the labor force, employment, and unemployment are rounded.

This method assumes that the rates of change in employment and unemployment, since 2000, are exactly the same in each city and CDP as at the county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

IMMEDIATE RELEASE

SACRAMENTO-ARDEN ARCADE-ROSEVILLE METROPOLITAN STATISTICAL AREA (MSA)  
 (El Dorado, Placer, Sacramento, and Yolo Counties)

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 12.4 percent in June 2010, up from a revised 11.9 percent in May 2010, and above the year-ago estimate of 11.4 percent. This compares with an unadjusted unemployment rate of 12.2 percent for California and 9.6 percent for the nation during the same period. The unemployment rate was 12.6 percent in El Dorado County, 11.6 percent in Placer County, 12.6 percent in Sacramento County, and 11.9 percent in Yolo County.



Industry	May-2010	Jun-2010	Change		Jun-2009	Jun-2010	Change
	Revised	Prelim				Prelim	
Total, All Industries	827,200	826,300	(900)		849,700	826,300	(23,400)
Total Farm	8,200	8,300	100		9,700	8,300	(1,400)
Total Nonfarm	819,000	818,000	(1,000)		840,000	818,000	(22,000)
Mining and Logging	500	500	0		400	500	100
Construction	36,400	36,600	200		44,900	36,600	(8,300)
Manufacturing	33,400	33,700	300		34,400	33,700	(700)
Trade, Transportation & Utilities	130,800	131,200	400		134,500	131,200	(3,300)
Information	17,400	17,400	0		18,100	17,400	(700)
Financial Activities	51,100	51,100	0		54,000	51,100	(2,900)
Professional & Business Services	96,300	96,800	500		100,000	96,800	(3,200)
Educational & Health Services	99,400	98,100	(1,300)		99,300	98,100	(1,200)
Leisure & Hospitality	79,400	80,200	800		83,600	80,200	(3,400)
Other Services	27,600	27,500	(100)		29,200	27,500	(1,700)
Government	246,700	244,900	(1,800)		241,600	244,900	3,300

Notes: Data not adjusted for seasonality. Data may not add due to rounding  
 Labor force data are revised month to month  
 Additional data are available on line at [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)  
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**REPORT 400 C**  
**Monthly Labor Force Data for Counties**  
**June 2010 - Preliminary**  
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	<b>---</b>	<b>18,280,400</b>	<b>16,051,200</b>	<b>2,229,300</b>	<b>12.2%</b>
ALAMEDA	19	756,300	669,200	87,100	11.5%
ALPINE	52	410	330	70	17.5%
AMADOR	28	18,200	15,890	2,310	12.7%
BUTTE	33	105,700	91,100	14,600	13.8%
CALAVERAS	39	20,460	17,380	3,080	15.1%
COLUSA	54	12,300	10,090	2,210	17.9%
CONTRA COSTA	16	522,500	463,300	59,200	11.3%
DEL NORTE	30	11,740	10,160	1,590	13.5%
EL DORADO	26	92,000	80,300	11,600	12.6%
FRESNO	47	450,100	378,300	71,800	16.0%
GLENN	42	13,300	11,230	2,060	15.5%
HUMBOLDT	15	61,900	55,100	6,800	11.0%
IMPERIAL	58	76,400	55,300	21,100	27.6%
INYO	4	9,840	8,930	910	9.3%
KERN	43	367,400	309,600	57,800	15.7%
KINGS	46	62,900	52,800	10,000	15.9%
LAKE	50	26,470	22,010	4,460	16.8%
LASSEN	35	13,360	11,430	1,930	14.4%
LOS ANGELES	25	4,842,900	4,248,700	594,200	12.3%
MADERA	37	69,400	59,100	10,300	14.8%
MARIN	1	130,400	119,600	10,800	8.2%
MARIPOSA	8	10,610	9,570	1,040	9.8%
MENDOCINO	13	44,450	39,640	4,810	10.8%
MERCED	55	109,900	89,900	19,900	18.1%
MODOC	32	4,010	3,460	550	13.7%
MONO	19	8,470	7,500	980	11.5%
MONTEREY	13	224,700	200,400	24,200	10.8%
NAPA	4	76,000	69,000	7,100	9.3%
NEVADA	19	51,410	45,480	5,920	11.5%
ORANGE	6	1,609,600	1,456,700	152,900	9.5%
PLACER	22	178,400	157,800	20,600	11.6%
PLUMAS	48	9,490	7,960	1,530	16.2%
RIVERSIDE	36	913,200	780,600	132,600	14.5%
SACRAMENTO	26	687,700	601,000	86,700	12.6%
SAN BENITO	43	25,400	21,400	4,000	15.7%
SAN BERNARDINO	34	866,500	742,700	123,800	14.3%
SAN DIEGO	11	1,571,500	1,406,600	164,900	10.5%
SAN FRANCISCO	7	454,900	411,200	43,700	9.6%
SAN JOAQUIN	49	310,900	259,600	51,300	16.5%
SAN LUIS OBISPO	9	137,900	124,200	13,700	10.0%
SAN MATEO	3	370,500	336,400	34,100	9.2%
SANTA BARBARA	2	225,100	205,300	19,800	8.8%
SANTA CLARA	16	879,400	780,300	99,100	11.3%
SANTA CRUZ	16	153,000	135,800	17,200	11.3%
SHASTA	41	85,900	72,700	13,200	15.3%
SIERRA	30	1,720	1,490	230	13.5%
SISKIYOU	40	20,670	17,520	3,150	15.2%
SOLANO	24	215,000	188,700	26,300	12.2%
SONOMA	10	256,500	229,700	26,800	10.4%
STANISLAUS	51	241,000	199,200	41,800	17.3%
SUTTER	57	42,900	34,400	8,500	19.8%
TEHAMA	38	26,100	22,180	3,920	15.0%
TRINITY	53	5,050	4,160	890	17.7%
TULARE	45	211,700	178,300	33,400	15.8%
TUOLUMNE	29	26,550	23,040	3,510	13.2%
VENTURA	12	433,300	387,200	46,100	10.6%
YOLO	23	98,600	86,800	11,800	11.9%
YUBA	56	28,700	23,300	5,400	18.8%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2009 benchmark and Census 2000 population controls at the state level.

ITEM IV-I - INFORMATION

WORKFORCE INVESTMENT ACT INCENTIVE AWARDS FOR  
EXEMPLARY PERFORMANCE  
FOR PROGRAM YEAR 2007-08 AND PROGRAM YEAR 2008-09

BACKGROUND:

On July 14, 2010, the California Workforce Investment Board, the California Labor and Workforce Development Agency, and the Governor's Office announced incentive awards for each Local Workforce Investment Area (LWIA) that met the performance measures for Program Year (PY) 2007-08 and PY 2008-09. These funds may be used for any allowable cost under the WIA. Participants served with these funds are subject to the applicable performance measures.

The funds for both performance awards came from American Recovery and Reinvestment Act (ARRA) funds and are therefore subject to ARRA provisions and ARRA Section 1512 reporting requirements.

SETA was awarded     \$27,630 for Program Year 2007-2008 and  
                                 \$26,833 for Program Year 2008-2009

Statewide allocations are attached.

STAFF PRESENTER: Robin Purdy

# INFORMATION NOTICE

## WORKFORCE SERVICES

Number: WSIN10-8

Date: July 14, 2010

Expiration Date: 8/14/12

69:168:ab:13772

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: INCENTIVE AWARDS—EXEMPLARY PERFORMANCE FOR  
PY 2007-08 AND PY 2008-09

Based on the recommendation of the California Workforce Investment Board and approval from the Labor and Workforce Development Agency and Governor's Office, this notice announces incentive awards for each Local Workforce Investment Area (LWIA) that met the performance measures for Program Year (PY) 2007-08 and PY 2008-09. These awards were calculated in accordance with the Workforce Investment Act (WIA) Directive [WSD09-16](#), dated April 14, 2010, and as specified in the WIA, Section 134(a)(2)(B)(iii). These funds may be used for any allowable cost under the WIA. Participants served with these funds are subject to the applicable performance measures.

Each award has been unilaterally modified into the LWIA's PY 2009-10 subgrant (K0741XX). Funds for the PY 2007-08 award have been placed under grant code 153 with a term date of July 1, 2009 through June 30, 2011. Funds for the PY 2008-09 award have been placed under grant code 113 with a term date of July 1, 2009 through June 30, 2011.

The funds for both performance awards came from American Recovery and Reinvestment Act (ARRA) funds and are therefore subject to ARRA provisions and ARRA Section 1512 reporting requirements.

If you have any questions, please contact your Regional Advisor at (916) 654-7799.

/S/ MICHAEL EVASHENK, Chief  
Workforce Services Division

Attachments

WIA 15 PERCENT ARRA FUNDS  
FINAL EXEMPLARY AWARDS  
FOR PROGRAM YEAR 2007-2008 PERFORMANCE

Grant Code 153  
July 1, 2009 to June 30, 2011

LWIA	FINAL AWARD
Alameda	\$15,184
Anaheim	\$4,667
Contra Costa	\$13,824
Foothill	\$4,318
Fresno	\$29,763
Golden Sierra	\$2,409
Humboldt	\$4,104
Imperial	\$4,701
Kern/Inyo/Mono	\$21,269
Kings	\$2,415
Los Angeles City	\$48,998
Los Angeles County	\$49,000
Long Beach (Pacific Gateway)	\$4,695
Madera	\$2,328
Mendocino	\$1,901
Merced	\$12,031
Mother Lode	\$2,102
Monterey	\$11,253
Napa	\$1,816
North Central Consortium	\$11,859
NORTEC	\$6,679
Oakland	\$15,836
Orange	\$12,682
Richmond	\$2,117
Riverside	\$11,789
Sacramento	\$27,630
Santa Ana	\$5,736
Santa Barbara	\$5,186
San Benito	\$3,767
San Bernardino City	\$2,401
San Bernardino County	\$9,646
South Bay	\$9,034
Santa Cruz	\$2,919
San Diego	\$15,343
SELACO	\$2,491
San Joaquin	\$15,699
San Jose City	\$30,874
San Luis Obispo	\$2,060
Solano	\$2,916
Sonoma	\$2,409
Stanislaus	\$20,592
Tulare	\$22,234
Ventura	\$9,089
Yolo	\$2,234
<b>Grand Award Total</b>	<b>\$490,000</b>

WIA 15 PERCENT ARRA FUNDS  
FINAL EXEMPLARY AWARDS  
FOR PROGRAM YEAR 2008-2009 PERFORMANCE

Grant Code 113  
July 1, 2009 to June 30, 2011

LWIA	FINAL AWARD
Alameda	\$8,731
Anaheim	\$6,139
Contra Costa	\$8,047
Golden Sierra	\$2,144
Humboldt	\$1,892
Imperial	\$9,346
Kings	\$2,105
Los Angeles City	\$48,998
Los Angeles County	\$44,382
Long Beach (Pacific Gateway)	\$8,539
Madera	\$4,107
Mendocino	\$3,597
Merced	\$11,018
Mother Lode	\$3,904
Monterey	\$10,018
Napa	\$1,745
North Central Consortium	\$11,044
NORTEC	\$6,641
NOVA	\$6,520
Oakland	\$8,862
Orange	\$17,492
Richmond	\$1,933
Riverside	\$37,274
Sacramento	\$26,833
Santa Ana	\$7,706
Santa Barbara	\$2,393
San Benito	\$3,558
San Bernardino City	\$2,138
San Bernardino County	\$27,661
South Bay	\$6,092
Santa Cruz	\$5,005
San Diego	\$42,858
SELACO	\$2,139
San Francisco	\$4,614
San Joaquin	\$7,445
San Jose City	\$24,637
San Mateo	\$2,539
Solano	\$4,859
Sonoma	\$2,111
Stanislaus	\$19,252
Tulare	\$19,350
Verdugo	\$4,089
Ventura	\$8,213
Yolo	\$2,030
<b>Grand Total Award</b>	<b>\$490,000</b>

## ITEM IV-J - INFORMATION

### UPDATE ON THE GOVERNOR'S GANG REDUCTION INTERVENTION AND PREVENTION INITIATIVE (CALGRIP) PROGRAM SERVICES AND SAFE COMMUNITY PARTNERSHIP

#### BACKGROUND:

This board approved the submission of grant applications and the subsequent receipt of funding to serve youth engaged in or at risk of gang involvement. This item is an update on those applications.

In 2007, Governor Schwarzenegger created the Governor's Gang Reduction Intervention and Prevention (CalGRIP) Initiative. SETA, along with the City of Sacramento Police Department and Area Congregations Together (ACT), is one of the primary partners engaged in the development of the City of Sacramento's Safe Community Partnership strategy using the Operation Ceasefire model. Safe Community Partnership is an evidence-based community and law-enforcement driven concept that encourages youth to step away from violence by providing successful alternatives. SETA was awarded an EDD CalGRIP grant in 2009 to provide academic, vocational training and employment services to youth at risk of or involved in gangs. The 2009 CalGRIP grant ends March 2011. In June 2010 SETA applied for, and was awarded another EDD CalGRIP grant to focus on the Sacramento Safe Community Partnership Initiative.

The City has conducted quarterly community meetings gathering information and feedback on youth and gang violence issues including updates on the implementation process of the Safe Community Partnership. The City of Sacramento also received separate CalGRIP and Safe Community Partnership funding and included SETA as a subcontractor in those grant applications. The City has requested SETA assume the responsibility for coordinating and/or procuring direct services for these grants. Services will include employment and training services and case management; Street Outreach; mentoring and life coaching; and substance abuse and mental health counseling. SETA is in the process of negotiating subcontracts with the City of Sacramento (Neighborhood Services and Police Department) for up to \$700,000 for the Safe Community Partnership and CalGRIP funded services.

STAFF PRESENTER: Christine Welsch



## 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: 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.