



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

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, December 2, 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.

AGENDA

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 - Recognition of Green Job Corps Participants

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"Preparing People for Success: in School, in Work, in Life"

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DISTRIBUTION DATE: TUESDAY, NOVEMBER 23, 2010

ITEM II-A - CONSENT

MINUTES OF THE NOVEMBER 4, 2010 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the November 4, 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, CA95815

Thursday, November 4, 2010
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:08 a.m.

Members Present:

Kevin McCarty, Chair, SETA Governing Board; Councilmember, City of Sacramento (arrived at 10:09 a.m.)
Don Nottoli, Vice Chair, SETA Governing Board; Member, Board of Supervisors
Bonnie Pannell, Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Jimmie Yee, Member, Board of Supervisors

- Recognition of Long-Term Employee: Ms. Robin Purdy acknowledged Mr. William Walker's years of service to SETA. Mr. Walker spoke of his appreciation of his team through the years.

II. Consent Items

- A. Minutes of the October 7, 2010 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Temporary Reclassification Extension
- D. Approval to Continue the Participation with the Child and Adult Care Food Program and Authorize the Chair and Executive Director to Sign the Renewal Application

The consent calendar was reviewed; no questions or comments.

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

- A. Approve the minutes of the October 7, 2010 meeting.
- B. Approve the claims and warrants for the period 9/30/10 through 10/28/10.
- C. Approve the temporary reclassification of Ms. Monica Barber to Social Services/Parent Involvement Specialist through February 16, 2011.
- D. Authorize the renewal for participation in the Child and Adult Care Food Program and authorize the SETA Chair and Executive Director to sign the renewal application.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Election of Officers of the Sacramento Employment and Training Agency Governing Board

Ms. Kossick stated that the rotation for chair and vice chair would be Mr. Nottoli for Chair and Ms. Scherman for Vice Chair.

Moved/Pannell, second/Yee, to elect Don Nottoli for chair and Sophia Scherman as vice chair for a one-year term to begin on November 5, 2010.

Voice Vote: Unanimous approval.

2. Approval of Modifications to the SETA Personnel Policies and Procedures, Section 9.08 Sick Leave Accrual and Usage

Mr. Rod Nishi reviewed this item. During labor negotiations, a change to the sick leave usage and accrual policy was approved. The modifications go before both the Policy Council and the Governing Board to codify the negotiated changes. The Head Start Policy Council approved this item at their October 26 meeting.

Moved/Pannell, second/Scherman, to approve the modifications to the SETA Personnel Policies and Procedures, Section 9.08 Sick Leave Accrual and Usage.

Voice Vote: Unanimous approval.

3. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident

Mr. Roy Kim introduced Ms. Carolyn Reynolds from Arthur J. Gallagher. Ms. Reynolds reviewed the insurance summaries. None of the coverages will change from last year to this year. Umbrella coverage went up 5%; overall the package was less than a 1% increase. The flood insurance came down a bit. The insurance for Bannon Creek will be figured out and the price will be known when the elevation is known. Mr. Thatch stated that he will review the situation with Bannon Creek and report back. The insurance premiums are generally tied to the economy.

Next month Ms. Reynolds will be present workers compensation insurance.

Moved/Yee, second/Pannell, to approval the purchase of Agency insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

4. Approval to Release a Request for Proposals for Audit Services

Mr. Roy Kim reviewed this board item. The current contract is with Gilbert Associates and is in effect until March of 2011.

Moved/Pannell, second/Nottoli, to approve the release of the Request for Proposals for Audit Services.

Voice Vote: Unanimous approval.

5. Approval of Implementation of American Express Rewards Program

Moved/Pannell, second/Nottoli, to continue this item to the December 2 agenda.

Voice Vote: Unanimous approval.

6. Approval of Staff Recommendations for the Adult Vendor Services (VS) List

Ms. Marianne Sphar reviewed this item; no questions or comments.

Moved/Yee, second/Scherman, to approve the addition of CareerU to the Adult VS List.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Approval to Submit a Request to Transfer Workforce Investment Act Dislocated Worker Funds to Adult Funds

Ms. Robin Purdy stated that this is an item that has been approved for the last four years; this action will move 50% of dislocated worker funds into the adult services stream. It simplifies the accounting and data compilation procedures.

The dislocated workers can receive services through the adult funding stream. It is easier to serve the dislocated workers through the adult funding stream.

Moved/Pannell, second/Nottoli, to approve submission to the State of California, Employment Development Department of a request to transfer 50 percent of the WIA Dislocated Worker funds into the WIA Adult funding stream for 2010-2011 in the amount of \$2,269,297 .

Voice Vote: Unanimous approval.

C. HEAD START: No items.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of Community Services Block Grant Contract Extensions for Fiscal Year 2011

Mr. Victor Bonanno reviewed this item; SETA's delegate agreement with the operators allows for a one-year extension. The planning/monitoring/fiscal staff has reviewed the programs and has determined that the majority of the CSBG operators have done well. Corrective actions have been done when appropriate.

This item requests the extension of contracts under the same terms, conditions and funding amounts.

Moved/Scherman, second/Pannell to approve the following staff recommendations:

1. Extend all CSBG subcontracts for an additional one year term, and 2.

Maintain Daren Maeda as a SETA consultant for an additional year.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Fiscal Monitoring Reports: Mr. Nottoli inquired about the report for Tree of Hope. Ms. Kossick assured the board that there is no future funding to this organization at risk; this program was funded under ARRA. This contract ended in June. Ms. Kossick stated that the program has an opportunity to respond to the fiscal report; staff will follow up with the program to secure the needed documentation. Ms. Scherman asked what would be the next step. The program operator has 45 days to respond. Mr. Thatch suggested that it may be appropriate to have a meeting with their board of directors. Mr. Nottoli suggests that staff invite their board and/or chair to respond to the fiscal monitoring report. SETA has responsibilities to our funding sources. If we believe there was fraud or abuse of our funding, we need to consider notifying our funding sources. Staff and legal counsel will follow up with the program.
- B. Head Start Fiscal Report: No questions.
- C. Head Start Policy Council Minutes: No questions.
- D. 2010 Sacramento Works for Youth Summer Program: Ms. Christine Welsch reported that 904 young people were employed this past summer earning over \$1 million. It was a great summer program with a lot of success stories. As of the end of September, 68 young people had kept their positions or got another job.
- E. Community Services Block Grant Recovery Act Update: Mr. Victor Bonanno reviewed the CSBG ARRA funding report.
- F. Dislocated Worker Update: Mr. William Walker reported that Employer Services staff is at the State Capitol to provide services to dislocated employees; 200 people will be affected. Sieman's has received a huge order for additional trains;

Mr. Walker stated that SETA has been working with Cosumnes River College to train welders who will then be employed by Sieman's.

- G. Employer Activity Report: No additional report.
- H. Unemployment Update/Press Release from the Employment Development Department: Mr. Nottoli commended SETA for the work at lowering the number of unemployed Sacramento County residents.
- I. Monthly Head Start Report: Mr. Nottoli inquired whether the enrollment requirements are being met; Ms. Lee stated that overall, the enrollment is within acceptable standards.

V. Reports to the Board

- A. Chair: Mr. McCarty requested a report back on the level 3 Cal Works funding cuts. He would like to know how this would affect SETA customers.
- B. Executive Director: Ms. Kossick wished the board a Happy Thanksgiving.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Ms. Pannell thanked SETA for the ceasefire model with Boston. She was at Countrywood and it was a great success.

Ms. Scherman thanked Mr. McCarty for his leadership over the past year.

- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 11:18 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 10/29/10 through 11/23/10, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 10/29/10 through 11/23/10.

STAFF PRESENTER: Kathy Kossick

ITEM III-A - 1- ACTION

APPROVAL OF RETIREE MEDICAL AND DENTAL INSURANCE PROGRAM
ADMINISTRATIVE POLICY

BACKGROUND:

The Sacramento Board of Supervisors approved the Retiree Medical and Dental Insurance Program Administrative Policy for Calendar Year 2011 in compliance with Government Code §7507.

This operational policy adopted defines the eligibility for participation in the program.

The County is requiring that a new policy must be executed prior to January 1, 2011 by the SETA Governing Board.

RECOMMENDATION:

Approve the execution of the Retiree Medical and Dental Insurance Program Administrative Policy with the County of Sacramento for 2011 and adopt the related resolution.

STAFF PRESENTER: Rod Nishi

RETIREE MEDICAL AND DENTAL INSURANCE PROGRAM
ADMINISTRATIVE POLICY
Effective January 1, 2011
Through December 31, 2011

I. INTRODUCTION

This policy sets forth the guidelines for the administration of the Retiree Medical and Dental Insurance Program. The program includes medical insurance and dental insurance, and subsidy/offset payments as authorized by the Governing Board of the Sacramento Employment and Training Agency (SETA) for calendar year 2011. This policy constitutes a component of SETA's Plan for Retiree Medical and Dental Insurance and is effective **only** for the calendar year 2011.

II. DISCLOSURE

This policy is effective solely for the calendar year 2011. It does not create any contractual, regulatory, or other vested entitlement to present or future retirees, their spouses, or dependents for medical and/or dental benefits, or subsidy/offset payments at any particular level, or at all.

SETA reserves the right, in its sole discretion, to amend or terminate, in whole or in part, this Policy during its one-year term by Resolution of the SETA Governing Board.

III. MEDICAL INSURANCE COVERAGE

During the one-year term of this Policy, medical insurance coverage is offered through contracted health insurance carriers, as negotiated between SETA and its recognized employee organizations. SETA will endeavor to maintain a variety of health insurance coverage options for Annuitants but does not guarantee that any particular health insurance carrier, type, or level of coverage will be available to Annuitants, or that any coverage at all will be available to Annuitants.

Medical insurance coverage options for Annuitants living outside of the geographic boundaries of the HMO insurance plans offered to SETA Annuitants will be provided only to the extent that any such coverage option is available and offered by the health insurance carriers providing coverage to SETA employees and Annuitants.

IV. DENTAL COVERAGE

Dental coverage is currently offered through Delta Dental. This program is separate and apart from the dental program offered to active employees. SETA does not guarantee that any particular dental insurance carrier, type, or level of coverage will be available to Annuitants, or that any coverage at all will be available to Annuitants.

Effective January 1, 2011 eligible Annuitants and their dependents who enroll in or are currently participating in the Dental Plan must remain in the Dental Plan for a minimum of 12 consecutive months before being allowed to change coverage levels (by reducing dependent coverage) or waive dental coverage.

Newly eligible Annuitants must enroll within 30 days of notification of eligibility or he or she will be deemed to have waived coverage. Annuitants who enroll and then choose to terminate their participation before meeting the 12-month enrollment requirement will not be eligible to re-enroll in the Dental Plan. Annuitants that waive participation in the Dental Plan after 12 months of continuous enrollment will be eligible to re-enroll in the Dental Plan after a 24 month period following the effective date of their termination from the Dental Plan.

If an eligible dependent is added to the Dental plan in the middle of a plan year as the result of a Qualified Status Change Event, both the Annuitant and the dependent must remain in the Dental Plan for a minimum of 12 consecutive months beginning on January 1 of the following plan year before any change in coverage is allowed.

A Qualified Status Change Event will not allow for a change out of the Dental Plan for the Annuitant unless the Annuitant has participated in the Dental plan for a minimum of 12 consecutive months. A Qualified Status Change Event that causes a loss of dependent status will allow for a reduction in the Annuitant's dependent coverage under the Dental Plan without the 12 consecutive months requirement for the dependent.

V. ELIGIBILITY TO PURCHASE MEDICAL AND/OR DENTAL COVERAGE

All Annuitants are eligible to enroll in a retiree medical and/or dental insurance plan for 2011.

Eligibility for the SETA-provided subsidy/offset shall be as determined in Section IX of this policy. An Annuitant must enroll in a medical and/or dental insurance plan within 30 days of notification of eligibility or he or she will be deemed to have waived coverage. A continuing beneficiary who is a spouse or a registered domestic partner or an eligible minor child or a Survivor, may elect to purchase a retiree medical and/or dental plan whether or not they were enrolled in the program at the time of the enrolled retiree's or active member's death.

As a condition of participation in the SETA-sponsored plan, all Annuitants or Dependents that are eligible for Medicare Part A and/or B, or who subsequently become eligible to purchase Medicare Part A and/or B, must enroll in one of the SETA-sponsored medical plans that provides for assignment of, or coordination with, Medicare benefits. Annuitants or Dependents who are eligible for Medicare must purchase Medicare Part A and/or B (even if such purchase is subject to a penalty under applicable federal law in order to participate in the SETA-sponsored plan. Annuitants not eligible for Medicare Part A and/or B under Centers for Medicare and Medicaid Services (CMS) guidelines may participate in the plan only to the extent that they remain ineligible for Medicare and are responsible for any penalties assessed by the carrier.

For Annuitants who are eligible for Medicare, failure to purchase or maintain Medicare Part A or B when eligible, or to enroll in a plan that requires assignment of, or coordination with, Medicare shall be considered a waiver of SETA-sponsored coverage and coverage will terminate. For Dependents that are eligible for Medicare, failure to purchase or maintain Medicare Part A or B when eligible, or to enroll in a plan that requires assignment of, or coordination with, Medicare shall result in loss of eligibility and the Dependent shall be dropped from coverage. It is the participant's responsibility to notify the Benefits Office of their eligibility and/or enrollment in Medicare. Any Medicare Part B late enrollment penalties as determined by CMS are the Annuitant's responsibility.

Annuitants and Dependents with Medicare eligibility that are enrolled in County-sponsored medical plans shall keep their Part D benefits available for enrollment in or coordination with SETA-sponsored Medicare Part D coverage. An Annuitant or Dependent who is enrolled in a non-County prescription drug plan under Part D of Medicare may not be enrolled in any County-sponsored health benefit plan. Any Medicare Part D late enrollment penalties as determined by CMS are the Annuitant's responsibility.

The medical insurance subsidy/offset payment, if any, will be provided to a continuing beneficiary who is a spouse or a registered domestic partner, or a Survivor, on the same basis as it was, or would have been, made available to a retiree.

The Center for Medicare and Medicare Services requires that all participants must provide a physical address and social security number for themselves and covered dependents.

VI. DEPENDENT ELIGIBILITY

Annuitants (including Survivors) may add newly acquired Dependents to their medical and/or dental insurance coverage within 30 days of a Qualified Status Change Event (e.g., marriage, adoption, domestic partner registration, loss of other coverage, etc.) or during any enrollment period specified in the sole discretion of the SETA.

VII. ELECTION PERIOD

An Annuitant who is eligible to enroll in a medical and/or dental insurance plan as provided in this policy must do so within 30 days from the date of notification of program eligibility. An otherwise eligible Annuitant who waives, or is deemed to have waived coverage under the program may enroll within 30 days of a Qualified Status Change Event, or during any enrollment period specified in the sole discretion of the County. Such enrollment shall be contingent upon the Annuitant presenting proof that is satisfactory to SETA that the Annuitant has been continuously covered by another group health insurance plan or individual Medicare Advantage plan for a period of not less than 12 months with no break in coverage exceeding 63 calendar days immediately prior to the requested enrollment in a County-sponsored plan. The 12-month requirement will be deemed to be met if the coverage satisfies the requirements for creditable coverage under the Health Insurance Portability and Accountability Act of 1996.

Upon the death of an Annuitant or active employee, a continuing beneficiary who is a spouse or registered domestic partner or eligible minor child or a Survivor, will have 30 days to enroll in a medical and/or dental insurance plan. Failure to do so shall constitute a waiver of medical and/or dental insurance coverage.

VIII. EFFECTIVE DATE OF COVERAGE

Upon retirement or the occurrence of a Qualified Status Change Event, the effective date of medical and/or dental coverage shall be:

Upon retirement:

the first day of the first month following the loss of active coverage providing:

- i. Submission of retiree medical and/or dental forms occurs within 30 days of the loss of active coverage, and,
- ii. Payment for the first month of retiree coverage occurs within 60 days of the start of retiree coverage.

Failure to submit medical and/or dental forms within 30 days of the loss of active coverage shall constitute a waiver of medical and/or dental coverage.

Premium balances if owed by an Annuitant for the initial period of Retiree coverage must be paid within 60 days of the coverage effective date, or coverage will be dropped retroactively to the last date of paid coverage.

Upon the occurrence of a Qualified Status Change Event:

The first day of the month coincident with or next following submission of medical and/ or dental enrollment forms. Note: Final effective dates for Medicare plans are determined by the Center for Medicare and Medicaid Services.

If an Annuitant enrolls during an open enrollment period, the effective date of medical and/or dental coverage shall be the date specified by SETA in connection with that open enrollment period.

IX. ELIGIBILITY FOR SUBSIDY/OFFSET PAYMENTS

The following categories of Annuitants are eligible to receive a SETA-paid medical or dental insurance offset payment during calendar year 2011:

1. Annuitants who retired for any reason on or before August 31, 2007;

The following shall apply to this section:

“SCERS-covered employment” shall mean time actually worked for a SCERS-participating agency, including any SCERS-purchasable service credit that was earned through redeposit based on prior employment, part-time employment with a SCERS-participating agency, military service credited per Government Code Section 31649 as adopted by Board of Supervisors Resolution No. 11-125, or time eligible for purchase due to a leave of absence, provided that such time has actually been purchased.

X. AMOUNT OF SUBSIDY/OFFSET PAYMENT

The amount of any medical subsidy/offset payment made available to Annuitants shall be calculated based on the Annuitant’s SCERS service credit. For purposes of this section, “SCERS service credit” shall be the amount of service credit established by SCERS as the basis of payment for the Annuitant’s pension benefit.

Neither SCERS nor SETA guarantees that a subsidy/offset payment will be made available to Annuitants for the purchase of SETA-sponsored medical and/or dental insurance. Subsidy/offset payments are not a vested benefit of SETA employment or SCERS membership.

The amount of subsidy/offset payment, if any, payable on account of enrollment in a SETA-sponsored retiree medical and/or dental insurance plan, shall be established within the sole discretion of the SETA Governing Board. For calendar year 2011, the amount of subsidy/offset payments are as follows:

<u>Years of SCERS service credit</u>	<u>Amount of subsidy/offset payment if retired on or before 8/31/07</u>
Less than 10 years	\$ 72
10 years but less than 15 years	\$ 90
15 years but less than 20 years	\$ 108
20 years but less than 25 years	\$ 126
25 years or more	\$ 144
Dental coverage subsidy	\$ 0

XI. APPLICATION OF THE MEDICAL AND/OR DENTAL SUBSIDY/OFFSET

Subsidy/offset payments, when made available, will be applied to the total premium cost incurred by an Annuitant for medical and/or dental insurance purchased through a SETA-sponsored plan. If the subsidy/offset payment amount exceeds the cost of the single party premium, the balance will be used to reduce the cost of dependent coverage, if applicable. If there is no dependent coverage, the amount of the subsidy/offset payment otherwise available to the Annuitant shall be limited to the actual amount necessary to pay the cost of the single party premium.

Subsidy/offset payments may only be applied to the coverage for which they are provided. A medical subsidy/offset may not be applied to dental coverage premiums. In no event shall an Annuitant receive a cash payment for any portion of a subsidy/offset payment that is not used to pay for the Annuitant's coverage through a SETA-sponsored medical or dental insurance plan. The subsidy/offset payment shall not be used to purchase coverage outside of a SETA-sponsored plan.

The amount of subsidy/offset, if any, that is used to pay for coverage of a registered domestic partner, dependent(s) of a registered domestic partner, and/or other covered dependent who do not meet the definition of "dependent" as defined in IRC §105, shall be subject to federal tax withholding based on the imputed income value of the benefit provided.

XII. PREMIUM BALANCE PAYABLE

If an Annuitant's medical or dental insurance premium is greater than the sum of the Annuitant's monthly retirement allowance plus any subsidy/offset payment provided by SETA, the Annuitant shall be responsible for keeping premium payments current. Premium balances owed by an Annuitant must be paid within 60 days of the coverage effective date, or coverage will be dropped the first of the month following the 60 day period, retroactively to the last date of paid coverage. An Annuitant that is dropped from coverage for non-payment of premium shall not be permitted back into the program at a later date.

XIII. WAIVER OF COVERAGE

An Annuitant may waive medical coverage under the Retiree Health Insurance Program at any time by withdrawing from coverage and signing a "Waiver of Coverage" form. Any subsidy/offset payment will end if coverage is waived. Annuitants who waive medical coverage in this manner during 2011, who have previously waived medical coverage, or who are deemed to have waived medical coverage for any reason (except for non-payment of premium as set forth in Section XII above), shall be permitted to enroll in SETA-sponsored retiree medical coverage within 30 days of a Qualified Status Change Event or during any enrollment period specified in the sole discretion of the County, subject to all terms and conditions set forth in this policy (including proof of continuous coverage as described in Section VII), provided such coverage is being offered to similarly situated Annuitants by SETA at the time coverage under the re-enrollment request is to become effective. Similarly, eligibility for a subsidy/offset payment shall be restored provided that SETA is providing subsidy/offset payments to similarly situated Annuitants at the time of the re-enrollment request.

Annuitants who waive dental coverage in this manner during 2011, who have previously waived dental coverage, or who are deemed to have waived dental coverage for any reason (except for non-payment of premium as set forth in Section XII above), shall be permitted to enroll in SETA-sponsored retiree dental coverage within 30 days of a Qualified Status Change Event, or during any enrollment period specified in the sole discretion of the County, provided they have not been a participant in the Dental plan for a minimum of 24 consecutive months.

XIV. DEFINITIONS

Annuitant is a retiree, as defined; or is a survivor, or beneficiary who receives a monthly retirement allowance from SCERS. An individual receiving a monthly retirement allowance from SCERS solely as the result of a divorce settlement agreement is not an Annuitant for purposes of this policy or eligibility for participation in the Retiree Health Insurance Program.

Beneficiary is an individual named as a beneficiary receiving a monthly retirement allowance as a result of the death of a Retiree.

Deferred Member is a SCERS participant who leaves SETA employment and leaves their retirement contributions on deposit with SCERS as permitted by SCERS rules and regulations.

Dependent for purposes of this policy shall be an Annuitant's spouse or registered domestic partner and unmarried children (natural, step, adopted, legal guardianship and/or foster) including children of a registered domestic partner, who are under 26 years of age, and do not have access to other group coverage other than through a parent. Children who are at least 19 years of age and under 24 years of age and attending school as a full-time student in an accredited secondary school, college or university may also be covered. Verification of full-time student status will be needed for each semester or quarter and must be submitted to the Employee Benefits Office. Medical and Dental eligibility will be extended through a summer break if the student was enrolled full-time and completed the preceding school term, and will be attending school in the next available term.

Qualified Status Change Event shall have the same meaning as defined in Section §125 of the Internal Revenue Code and shall also include events affecting the coverage or eligibility of a registered domestic partner or the dependent(s) of a registered domestic partner. Examples of qualified status change events include: marriage or divorce, registration or dissolution of a domestic partnership, birth, adoption, change of residence affecting health plan eligibility, or a dependent ceasing to be a dependent due to age limitations. This list is intended to be illustrative and is not exhaustive.

Registered Domestic Partner shall have the same meaning as set forth in Section §297 of the California Family Code.

Retiree is a SCERS member who has met eligibility requirements and has received a service retirement or disability retirement.

Survivor is a spouse, registered domestic partner, or minor child of an employee who died during active service and is receiving a monthly retirement allowance as a result of the death of the active member.

RESOLUTION NO.: 2010-4

RETIREE MEDICAL AND DENTAL INSURANCE PROGRAM 2011

WHEREAS the SACRAMENTO EMPLOYMENT AND TRAINING AGENCY, a political subdivision of the State of California, recognizes and affirms that the provision of retiree medical insurance, dental insurance, or a subsidy to assist with the payment for such coverage is not a vested benefit of employment with, or retirement from, the County of Sacramento or any other Sacramento County Employees' Retirement System (SCERS) participating agency; and

WHEREAS the Sacramento Employment and Training Agency (SETA) currently provides eligible SETA retirees with access to health and dental insurance benefits through County-sponsored medical and/or dental insurance programs; and

WHEREAS the SETA Governing Board has adopted a "Retiree Medical and Dental Insurance Program Administrative Policy effective January 1, 2011" to establish consistent administration of the retiree health insurance program; and

WHEREAS the Board of Supervisors has obtained and made public the actuarial report regarding the cost of the Retiree Medical and Dental Insurance Program for 2009 in accordance with Government Code Section 7507,

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that by its approval of this resolution, the Governing Board of SACRAMENTO EMPLOYMENT AND TRAINING AGENCY, a political subdivision of the State of California, hereby authorizes the implementation of the "RETIREE MEDICAL AND DENTAL INSURANCE ADMINISTRATIVE POLICY EFFECTIVE JANUARY 1, 2011;" and

BE IT FURTHER RESOLVED that the SETA Administration Department Chief is hereby directed and authorized to do and perform all things necessary to carry out the purpose of this Resolution; and

On a motion by Board Member _____, seconded by Board Member _____, the foregoing resolution was passed and adopted by the SETA Governing Board, this 2nd day of December 2010, by the following vote, to wit:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Chair, SETA Governing Board

Attest: _____

Clerk of the Boards
Nancy L. Hogan

ITEM III-A – 2 - ACTION

APPROVAL OF PROCUREMENT OF WORKERS COMPENSATION INSURANCE

BACKGROUND:

The Agency's insurance policy for Workers Compensation expires December 31, 2010. SETA's broker, Arthur J. Gallagher & Company, is in the process of obtaining quotations for coverage. An oral report will be provided at the meeting.

RECOMMENDATION:

Hear the oral report and recommendations and authorize the Executive Director to procure Workers Compensation coverage for calendar year 2011.

STAFF PRESENTER: Roy Kim

ITEM III-A – 3 - ACTION

APPROVAL TO SUBMIT PROPOSALS TO SUPPORT THE SAFE COMMUNITY PARTNERSHIP AND AUTHORIZE THE SETA EXECUTIVE DIRECTOR TO EXECUTE THE SUBGRANT AGREEMENTS, MODIFICATIONS AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCES

BACKGROUND:

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. The 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.

This board approved the submission of grant applications and the subsequent receipt of state and federal funding to support Sacramento's Safe Community Partnership. SETA has worked closely with the City of Sacramento's Police Department and ACT to leverage CalGRIP and Safe Community Partnership funding. SETA has been authorized to coordinate and/or procure direct services for these grants, including the case management, employment services, street outreach and coordination of subcontracted services.

The Safe Community Partnership became operational in November 2010. Currently, both the Kaiser Community Benefits Foundation and the California Endowment provide funding for project technical assistance to several communities implementing the Safe Community Partnership strategy. The Sacramento partnership has identified the need for higher level program coordination than currently provided in-kind by the lead agencies. Both foundations are soliciting proposals to provide ongoing direct services and coordination for the Sacramento strategy.

Staff is requesting approval to submit two proposals - one to Kaiser Community Benefits Foundation and one to The California Endowment. The proposals will seek \$40,000 from each foundation for consultant services to provide technical assistance, policy development, qualitative research with the crime data analysis unit, strategic planning and program implementation to partners involved in the partnership and to evaluate the effectiveness of the services and outcomes. The selection of the consultant will be made by the Safe Community Partnership strategic team.

STAFF PRESENTER: Christine Welsch

ITEM III-A – 3 – ACTION (continued)
Page 2

RECOMMENDATION:

Approve the submission of proposals to Kaiser Community Benefits Foundation and the California Endowment to support additional direct services for the Safe Community Partnership. The amount of each proposal is estimated to be approximately \$40,000.

STAFF PRESENTER: Christine Welsch

ITEM III-A – 4 - ACTION

APPROVAL TO AUTHORIZE EXECUTIVE DIRECTOR TO
EXECUTE ON-THE-JOB TRAINING CONTRACTS

BACKGROUND:

In February, 2004, the SETA Governing Board revised SETA's Procurement Policies and Procedures. The policy states that "All SETA procurement of delegate agencies and subgrantees (program operators), and all SETA procurements for goods and services in excess of Fifty Thousand Dollars (\$50,000), must be authorized by the SETA Governing Board, regardless of the method of procurement. Procurement of goods and services costing Fifty Thousand (\$50,000), or less, may be approved by SETA's Executive Director, without prior Governing Board authorization."

In 2009, SETA's Workforce Development staff began developing on-the-job-training contracts with employers to provide wages subsidies for trainees. These contracts target unemployed adults, dislocated workers and CalWORKS recipients. Each contract can be written for multiple trainees for up to six months of training. Several employers have participated and will exceed \$50,000 dollars in total reimbursements.

Staff is seeking authorization for the Executive Director to execute on-the-job-training contracts in excess of \$50,000, providing that such authorization is consistent with the WIA resource allocation plan and budget approved annually by the SETA Governing Board. Staff will provide the SETA Governing Board will quarterly reports on OJT contractors exceeding the \$50,000.

RECOMMENDATION:

Authorize the Executive Director to execute on-the-job-training contracts that exceed the \$50,000 limit.

STAFF PRESENTER: William Walker

ITEM III-B - 1 – ACTION

APPOINTMENT OF ECONOMIC DEVELOPMENT REPRESENTATIVE TO THE
SACRAMENTO WORKS, INC. BOARD

BACKGROUND:

From February, 2002 until his retirement in October 2010, Mr. James Pardun represented the Economic Development Sector on the Sacramento Works, Inc. Board.

Mr. Rob Leonard has submitted an application to fill the vacant Economic Development Sector seat. Enclosed under separate cover is Mr. Leonard's application. Legal counsel has reviewed this application.

Staff will be available to answer questions.

RECOMMENDATION:

Review the staff report, review the application, and make one Economic Development sector appointment to the Workforce Investment Board operating as Sacramento Works, Inc.

STAFF PRESENTER: Kathy Kossick

ITEM III-B - 2 - ACTION

APPOINTMENT OF YOUTH COUNCIL MEMBERS

BACKGROUND:

The Sacramento Works Youth Council is responsible for the planning and procurement of the Workforce Investment Act youth services. The Sacramento Works Youth Council seeks to develop a continuum of services to engage youth in the workforce system; works with community partners to coordinate youth initiatives; and is responsible for the oversight of youth providers. The Workforce Investment Act (WIA) requires no minimum or maximum number of representatives on the Youth Council. The WIA states that there are six categories of membership on the Youth Council:

- ♦ Members of the local board with special interest or expertise in youth policy;
- ♦ Representatives of Youth Service Agencies, including juvenile justice and local law enforcement agencies;
- ♦ Representatives of local Public Housing Authorities;
- ♦ Parents of local youth seeking assistance under WIA;
- ♦ Youth, including former participants and representatives of organizations that have experience relating to youth activities; and
- ♦ Representatives of the Job Corps.

Extensive recruitment has been done to fill vacant categories on the Youth Council. Three applications have been received and are being sent under separate cover for consideration. The Chair of the Sacramento Works, Inc. board recommends the appointment of the following individuals:

- ✓ Ron Barroga, Deputy Probation Officer – Juvenile Field, Sacramento County Probation (Representatives of Youth Service Agencies, including juvenile justice and local law enforcement agencies)

- ✓ Nicole Sohm, Sacramento Housing and Redevelopment Agency (Representatives of local Public Housing Authorities)

- ✓ Philip Moore, Principal of SCOE Community Schools, Sacramento County Office of Education (Members of the local board with special interest or expertise in youth policy)

Staff will provide an oral report on this item.

RECOMMENDATION:

Review and appoint the above individuals to the Sacramento Works Youth Council.

STAFF PRESENTER: Christine Welsch

ITEM III-B – 3 – ACTION

APPROVAL TO AUGMENT SOIL BORN FARMS WITH WIA 15% GREEN JOBS CORPS FUNDS FOR PROGRAM ENHANCEMENT AND EXPANSION OF THE GREEN JOBS CORPS PROGRAM

BACKGROUND:

In August 2009 SETA was awarded funding to implement the Regional Green Jobs Corps. The goal of the Green Jobs Corps is to expand youth's awareness of the green economy and provide training in appropriate technical, construction and other skilled jobs in eco-friendly industries. Green Jobs Corps youth are expected to continue their education and contribute to their communities through community services and environmental stewardship while receiving job training and placement assistance. The Green Jobs Corps learn about careers in five career clusters:

- Alternative Energy Sources
- Green Building Construction
- Utilities, Energy Efficiency & Weatherization
- Environmental Sustainability
- Transportation & Alternative Fuels.

In Sacramento, the original partners included Soil Born Farms, American River College, the Sacramento Tree Foundation, the Center for Land-based Learning, and the California Conservation Corps. Earlier this year, the California Conservation Corps (CCC) notified SETA of their intent to terminate contract and budget negotiations due to contract restrictions, state funding reductions and staffing reductions. SETA staff is recommending allocating the remaining funds of approximately \$40,000 to two providers to continue the Green Jobs Corps and serve additional youth.

- Soil Born Farms offers education and training in one of the Green Jobs Corps career clusters - environmental sustainability (agriculture, land and water management) and currently serves 25 youth. Soil Born and SETA will be enhancing the Green Jobs Corps program to include youth business incubation in areas such as backyard/front yard gardens, gleaning, cooking/catering, introduction to the food distribution system, etc. Soil Born has recently applied for an AmeriCorps grant and will leverage the additional Green Jobs Corps funds with AmeriCorps to expand their program design. The City of Sacramento has also expressed an interest in this partnership to reach out to youth involved in or at risk of gang involvement and/or those living in housing complexes. SETA staff is recommending augmenting Soil Born for an additional \$20,000 to support the enhancement of the Green Jobs Corps and serve an additional seven youth.

STAFF PRESENTER: Christine Welsch

ITEM III-B – 3 – ACTION (continued)
Page 2

- The Sacramento Tree Foundation offered the Leading Education and Awareness in urban Forestry (LEAF) to Green Jobs Corps youth in January 2010. LEAF is a comprehensive course training volunteers in the various areas of arboriculture necessary to effectively tend the urban forest. Sessions expose students to the elements needed to sustain and grow a healthy urban forest. Participants will also discover green job career paths and may participate in work experience. Each graduate completed 48 hours of classroom education/field training. SETA staff is recommending augmenting the Sacramento Tree Foundation for an additional \$20,000 to support another cohort of the LEAF program for 15 to 20 youth.

RECOMMENDATION:

Approve the augmentation of WIA 15% Green Jobs Corps funds to:

1. Soil Born Farms with \$20,000 for program enhancement and expansion of the Green Jobs Corps program to serve an additional seven youth;
2. Sacramento Tree Foundation with \$20,000 for an additional cohort of the LEAF program serving 15 to 20 youth.

STAFF PRESENTER: Christine Welsch

ITEM III-C - 1 – ACTION

APPROVAL OF MODIFICATIONS TO THE BYLAWS OF THE SACRAMENTO
COUNTY HEAD START/EARLY HEAD START POLICY COUNCIL

BACKGROUND:

The Personnel/Bylaws Committee met to review and recommend revisions to the bylaws of the Sacramento County Head Start/Early Head Start Policy Council.

Additions are indicated by *italic* type and deletions are indicated by ~~strikethrough~~.

A public hearing was opened at the October 26, 2010 meeting and the Policy Council closed the public hearing and approved the modified bylaws at their November 23, 2010 meeting.

The bylaws are being sent under separate cover.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the modifications to the Policy Council bylaws.

STAFF PRESENTER: Denise Lee

BYLAWS OF THE SACRAMENTO COUNTY

HEAD START/EARLY HEAD START POLICY COUNCIL (PC)

Policy Council First Reading: 10/26/10
Policy Council Final Approval: 11/23/10
Governing Board Approval:

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**BYLAWS FOR THE SACRAMENTO COUNTY
HEAD START/EARLY HEAD START POLICY COUNCIL (PC)**

ARTICLE I

Name

This Council shall be named the Sacramento County Head Start (HS)/Early Head Start (EHS) Policy Council, hereinafter referred to as the Policy Council (PC). Head Start/Early Head Start hereinafter shall be referred to as HS/EHS.

ARTICLE II

Purpose, Powers, Duties and Functions

Section 1: Purpose

The purpose of the PC shall be to promote the objectives of the HS/EHS Child Development Program of Sacramento County, State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PC shall include, but not necessarily be limited to:

- A. The encouragement and promotion of parent participation in the process of making policy decisions about the nature and operation of HS/EHS programs in Sacramento County.

45 **Code of Federal Register** (CFR) 1306.3 (h): A HS/EHS parent means a **HS Head Start**/EHS child's mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending final adoption decree. All future reference of parent will be defined as such.
- B. Aiding and assisting local Parent Policy Committees in performing meaningful roles and functions in the operation of local HS/EHS programs.
- C. Initiating suggestions and ideas for HS/EHS program improvement.
- D. Serving as a channel of communication among organizations and agencies by building a partnership, both public and private, **with** and individuals and groups interested in the aims, goals, and objectives of HS/EHS Child Development Programs.
- E. Aiding and assisting both the enrolled child and his or her family in obtaining the full benefits of programs and facilities established to aid and improve educational, economic, and health status, including dental and nutrition, of the low-income population.

Section 2: Powers, Duties and Functions

The PC must perform the following powers, duties, and functions directly:

- A. Serve as a link to the Parent Committees, Grantee and Delegate Agency governing bodies, public and private organizations, and the communities they serve.
- B. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in HS/EHS and to encourage their participation in the program.
- C. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.
- D. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- E. Federal regulations state that the PC must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:
 - 1. All funding applications and amendments to funding applications for HS/EHS, including administrative services, prior to the submission of such applications to the Department of Health and Human Services (DHHS).
 - 2. Procedures describing how the governing body and the appropriate policy group will implement shared decision making.
 - 3. Procedures for program planning in accordance with this part and the requirements of 45 CFR 1305.3.
 - 4. The program's philosophy and long- and short-range program goals and objectives.
 - 5. The selection of delegate agencies and their service areas.
 - 6. The composition of the PC and the procedures by which policy group members are chosen.
 - 7. Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR Part 1305.
 - 8. The annual self-assessment of the Grantee progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review.

9. The annual independent audit that must be conducted in accordance with 45 CFR 1301.12.
 10. Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, and volunteers- **and hiring and firing criteria for program staff.**
 11. Decisions to hire or terminate the HS/EHS Director of the Grantee agency.
 12. Decisions to hire or terminate any person who works primarily for the HS/EHS program of the grantee agency. (For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)
 13. PC reimbursement for reasonable expenses incurred by members. Members shall not receive compensation for serving on the PC or for providing services to the HS/EHS Agency.
 14. Grantee policies that define the roles and responsibilities of the governing body members and informs them of the management procedures and functions necessary to implement a high quality program.
 15. Internal dispute resolution. PC must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and the policy group.
 16. Establish and maintain procedures for hearing and working with the grantee agency to resolve community complaints about the program.
- F. Individual members while representing the PC, shall not engage in any activities or assume any such powers, duties, or functions that are contrary to, or inconsistent with the goals and objectives of the **HS Head Start**/EHS Child Development Program, as established by either local, State or Federal laws, regulations or SETA policies.

ARTICLE III

Membership

Section 1: Parent Representatives

- A. The Parent Membership shall consist of:
- Six (6) Representatives elected from the SOP PAC

- Three (3) Representatives from Sacramento City Unified School District
- Two (2) Representatives from San Juan Unified School District
- Two (2) Representatives from Elk Grove Unified School District
- Two (2) Representatives from Twin Rivers Unified School District
- Two (2) Representatives from Women's Civic Improvement Club/Playmate (WCIC)
- Two (2) Representatives from Home Base Option
- One (1) Representative from EHS - SOP
- One (1) Representative from EHS - Sacramento City Unified School District
- One (1) Representative from EHS - San Juan Unified School District

The above parent representatives must be a parent of a child/children currently enrolled in the HS/EHS Program.

B. Community Representatives

Additional PC members will include:

- One (1) Representative elected by the Community Advocating Male Participation (CAMP) - This representative may or may not be a current parent. There will be one (1) Alternate position.
- Two (2) Past Parent Representatives - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. The Past Parent elected to the PC may not have a child/children enrolled in the **HS Head Start**/EHS Program. There will be two (2) Past Parent alternate positions.
- One (1) Outgoing PC Chair - may not be held by any other party.
- Two (2) Community Representatives appointed by agencies.
- One (1) Foster Parent Representative - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of SOP or a Delegate Agency. There will be one (1) Foster Parent alternate position.
- One (1) Grandparent Representative - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of SOP or a Delegate Agency. There will be one (1) Grandparent alternate position.

Section 2: Alternates

Each representative holding membership on the PC shall additionally be entitled to have one alternate. An alternate shall be elected by the committee/agencies he or she represents.

- A. Alternates may be seated as voting members of the PC only in the absence of the voting representative for whom they serve as alternate.

1. In the event an Alternate does not cast a vote during the program year, Alternate will not have served as a PC member and term is not counted.
- B. Alternates may be seated as voting members upon recognition of their voting status by the PC Chair at any meeting.
 - C. Alternates may not hold an office.
 - D. Alternates are encouraged to attend meetings of the PC on the same regular basis as members. However, the Alternate will not receive a reimbursement if ~~the Alternate is not replacing~~ the Representative **is present**.
 - E. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, the National Head Start Association (NHSA) Conference, and the California Head Start Association (CHSA).

Section 3: Other Provisions

- A. At least 51% of the voting membership of the PC shall consist of parents/guardians whose children are currently enrolled in the program.
- B. The PC may establish and select additional voting delegates who shall serve as community representatives of the PC by a two-third (2/3) vote.
- C. Community Agency Representatives wishing to be reappointed must express their desire to remain on the PC. Otherwise, the Agency may designate a replacement for that representative.
- D. The seating of representatives shall take place at the annual meeting. These representatives shall then serve as voting members.
- E. No SETA or Delegate Agency ~~HS/EHS Head Start~~ staff shall serve on the PC except parents who occasionally substitute for regular HS or EHS staff. Occasional substitute teaching is defined as once a week and/or not to exceed four (4) consecutive days in a month.
- F. Additional members may be added by a 2/3 vote to ensure all program options are proportionally represented on the PC.

Section 4: Terms

The PC, Policy Committee, and the Parent Advisory Committee must limit the number of one-year terms any individual may serve on either body to a combined total of three (3) program years. During the term of office, voting representatives (or alternates) shall serve as members (or alternates) of the PC until their voluntary termination or until replaced by the committee/agency they represent or until termed out. Representatives

must continue to represent center or agency they were chosen from. The term for Community Agency Representative shall be for one (1) program year. A Community Agency Representative may not sit more than three (3) program years.

Section 5: Attendance

- A. **Absences:** Any member (or alternate/~~alternate replacement~~) in a voting capacity, missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused or unexcused) will automatically be removed. An excused absence shall include but not be limited to sickness or death in the family.

A member requesting an excused absence must call the alternate, if the alternate is known, and the Social Services/Parent Involvement (SS/PI) Coordinator, PC Board Chair, or the Clerk of the Boards, prior to the meeting.

- B. **Reinstatement:** The representative agency/group may request that a member who has been removed due to absences be reinstated. This request must be in writing and submitted to the **Chair and SSPI** ~~Chair/SS/PI~~ Coordinator within **ten (10)** ~~seven (7)~~ calendar days. It is the final decision of the PC Executive Committee whether any representative shall be reinstated. In the event the representatives' Early Learning Center/Agency is temporarily closed, or representatives' child/children have transitioned out of the program, the PC Executive Committee shall have the sole decision to reinstate.

1. A member who has resigned and held an Executive office and wants to be reinstated must provide a written notice to the PC Chair and SS/PI Coordinator within **ten (10)** ~~seven (7)~~ calendar days. It shall be the final decision of the Executive Committee whether the member be reinstated. If the member is reinstated, member is not reinstated to their former Executive position.

- C. **Punctuality:** Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator. Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.

- D. **Policy Council/Policy Committee Business:** Members conducting PC/Policy Committee business and not at the PC meeting, shall be neither present nor absent, but rather identified as "PC/Policy Committee."

Section 6: Removal

A PC member may be removed by two-thirds vote of all members present and voting whenever, in the judgment of the Council, the best interest of the Council would be served. Action to remove a member must be on the agenda.

ARTICLE IV Meetings

Section 1: Meetings

A. Annual Meeting

The annual meeting of the PC shall be held **on the 4th Tuesday** in November ~~of each year.~~

B. Regular Meetings

Unless notice is otherwise provided, regular meetings of the PC shall be held on the fourth Tuesday of each month at **1:00 p.m.** ~~10:45 a.m.~~ at the SETA Board Room.

C. Special Meetings

Special meetings of the PC may be called at anytime by the SETA Governing Board, PC Chair, Head Start Deputy Director, SETA Executive Director, or upon petition by at least a majority of the members of the PC.

D. Quorum

For the purpose of transacting the business of the PC at any annual, regular, special, or emergency meeting, a quorum of the PC shall be necessary. A quorum shall be a majority of those entitled to vote. Vacant positions on the PC shall not be considered in establishing a quorum. A majority (51%) of the quorum must be current parents.

Section 2: Meeting Notice

Meeting notices shall include an agenda for the next meeting, and Council members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting as soon as possible.

A. Annual and Regular Meetings:

Notice of annual and regular meetings of the PC shall be in writing, provided to all members of the PC, and posted at least 72 hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such

notice at least five (5) calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

B. Special Meetings:

Members of the PC must be notified of special meetings not less than twenty-four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least ~~24~~ 72 hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at special meetings of the PC, excepting that business and/or discussion for which the special meeting was called.

C. Emergency Meetings:

The PC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section A or Section B of this Article IV, provided that the PC determines that an emergency situation as defined in the Ralph M. Brown Act exists.

D. Committee Meetings:

Members of the PC must be notified in writing of committee meetings. Notice of regularly scheduled meetings ~~of the Executive Committee~~ shall be provided in compliance with Section A, above. Notice of special meetings of other committees shall be provided in compliance with Section B, above, shall be delivered personally, or by mail, and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused will be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PC business. A member requesting an excused absence must call the PC Chair, SS/PI Coordinator or the Clerk of the Boards and request an excused absence prior to the meeting.

Section 3: Open Meetings

The PC shall conduct meetings, regular, annual, special and emergency, in conformance with the Ralph M. Brown Act, California Government Code Section 54950, et. seq.

Section 4: Mailing Address

Notices to all meetings of the PC shall be in writing and delivered personally or by mail to the PC members' addresses, as recorded in the PC records. The Council members,

their alternates and Community Members, shall be personally responsible for the accuracy of mailing address. Updated contact information should be submitted to SS/PI Coordinator or Clerk of the Boards within **ten (10)** ~~seven (7)~~ calendar days of change.

Section 5: Rules of Procedure

Except as specifically provided herein, Robert's Rules of Order¹ shall govern procedures in all meetings of the PC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these Bylaws or Robert's Rules of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

Section 6: Nominations/Elections

PC Board Members or candidates must be present to be nominated or elected. However, if PC member is absent due to PC business, the member may be nominated or elected.

Section 7: Voting

Each PC Board Member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on, the matter. Actions of the PC may be taken only by a majority vote of all of the PC members present, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, **with the exception of closed session**, but his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention. Results of the voting will be announced by the Chair.

Section 8: Meeting Reimbursement

Each PC member will receive reimbursement for reasonable expenses. This amount is determined by the Head Start Division according to the PC Reimbursement Policies and Procedures.

Parents are ~~encouraged~~ not to bring small children to the meetings. If small children are present, members will be reimbursed for transportation/mileage only.

- A. Members will receive reimbursement for the actual cost of child care (not to exceed \$30 in a 24-hour day when attending conferences, ~~workshops,~~ **trainings, orientation, Parent Leadership Institute, or participation in the**

¹Robert's Rules of Order: Simplified and Applied, 2nd ed., Copyright, 2001.

Agency hiring process); to be in alignment with PC/PAC Reimbursement Policies and Procedures; . Additionally, transportation/mileage will be provided for attending required meetings/obligations listed below:

1. PC (regularly scheduled, annual, emergency and special meetings)
 2. Interview/screening/exam panels
 3. Standing committee meetings (Budget/Planning, Personnel/Bylaws, Executive, **Social/Hospitality**)
 4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review-Monitoring/Evaluation Committee) **and Program Self Assessment**
 5. Program Area Committees
 6. Community Partnership Advisory Committee (CPAC)
 7. Health Services Advisory Committee (HSAC)
 8. Ad Hoc (special) Committee meetings
 9. Community Action Board meetings (CAB)
 10. Governing Board Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
 11. Workforce Investment board and Committee meetings (only applies to the Chair or Executive Officer in the absence of the Chair.)
- B. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

ARTICLE V

Officers

Section 1: Officers

The Officers of the PC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Section 2: Election and Term of Office

- A. Election of the new officers shall be held at the next meeting following the annual meeting of the newly seated PC by a plurality vote of the PC members present and voting. At least 51% of the officers must be current parents. Officers elected shall take office immediately following election.
- B. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP, Delegate Agencies, or Community Representatives shall serve as an officer.

Section 3: Duties of Officers

The duties of the PC officers shall be as prescribed in these Bylaws, shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws.

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Conference (as funds allow for representation). The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 87 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event.
- C. The Secretary shall keep records of the current and preceding minutes at each meeting, record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality Committee.
- D. The Treasurer shall keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff and Council Secretary and oversee the Budget/Planning Committee. The Treasurer shall be a member of the Social/Hospitality Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

Section 4: Vacancy

In the event an officer is unable to perform his/her duties, including failure to learn and/or comply with the rules governing PC (Bylaws, Brown Act, Robert's Rules of Order), or failure to act in the best interest of the board, the PC Chair shall appoint an interim officer until the officer returns to duty or is replaced. (The appointment of the officer must be made from among the membership of the PC.)

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.

- A. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PC.

ARTICLE VI **Committees**

There is hereby created standing committees of the PC. At least 51% of all Committees shall be current parents. The quorum of any committee shall be 51% of the Committee membership. No committee meeting shall have a majority of PC members present without proper public notice.

Section 1: Standing Committees

Executive Committee

The Executive Committee shall be comprised of all elected officers. The Executive Committee shall perform such powers, duties, and functions as provided in these bylaws and such other powers, duties, and functions as established by the Policy Council. The Executive Committee shall meet at the discretion of the PC Chair or PC. Notice of an Executive Committee meeting shall be sent to all PC members no less than three (3) calendar days before the meeting. The Committee shall report, in writing, all actions at the next meeting of the full PC. In the event of an emergency, the Executive Committee will act on behalf of the Board pending ratification by the PC at the next meeting.

Budget/Planning Committee

- A. Budget/Planning Committee composed of the Treasurer and other members who shall be selected after each annual meeting by the PC. This Committee shall assist in the development and review of all **HS/EHS** ~~Head Start~~ budgets, budget modifications and amendments for the Head Start funding year and submit their review to the full PC for approval. A monthly fiscal report shall be provided to the PC on the fiscal status of the Head Start budget.
- B. It is recommended that all SOP **HS/EHS** ~~Head Start~~ Budget issues and modifications are approved by the PAC prior to PC approval. The PAC Budget Committee should review said documents.

Personnel/Bylaws Committee

The Personnel/Bylaws Committee shall be composed of the Parliamentarian and members who shall be selected after each annual meeting by the PC. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws.

Social/Hospitality Committee

Social/Hospitality Committee shall be composed of the Secretary, Treasurer and other members who shall be selected after each annual meeting of the PC. The duty of this committee shall be to plan for all social activities of the PC. It shall be the duty of this Committee to report the expenditure of funds to the PC.

Section 2: Program Area Committees

There is hereby created Program Area Committees of the PC. The following are Program areas: Early Childhood Development and Health Services, Parent/Family Support, Monitoring and Evaluation.

- **Early Childhood Development and Health Services Committee** shall be comprised of three (3) staff and a minimum of three (3) representatives who shall plan and review the Early Childhood Development and Health Services program area, and review the Early Childhood Development and Health Services program area, participate in curriculum/instruction and health and safety.
- **Parent/Family Support Committee** shall be comprised of one (1) staff and a minimum of three (3) representatives who shall plan and review the Parent/Family Support program area.
- **The Male Involvement Committee** shall be comprised of one (1) staff and a minimum of three (3) representatives who shall plan and review the Male Involvement Program.
- **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and **the committee of the whole** a minimum of three (3) representatives who shall plan, review and oversee program monitoring and evaluation.

PC member representatives shall select **at least** two (2) Program Area Committee to serve on as described above. ~~Under no circumstances shall a representative select more than three (3) committees. The Executive Committee shall be counted as a committee. All PC members are encouraged to be on a Program Area Committee.~~ Special circumstances may be excused by the Chair.

Section 3: Special Committees:

When necessary to carry on the work of the PC, other committees such as Ad Hoc (special committees), shall be appointed by the Chair. Such committees must have a purpose and time frame for committee appointment. All elected Board meeting members attending approved special committee meetings will receive the standard reimbursement.

ARTICLE VII Required Reports

Section 1: Required Reports

The following reports shall be provided to the PC monthly. The purpose of reports is to maintain control of program quality and program accountability:

- Fiscal Reports (Budget Reports)
- Corporate Card Statement of Accounts (Credit Card Expense Report)
- Child and Adult Care Food Program (CACFP) Report (SETA Operated Program) (USDA Meal/Snacks Report)
- Program Information Summaries
- Sacramento County Head Start/Early Head Start Program Enrollment Report (Enrollment Report)

ARTICLE VIII
Bylaws Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.
- B. Written notice of the intention to amend these Bylaws be forwarded to members of the PC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place excepting at a regular, annual or special meeting of the PC.
- F. Any amendments must also be approved by the SETA Governing Board.

Current a/o 10/26/10

ITEM IV-A - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

MEMORANDUM

TO: Ms. Kim Mohler **DATE:** November 15, 2010
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of City of Sacramento

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Youth	Individualized Services In-school	\$ 220,173	7/1/09-06/30/10	7/1/09-06/30/10
WIA-ARRA	Summer Youth	34,324	5/1/09-9/30/10	5/1/10-9/30/10

Monitoring Purpose: Initial Final
Date of review: 11/9-10/10

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
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		N/A		
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: City of Sacramento, Neighborhood Services Department

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2009 to June 30, 2010 for the WIA-Youth program and from May 1, 2010 to September 30, 2010 for the Summer Youth program have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board

Program Operator: Department of Human Assistance
County of Sacramento

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2009 to June 30, 2010 for WIA, July 1, 2009 to September 30, 2009 for CALWORKS and from January 1, 2010 to June 30, 2010 for CSBG have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. David DeLuz **DATE:** November 16, 2010
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Greater Sacramento Urban League

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	US/Youth	\$ 58,000	7/1/09-6/30/10	7/1/09-3/31/10
WIA	OSS/Adult	\$ 258,000	7/1/09-6/30/10	7/1/09-3/31/10

Monitoring Purpose: Initial X Follow-Up Special Final
Date of review: Mar30 – Apr 2, 2010 and various follow up dates.

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

MEMORANDUM

TO: Mr. David DeLuz **DATE:** November 16, 2010
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Greater Sacramento Urban League

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG/ARRA	Safety Net	\$ 44,276	7/1/09-12/31/09	7/1/09- 12/31/09
CSBG	Safety Net	\$ 20,000	1/1/09-12/31/09	1/1/09- 12/31/09
WIA/ARRA	SYE	\$ 34,036	5/1/09-9/30/09	5/1/09-9/30/09

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: June 15-19, 2009 and various follow up dates.

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

Program Operator: Greater Sacramento Urban League

Findings and General Observations:

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

Recommendations for Corrective Action:

Based on this review, we have the following observations and recommendations:

Develop a policy and procedure to outline Advance Pay processes. However, SETA recommends that this practice stop altogether, as it can create problems during overlap of fiscal years and create significant problems when employees terminate their employment. **SETA funds cannot be used, if this practice is continued. A draft version of the policy and procedures, dated 12.1.09, is currently being reviewed by David DeLuz**

SETA's review of DOL federal overtime pay laws and a comparison of other subgrantees classification systems bring GSUL's use of exempt status into question. SETA recommends GSUL conduct an in-depth review of all job descriptions to determine Exempt/Non-Exempt status. **David DeLuz is currently reviewing this matter.**

SETA recommends that a full review be done of the employee handbook; as it contained handwritten additions and outdated forms to Sections 1, 4, 5, and 6.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Laurie Clothier DATE: October 14, 2010

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of River Oak Center for Children

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
EHS	Expansion	\$ 389,517	12/1/09-9/29/10	12/1/09-6/30/10

Monitoring Purpose: Initial X Final
Date of review: 9/10/10 & 9/13/10

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

Program Operator: River Oak Center for Children

Findings and General Observations:

- 1) The total costs as reported to SETA from December 1, 2009 to June 30, 2010 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) The Center claimed \$24,018.00 in occupancy costs, however, only \$15,005.00 can be supported with back-up documents. We are questioning the balance of \$9,013.00.
- 3) The personnel costs of the Program Manager and the Administrative Assistant were charged to the program at 25% and 50%, respectively in accordance with the budget. These charges were not supported by personnel activity reports or time accounting as required by Section 34(c) of the contract. Further, the same section states that "Budget estimates do not qualify as support for charges to the Head Start program." We are questioning a total of \$7,798.96.
- 4) We have also noted that the timesheets of the staff who were charged 100% to the program do not indicate that they worked 100% for Early Head Start. While we do not consider this as a finding, we recommend that, in the future, staff should certify that they worked 100% for Early Head Start in order to improve the audit trail.

Recommendations for Corrective Action:

- 1) Submit documents to support the questioned cost of \$9,013 of occupancy costs and \$7,798.96 of personnel costs or reimburse SETA from non-EHS funds the amount of \$16,811.96.

cc: Kathy Kossick
Governing Board
Policy Council

Program Operator: Roberts Family Development Center

Findings and General Observations:

- 1) The total costs as reported to SETA from May 1, 2010 to July 31, 2010 have been traced to the delegate agency records. The records were verified and appear to be in order.
- 2) We have noted that there are minor issues with supporting documentation. Specific examples include timesheets not being properly endorsed by the employee and/or supervisor, as well as allocations of expenses not being properly documented. These issues were tested and appropriate individuals were knowledgeable and could answer any questions regarding the missing data. While these issues do not have any material effect on the program expenses, it is recommended that Roberts Family Development Center develop and implement more thorough written documentation standards and have management ensure that these standards are being met.
- 3) The organization's previous fiscal monitoring report noted several instances of late payment of invoices. We recognize that Roberts Family Development Center has made great improvements with regards to paying invoices on time. During the course of this review there were a couple of invoices that were noted to be paid after the due date. However, the number of instances of late payment has significantly improved. As of the date of this review, all current invoices show no past due balances. We appreciate the organization's efforts to improve their payment process and encourage them to continue these efforts.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Henry Kloczkowski **DATE:** October 7, 2010
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento Chinese Community Service

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OY-US	\$ 58,000	7/1/08-6/30/09	7/1/08-6/30/09
WIA	OY-IS	\$ 438,753	5/1/08-6/30/09	5/1/08-6/30/09
WIA	OJT	\$ 122,520	7/1/08-6/30/09	7/1/08-6/30/09
CalWorks	OJT	\$ 74,080	7/1/08-6/30/09	7/1/08-6/30/09
WIA	DOJ-JJ Y2	\$ 142,985	7/1/08-6/30/09	7/1/08-6/30/09
WIA/ARRA	SYE	\$ 161,997	5/1/09-9/30/09	5/1/09-9/30/09

Monitoring Purpose: Initial ____ Follow-Up ____ Special ____ Final X
Date of review: April 5-9, 12, 2010

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

MEMORANDUM

TO: Mr. Henry Kloczkowski **DATE:** October 7, 2010
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento Chinese Community Service

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OY-US	\$ 58,000	7/1/09-6/30/10	7/1/09-2/28/10
WIA	OY-IS	\$ 428,753	7/1/09-6/30/10	7/1/09-2/28/10
WIA/ARRA	OJT	\$ 81,225	7/1/09-6/30/10	7/1/09-2/28/10
WIA/TANF	OJT	\$ 53,489	7/1/09-6/30/10	7/1/09-2/28/10

Monitoring Purpose: Initial X Follow-Up Special Final
Date of review: April 5-9, & 12, 2010

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

Program Operator: Sacramento Chinese Community Service Center, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA for WIA (including DOJ and DHA) have been traced to the delegate agency records. The records were verified and appear to be in order and there are no adjustments required.
- 2) General Observation – although the internal controls are well established and adhered to, they need to be in written form. SCCSC expanded to a second location in 2007. This expansion could create new duties and functions for existing staff as well as the possibility of new positions. Having procedures in written form will assist with the direction of paper flow and allow for better management of contracts and fiscal concerns.

SCCSC informed SETA they are in the talking phase of developing a written internal controls procedure. The agency has grown enough to consider an additional accounting assistant which in turn would give the current bookkeeper the time for a project of this undertaking.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

ITEM IV-B – INFORMATION

HEAD START REPORTS

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to review the following Head Start items:

- ✓ Fiscal Report (sent under separate cover)
- ✓ Policy Council Minutes
- ✓ Program Report

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee and Roger Bartlett

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, September 28, 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 1:08 p.m. Ms. Patrice Hill read the Thought of the Day. Ms. Coventry St. Mary called the roll.

Members Present:

Jennifer Ryon, Elk Grove Unified School District
Michela Barbosa, Twin Rivers Unified School District (arrived at 1:10 p.m.)
Electa Broussard, Twin Rivers Unified School District
Patrice Hill, Sacramento City Unified School District
Coventry St. Mary, San Juan Unified School District
Shernita Crosby, Women's Civic Improvement Club
Mary Brown, SETA-Operated Program
Yvette Hernandez, SETA-Operated Program
Kelly Martin, SETA-Operated Program (arrived at 1:12 p.m.)
Dina Patterson, SETA-Operated Program
David Quintero, SETA-Operated Program
Katherine Yaipen-Faulter, SETA-Operated Program
Jeanine Vandermolen, Past Parent Representative
Brenda Vincent, Past Parent Representative
Tamara Knox, Home Base Program
Samih Shehedah, Early Head Start
Mary Pope, Grandparent Representative
Troy Luna, CAMP

II. Consent Item

- A. Approval of the Minutes of the August 24, 2010 Special Meeting

The minutes were reviewed; no questions or comments.

Moved/Vincent, second/Quintero, to approve the minutes of the August 24, 2010 Special Meeting.

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

III. Action Items

- A. Approval to Submit a Request for Prior Approval to the Office of Head Start to Purchase a Voice over Internet Protocol (VOiP) System

Mr. Edward Proctor reviewed this board item. Part of this board item includes the replacement of circuits at Head Start centers, which will allow for more security and will eventually allow video. Each Head Start center will have an analog circuit that will also serve as a FAX line.

Based upon the financial analysis and return on investment prepared by SETA's Fiscal Department, it is projected that this project will save SETA approximately \$302,000 over the first 5 years and approximately \$118,000 per year thereafter.

The project will utilize funds from the Head Start Basic Program budget as follows:

- ➔ \$25,000 currently budgeted under the Equipment category for Vehicle Replacement.
- ➔ \$20,000 currently budgeted under the Supplies category for Technology.
- ➔ \$124,000 currently budgeted under the Other category for Operating Costs.

Staff is seeking approval from ACF and hope to have the updated system completed by the end of the year.

Moved/St. Mary, second/Barbosa, to approve the submission of a request for prior approval to utilize Head Start Basic funds to purchase a VoIP System.
Show of hands vote: Aye: 16, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

B. Approval of Program Approach Changes for Program Year 2010-2011 for Grantee and Three Delegate Agencies

Ms. Denise Lee reported that staff is required by ACF to annually submit the listing of services provided at centers. This board item provides a mixed-bag of program approach changes to both SOP and delegate agencies. Staff is in lease negotiations with a new center in the Elkhorn area. There are a few tenant improvements that are needed and it is hoped to have the new center open in November. Staff is currently utilizing the Hillsdale Head Start Center to serve the children being displaced from Center of Praise.

Moved/Barbosa, second/Knox, to approve the program approach changes as recommended for the 2010-2011 program year.
Show of hands vote: 16, Aye: Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

C. Approval to Submit a Request to Carryover Head Start Funds Program Year 2009-2010

Ms. Lee reviewed the carryover request. The Office of Head Start requires that funds be obligated by July 31, 2010, and that all obligations be liquidated by October 29, 2010. Ms. Lee provided an update on the modular being installed at

the Bright Beginnings, which will not be completed and obligations will not be liquidated by October 29, 2010.

In addition, the San Juan Unified School District has unexpended Program Improvement funds up to \$285, 000 due to delays in project implementation. Staff is recommending carrying over and using these funds to complete the project.

There were no questions or comments from the board.

Moved/Hill, second/St. Mary, to approve the submission of a carryover request for Program Year 2009-2010, Head Start Basic funds up to \$300,000; in addition, approve the submission of a carryover request for Program Year 2009-2010, Head Start Program Improvement funds up to 293,000.

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

IV. Information Items

A. Standing Information Items

- Introduction of Newly Seated Members: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roy Kim reviewed the current fiscal report.
- PC/PAC Calendar of Events: The next CAMP meeting is scheduled for Thursday, September 30 in the Saturn Room. Also, the Personnel/Bylaws Committee meeting and Social/Hospitality Committee meetings scheduled for September 30 are canceled.
- PC/PAC End-of-Year Appreciation: Board members were reminded of the luncheon. Dr. Tracy Tomasky will be the keynote speaker. Guests must be 18 years of age or older and must pay for their own meal.
- Parent/Family Support Unit Events and Activities: No comments.
- PC/PAC Recruitment: Applications are available from Ms. Hogan.
- PC/PAC Survey: Board members were given a survey to collect information on parent participation. Ms. Ryon urged board members to fill out and return the survey as soon as possible.
- Program Self-Assessment – Ms. Lisa Carr distributed a list of team leaders for the annual self-assessment; board members interested in participating were asked to contact team leaders. The self-assessment done will be very expansive. Parents must be involved in the self-assessment. Parents can look only at their own child's file. The first meeting will be October 27 in the Sequoia Room where there will be discussion of how particular parts of the self-assessment would be done. Parents will be accompanied by staff during this process. At the end of November, participants will be going to the sites to review. Parents can be on more than one team.

Ms. Michela Barbosa was acknowledged for her assistance on recruitment.

- Community Resources: Ms. Jeanine Vandermolten spoke of First Five Day on October 9 at Fairytale Town, 10:00 a.m. – 4:00 p.m. Second Saturday will be occurring from 5:00 – 9:00 p.m.

Ms. Tamara Knox spoke of an event for breast cancer awareness at Cuilla Brother's Auto Shop on "J" Street.

Ms. Hill spoke of Sacramento Area Youth Speaks which is recruiting poet mentors to go into Sacramento and Davis schools to do workshops on poetry and creative writing; participants will be paid a stipend. Those interested can contact Ms. Hill either by telephone or e-mail.

- B. Governing Board Minutes for the August 12, 2010 Meeting: No comments.

V. Committee Reports

- A. Executive Committee: Ms. St. Mary reviewed the Executive Committee critique.
- B. Budget/Planning Committee: Ms. Knox reported on the most recent committee meeting. Most of the meeting was reviewing the closing out the last fiscal year; last year's budget was underspent.
- C. Personnel/Bylaws Committee: Ms. Mary Brown reported that the edits to the bylaws will be available for review at the next Board meeting.
- D. Social/Hospitality Committee: Ms. Yaipen-Faulter reported on the recent meeting where members chose the awards and other details for the event. The Committee is putting a lot of effort into the event so everyone will enjoy it.
- E. Program Area Committees
- Early Childhood Development & Health Services Committee and Parent/Family Support Committee (aka Child Safety Committee): The next meeting will be October 29 with the room to be announced.
 - Monitoring and Evaluation (aka Self-Assessment): None.
 - Male Involvement Committee/Community Advocating Male Participation (CAMP) – Mr. Troy Luna reported that the next meeting is September 30 in the Saturn Room. The Daddy and Me Fishing in the Park had a great turnout; about 140 people showed up.
- F. Community Partnerships Advisory Committee: Ms. St. Mary reported that the meeting was held last week and KVIE was in attendance. An attendee spoke about low cost energy bills, another person was working with families that have lost their jobs and no longer have health insurance for their children. The program is called Covered Kids. Ms. St. Mary has flyers available for this program.
- G. Health Services Advisory Committee (HSAC): This committee will meet on October 27.

VI. Other Reports

- A. SETA Executive Director's Report: Ms. Kathy Kossick announced that staff will be working on an event celebrating Head Start's 45th anniversary. The event will be held the last week of October or the first of November. Congresswoman Matsui will be invited. All board members will be invited once a date is secured. Ms. Kossick encouraged board members to give staff anything good about the Head Start program.
- B. Head Start Deputy Director's Report
- Monthly Head Start Report: Ms. Lee stated that staff is working with Jerry Gomez to modify the monthly Head Start report. There are some things in the monthly report that need to be enhanced. The enrollment report as well as attendance will be reported. The government requires a statistical report and how well the standards are being met. There is very little change in the data in the PIR. The State budget has not yet been signed and many of the programs receiving Head Start and State funding are operating, though on reserve funding. The budgets are getting tighter every day that the State budget is not signed. Community Care licensing licenses SETA as a child care facility. Four new classes are opening that need to be licensed; if CCC is not accepting new applications due to the budget cuts, this will affect SETA/Head Start.
- C. Chair's Report: Ms. Ryon stated that a parent is needed next Monday and Tuesday to screen applications for Home Visitor; Ms. Hernandez and Ms. Barbosa both volunteered. The NHSA Parent Awards booklet was distributed. Those interested in applying for the Parent Award must submit the paperwork to Ms. Desha no later than October 18. She will submit the paperwork to CHSA by October 20.
- D. Head Start Managers' Reports
- Tuberculosis Policy – Ms. Brenda Campos reported that the delegate kickoff is scheduled for October 14. This year the focus will be on the triennial review. The review will be in the Spring; it could be unannounced but staff is not yet sure. The TB policy is created under the guidance of the Health Services Advisory Committee and the County Health Department. The policy has not been modified except for the TB Risk Assessment. For children, the risk assessment starts at 2 months, and the parents must be asked every two months up to three years of age.
 - No Outside Food Policy – Ms. Brenda Campos stated that the policy was distributed; each one of the delegates has a policy regarding food provided children under our care. Head Start is committed to honor and respect the food requirements that children may have, including children with allergies. This policy is supported by all administrative staff and teaching staff.
 - Ms. Karen Gonzalez reported that a couple of months ago, the Agency applied for a grant for mentor coaches; SETA was one of the programs chosen to implement the mentor coaching program. This is a county-wide

endeavor. All 262 in the county will have a plan and a mentor. It will be an individualized approach for all teachers and looking at environments in which teachers teach various concepts. Staff is very proud and happy to receive this grant.

- Ms. Lisa Carr reported that on October 1, 9:00 a.m. in the Redwood Room, the first planning meeting for spring the county-wide Parent Conference will be held. Representatives from the delegate agencies and staff will be present to look at workshops and possible locations. Ms. Ryon would like to have a fashion show, dress for success, utilizing whatever is in a parent's closet. Ms. Carr stated that a calendar will be developed for how often the meetings will be held. This conference will be folding in the Grandparents and Male Involvement conferences into this conference.

E. Community Agency Reports

- Child Health and Disability Prevention Program (vacant)
- Maternal, Child and Adolescent Health Advisory Board: No report.
- Community Action Board: October 13 is the next CAB meeting.

- F. Open Discussion and Comments: Ms. Tamara Knox is working on a multimedia presentation project with Francisco Navarro. Ms. Knox asked for quotes as part of the pictures that will be included in the Parent Appreciation luncheon. See Ms. Knox or Ms. Yaipen-Faulter if Spanish translation assistance is needed. The theme is, "The Imprints We Leave Behind;" this is your opportunity to leave our imprint by leaving a quote. She has enjoyed working with everyone.

Ms. Vandermolen has been working on a lot of art in honor of Breast Cancer month and showed two pieces she recently completed. Ms. Vandermolen is collecting stories about how her art impacts people; she will give them a print for cost.

- G. Public Participation: No comments.

III. **Action Items** (continued)

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

The board went into closed session at 2:30 p.m. The board went back into open session at 2:39 p.m. Ms. Ryon reported out of closed session that the Board took the following action in closed session: Approval of the Eligibility List for Head Start Teacher.

Ms. Ryon stated that if anyone needs to contact a board member during the meeting, please have people call 263-3804 and leave a message at the front desk. The front desk personnel will make sure the message is delivered. This is to ensure that cell phones will not go off during the meeting.

VII. **Adjournment:** Meeting adjourned at 2:40 p.m.



● **Monthly Head Start Report** **November**

SETA Operated Program

SETA Hosts All Staff Meeting

The SETA Operated Program hosted a half-day All Staff meeting on November 3rd at the Antioch Progressive Church in South Sacramento. Staff participated in a series of mandated training sessions including Child Abuse Reporting, Child Care Food Program/Meal Service and EZ-ID (sign-in/out system).

Denise Lee, Deputy Director, kicked off the meeting with updates regarding the ARRA projects, the highly anticipated tri-annual reviews (federal, state and child care food program), and the newly released Designated Renewal System (re-competition). Upon completion of the day, staff returned to their respective centers with assignments supporting the upcoming reviews.

Early Learning Mentor Coaches Grant Awarded!

SETA Head Start applied and was awarded \$225,000 to implement an Early Learning Mentor Coaches Program by Department of Health and Human Services.

The grant, funded by the American Recovery and Reinvestment Act, supports a coaching initiative that will improve the quality of teacher-child interactions, assist programs to promote positive, significant and sustained outcomes for children and promote career development for teaching staff working in Head Start programs. The Early Learning Mentor Coach Project will be countywide in scope and will include all 262 Head Start teachers at the grantee and delegate level. Data gathered from DRDP assessments, CLASS observations, and environmental rating scales will be used to develop individual coaching plans, as well as to measure the effectiveness of the project.

SETA was one of only 131 programs nationwide that received this grant and we are very excited to implement this project for the benefit of the teachers and children in Sacramento County.

CLASS Training Is Implemented Into Classrooms

CLASS (Classroom Assessment Scoring System) is a research-based observation tool used to help teachers and schools improve the quality of classroom interactions.

In the ECE community, the use of the CLASS tool has become more prevalent and necessary in a relatively short amount of time. To be prepared for this new trend, SETA Head Start has sent four (4) individual staff to the official CLASS Train the Trainer seminar. This group of four trainers has, in turn, conducted four Reliability Observation trainings. Reliable Assessors are necessary to the implementation of assessments in our program. SETA now has thirty (30) Reliable Assessors.

As of December 1, 2010, all SOP teaching staff will have received the six hour CLASS Overview Training. This training supplies our teaching staff with CLASS specific knowledge and information.

To date, 45% of our Head Start classrooms have been assessed using the CLASS tool. The remainder of the classrooms will receive assessments in the winter of 2011. The program data collected will be used to guide Professional Development Training in 2011.

All SETA delegate agencies have had some exposure to the CLASS tool. They are currently participating and using the tool to varying degrees.

Reaching Out to Families through Community Events

SETA Family Support Unit attended several events in the community to provide activities for children while parents talked to staff about enrollment opportunities. Community events included, the River Oak Health Fair; Sesame Street Workshop Event: Families Stand Together sponsored by Mayor Kevin Johnson in Oak Park; and, City of Hope event held at Cal Expo. Staff was available to talk with parents about the services we offer.

Additionally, the Male Involvement committee was busy at La Riviera, Hillsdale, Crossroad Gardens and Northview ELC providing pumpkin carving activities to over 250 participants. Surveys were conducted with the fathers at the events to get an idea about what type of information and events they would find helpful. These surveys will be used to develop workshops at the parent conference scheduled for April 2011.

Save the Date – 1st Annual Countywide Parent Conference

The first annual Parent Conference planning is underway. This countywide event will take place on April 20, 2011 at the Lemon Hill Career Center. The committee will be asking Mayor Johnson to be the keynote speaker since he was a Head Start graduate raised by his grandmother.

ChildPlus and Partners for a Healthy Baby Curriculum Training Provided to SETA Operated Program and Delegate Agency Staff

Two major training opportunities for countywide staff were offered on October 28-29, 2010 and held on-site at our administrative office. *ChildPlus* training was conducted by one of their trainers from Atlanta, GA. Attendees were provided an overview of the system along with individual sections such as ERSEA and Health. *Partners for a Healthy Baby*, a home visiting curriculum for pregnant mothers, was conducted by the developer at Florida State University. This training targeted new staff serving EHS expansion families, along with long time EHS Educators from both SETA Operated Program and delegate agencies. Both *ChildPlus* and *Partners for a Healthy Baby* were identified training needs for our county.

Summary of On-going Monitoring – November

Areas of Monitoring Review

- File review at Site Supervisor, SS/PI Supervisor and Program Officer level – 5 files per classroom
- Multi-disciplinary Team (MDT) meetings to monitor special education and mental health follow up
- Site Supervisor reports detailing enrollment, staff attendance, file review, classroom observations, and referral follow up
- Safe Environments Checklists
- Enrollment and Attendance Reports
- Family and Community Partnerships Reviews
- Health and Nutrition – File Reviews and Meal Service Observations

Strengths

- ❖ Developmental, behavioral, and speech screenings are completed within required timelines
- ❖ MDT meetings are providing opportunities for follow-up plans for children and families
- ❖ Houghton Mifflin lesson plans are current and posted in classrooms
- ❖ Regular parent meetings are taking place and documentation is being inserted into parent meeting binders
- ❖ All HS/EHS mandated services are being met and quality services are being offered to children and families
- ❖ Staff training and professional development is regularly provided for continued program improvement
- ❖ Parent involvement and strong partnerships with families and local communities

Areas Needing Improvement

- ▶ Internal monitoring of children's files in areas of ERSEA, Education, Health//Nutrition
- ▶ Parent policy group trainings
- ▶ Family Case management not occurring within scheduled guidelines
- ▶ Classroom environments need to be organized
- ▶ Limited written family contact information

Plan of Action

- ✓ Case management procedures will be reviewed and Program Officers will follow-up on site
- ✓ Individual plans will be developed for each classroom to address areas needing attention
- ✓ Policies and procedures will be reviewed with FSWs and teaching staff
- ✓ Staff will be re-trained on the importance of documenting services provided to families
- ✓ Parent meetings will be designed to address topics that interest parents

Elk Grove Unified School District

Education Services Update

The monthly staff in-service meeting was held on October 29. Liz Aguilar, consultant at the grantee, presented the first part of a two part overview of the Classroom Assessment Scoring System (CLASS). CLASS is an observational instrument developed to assess quality in pre-school classrooms and will be used by the Federal Review Team when they audit the Head Start program this year. Mrs. Aguilar will present the second part of the training at the November in-service.

Additionally, Florence Oneto, social worker for the Pre-K program, and Irene Ladd, instructional coach for the Pre-K program, presented information on how to write lesson plans that include individualization for students. Teachers were shown how to include goals from an Individual Education Plan (IEP) or an Individual Development Plan (IDP) when making lesson plans. Time was given to practice writing plans using an IEP or IDP from the teachers' own classrooms in order to make the information more meaningful.

Planning is currently underway for internal monitoring that will take place in late November and early December with parent surveys, file compliance, Policy Committee interviews, and facilities checklists being added to staff and parent calendars.

The Head Start Program is fully enrolled with 380 students in the regular Head Start classrooms and 40 in the expansion classrooms. Average daily attendance in the regular Head Start classrooms was 86%, while it was 95% in the expansion classrooms.

Disabilities Services and Mental Health Services Update

The program educators and clerks have worked closely with the PreK special education program specialist and the consulting psychologist in placing students with an active IEP into the Head Start Program. Currently there are 50 students (12%) with active IEPs in the program. This number exceeds the 10% minimum required by Head Start.

Health Services Update

Representatives from Smile Keepers visited every Head Start classroom this month to provide fluoride treatments and discuss dental health with the children. Program educators are monitoring files and providing additional support to ensure that children who have need of further dental treatment receive it.

Parent Education Classes

“Making Parenting a Pleasure,” a class for helping parents build their parenting skills, was held each Wednesday in October at the Samuel Kennedy site. On average, four parents attended each class. Additionally, a class for Spanish speaking parents to learn strategies for working with their children around literacy called “Latino Family Literacy,” was held at Prairie Elementary and Charles Mack Elementary Schools. There was an average of 11 parents attending these classes at Prairie Elementary, and an average of 22 parents attending classes at Charles Mack Elementary School.

Recruitment Event at Fairytale Town

The Pre-K Program had a booth at the Children’s Celebration at Fairytale Town on Saturday, October 9. Sixty informational flyers were distributed. Individual registrations are taking place and students are being placed on a waiting list. Currently, there is a waiting list at each of the school sites.

Sacramento City Unified School District

ARRA Expansion Classroom Opens!

The staff at SCUSD is very excited about opening Room C-3 at the Hiram Johnson Family Education Center, the ARRA Expansion room, which primarily serves student parents who are attending Independent Study at Hiram Johnson. The students are provided child care for 4 hours weekly so they can attend their classes with the knowledge their baby is safely cared for just next door. A separate work space for students to complete homework with their baby in view is included in the room. The space is also utilized by SCOE, First 5 and the Early Head Start Home-Based programs for socializations, providing a developmentally appropriate and stimulating learning environment for babies, and a small meeting and resource area for parents. Please come see the beautiful new room during the open house on December 1st from 11:00 - 1:00!

Workshops for Pregnant and Parenting Teens

Workshops for pregnant and parenting teen groups are being held at three high schools: American Legion, Capital City, and Hiram Johnson. The workshops are held approximately twice a month to connect students with each other and to provide information to aid them in becoming better parents. This includes information about child development, positive parenting, healthy pregnancy, and self-care. So far this year 32 teens have participated in these workshops.

Head Start Children Receive Dental Varnish

SCUSD has started the dental varnish program in October and a master calendar has been developed so that all school sites will be visited by the Dental Hygienist and Nurse.

'Incredible Years' Parent Workshop

On November 2, 2010 the department social workers, First 5 resource teacher and other support staff were able to provide the first half of an *Incredible Years* parent workshop. The goal of the workshop was to teach parents tools for positive discipline. The base of the program is focusing on relationship building with your child. This is done through cooperative and child directed play, praise and encouragement and tangible and intangible rewards. Using these tools will enhance the child's self-esteem, problem solving skills, social-emotional well-being, among other things, that will increase the child's ability to thrive in the home and at school. Thirty three parents were in attendance, which included seven couples. The information provided in the workshop was well received. The second half of the workshop will be completed on November 9th and will cover the topics of limit setting, natural and logical consequences, and the use of limited time outs.

San Juan Unified School District

Education Services Update

The last year of the district's Early Reading First grant will allow coaches to collaborate with preschool Lead Teachers, and deliver additional language and literacy strategies to all San Juan classrooms.

Disabilities Services Update

In October, staff started following up on the first series of referrals. In many instances, the special education staff members have already screened children and/or made additional referrals. A large percentage of the students who have been referred have been placed in a school based program, in which the Speech Therapist will see those children on an informal basis and/or send work home for parents to support the needs of their child. The 10% target for disabilities enrollment has been met; however, referrals and placements will continue as children's needs are met.

Mental Health Services Update

The Mental Health Therapist (MHT) is participating in parent/teacher conferences to address both specific social-emotional needs of identified children as well as to provide community resources and mental health referral information. The MHT continues to provide workshops on limit setting for parents and staff throughout the program. Counseling interns are providing weekly counseling for children program-wide.

Nutrition Services Update

The San Juan Unified School District's Food Services Department provides 'Harvest of the Month' produce to the preschool classes upon request. While only a few of the teachers are currently taking advantage of this resource, participation is strongly encouraged.

Health Services Update

The health team is continuing to schedule Smile Keepers to provide dental screenings for all the preschool programs (HS/SPS/FDSPS). The screenings will be scheduled through December. The health staff members are continuing to screen children in the centralized screening room one day each week. The Nurse continues to train staff and put child health plans in place. Follow-up screenings for children are being completed in the classroom by the health staff.

Policy Committee Update

The Policy Committee has begun activities for the 2010-2011 school year. Both the first regular meeting and first Executive Board meeting have taken place. There are many enthusiastic representatives volunteering to participate. SJUSD is looking toward electing a SPAC representative, selecting committee members and choosing attendees for the February CHSA conference in upcoming meetings.

Transition Services Update

Teachers have been busy preparing their DRDP-PS assessments for all children and will now create their first Individual Development/Transition plans that will be shared with families during the November parent conferences.

Program Support/Staff Training Update

The second session of the Individualization Training was offered on November 5. This covered the new DRDP-PS tool, SJUSD's individualization system and the fine art of taking anecdotal notes.

Fiscal Update

Head Start and Early Head Start base grants were reconciled and reports completed by October 10th, 2010. All spending is within budgeted spending trends. The Head Start and Early Head Start ARRA programs were also reconciled and reports were submitted to SETA's Fiscal Manager for quarterly reporting to the ARRA Federal Reporting Governance.

Final close outs for Head Start and Early Head Start COLA, Quality, Expansion Start-up and Expansions were completed and mailed to SETA on October 27th.

The fiscal staff has attended various trainings on the 2011 Head Start Protocol in preparation for the Triennial Federal Review. SJUSD is currently in process of gathering documents to be sent to SETA by December 1st.

Early Head Start

The month of October began the bus service for home based families to attend family socializations twice each month. This is a big benefit for families who are homebound due to a lack of transportation. Socializations allow the children and families to interact with each other.

Twin Rivers Unified School District

Head Start Children Participate in Safety Week

During the week of October 25th-29th, the TRUSD participated in Red Ribbon Week. The school social worker facilitated parent meetings in every classroom with information related to drug, tobacco and alcohol awareness. Classrooms participated in a "Say No to Drugs" door decorating contest which was judged by TRUSD district office staff. Parents and students also participated in poster and coloring contests related to the Red Ribbon Week theme.

The Fall Festival was also held in conjunction with the safety week. The Fall Festival was a parent involvement event in which families enjoyed carnival games, a haunted house, face painting and lots of fun activities. Each student received a goodie bag and a pumpkin as a special treat. Additionally, students decorated scarecrows and carved pumpkins.

Professional Development

The teaching staff attended the final session of CLASS Training which was facilitated by SETA. Also, staff attended *ChildPlus* training for an overview of the database and component specific data input. During the past month, staff also received training on child abuse and reporting requirements. Finally, Morey Avenue staff participated in CPR/First Aid training to renew their certifications.

Several staff members attended training on the newly released Preschool Curriculum Framework at CPIN. Additionally, the district wide Professional Development Day on November 12th will focus on data analysis as it applies to lesson planning.

Federal Review Preparation

The Leadership Team has been meeting weekly to exchange information and documents in preparation for the upcoming Federal Review. The monitoring binders are 90% complete. In preparation for the upcoming review, the Leadership Team is also developing an action plan to refresh the teaching staff on the various component specific information and performance standards.

Program Update

- The Nutrition Coordinator and District Nurse have finalized the new policy on how to follow-up with children who have low hemoglobin/hematocrit.
- Education Component Leaders have completed ECERS on all classrooms and are providing feedback to the teaching staff for recommended improvement.
- The Speech Language Pathologist continues to provide direct services to students who have been identified with speech concerns. Additionally, the screening procedure is currently being revised.
- The Health Assistant completed dental screenings on October 4th and 11th.
- Dental varnishing for all children was also completed on October 15th.

- The school Social Worker continues to complete Family Partnership Agreements for families and anticipates starting the Friendship Social Skills groups in late November.
- Teachers have finished DRDP-PS assessments.
- The ERSEA Component Leader (substitute) continues to input enrollment, health and family services data into the *ChildPlus* database. The enrollment files have been reviewed by SETA and no concerns have been noted.

Policy and Parent Committees Update

New members of the 2010-2011 Policy Committee were officially elected; Parent representatives from both expansion sites were included. Parent Committees meetings were held at both expansion school sites: Kohler and Woodridge. The Policy Committee members voted to approve the bylaw revisions on October 19th. Committee members have also been selected for the Component Teams.

Parenting Classes Offered Through Community Partnership

“Making Parenting a Pleasure” parenting classes continue to be offered at the Morey Avenue site in collaboration with the Mutual Assistance Network in Del Paso Heights through an MOU with First 5 Sacramento. During the parenting classes, childcare was made available through Child Action, while translation was provided by TRUSD’s ECE Department.

WCIC

Special Events

Ms. Davis, Executive Director, participated in McClatchy High School’s “Take Back the Night” event on October 21 on behalf of WCIC/Playmate Head Start Programs. This was an excellent event for recruitment of Head Start families, as well as positive community involvement/outreach.

WCIC/Playmate Head Start Program’s children, parents and staff were invited by Mayor Kevin Johnson to participate in the Sesame Street Workshop on October 26 at the Oak Park Community Center. Elmo was present and the children never stopped smiling, laughing and talking. Additionally, the children were given Sesame Street books and piggy banks. They created their personal artwork on the piggy banks!!!

WCIC’s Annual Christmas Fundraiser Planning Committee has been working hard during the month of October on the upcoming fundraiser, which is scheduled for December 4 from 7 p.m. to Midnight. The event will include live entertainment, food, and networking opportunities. Please come and share the Holiday Spirit with us!!! A \$10 donation is requested.

WCIC’s 75th Anniversary Celebration Planning Committee met again on October 19th. The weeklong (August 1st through August 6th, 2011) celebration will include: an art show, a children’s literacy program, poetry, a banquet, a house party, and an event at the Capitol.

Family and Community Partnerships

The recruitment of partnerships continues monthly to enhance the quality of existing services to our Head Start families. The following partners continue to make a difference: UC Berkeley Early Childhood Math Project, City of Sacramento, Oak Park Community Center, NIA Women of Purpose, The Effort Clinic, and the UC Davis African American Faculty and Staff Association.

Staff Development Day

The WCIC/Playmate Team enjoyed the Sacramento County's Head Start Delegate Kick-Off on October 14th and 15th. The panel of Federal Review experts was a special treat. The team also expressed that this was one of the best Delegate Kick-Off events! They were able to ask one on one protocol questions in the break-out sessions and received excellent feedback to bring back to the sites.

Fiscal

WCIC/Playmate Head Start Program's audit is currently underway.

SETA Head Start Food Service Operations Monthly Report *October 2010

October 1st - Phoenix Park closed for pest control.

October 6th - Whispering Pines Center Closed due to no water or telephone service.

October 11th - Illa Collin opens PM Class

October 25th - La Rivera closed due to plumbing problems.

October 20th - EHS Home Base Field Trip - Lunch and Snack provided for 100.
Food Cost \$280.05

October 21st - Home Base Field Trip - Lunch and Snack provided for 60.
Food Cost \$250.20

Meetings and Trainings:

All Food Service Staff attended a meeting with Brenda Campos on October 8th.

CACFP training was attended by Connie Otwell and other SETA Staff on October 12th.

Head Cook Cheryl Barton provided a training to the Cook Drivers on the Mather Center Dishwasher Procedure and Special Diets on October 22nd.

FMLA and Time Sheet Training was attended by Connie Otwell on October 27th.

Code of Conduct Training attended by Connie Otwell on October 29th.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
41,514	25,411	29,147	920

Total Amount of Meals and Snacks Prepared 96,992

Purchases:

Food	\$61,929.09
Non - Food	\$15,854.59

Building Maintenance and Repair: \$1,302.80

Kitchen Small Wares and Equipment: \$610.53

Vehicle Maintenance and Repair : \$3,441.18

Vehicle Gas / Fuel: \$1,603.08
Normal Delivery Days 21

**Sacramento County Head Start/Early Head Start
Delegate Monthly Enrollment Report
October, 2010
Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Elk Grove USD	380	380	100	328	86
Elk Grove ARRA Expansion	40	40	100	38	95
Sacramento City USD	1,272	1,322	104	1,154	91
Sac City ARRA Expansion	20	24	120	21	105
Sacramento Employment and Training Agency	1,860 (2,778)	1,861	100	1,350	73
Sacramento Employment Training Agency AARA Expansion	18	20	111	13	72
San Juan USD	680	696	102	579	85
San Juan ARRA Expansion	20	22	110	20	100
Twin Rivers USD	179	179	100	179	100
Twin Rivers ARRA Expansion	32	32	100	32	100
WCIC/Playmate Head Start	100	100	100	84	84
WCIC ARRA Expansion	20	20	100	17	85

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Sacramento City USD	115	115	100	63	55
Sac City ARRA Expansion	32	32	100	24	75
Sacramento Employment and Training Agency	213	215	101	143	67
Sacramento Employment Training Agency AARA Expansion	132	133	101	63	48
San Juan USD	129	130	101	100	78
San Juan ARRA Expansion	32	33	103	24	75

(a) Includes children who have dropped during the month and whose slot will be filled within the 30 days allowable period.

(b) If enrollment is less than 100%, agency must include corrective plan of action.

(c) Attendance on the last day of month

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 10/31/10)

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1305.6 (c) states that at least 10% of the total number of enrollment in each grantee and delegate agency must be made available to children with disabilities.

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP (% AFE)</u>	
Twin Rivers USD (211)	13	(6%)	N/A	
Elk Grove USD (420)	53	(12%)	N/A	
Sacramento City USD (1292)(147)	43	(3%)	7	(5%)
San Juan USD (700) (161)	64	(9%)	14	(9%)
WCIC (120)	7	(6%)	N/A	
SETA (2796) (345) (1878 Tracks)	150	(8%)	36	(10%)
County (4621)* (653)*	330	(7%)	57	(8.7%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

ITEM IV-C – INFORMATION

UPDATE ON IMPLEMENTATION OF JOBS.SACRAMENTOWORKS.ORG

BACKGROUND:

In early 2010, SETA and Sacramento Works, Inc. made a decision to purchase a virtual one stop career center system. Staff has been working with the software company, Geographic Solutions, to convert all of our customer and employer information from our current tracking system, create an implementation plan targeting late 2010 or early 2011 for implementation at SETA's twelve One Stop Career Centers, train staff and partners on the use of the new system.

On October 18, 2010 the first phase of the new system, ***Jobs.sacramentoworks.org*** was launched. In this phase, the customer information of 83,000 job seeker customers who visited the career center system and over 600 employer customers using the career center system was transported into the ***Jobs.sacramentoworks.org*** database. In addition, the ***Jobs.sacramentoworks.org*** system has the capability of spidering national job banks, employer websites, and public and private sector job boards.

Job seekers can log into the system, register and complete a resume and identify their skills and they will be provided all of the jobs that match their qualifications. Employers can list their open job orders and access resumes from qualified job seekers.

Phase 2 is planned for launch on January 19, 2011. Phase 2 will include all customer tracking and case management modules.

Staff will be available to demonstrate how the new system works and answer questions.

STAFF PRESENTER: Ed Proctor, William Walker, Terri Carpenter

ITEM IV-D - INFORMATION

SACRAMENTO WORKS ONE STOP CAREER CENTER FIRST QUARTER REPORT
2010-2011

BACKGROUND:

Selected performance data for the first quarter of the Sacramento Works Career Center activities will be sent under separate cover.

Staff will be available to answer questions.

STAFF PRESENTER: Ralph Giddings

ITEM IV-E – INFORMATION

ARRA WORKPLACE LEARNING/JOB CREATION PROGRAM OUTCOMES

BACKGROUND:

SETA/Sacramento Works used the American Recovery and Reinvestment Act of 2009 to fund three activities designed to create jobs and assist unemployed adults re-enter the workforce. This is the first in a series of reports to the board highlighting the outcomes of the investments made in the Sacramento Region.

The Workplace Learning/Job Creation activity provided wage subsidies for unemployed workers in order for them to gain the work readiness or occupational skills that are needed to compete in the labor force. Two types of wage subsidy programs were funded:

- Work Experience - 100% wage subsidies to provide work readiness skills to individuals with severe barriers to employment, and
- On-the-job-training – a program where employers “hire first” and receive from 50%-90% wage reimbursement to offset the extraordinary costs of training.

The Work Experience Activity targeted individuals who received public assistance and who were enrolled in the CalWORKS program. This program targeted 75 individuals with severe barriers to employment and provided them with paid work experience in entry level employment opportunities. Fifty-seven individuals (or 76%) completed their training and 23 (30%) entered employment at an average wage of \$9.21 per hour (without benefits). While the goals of the program (paid employment for unemployed people) were achieved, because of the low entered employment rate, staff did not recommend this activity to continue in 2010-2011.

The On-the-job training Activity targeted CalWORKS recipients and dislocated workers. Seven program operators were funded to develop On-the-job-training contracts with private sector employers for 331 unemployed workers. Employers were reimbursed up to 90% of the wages paid to trainees and committed to hiring the workers if they successfully completed training. Of the 331 trainees, 311 (94%) successfully completed training and 255 (77%) entered employment upon completion of training at an average rate of \$12.47 without including benefits. This program, funded with WIA ARRA funding and ARRA TANF ECF funding provided by the Sacramento County Department of Human Assistance was recommended for continuation in 2010-2011.

ITEM IV-F- 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 November 22, 2010 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Official	5/26/2010	HAVI Logistics 826 National Drive Sacramento, CA 95834	7/28/2010	103	Retained jobs
Official	6/4/2010	Child Action Sacramento, CA	7/28/2010	85	8/9/2010
Official	6/28/2010	McDonough Holland & Allen PC's 500 Capitol Mall Sacramento, CA	8/31/2010	106	Declined Services
Unofficial	7/1/2010	U.S. Census Sacramento, CA	8/31/2010	50	8/3/2010
Official	7/1/2010	EdFund 10370 Peter A McCuen Blvd Mather, CA 95655	8/27/2010	18	Declined Services
Official	7/1/2010	Zip Realty Emeryville, CA	8/31/2010	39	Declined Services
Official	8/13/2010	O1 Communications, Inc. 1515 K street, Ste. 100 Sacramento, CA	9/30/2010	52	Declined Services
Official	9/7/2010	Beanstalk Sacramento, CA	11/1/2010	82	11/11/2010
Official	9/8/2010	HomeEq Servicing (Ocwen) 4837 Watt Ave North Highlands, CA	11/19/2010	902	10/25-27/2010
Official	9/8/2010	CLARCOR Air Filtration Products 3800 Pell Circle Sacramento, CA 95838	11/22/2010	80	9/28/2010
Official	9/15/2010	Freedom Debt Relief 3947 Lennane Drive Sacramento, CA 95838	11/15/2010	123	10/21/2010
Official	10/4/2010	Cost-U-Less Insurance Center, Inc 2721 Citrus Rd, Ste. B Rancho Cordova, CA 95742	11/30/2010	91	11/15-16/2010
Official	10/8/2010	Wells Fargo 11000 White Rock Rd Rancho Cordova, CA 95670	12/5/2010	101	11/10/2010
Official	10/8/2010	Child Action 9800 Old Winery Rd Sacramento (Rescinded)	12/5/2010	80	11/3/10 11/10/2010
Official	11/16/2010	Wells Fargo 11000 White Rock Rd Rancho Cordova, CA 95670	1/25/2011	22	11/10/2010
			Total # of Affected Workers	1,934	

ITEM IV-G – 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

Employer Recruitment Activity Report

Employer	Jobs	No of Positions
AccentCare	Caregivers	16
Acrobat Staffing	Cooks, Servers, Dishwashers	13
Advance Call Center Technologies	Call Center Technical	70
Appleone Employment Services	Various Positions	38
Agilent Technologies	Manufacturing Engineer Supervisor	1
Amerikit	Warehouse, Administrative Asst.	3
Beutler Corporation	Consolidated/Flash Cool	70
California Energy Savers	Telemarketing	4
California Redevelopment Association	Member Service Associate	1
Campbell Soup	Maintenance Mechanics	67
Capital Autism Services	Behavioral Tutors	8
Cenveo	Maintenance Tech & Adjusters	2
Cenveo	Mechanical Tech & Adjuster	2
ChildCare Careers	Teacher	4
ChildCare Careers	Teacher Assistant	1
ChildCare Careers	Teacher's Aid	1
Community Services Planning Council	Program Associate	1
CSSC-Janitorial	Janitors	2
Delta Dental of California	Workforce Management Coordinator	1
Dome Printing	Truck Driver	1
General Produce Company	Retail Merchandiser	1
Grocery Outlet	Deli, Clerk, Cashier, Produce etc.	40
H & R Block	Office Managers	12
IFCO Systems	Sorters	8
Intelligrated	Product Support Engineers	5
International Language Interpreters	Translators/Translators	12
Kustum Steel Fabricators	Welders/ Welder Helper	3
Manpower	Warehouse/Maintenance	10
N Solar Inc	Green Jobs	150
North Highlands Pharmacy Inc.	Pharmacy Clerk	2
Pride Industries	Floor Technician	1
OPDE	Solar Photovoltaic	150
PG&E	Utility Equipment Mechanics	31
Randstad	Bilingual Customer Service Reps	15
RSI (Recruiter Solutions Inc)	Field Service Tech/Supervisor	1
Salvation Army Emergency Shelter	Case Manager & Housing Specialist	2
Sears	Seasonal Sales Associates/ Cashiers	12
Select Staffing	Warehouse /Lt Industrial/Forklift Operators	20
Staffing Network	Various Positions	13
Solar Power Inc	Solar Photovoltaic	50
Support for Home	Caregivers	13
Turning Point Christian School	Pre-School Teacher	1
Union Pacific	Diesel Mechanic	1
ZETA	Construction	50
Total		909

ITEM IV– H - INFORMATION

REVIEW OF ANNUAL AUDITOR'S REPORT AND FINANCIAL STATEMENTS FOR
FISCAL YEAR ENDED JUNE 30, 2010

BACKGROUND:

Gilbert Associates, Inc. recently completed the June 30, 2010 annual audit of the Sacramento Employment and Training Agency. Staff will be available to answer questions regarding the audit.

The auditor's report will be sent under separate cover.

STAFF PRESENTER: Roy Kim

ITEM IV-I – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of October is 12.1%.

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

**SACRAMENTO-ARDEN-ARCADE-ROSEVILLE METROPOLITAN STATISTICAL AREA (MSA)
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)**
Seasonal declines lead to below-average October job loss

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 12.1 percent in October 2010, down from a revised 12.5 percent in September 2010, and above the year-ago estimate of 12.0 percent. This compares with an unadjusted unemployment rate of 12.0 percent for California and 9.0 percent for the nation during the same period. The unemployment rate was 11.7 percent in El Dorado County, 11.0 percent in Placer County, 12.5 percent in Sacramento County, and 11.6 percent in Yolo County.

Between September 2010 and October 2010, the total number of jobs located in the counties of El Dorado, Placer, Sacramento, and Yolo decreased by 600 to total 809,300 jobs.

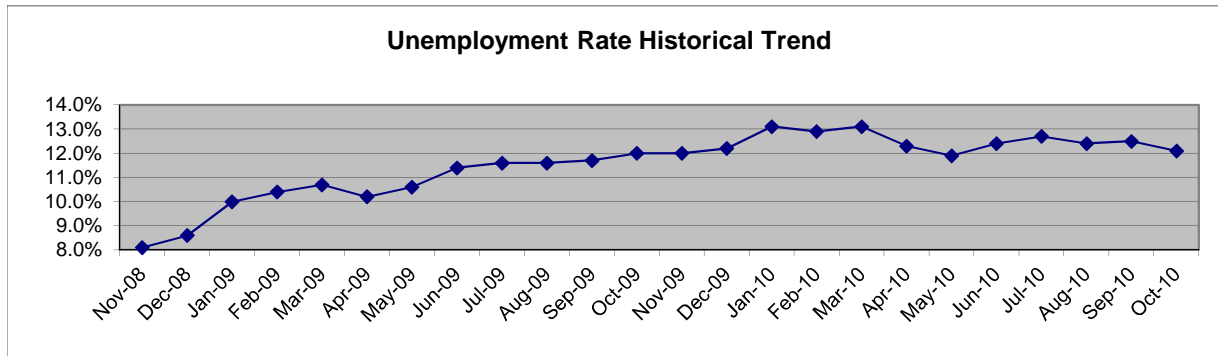
- Leisure and hospitality led regional job loss with a seasonal decline of 1,600 jobs. Food services and drinking places fell 1,100 jobs, compared to its average decline of 800 jobs. Arts, entertainment, and recreation cut back 500 jobs, slightly more than the average 300-job loss it has reported over the prior 20 years.
- Financial activities receded by 600 jobs, twice its normal seasonal decline. The losses were primarily in finance and insurance (down 500 jobs), with a smaller drop in real estate, rental, and leasing (down 100 jobs).
- Manufacturing was down 600 jobs due to seasonal cutbacks. Nondurable goods trimmed 500 jobs, and durable goods made up the remaining 100-job loss.
- Professional and business services reported a gain of 500 jobs in contrast to an average loss of 300 jobs. Professional, scientific, and technical services added 300 jobs followed by a 200 job-gain in administrative and support and waste management and remediation services.
- Two industries reflected seasonal increases. Government advanced 2,500 jobs primarily in state government education (up 1,700 jobs) and local government education (up 1,300 jobs), marking a return to school-year staffing levels. Trade, transportation, and utilities gained 400 jobs due to a typical boost in retail trade (up 500 jobs).

Between October 2009 and October 2010, total wage and salary employment located in the region dropped by 22,800 jobs or 2.74 percent.

- Construction receded by 4,800 jobs. Declines were focused in specialty trade contractors (down 3,300 jobs) and construction of buildings (down 1,700 jobs).
- Government shed 3,900 jobs primarily due to losses in local government (down 2,000 jobs) and state government (down 1,800 jobs).
- Financial activities declined by 2,500 jobs due to cutbacks in finance and insurance (down 1,500 jobs) and real estate, rental, and leasing (down 1,000 jobs).

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 12.1 percent in October 2010, down from a revised 12.5 percent in September 2010, and above the year-ago estimate of 12.0 percent. This compares with an unadjusted unemployment rate of 12.0 percent for California and 9.0 percent for the nation during the same period. The unemployment rate was 11.7 percent in El Dorado County, 11.0 percent in Placer County, 12.5 percent in Sacramento County, and 11.6 percent in Yolo County.



Industry	Sep-2010	Oct-2010	Change		Oct-2009	Oct-2010	Change
	Revised	Prelim				Prelim	
Total, All Industries	809,900	809,300	(600)		832,100	809,300	(22,800)
Total Farm	9,100	8,600	(500)		9,600	8,600	(1,000)
Total Nonfarm	800,800	800,700	(100)		822,500	800,700	(21,800)
Mining and Logging	500	500	0		500	500	0
Construction	36,700	36,500	(200)		41,300	36,500	(4,800)
Manufacturing	34,000	33,400	(600)		33,900	33,400	(500)
Trade, Transportation & Utilities	130,900	131,300	400		133,400	131,300	(2,100)
Information	16,700	16,500	(200)		18,000	16,500	(1,500)
Financial Activities	50,100	49,500	(600)		52,000	49,500	(2,500)
Professional & Business Services	96,100	96,600	500		99,000	96,600	(2,400)
Educational & Health Services	97,700	97,700	0		98,800	97,700	(1,100)
Leisure & Hospitality	78,700	77,100	(1,600)		79,300	77,100	(2,200)
Other Services	27,800	27,500	(300)		28,300	27,500	(800)
Government	231,600	234,100	2,500		238,000	234,100	(3,900)

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

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

Data Not Seasonally Adjusted

	Oct 09	Aug 10	Sep 10 Revised	Oct 10 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,051,900	1,053,700	1,047,900	1,040,300	-0.7%	-1.1%
Civilian Employment	925,400	923,300	917,200	914,500	-0.3%	-1.2%
Civilian Unemployment	126,500	130,400	130,700	125,800	-3.7%	-0.6%
Civilian Unemployment Rate (CA Unemployment Rate)	12.0%	12.4%	12.5%	12.1%		
(U.S. Unemployment Rate)	9.5%	9.5%	9.2%	9.0%		

Total, All Industries (2)	832,100	812,500	809,900	809,300	-0.1%	-2.7%
Total Farm	9,600	9,200	9,100	8,600	-5.5%	-10.4%
Total Nonfarm	822,500	803,300	800,800	800,700	0.0%	-2.7%
Total Private	584,500	571,900	569,200	566,600	-0.5%	-3.1%
Goods Producing	75,700	71,700	71,200	70,400	-1.1%	-7.0%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	41,300	37,200	36,700	36,500	-0.5%	-11.6%
Construction of Buildings	9,700	8,400	8,200	8,000	-2.4%	-17.5%
Construction - Residual	4,600	4,400	4,600	4,800	4.3%	4.3%
Specialty Trade Contractors	27,000	24,400	23,900	23,700	-0.8%	-12.2%
Building Foundation & Exterior Contractors	5,900	5,400	5,200	5,100	-1.9%	-13.6%
Building Equipment Contractors	10,800	10,200	10,000	9,800	-2.0%	-9.3%
Building Finishing Contractors	6,600	5,700	5,600	5,600	0.0%	-15.2%
Specialty Trade Contractors - Residual	3,700	3,100	3,100	3,200	3.2%	-13.5%
Manufacturing	33,900	34,000	34,000	33,400	-1.8%	-1.5%
Durable Goods	21,800	21,900	21,900	21,800	-0.5%	0.0%
Computer & Electronic Product Manufacturing	7,100	7,000	7,000	7,100	1.4%	0.0%
Durable Goods - Residual	14,700	14,900	14,900	14,700	-1.3%	0.0%
Nondurable Goods	12,100	12,100	12,100	11,600	-4.1%	-4.1%
Food Manufacturing	4,900	5,300	5,300	4,800	-9.4%	-2.0%
Non-Durable Goods - Residual	7,200	6,800	6,800	6,800	0.0%	-5.6%
Service Providing	746,800	731,600	729,600	730,300	0.1%	-2.2%
Private Service Producing	508,800	500,200	498,000	496,200	-0.4%	-2.5%
Trade, Transportation & Utilities	133,400	131,500	130,900	131,300	0.3%	-1.6%
Wholesale Trade	23,500	22,700	22,600	22,600	0.0%	-3.8%
Merchant Wholesalers, Durable Goods	12,000	11,400	11,400	11,400	0.0%	-5.0%
Merchant Wholesalers, Nondurable Goods	8,800	8,700	8,700	8,700	0.0%	-1.1%
Wholesale Trade - Residual	2,700	2,600	2,500	2,500	0.0%	-7.4%
Retail Trade	86,700	85,600	85,000	85,500	0.6%	-1.4%
Motor Vehicle & Parts Dealer	10,000	9,600	9,600	9,500	-1.0%	-5.0%
Building Material & Garden Equipment Stores	7,000	7,100	7,000	7,000	0.0%	0.0%
Grocery Stores	16,800	16,700	16,700	16,700	0.0%	-0.6%
Health & Personal Care Stores	5,300	5,100	5,100	5,100	0.0%	-3.8%
Clothing & Clothing Accessories Stores	6,400	6,800	6,700	6,800	1.5%	6.3%
Sporting Goods, Hobby, Book & Music Stores	4,300	4,100	4,200	4,300	2.4%	0.0%
General Merchandise Stores	19,300	19,100	19,100	19,300	1.0%	0.0%
Retail Trade - Residual	34,400	33,800	33,300	33,500	0.6%	-2.6%
Transportation, Warehousing & Utilities	23,200	23,200	23,300	23,200	-0.4%	0.0%
Information	18,000	17,000	16,700	16,500	-1.2%	-8.3%
Publishing Industries (except Internet)	2,800	2,600	2,600	2,500	-3.8%	-10.7%
Telecommunications	10,100	9,200	9,000	9,000	0.0%	-10.9%
Information - Residual	5,100	5,200	5,100	5,000	-2.0%	-2.0%
Financial Activities	52,000	50,100	50,100	49,500	-1.2%	-4.8%
Finance & Insurance	39,700	38,600	38,700	38,200	-1.3%	-3.8%
Credit Intermediation & Related Activities	13,900	13,700	13,800	13,800	0.0%	-0.7%
Depository Credit Intermediation	8,400	8,400	8,400	8,400	0.0%	0.0%
Nondepository Credit Intermediation	3,200	3,100	3,100	3,100	0.0%	-3.1%
Credit Intermediation and Related Activities -	2,300	2,200	2,300	2,300	0.0%	0.0%
Finance and Insurance - Residual	4,900	4,100	4,100	3,600	-12.2%	-26.5%
Insurance Carriers & Related	20,900	20,800	20,800	20,800	0.0%	-0.5%

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

Data Not Seasonally Adjusted

	Oct 09	Aug 10	Sep 10	Oct 10	Percent Change	
			Revised	Prelim	Month	Year
Real Estate & Rental & Leasing	12,300	11,500	11,400	11,300	-0.9%	-8.1%
Real Estate	8,900	8,600	8,500	8,500	0.0%	-4.5%
Real Estate and Rental and Leasing - Residual	3,400	2,900	2,900	2,800	-3.4%	-17.6%
Professional & Business Services	99,000	96,900	96,100	96,600	0.5%	-2.4%
Professional, Scientific & Technical Services	50,400	49,600	49,500	49,800	0.6%	-1.2%
Architectural, Engineering & Related Services	8,800	8,800	8,700	8,800	1.1%	0.0%
Professional, Scientific, and Technical Services	41,600	40,800	40,800	41,000	0.5%	-1.4%
Management of Companies & Enterprises	8,900	8,800	8,700	8,700	0.0%	-2.2%
Administrative & Support & Waste Services	39,700	38,500	37,900	38,100	0.5%	-4.0%
Administrative & Support Services	37,300	36,200	35,600	35,700	0.3%	-4.3%
Employment Services	14,200	14,100	14,300	14,600	2.1%	2.8%
Services to Buildings & Dwellings	10,600	10,500	10,500	10,300	-1.9%	-2.8%
Administrative and Support Services - Residual	12,500	11,600	10,800	10,800	0.0%	-13.6%
Administrative and Support and Waste Management	2,400	2,300	2,300	2,400	4.3%	0.0%
Educational & Health Services	98,800	96,500	97,700	97,700	0.0%	-1.1%
Education and Health Services - Residual	13,000	10,500	10,900	10,900	0.0%	-16.2%
Health Care & Social Assistance	85,800	86,000	86,800	86,800	0.0%	1.2%
Ambulatory Health Care Services	29,700	29,900	30,000	30,200	0.7%	1.7%
Hospitals	29,700	29,800	29,800	29,900	0.3%	0.7%
Nursing & Residential Care Facilities	14,400	14,500	14,400	14,500	0.7%	0.7%
Health Care and Social Assistance - Residual	12,000	11,800	12,600	12,200	-3.2%	1.7%
Leisure & Hospitality	79,300	80,200	78,700	77,100	-2.0%	-2.8%
Arts, Entertainment & Recreation	12,300	13,000	12,400	11,900	-4.0%	-3.3%
Accommodation & Food Services	67,000	67,200	66,300	65,200	-1.7%	-2.7%
Accommodation	8,000	8,700	8,500	8,500	0.0%	6.3%
Food Services & Drinking Places	59,000	58,500	57,800	56,700	-1.9%	-3.9%
Full-Service Restaurants	26,700	26,700	26,100	25,500	-2.3%	-4.5%
Limited-Service Eating Places	29,300	29,900	30,000	29,800	-0.7%	1.7%
Food Services and Drinking Places - Residual	3,000	1,900	1,700	1,400	-17.6%	-53.3%
Other Services	28,300	28,000	27,800	27,500	-1.1%	-2.8%
Repair & Maintenance	7,900	8,000	8,000	7,900	-1.3%	0.0%
Other Services - Residual	20,400	20,000	19,800	19,600	-1.0%	-3.9%
Government	238,000	231,400	231,600	234,100	1.1%	-1.6%
Federal Government	12,900	13,100	12,700	12,800	0.8%	-0.8%
Department of Defense	1,800	1,800	1,800	1,800	0.0%	0.0%
Federal Government excluding Department of Defense	11,100	11,300	10,900	11,000	0.9%	-0.9%
State & Local Government	225,100	218,300	218,900	221,300	1.1%	-1.7%
State Government	112,200	109,100	109,300	110,400	1.0%	-1.6%
State Government Education	28,000	23,600	23,900	25,600	7.1%	-8.6%
State Government Excluding Education	84,200	85,500	85,400	84,800	-0.7%	0.7%
Local Government	112,900	109,200	109,600	110,900	1.2%	-1.8%
Local Government Education	66,800	63,000	64,500	66,800	3.6%	0.0%
County	20,000	18,800	18,700	18,300	-2.1%	-8.5%
City	10,700	11,500	10,700	10,400	-2.8%	-2.8%
Special Districts plus Indian Tribes	15,400	15,900	15,700	15,400	-1.9%	0.0%

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.

November 19, 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

	Oct 09	Aug 10	Sep 10 Revised	Oct 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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REPORT 400 C
Monthly Labor Force Data for Counties
October 2010 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,225,100	16,045,200	2,179,900	12.0%
ALAMEDA	19	753,500	670,300	83,300	11.0%
ALPINE	55	390	320	70	17.3%
AMADOR	26	17,800	15,600	2,200	12.4%
BUTTE	31	105,500	92,000	13,500	12.8%
CALAVERAS	43	19,650	16,740	2,910	14.8%
COLUSA	45	11,850	10,030	1,830	15.4%
CONTRA COSTA	18	521,100	464,000	57,100	10.9%
DEL NORTE	30	11,870	10,370	1,500	12.6%
EL DORADO	23	89,900	79,400	10,600	11.7%
FRESNO	47	443,800	373,900	69,800	15.7%
GLENN	34	13,150	11,390	1,750	13.3%
HUMBOLDT	12	61,200	54,900	6,300	10.3%
IMPERIAL	58	76,800	54,300	22,500	29.3%
INYO	6	9,620	8,720	900	9.3%
KERN	40	366,500	313,600	52,900	14.4%
KINGS	44	63,500	54,000	9,500	15.0%
LAKE	53	25,210	20,910	4,310	17.1%
LASSEN	26	13,910	12,180	1,730	12.4%
LOS ANGELES	28	4,884,300	4,272,200	612,100	12.5%
MADERA	39	66,800	57,200	9,600	14.3%
MARIN	1	130,500	120,100	10,400	8.0%
MARIPOSA	17	9,600	8,560	1,040	10.8%
MENDOCINO	10	43,530	39,110	4,420	10.2%
MERCED	51	107,400	89,900	17,500	16.3%
MODOC	33	3,920	3,410	510	13.0%
MONO	25	7,990	7,010	980	12.3%
MONTEREY	13	218,400	195,700	22,700	10.4%
NAPA	4	75,300	68,600	6,700	8.9%
NEVADA	21	49,820	44,310	5,510	11.1%
ORANGE	5	1,611,100	1,464,000	147,100	9.1%
PLACER	19	175,100	155,900	19,200	11.0%
PLUMAS	48	8,750	7,370	1,380	15.8%
RIVERSIDE	42	910,900	777,300	133,600	14.7%
SACRAMENTO	28	678,300	593,600	84,700	12.5%
SAN BENITO	35	25,000	21,600	3,400	13.6%
SAN BERNARDINO	37	857,300	739,600	117,700	13.7%
SAN DIEGO	10	1,566,700	1,406,200	160,500	10.2%
SAN FRANCISCO	6	455,200	412,700	42,500	9.3%
SAN JOAQUIN	51	300,600	251,500	49,000	16.3%
SAN LUIS OBISPO	8	138,300	125,300	13,000	9.4%
SAN MATEO	2	369,100	337,600	31,500	8.5%
SANTA BARBARA	3	224,000	204,500	19,500	8.7%
SANTA CLARA	15	880,200	787,000	93,300	10.6%
SANTA CRUZ	15	148,400	132,600	15,800	10.6%
SHASTA	41	84,600	72,200	12,400	14.6%
SIERRA	35	1,650	1,430	220	13.6%
SISKIYOU	45	19,540	16,530	3,010	15.4%
SOLANO	23	213,200	188,300	24,900	11.7%
SONOMA	9	258,400	233,400	25,000	9.7%
STANISLAUS	50	237,000	198,600	38,400	16.2%
SUTTER	56	41,400	34,000	7,400	17.8%
TEHAMA	38	25,450	21,880	3,570	14.0%
TRINITY	54	4,930	4,080	850	17.2%
TULARE	49	206,500	173,600	32,900	15.9%
TUOLUMNE	32	25,960	22,620	3,340	12.9%
VENTURA	14	429,800	384,500	45,300	10.5%
YOLO	22	97,000	85,700	11,300	11.6%
YUBA	56	28,000	23,100	5,000	17.8%

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.

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	678,300	593,600	84,700	12.5%	1.000000	1.000000
Arden Arcade CDP	56,400	49,400	7,000	12.4%	0.083249	0.082638
Carmichael CDP	29,100	26,200	2,800	9.7%	0.044196	0.033389
Citrus Heights city	50,000	45,600	4,400	8.8%	0.076838	0.052031
Elk Grove CDP	35,000	31,500	3,600	10.2%	0.052995	0.042014
Fair Oaks CDP	17,000	15,800	1,200	6.8%	0.026690	0.013634
Florin CDP	12,800	10,300	2,500	19.3%	0.017414	0.029215
Folsom city	26,800	25,200	1,500	5.7%	0.042525	0.018086
Foothill Farms CDP	9,800	8,100	1,600	16.9%	0.013648	0.019477
Galt city	11,000	8,800	2,200	20.0%	0.014787	0.025876
Gold River CDP	4,800	4,600	100	2.5%	0.007807	0.001391
Isleton city	400	400	100	16.5%	0.000606	0.000835
La Riviera CDP	6,900	6,400	500	7.5%	0.010764	0.006121
Laguna CDP	20,300	18,900	1,400	6.9%	0.031834	0.016416
Laguna West Lakeside CDP	5,300	4,800	500	8.9%	0.008082	0.005565
North Highlands CDP	22,700	18,400	4,400	19.2%	0.030952	0.051475
Orangevale CDP	15,700	14,400	1,300	8.5%	0.024229	0.015860
Parkway South Sacramento CD	16,200	12,700	3,500	21.5%	0.021400	0.041180
Rancho Cordova City	30,900	26,500	4,400	14.3%	0.044619	0.052031
Rancho Murieta CDP	2,200	2,100	100	4.2%	0.003619	0.001113
Rio Linda CDP	5,800	4,700	1,100	19.4%	0.007917	0.013356
Rosemont CDP	13,800	12,400	1,500	10.6%	0.020867	0.017251
Sacramento city	215,900	184,400	31,500	14.6%	0.310678	0.371731
Vineyard CDP	5,800	5,500	400	6.5%	0.009185	0.004452
Walnut Grove CDP	500	300	100	29.4%	0.000569	0.001669
Wilton CDP	2,700	2,500	200	8.6%	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

Data Not Seasonally Adjusted

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios	
					Emp	Unemp

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.

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.